

APPROVED FOR POSTING

SANDIGANBAYAN
Annual Procurement Plan for 2018
Capital Outlay

MA. TERESA S. PABULAYAN
Executive Clerk of Court IV

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/ Project)	
				Ads/Posting of IB/REI	Sub/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO		
BUILDINGS													
	SB Baguio Land Improvement	NO. OF UNITS											
	SB Building II	1	ENG	Bidding				GAA2018	24,000,000.00				
	Roofdeck Improvement	1	ENG	Bidding				GAA2018	250,288,000.00			First Tranche	
								GAA2018	16,320,000.00				
	Subtotal Buildings									290,608,000.00			
OTHER MACHINERY AND EQUIPMENT													
	Disaster Management Center	1	ENG	AMP				GAA2018	312,000.00				
	Rainwater Harvesting	1	ENG	Bidding				GAA2018	2,085,000.00				
Office Equipment													
	RICOH MP C2011SP (Copier)	1	OCC5	AMP	1st Quarter			GAA2018	320,000.00				
	Multimedia Projector w/ Document Camera	1	ENG	AMP	1st Quarter			GAA2018	80,000.00				
	Projector w/ White Screen	7	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	490,000.00				
	Receiving Machine	3	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	210,000.00				
	Mimeographing Machine	1	GEN	AMP	2nd Quarter			GAA2018	500,000.00				
	Sound System EVO 150 Model	2	OCC1,OCC3	AMP	1st Quarter			GAA2018	600,000.00				
	Electric Typewriter	4	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	160,000.00				
	Loading Cart (49"x31")	1	SUP	AMP	1st Quarter			GAA2018	5,000.00				
	Refrigerator	5	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	75,000.00				
	Inverter, Split Type, 3 Tonner 220 VAC Single Phase	236	ENG	Bidding	Quarterly	Quarterly	Quarterly	Quarterly	23,600,000.00				
	Centralized Airconditioning 10 Tonner 220 VAC Three Phases	4	ENG	Bidding/AMP	3rd Quarter			GAA2018	2,000,000.00				
	Airconditioning Unit Floor Mounted	1	ENG	AMP	3rd Quarter			GAA2018	84,000.00				
	Case Catalyst Machine	6	STE	Bidding	2nd Quarter			GAA2018	3,000,000.00				
	Subtotal									31,124,000.00			
ICT Equipment													
	Barcode Printer	1	SUP	AMP	1st Quarter			GAA2018	35,000.00				
	Pass-Thorough Scanner	1	JZT	AMP	2nd Quarter			GAA2018	30,000.00				
	Heavy Duty 100 PPM Scanner	1	DOC	AMP	2nd Quarter			GAA2018	500,000.00				
	Automatic Document Feeder Flatbed Scanner	21	Various offices	Bidding	Quarterly	Quarterly	Quarterly	Quarterly	1,155,000.00				
	Barcode Scanner	1	SUP	Bidding/AMP	1st Quarter			GAA2018	35,000.00				
	Desktop Computer	170	Various offices	Bidding	Quarterly	Quarterly	Quarterly	Quarterly	12,750,000.00				
	Laptop	62	Various offices	Bidding	Quarterly	Quarterly	Quarterly	Quarterly	4,960,000.00				
	MAC Book	1	MIS	AMP	4th Quarter			GAA2018	99,500.00				
	iPad	1	ADM	AMP	4th Quarter			GAA2018	45,000.00				
	AIO PC	21	MIS	Bidding/AMP	Quarterly	Quarterly	Quarterly	Quarterly	1,470,000.00				
	Printer All-in-One (w/ Scanner and Fax)	11	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	220,000.00				
	Network Core Switch	1	MIS	AMP	2nd Quarter			GAA2018	500,000.00				
	Uninterrupted Power Supply for Network Switches	5	MIS	AMP	2nd Quarter			GAA2018	100,000.00				
	Uninterrupted Power Supply for Servers	1	MIS	AMP	2nd Quarter			GAA2018	95,000.00				
	Laser Printers	21	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	126,000.00				
	Electronic New Government Accounting System (ENGAS)	1 lot	Various offices	AMP	2nd Quarter			GAA2018	300,000.00				
	Contingency for ICT Equipment									356,500.00			
	Subtotal									22,777,000.00			
Military, Police and Security Equipment													
	Handheld Radio	10	SEC	AMP	3rd Quarter			GAA2018	153,000.00				
	Stun Gun	4	SEC	AMP	1st Quarter			GAA2018	100,000.00				
	Handguns	20	SEC	AMP	1st Quarter			GAA2018	477,000.00				
	Subtotal									730,000.00			
Medical Equipment													
	Bio Ref (Pharmaceutical Refrigerator)	1	MED	AMP	1st Quarter			GAA2018	150,000.00				
Intangible Assets - Computer Software													
	Procurement and Inventory System Software	1	SUP	AMP	2nd Quarter			GAA2018	800,000.00				
	Firewall	1	MIS	Bidding/AMP	2nd Quarter			GAA2018	1,250,000.00				
	Tester	1	MIS	AMP	2nd Quarter			GAA2018	100,000.00				

Information Library System	1	LIB	AMP	2nd Quarter					GAA2018	20,000.00		
Release/Received Information Dissemination	1		AMP	2nd Quarter					GAA2018	150,000.00		
Microsoft Office Software for Computers and Laptops	248	MIS	Bidding/AMP	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	3,950,000.00		
									Subtotal	6,270,000.00		
TRANSPORTATION EQUIPMENT									Subtotal Other Machinery and Equipment	63,448,000.00		
Motor Vehicles	7	Various offices	Bidding	As needed					GAA2018	11,300,000.00		
FURNITURE AND FIXTURES												
Sofa	6	Various offices	AMP	2nd Quarter					GAA2018	150,000.00		
Justices' Lounge Sofa	2		AMP	2nd Quarter					GAA2018	120,000.00		
Sofa Set	2	Various offices	AMP	2nd Quarter					GAA2018	70,000.00		
Sala Set	1	JGE	AMP	2nd Quarter					GAA2018	22,000.00		
Justice's Long John	1	JGE	AMP	2nd Quarter					GAA2018	16,000.00		
Justice's Table	2	JGE,JKM	AMP	2nd Quarter					GAA2018	71,000.00		
Junior Executive Table	10	Various offices	AMP	2nd Quarter					GAA2018	240,000.00		
Senior Executive Table	4	Various offices	AMP	2nd Quarter					GAA2018	160,000.00		
Executive Table	6	Various offices	AMP	2nd Quarter					GAA2018	180,000.00		
Executive Table (L Shape with Side Table)	1	JRJ	AMP	2nd Quarter					GAA2018	30,000.00		
Justice's Workroom Table	1	JGE	AMP	2nd Quarter					GAA2018	32,000.00		
Conference Table with Chairs (4-6 seater)	1	MED	AMP	2nd Quarter					GAA2018	21,000.00		
Conference Table with Chairs (8 seater)	2	JTE,OCC6	AMP	2nd Quarter					GAA2018	60,000.00		
Conference Table with Chairs (10 seater)	1	MIS	AMP	2nd Quarter					GAA2018	40,000.00		
Dining Table with Chairs (8 seater)	1	JGE	AMP	2nd Quarter					GAA2018	31,000.00		
Justice's Executive Chair with Arm Rest	3	Various offices	AMP	2nd Quarter					GAA2018	90,000.00		
Senior Executive Chair	2	OCC4,OCC5	AMP	2nd Quarter					GAA2018	50,000.00		
Visitor's Chair	25	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	450,000.00		
Executive Chair	32	Various offices	AMP	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	800,000.00		
Patient Bed	1	MED	AMP	1st Quarter					GAA2018	21,000.00		
File Compactor, 10 Bays	1	STE	Bidding/AMP	3rd Quarter					GAA2018	1,320,000.00		
Book Shelves	8	Various offices	AMP	3rd Quarter					GAA2018	160,000.00		
Magazine Rotator	1	LIB	AMP	3rd Quarter					GAA2018	25,000.00		
Newspaper Rack	1	LIB	AMP	3rd Quarter					GAA2018	25,000.00		
Furniture and Fixtures - Amortization									GAA2018	2,625,000.00		
Other Furniture and Fixtures									GAA2018	542,000.00		
									Contingency for Furniture and Fixtures	300,000.00		
									Subtotal	7,651,000.00		
BOOKS												
Philippine Reports	1,300	Various offices	AMP	As needed					GAA2018	520,000.00		
Assorted Textbooks/Codals	1 (lot)	LIB	AMP	As needed					GAA2018	600,000.00		
									Subtotal	1,120,000.00		
									Subtotal Furnitures and Fixtures	8,771,000.00		
									TOTAL CAPITAL OUTLAY	374,127,000.00		
CARRY OVER FROM PREVIOUS APP												
Buildings and Other Structures												
Stenographer		ENG	Bidding							10,888,000.00		
DAED		ENG	Bidding							32,000,000.00		
Design and Build with Variation Cost inclusive of 4% Procurement Service Fee	1 lot	ENG	Bidding	February	February	March	March			70,081,967.21		
Project Management Service inclusive of 4% Procurement Service Fee	1 lot	ENG	Bidding	February	February	March	March			1,918,032.79		
										Subtotal for Buildings and Other Structures	114,888,000.00	
OFFICE EQUIPMENT												
Built-in Courtroom Projector w/ Camera	7 units	ENG	Bidding							1,050,000.00		
Biometrics Machine	2 units	PER	AMP							300,000.00		
Lapel Microphone	70 units	ENG	Bidding							2,656,000.00		
Sound System for Auditorium	1 lot	ENG	AMP							940,000.00		
Conference Microphone and Sound System Lounge	1 lot	ENG	AMP							842,958.60		
Digital Cameras and other related accessories	1 lot	MISD	AMP							480,800.00		
Personal Protection Equipment (PPE)	1 lot	SEET	AMP							833,208.00		
Drain Cleaning Machine	1 unit	ENG	AMP							41,726.20		
Inverter Airconditioning Units 3 Tonner 220 VAC Single Phase	66 units	ENG	Bidding							6,000,000.00		
										Subtotal for Office Equipment	13,144,692.80	

ICT EQUIPMENT											
Scanner Hi-Speed	14 units	various offices	AMP							700,000.00	
Barcode Scanner and Printer	1 lot	Supply Section	AMP							200,000.00	
Uninterruptable Power Supply (UPS) (1.5KVA, 2KVA and 3KVA)	1 lot	MISD	AMP							359,000.00	
Upgrading of Network Infrastructure	1 lot	MISD	Bidding							5,862,798.40	
Anti-Virus (for Desktop) (lot)	1 lot	MISD	AMP							600,000.00	
Anti-Virus (for Laptop) (lot)	1 lot	MISD	AMP							100,000.00	
Mini CPU and other components and peripherals (for Digital Signage of five (5) Courtrooms)	5 units	various offices	AMP							200,000.00	
Public Address System	1 lot	ENG	Bidding							2,000,000.00	
Various IT Equipment 9 sets Brand New Desktop Computer HP Prodesk 400 G4 MT 1 unit Laptop Computer HP Probook 440 3 units HP Officejet Pro 8710 All-in-one Printer 1 unit HP Laserjet Pro M102w Laser Printer 1 unit Seagate Expansion Portable 2.5 STEA1000400 External HDD 1 unit EATON 5L 650VA USB 230V PH UPS		various offices	AMP							760,540.00	w/ Purchase Order No. 2018-01-0001 dated Jan. 15, 2018
Uninterruptable Power Supply (UPS) for server 1 unit UPS 2200 VA Rackmount 5 units UPS 1500 VA 1 unit UPS 3000 VA		MISD	AMP							359,000.00	w/ Approved PR No. 17-11-795 dated Nov. 29, 2017
Stand Alone NAS Server	1 unit	MISD	AMP							78,800.00	w/ Approved PR No. 17-11-797 dated Nov. 29, 2017
Sheetfed Document Scanner, Hi-Speed	1 unit	MISD	AMP							39,995.00	w/ Approved PR No. 17-12-801 dated Nov. 17, 2017
Fax Machine	1 unit	ACC	AMP							6,950.00	w/ Approved PR No. 17-07-522 dated July 26, 2017
6 units Laptop for Case Catalyst	1 lot	STENO	AMP							738,000.00	w/ Approved PR No. 17-11-796 dated Nov. 29, 2017
Subtotal for ICT Equipment										12,005,083.40	
FURNITURE AND FIXTURES											
Rostrum	2 units	ENG	AMP							200,000.00	w/ Approved PR No. 17-06-450 dated June 27, 2017
Stackable Chairs and Foldable Tables at the Multi-purpose Hall	1 lot	ENG	AMP/Bidding							1,000,000.00	
Conference Chair for Justice's Lounge	21		AMP							525,000.00	
Conference Table for Justice's Lounge	1		AMP							300,000.00	
Furniture for Courtroom											
Clerical Chair	20	various offices	AMP							60,000.00	
Clerical Table	20	various offices	AMP							124,000.00	
Witness Chair	5	various offices	AMP							15,000.00	
Ante Room Chair	15	various offices	AMP							60,000.00	
Lawyer's Chair	60	various offices	AMP							360,000.00	
Lawyer's Table	10	various offices	AMP							80,000.00	
Justice's Chair	15	various offices	AMP							375,000.00	
Gang Chair	100	various offices	AMP							450,000.00	
Sandiganbayan Seal (Logo)	1	ENG	AMP							200,000.00	
Table Signage for Offices	1 lot	ENG	AMP							147,000.00	
Various Office Furniture 10 units Clerical Chair 6 units Visitors Chair		various offices	AMP							44,700.00	w/ Purchase Order No. 2018-01-0002 dated Jan. 15, 2018
Various Office Furniture 1 unit Executive Chair 2 units Clerical Chair 2 units Computer Chair 2 units Vertical Filing Steel Cabinet - 3 drawers 2 units Vertical Filing Steel Cabinet - 4 drawers 2 units Lateral Filing Steel Cabinet - 4 drawers		various offices	AMP							99,709.00	w/ Approved PR No. 17-08-603 dated Aug. 17, 2017
2 units Computer Chair w/ arm		ECC IV	AMP							5,598.00	w/ Approved PR No. 17-11-798 dated Nov. 29, 2017
3 pcs. Replacement for defective Computer Tables 2 pcs. Replacement for defective Clerical Chairs		OCC5	AMP							16,136.00	w/ Approved PR No. 17-09-691 dated Sept. 29, 2017
Subtotal for Furniture and Fixtures										4,062,143.00	
BOOKS											

Laws and Jurisprudence on Graft and Corruption: A Compendium 2010 Edition by: Noel Villaroman	5 pcs	LIB	AMP							2,750.00			w/ Approved PR No. 17-05-363 dated May 25, 2017
Subtotal for Books										2,750.00			
TRANSPORTATION EQUIPMENT													
Ambulance	1	ADM	Bidding							1,800,000.00			
Shuttle Service	5	ADM	Bidding							17,000,000.00			
Service Vehicle (Van)	1	ADM	Bidding							1,800,000.00			
Motorcycle w/ Side car	1	SAS	AMP							96,000.00			
Subtotal for Transportation Equipment										20,696,000.00			
Total Carry Over from 2017 APP										164,798,669.20			

Prepared by:
BAC SECRETARIAT


Recommended for Approval by:
BIDS AND AWARDS COMMITTEE

Recommended for Approval by:
SUB-COMMITTEE ON PROCUREMENT PLANNING

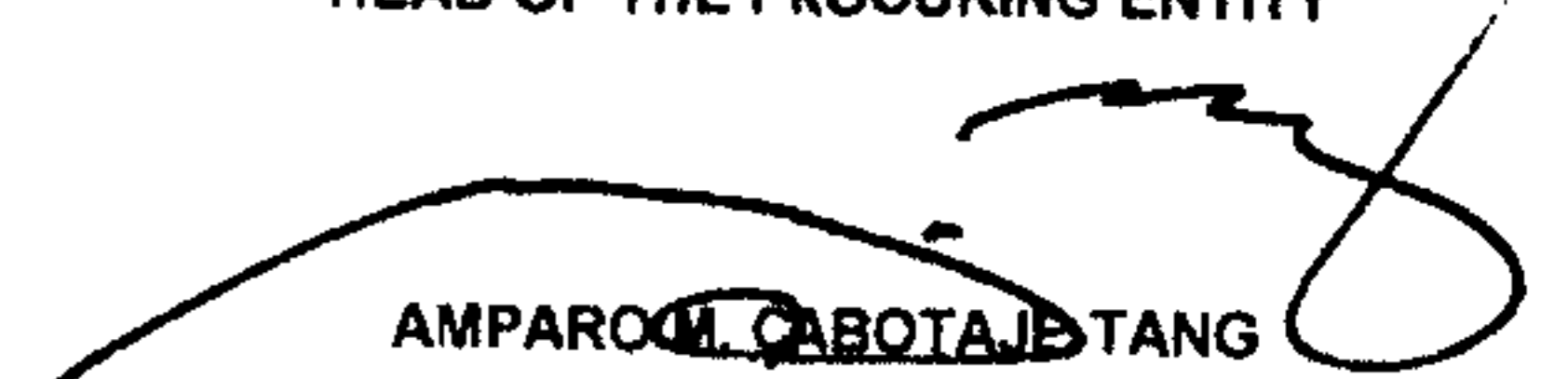
Approved by:
HEAD OF THE PROCURING ENTITY



ATTY. BASILLE C. YANOCHAN
Head, BAC Secretariat


ATTY. MA. TERESA S. PABULAYAN
Chairperson


ATTY. JASON T. LORENZO
Vice-Chairperson



KARL B. MIRANDA
Chairperson

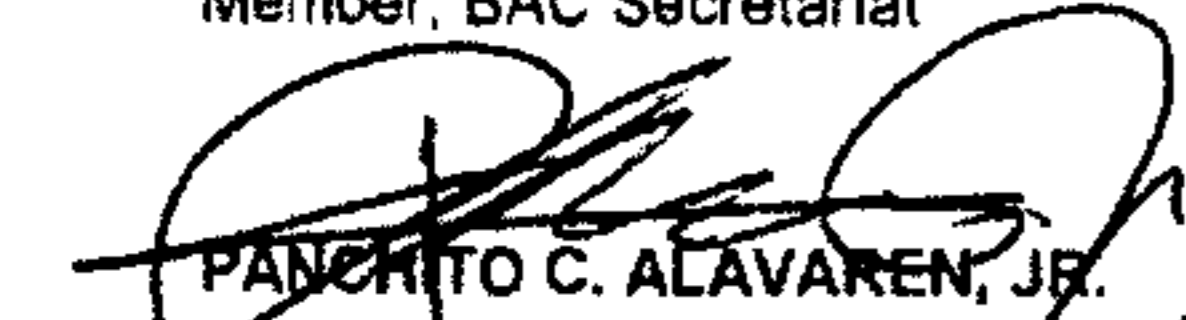

AMPAROC CABOTAJ TANG
Presiding Justice


WINDSOR P. PAMORCA
Member, BAC Secretariat


ATTY. RITCHELLE M. DESINGANO-YRAÑELA
Member


RODITO C. LAGGUI, JR.
Member



SARAH JANE T. FERNANDEZ
Co-Chairperson


PANCHITO C. ALAVAREN, JR.
Member, BAC Secretariat


ATTY. RONALD JOHN B. DECANO
Provisional Member



TEODORA C. BLANCO
Provisional Member



ZALDY V. TRESPESSES
Co-Chairperson


NELSON P. SANCHEZ
Member, BAC Secretariat

(on leave)
RYAN S. BUENVIAJE
Member, BAC Secretariat

Verified as to availability of allotment:


KARLO ENRICO I. BAGUIO
Member, BAC Secretariat


MARIA ANTONIA A. ABUCAN
Budget Officer III


CHAMAGNE E. FERRERO
Member, BAC Secretariat

SANDIGANBAYAN
Annual Procurement Plan for 2018
Maintenance and Other Operating Expenses (MOOE)

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/ Project)
				Ads/Posting of IB/REI	Sub/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	TRAVELLING EXPENSES - FOREIGN	<i>Various Offices</i>	AMP	As needed				GAA2018	6,933,000.00			
	TRAVELLING EXPENSES - LOCAL	<i>Various Offices</i>	AMP	As needed				GAA2018	6,786,000.00			
	TRAINING AND SCHOLARSHIP EXPENSES	<i>Various Offices</i>	AMP	As needed				GAA2018	11,403,000.00			
	OFFICE SUPPLIES EXPENSES											
	1st Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	3,982,000.00			
	2nd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	3,982,000.00			
	3rd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	3,982,000.00			
	4th Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	3,982,000.00			
									Subtotal Office Supplies Expenses	15,928,000.00		
	FUEL, OIL AND LUBRICANTS EXPENSES	<i>Various Offices</i>	AMP	As needed					4,103,000.00			
	DRUGS AND MEDICINE EXPENSES											
	1st Quarter	<i>MED</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	229,250.00			
	2nd Quarter	<i>MED</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	229,250.00			
	3rd Quarter	<i>MED</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	229,250.00			
	4th Quarter	<i>MED</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	229,250.00			
									Subtotal Drug and Medicine Expenses	917,000.00		
	OTHER SUPPLIES AND MATERIALS EXPENSES											
	Centennial Building											
	1st Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	208,250.00			
	2nd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	208,250.00			
	3rd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	208,250.00			
	4th Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	208,250.00			
	SB Baguio											
	1st Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	65,000.00			
	2nd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	65,000.00			
	3rd Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	65,000.00			
	4th Quarter	<i>Various Offices</i>	AMP	Quarterly	Quarterly	Quarterly	Quarterly	GAA2018	65,000.00			
									Subtotal Other Supplies and Materials Expenses	1,093,000.00		
	UTILITY EXPENSES - WATER EXPENSES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	3,017,000.00			
	UTILITY EXPENSES - ELECTRICITY EXPENSES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	21,271,000.00			
	POSTAGE AND COURIER SERVICES		As needed					GAA2018	132,000.00			
	TELEPHONE - MOBILE		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	2,979,000.00			
	TELEPHONE - LANDLINE		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	2,353,000.00			
	INTERNET SUBSCRIPTION EXPENSES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	2,367,000.00			
	CABLE, SATELLITE, TELEGRAPH AND RADIO EXPENSES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	132,000.00			
	EXTRAORDINARY EXPENSES AND MISCELLANEOUS EXPENSES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	4,891,000.00			
	LEGAL SERVICES		Monthly	Monthly	Monthly	Monthly	Monthly	GAA2018	540,000.00			
	OTHER PROFESSIONAL SERVICES											
	Laboratory Analysis											
	Phy-Chem	<i>ENG</i>	AMP					GAA2018	50,000.00			
	Effluent Quality	<i>ENG</i>	AMP	Monthly				GAA2018	20,000.00			
	Emission Testing	<i>ENG</i>	AMP	Annually				GAA2018	40,000.00			
	Raw Water Quality	<i>ENG</i>	AMP	Monthly				GAA2018	8,500.00			
	Pest Abatement							GAA2018				
	General Pest Control	<i>ENG</i>	AMP	Monthly				GAA2018	96,000.00			
	Termite Control	<i>ENG</i>	AMP	Monthly				GAA2018	60,000.00			
	Janitorial Services (SB Baguio)	<i>ENG</i>	AMP/Bidding	Monthly				GAA2018	650,000.00			
	Other Professional Services	<i>ENG</i>	AMP	As needed				GAA2018	1,356,500.00			
									Subtotal Other Professional Services	2,281,000.00		
	JANITORIAL SERVICES		Bidding	Monthly	Monthly	Monthly	Monthly	GAA2018	2,832,000.00			
	SECURITY SERVICES		AMP/Bidding	Monthly	Monthly	Monthly	Monthly	GAA2018	530,000.00			
	OTHER GENERAL SERVICES											
	Security Services	<i>SEC</i>	Bidding	3rd Quarter				GAA2018	10,481,000.00			
	User's Fee for Effluent Quality	<i>ENG</i>	AMP	Quarterly				GAA2018	200,000.00			
	Transport, Treatment, Storage and Disposal of Generated Hazardous Waste	<i>ENG</i>	AMP	Semi-Annually				GAA2018	50,000.00			
									Subtotal Other General Services	10,731,000.00		
	REPAIR AND MAINTENANCE - BUILDINGS AND STRUCTURES											
	Buildings and Grounds Improvement and Maintenance of Baguio Property	<i>ENG</i>	AMP	As needed				GAA2018	100,000.00			

Cistern Cleaning	ENG	AMP	As needed			GAA2018	200,000.00
Construction of Additional Rooms/Partitions/Cubicles	Various offices	AMP	As needed			GAA2018	840,000.00
Construction of Cabinet/Locker	ENG	AMP	As needed			GAA2018	198,000.00
Deepwell Pump	ENG	AMP	As needed			GAA2018	450,000.00
Desludging and Desilting of Drainage Lines	ENG	AMP	As needed			GAA2018	25,000.00
Doors and Sliding Windows	ENG	AMP	As needed			GAA2018	205,000.00
Ducting of Airconditioning Units at the Multi-Purpose Hall	ENG	AMP	As needed			GAA2018	250,000.00
Electrical System and Carpentry Works at the Multi-Purpose Hall	ENG	AMP	3rd Quarter			GAA2018	120,000.00
Elevator and Dumb Waiter	ENG	AMP	Monthly			GAA2018	300,000.00
Fire Pump	ENG	AMP	As needed			GAA2018	200,000.00
Higher Perimeter Fence	ENG	AMP	As needed			GAA2018	150,000.00
Hood Canopy Wall Type with Exhaust Duct and Blower	ENG	AMP	As needed			GAA2018	300,000.00
Installations of Tiles at the Canteen	ENG	AMP	As needed			GAA2018	700,000.00
Labor and Sundry Materials	ENG	AMP	As needed			GAA2018	60,000.00
Preventive Maintenance of Airconditioning Units & Evaporators	ENG	AMP	As needed			GAA2018	300,000.00
Preventive Maintenance of Electrical, Mechanical and Plumbing System	ENG	AMP	As needed			GAA2018	120,000.00
Preventive Maintenance of Fire Alarm System	ENG	AMP	Annually			GAA2018	400,000.00
Preventive Maintenance of Generator Set	ENG	AMP	As needed			GAA2018	210,000.00
Preventive Maintenance of Mainbreaker	ENG	AMP	As needed			GAA2018	200,000.00
Repair of Damaged Baguio Courthouse Roofing	ENG	AMP	As needed			GAA2018	100,000.00
Renovation of the Offices of Justices	Various offices	AMP	As needed			GAA2018	3,075,000.00
Renovation of Vacated Offices (Retired Justices)	Various offices	AMP	As needed			GAA2018	200,000.00
Repainting of Interior Walls and Mouldings	ENG	Bidding	3rd Quarter			GAA2018	12,455,000.00
Repair of Ceiling Inner Room (Security)	ENG	AMP	As needed			GAA2018	10,000.00
Repair of Ceiling Inner Room (Security)	ENG	AMP	As needed			GAA2018	5,000.00
Repair of Outlets and Telports	ENG	AMP	As needed			GAA2018	12,000.00
Replacement of Diffuser	ENG	AMP	As needed			GAA2018	100,000.00
Replacement of Door Knob	ENG	AMP	As needed			GAA2018	15,000.00
Replacement of Glass Door	ENG	AMP	As needed			GAA2018	8,000.00
Rewiring of Intercom	ENG	AMP	As needed			GAA2018	1,200,000.00
Safety Equipment/Signages	ENG	AMP	As needed			GAA2018	100,000.00
SB Signage Cleaning	ENG	AMP	As needed			GAA2018	48,000.00
Supply and Installation of Sound System in Courtrooms	ENG	Bidding/AMP	1st Quarter			GAA2018	1,050,000.00
Transfer Pump	ENG	AMP	As needed			GAA2018	50,000.00
Valves	ENG	AMP	As needed			GAA2018	460,000.00
Valves Jockey Pump	ENG	AMP	As needed			GAA2018	114,000.00
Other Repair and Maintenance - Buildings and Structures	Various offices	AMP	As needed				1,071,800.00
							1,058,400.00
							Contingency for Repair and Maintenance - Buildings and Structures
							Subtotal Repair and Maintenance - Buildings and Structures
							26,460,000.00
REPAIR AND MAINTENANCE - OFFICE EQUIPMENT							
Office Equipment		AMP	As needed			GAA2018	3,629,600.00
Other Office Equipment		AMP	As needed			GAA2018	1,389,400.00
							Subtotal Repair and Maintenance - ICT
							5,019,000.00
REPAIR AND MAINTENANCE - ICT	Various offices	AMP	As needed			GAA2018	1,426,000.00
REPAIR AND MAINTENANCE - MOTOR VEHICLES	Various offices	AMP	As needed			GAA2018	8,157,000.00
REPAIR AND MAINTENANCE - FURNITURE AND FIXTURES	Various offices	AMP	As needed			GAA2018	140,000.00
TAXES, DUTIES AND LICENSES							
Appropriation for the Recurring Expenses for the Renewal of Radio Operator's Certificate	SEC					GAA2018	25,000.00
Appropriation for the Recurring Expenses for the Renewal of Radio Equipment Licenses	SEC					GAA2018	49,000.00
Application of Discharge Permit (RA No. 4850)	ENG					GAA2018	8,000.00
Permit to Operate Air Pollution Source Installation (RA No. 8749)	ENG					GAA2018	1,200.00
Renewal of Mechanical/Sanitary	ENG					GAA2018	25,000.00
Other Taxes, Duties and Licenses						GAA2018	2,800.00
							Subtotal Taxes, Duties and Licenses
							111,000.00
FIDELITY BOND PREMIUMS				Annually		GAA2018	145,000.00
INSURANCE EXPENSES				Annually		GAA2018	5,491,000.00
ADVERTISING EXPENSES				As needed		GAA2018	237,000.00
PRINTING AND PUBLICATION EXPENSES							
Annual Report	Various offices	AMP	Annually			GAA2018	100,000.00
SB Case Reports (per volume)	Various offices	AMP	Annually			GAA2018	2,750.00
SB Newsletter	Various offices	AMP	Annually			GAA2018	38,750.00
Code of Conduct Manual	Various offices	AMP	Annually			GAA2018	12,500.00
							Subtotal Printing and Publication Expenses
							154,000.00
REPRESENTATION EXPENSES	Various offices					GAA2018	2,805,000.00
TRANSPORTATION AND DELIVERY EXPENSES	Various offices	AMP	As needed			GAA2018	127,000.00
RENTS - BUILDING AND STRUCTURES							
Office Space	Various Offices	Bidding	As needed			GAA2018	3,000,000.00

Photocopying Machine		Various Offices	Bidding	As needed			GAA2018	2,299,200.00
							Contingency for Rents - Buildings and Structures	
								220,800.00
							Subtotal Rent - Buildings and Structures	
								5,520,000.00
RENTS - MOTOR VEHICLE			AMP	As needed			GAA2018	128,000.00
RENTS - EQUIPMENT								
Sound System and Lights			AMP	As needed			GAA2018	21,000.00
OTHER SUBSCRIPTION EXPENSES		Various Offices	AMP	As needed			GAA2018	448,000.00
DONATIONS							GAA2018	5,000.00
OTHER MOOE								
Semi-Expendable Property								
Semi-Expendable Office Equipment								
Semi-Expendable Equipment							GAA2018	2,306,500.00
Intercom Units							GAA2018	405,000.00
Portable Welding Machine							GAA2018	15,000.00
Semi-Expendable ICT								
Printer - Laserjet with Scanner							GAA2018	15,000.00
Related Power Supply 1000 Watts							GAA2018	11,000.00
Semi-Expendable Furniture and Fixtures								
Furniture and Fixture							GAA2018	5,424,200.00
Visitor's Chair (Justice)							GAA2018	30,000.00
Justice Executive Conference Chair (Justices' Lounge)							GAA2018	315,000.00
Gang Chair for Senior Citizen							GAA2018	30,000.00
							Subtotal	
								8,551,700.00
Engineering Supplies								
Rechargeable Battery		ENG	AMP	As needed			GAA2018	5,600.00
Hoisting Rope 135A12SP		ENG	AMP	As needed			GAA2018	42,400.00
Solid Guide Shoes		ENG	AMP	As needed			GAA2018	16,000.00
Fire Pump Charger		ENG	AMP	As needed			GAA2018	15,000.00
Jockey Pump Bearing		ENG	AMP	As needed			GAA2018	13,000.00
Booster Pump		ENG	AMP	As needed			GAA2018	6,500.00
Sewage Ejector Pump		ENG	AMP	As needed			GAA2018	20,000.00
Generator Set Battery		ENG	AMP	As needed			GAA2018	21,000.00
Water Pump 2Hp		ENG	AMP	As needed			GAA2018	20,000.00
Pipe Declogger		ENG	AMP	As needed			GAA2018	7,500.00
Marine Epoxy (A&B) gallon		ENG	AMP	As needed			GAA2018	4,600.00
Waterproofing (A&B) gallon		ENG	AMP	As needed			GAA2018	18,000.00
Caustic Soda Granules		ENG	AMP	As needed			GAA2018	12,000.00
Piston Valve		ENG	AMP	As needed			GAA2018	20,000.00
Calcium Hypochlorite		ENG	AMP	As needed			GAA2018	18,000.00
1/4" Clear Glass		ENG	AMP	As needed			GAA2018	16,000.00
							Subtotal	
								255,600.00
Security Supplies								
Handcuffs		SEC	AMP	As needed			GAA2018	1,200.00
Pistol Belt		SEC	AMP	As needed			GAA2018	50,000.00
Gun Holster		SEC	AMP	As needed			GAA2018	12,000.00
Pistol Holster (Outside)		SEC	AMP	As needed			GAA2018	75,000.00
Pistol Holster (Inside)		SEC	AMP	As needed			GAA2018	50,000.00
Handcuff Pouch		SEC	AMP	As needed			GAA2018	40,000.00
Stanchion Pole (retractable) with signage and SB print		SEC	AMP	As needed			GAA2018	8,000.00
Breath Analyzer (Portable)		SEC	AMP	As needed			GAA2018	4,000.00
Bag - Water Resistant (for Sheriffs and Process Servers)		SEC	AMP	As needed			GAA2018	22,500.00
							Subtotal	
								262,700.00
Medical, Dental and Laboratory Supplies								
Medical, Dental and Laboratory Supplies		MED	AMP	As needed			GAA2018	160,816.20
Vaccines		MED	AMP	As needed			GAA2018	1,000,000.00
								1,160,816.20
Repair and Maintenance - Buildings and Structures								
Solar Panel Installation		ENG	Bidding	3rd Quarter			GAA2018	11,793,600.00
Palit Ilaw Program Phase II from 40 Watts to 16 Watts LED Fluorescent		ENG	Bidding/AMP	2nd Quarter			GAA2018	2,400,000.00
Palit Ilaw Program Phase II from 20 Watts to 12 Watts LED Fluorescent		ENG	Bidding/AMP	2nd Quarter			GAA2018	84,000.00
Renovation of the Justices' Lounge		ENG	Bidding/AMP	2nd Quarter			GAA2018	5,000,000.00
Repainting of Courthouse and Living Quarters		ENG	Bidding/AMP	3rd Quarter			GAA2018	2,403,566.65
Water Station		ENG	AMP	Monthly			GAA2018	156,000.00
Expansion of Roof for 3 Baguio Cottages		ENG	Bidding/AMP	As needed			GAA2018	1,500,000.00
Magnetic Proximity Switch		ENG	AMP	As needed			GAA2018	32,500.00
Fabrication of Multi-Layered Cabinet of Stock Room/Armory		ENG	AMP	As needed			GAA2018	10,000.00
Replacement of Sanitarywares		PRO	AMP	As needed			GAA2018	50,000.00

Enhancement/Upgrading of CCTV System			SEC,MIS	AMP	As needed			GAA2018	20,000.00		
Fabrication of Steel Grill Door of Stock Room/Armory			ENG	AMP	As needed			GAA2018	7,000.00		
Ethernet Outlet/Ports for Process Server Room			MIS	AMP	As needed			GAA2018	2,000.00		
Subtotal									23,458,666.65		
GAD Projects (5% of the Total Budget)											
Senior Citizen and Differently Abled Person Committee Projects (1% of the Total Budget)											
Christmas Party									1,500,000.00		
Anniversary (June 11, 2018)									1,000,000.00		
Anniversary (June 13, 2018)									2,000,000.00		
Other MOOE									5,070,997.15		
Contingency for Other MOOE									1,802,520.00		
Subtotal Other MOOE									45,063,000.00		
TOTAL MOOE									202,676,000.00		
CARRY OVER FROM PREVIOUS APP (MOOE)											
OFFICE SUPPLIES EXPENSE											
Various Office Supplies 30 pcs. Whiteboard Marker Black 10 pcs. Whiteboard Marker Blue 100 bxs. HP Toner CE85A (HP85A) Original 2 bxs. Brother Ink Cart. LC67B Black 1 bx. Brother Ink Cart. LC67Y Yellow 2 bxs. Brother Ink Cart. LC67C Cyan			SUP	Sec. 53.5					293,197.20		w/ Purchase Order No. 2018-01-0005 dated Jan. 16, 2018
Folder with fastener for legal size documents	100 pcs.		ADM	AMP					8,500.00		w/ Approved PR No. 17-11-785 dated Nov. 27, 2017
Archfile Binder Tiglia for legal size document (blue)	100 pcs.		ACC	AMP					12,500.00		w/ Approved PR No. 17-11-786 dated Nov. 27, 2017
1,500 pcs. Ballpen BP-1RT, fine point, 1,020 pcs. Black, 240 pcs. Blue and 240 pcs. Red 10 bxs. HP Ink cartridge F6V27AA #680, black, original 30 pcs. Flash Drive, USB 16GB capacity			SUP	AMP					36,520.00		w/ Approved PR No. 17-12-810 dated Dec. 4, 2017
Binder (Archfile)	12 pcs.		J. MIRANDA	AMP					2,868.00		w/ Approved PR No. 17-09-680 dated Sept. 25, 2017
10 bxs. Canon Ink Cart., PG-40, black, original 30 bxs. Brother Ink Cart., LC539XL, black, original 24 bxs. Brother Ink Cart., LC535XL, cyan, original 24 bxs. Brother Ink Cart., LC535XL, yellow, original 24 bxs. Brother Ink Cart., LC535XL, magenta, original			SUP	AMP					49,280.00		w/ Approved PR No. 17-11-761 dated Nov. 8, 2017
Subtotal for Office Supplies Expense									402,865.20		
OTHER OFFICE SUPPLIES AND MATERIALS EXPENSE											
1 pc. Roller Blinds 42"H x 43"W 1 pc. Roller Blinds 39"W x 65 1/2"H			ECC IV	AMP					7,067.20		w/ Approved PR No. 17-07-475 dated July 5, 2017
Hand-held Metal Detectors	2 pcs.		SEC	AMP					4,000.00		w/ Approved PR No. 17-07-459 dated July 3, 2017
Heavy Duty Stapler	2 pcs.		COA	AMP					1,000.00		w/ Approved PR No. 17-08-600 dated Aug. 15, 2017
2 pcs. Puncher, 2-hole 8 pcs. Staplewire remover 3 pcs. Stapler			ACC	AMP					1,371.00		w/ Approved PR No. 17-07-522 dated July 26, 2017
Ladder	1 pc.		ARC	AMP					5,500.00		w/ Approved PR No. 17-08-579 dated Aug. 10, 2017
SF95-08 8-Port 10/100 Desktop Switch	1 pc.		J. LAGOS	AMP					1,688.00		w/ Approved PR No. 17-11-783 dated Nov. 24, 2017
Sit Smart Posture Relief (Back Rest)	41		J. CRUZ	AMP					101,639.00		w/ Approved PR No. 17-08-575 dated Aug. 10, 2017
Wheelchair	1 unit		ENG	AMP					6,000.00		w/ Approved PR No. 17-09-673
Heavy Duty Umbrella	2 pcs.		SEC	AMP					1,010.00		w/ Approved PR No. 17-10-705
Fan Motor 60GVAL	4 pcs.		ENG	AMP					12,024.00		w/ Approved PR No. 17-08-558 dated Aug. 8, 2017
Fan Motor 50GVAL	5 pcs.		ENG	AMP					26,945.00		w/ Approved PR No. 17-08-760 dated Nov. 8, 2017
1 pc. Tape Dispenser 1 pc. Automatic Numbering Machine			OCC7	AMP					1,278.50		w/ Approved PR No. 17-11-763 dated Nov. 8, 2017
12 digit Calculator	1 unit		J. DE LA CRUZ	AMP					1,312.00		w/ Approved PR No. 17-09-677 dated Sept. 22, 2017

1 unit Refrigerator 1 unit Push Cart 5 units Computer Chair w/ armrest 1 unit Microwave Oven 1 unit Water Dispenser 4 units Filing Cabinet 4 drawers 1 unit Jr. Executive Chair 4 units Clerical Chair 1 set Kitchenware			MISD	AMP						84,096.00		w/ Approved PR No. 17-12-805 dated Dec. 1, 2017
Other Office Supplies										66,859.37		
Subtotal for Other Office Supplies and Materials Expense										321,790.07		
REPAIR AND MAINTENANCE - BUILDINGS & STRUCTURES												
Laminated Flooring			ENG	AMP						462,000.00		
Glass Tinting and Cleaning			ENG	Bidding/AMP						2,160,000.00		
Steel Rack at Roof Deck for Hazardous Waste Storage			ENG	AMP						150,000.00		
Renovation of MIS			MIS	AMP						150,000.00		
Renovation of Stenopool to be Medical Clinic at the Ground Floor			STE	AMP						335,000.00		
Renovation of Barracks to be Engineering Section's Office			ENG	AMP						200,000.00		
Rewaterproofing			ENG	Bidding						1,000,000.00		
Repair of Roofing and Replacement of Acoustic Ceiling of the Multi-purpose Hall			ENG	Bidding						2,000,000.00		
Replacement of Acoustic Ceiling of Offices			various offices	Bidding						1,000,000.00		
Repainting of Interior Walls and Mouldings			ENG	Bidding						6,275,459.10		
Renovation of Common Comfortrooms (40 X 40)			ENG	Bidding						1,719,000.00		
Renovation of 6th Floor Partition			ENG	AMP						200,000.00		
Renovation of Justice's Lounge			ENG	Bidding						2,000,000.00		
1/4" Thick Glass with Frames for Windows and Doors			ENG	AMP						50,000.00		
Replacement of all Sanitarywares, Accessories and Tiles			ENG	Bidding						5,729,850.00		
Baguio Courthouse												
Water Storage Tank Installation			ENG							1,000,000.00		
Repair and Maintenance of Baguio Courthouse			ENG							200,000.00		
V-Belt B-31 Nylon Braided seraded type	6 pcs.		ENG	AMP						1,800.00		w/ Approved PR No. 17-08-583 dated Aug. 10, 2017
2 pcs. Check Valve 2" Spring Horizontal Type 20 rolls Teflon Tape			ENG	AMP						7,200.00		w/ Approved PR No. 17-09-688 dated Sept. 29, 2017
LG Fan Motor for ACU, model: TP-362TLAO	1 pc.		ENG	AMP						9,500.00		w/ Approved PR No. 17-05-310 dated May 3, 2017
Thermostat Jonson Control -30°C (-29°C) 2 Stage	1 pc.		ENG	AMP						12,500.00		w/ Approved PR No. 17-01-035 dated Jan. 31, 2017
12 Samples of Raw Water for Microbiological Analysis for the following parameters: Heterotropic plate count Total coliform E. Coli	1 lot		ENG	AMP						8,400.00		w/ Approved PR No. 17-12-814 dated Dec. 5, 2017
Flushbolt Chrome	30 pcs.		ENG	AMP						15,000.00		w/ Approved PR No. 17-06-426 dated June 19, 2017
Repainting of Offices of Associate Justice Lorfeil L. Pahimna and Associate Justice Reynaldo P. Cruz	1 lot		various offices	AMP						98,050.00		w/ Approved PR Nos. 17-12-821 and 17-12-840 dated Dec. 7 and Dec. 21, 2017, respectively
Panic Door Lock	1 set		ENG	AMP						5,248.00		w/ Approved PR No. 17-02-071 dated Feb. 3, 2017
Supply of Labor and Materials for the repainting of Security Office at basement	1 lot		SEC	AMP						21,183.00		w/ Approved PR No. 17-05-358 dated May 23, 2017
Pull-out, Repair and Commissioning of two (2) sets mechanical float valve 4" flanged type	1 lot		ENG	AMP						250,000.00		w/ Approved PR No. 17-08-557 dated Aug. 7, 2017
L-Shaped Handrail	22 pcs.		ENG	AMP						55,880.00		w/ Approved PR No. 17-08-574 dated Aug. 10, 2017
Supply of Labor and Tools for the repair of 911 signal receiver for fire alarm system	1 lot		ENG	AMP						3,800.00		w/ Approved PR No. 17-10-721
Renovation of Budget Section w/ the ff. scope of works: 1. Carpentry / Restoration Works 2. Repainting of Partitions 3. Chipping and Dismantling Works 4. Hauling of Debris 5. Mobilization / Site Cleaning	1 lot		ENG	AMP						150,120.00		w/ Approved PR No. 17-02-054 dated Feb. 2, 2017
Subtotal for Repair and Maintenance - Buildings and Structures										25,269,990.10		
REPAIR AND MAINTENANCE - OFFICE EQUIPMENT												
Preventive Maintenance and repair of Biometrics Machine			PER							200,000.00		
Repair/Maintenance of Service Firearms			SEC							30,000.00		

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Repair and Replacement of Intercom System			various offices						2,000,000.00		
Various Supplies for Photocopying Machine 1 unit Fixing Unit for Ineo 420 1 pc. Transfer Separating Corona Unit			OCC7	Sec. 50					37,229.00		w/ Purchase Order No. 2018-01-0003 dated Jan. 15, 2018
Toner TN 114 for Ineo 213			ADM	Sec. 50					46,875.00		w/ Purchase Order No. 2018-01-0004 dated Jan. 15, 2018
REPAIR AND MAINTENANCE - MOTOR VEHICLES									Subtotal for Repair and Maintenance - Office Equipment	2,314,104.00	
Supply of materials for the change oil of three (3) shuttle buses with Plate nos SGH-352, SGH-860 and SGH-780	1 lot		ADM						11,580.00		w/ Approved PR No. 17-08-612 dated Aug. 22, 2017
OTHER PROFESSIONAL SERVICES									Subtotal for Repair and Maintenance - Motor Vehicles	11,580.00	
Emission Testing			ENG	AMP					40,000.00		
OTHER SUBSCRIPTION EXPENSE									Subtotal for Other Professional Services	40,000.00	
Subscription: Reader's Digest for one (1) year			J. JACINTO	AMP					1,776.00		w/ Approved PR No. 17-08-621 dated Aug. 24, 2017
									Subtotal for Other Subscription Expense	1,776.00	
									TOTAL CARRY OVER FROM 2017 APP (MOOE)	28,362,105.37	
MULTI-YEAR PROJECT											
Health and Welfare Program										25,000,000.00	
Staff Development Programs										3,000,000.00	
Other Various Programs											
PRAISE Committee											
Retirement, Rewards, Awards and Loyalty Tokens										2,586,418.40	
GAD Project											
GAD Capability Development Seminar/Workshop										3,000,000.00	
Trainings and Seminars										3,420,000.00	
Laptop										90,000.00	
Detention Cell Beds										40,000.00	
Hospital Bed										12,000.00	
Digital Signage Hardware / Accessories										476,557.00	
									TOTAL for MULTI-YEAR PROJECT	37,624,975.40	

Prepared by:
BAC SECRETARIAT

Recommended for Approval by:
BIDS AND AWARDS COMMITTEE

Recommended for Approval by:
SUB-COMMITTEE ON PROCUREMENT PLANNING

Approved by:
HEAD OF THE PROCURING ENTITY



ATTY. DASHELL C. YANCHA-PO
Head, BAC Secretariat


ATTY. MA. TERESA S. PABULAYAN
Chairperson


ATTY. JASON T. LORENZO
Vice-Chairperson


KARL B. MIRANDA
Chairperson


AMPARO M. CABSTAJE-TANG
Presiding Justice



WINDSOR P. PAMORCA
Member, BAC Secretariat


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Member


RODITO C. LAGGUI, JR.
Member



SARAH JANE T. FERNANDEZ
Co-Chairperson


PANGHITO C. ALAVAREN, JR.
Member, BAC Secretariat


ATTY. RONALD JOHN B. DECANO
Provisional Member


TEODORA C. BLANCO
Provisional Member


ZALDY V. TRESPENAS
Co-Chairperson


NELSON P. SANCHEZ
Member, BAC Secretariat

(on leave)
RYAN S. BUENVIAJE
Member, BAC Secretariat


KARLO ENRICO I. BAGUIO
Member, BAC Secretariat

Verified as to availability of allotment:


MARIA ANTONIA A. ABUGAN
Budget Officer III


CHAMAGNE E. GUERRERO
Member, BAC Secretariat

**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 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/Office: SANDIGANBAYAN
 Region: MAIN & NCR
 Address: Commonwealth Ave., cor Batasan Rd., Quezon City

Agency Account Code: M018

Contact Person: Panchito C. Alavaren, Jr.
 Position: Supply Officer
 E-mail: sandiganbayan_supplysection@yahoo.com
 Telephone/Mobile Nos: 9514514

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	96	30	578	704	13	21	593	627	59	14	571	644	15	27	566	608	2583	20.28	52,383.24
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	93	58	840	991	21	20	888	929	50	20	841	911	21	20	838	879	3710	19.20	71,232.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack	3		5	8		3	2	5	3		5	8		3	2	5	26	91.94	2,390.44
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				0				0				0				0	0	18.93	-
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				0				0				0			0	0	88.69	-	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0				0				0			0	0	49.73	-	
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				0				0				0			0	0	67.06	-	
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				0				0				0			0	0	38.19	-	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0				0				0			0	0	40.47	-	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0				0				0			0	0	7.87	-	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0				0				0			0	0	13.94	-	
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	1417	106	257	1780	40	74	252	366	138	41	238	417	70	94	190	354	2917	18.26	53,264.42
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	299	87	117	503	5	3	168	176	57	2	117	176	5	3	113	121	976	71.39	69,676.64
17	ENVELOPE, DOCUMENTARY, for A4 size document	box				0				0				0			0	0	424.47	-	
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0				0				0			0	0	538.80	-	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0				0				0			0	0	667.84	-	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0				0				0			0	0	28.71	-	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0				0				0			0	0	341.79	-	
22	ENVELOPE, mailing, white, with window	box				0				0				0			0	0	427.23	-	
23	ERASER, FELT, for blackboard/whiteboard	piece	18	6	10	34	2	4	14	20	6	4	10	20	2	4	9	15	89	11.55	1,027.95
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	94	36	59	189	21	12	69	102	30	17	62	109	21	9	58	88	488	6.23	3,040.24
25	FASTENER, METAL, 70mm between prongs	box	79	33	288	400	15	10	302	327	49	6	287	342	20	13	276	309	1378	59.37	81,811.86
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0				0				0			0	0	73.59	-	
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		17.31	-	
29	FOLDER, FANCY, for A4 size documents	bundle				0				0						0	0		258.50	-	
30	FOLDER, FANCY, for legal size documents	bundle				0				0						0	0		302.85	-	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0				0						0	0		177.92	-	
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0				0						0	0		222.27	-	
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0				0						0	0		776.59	-	
34	FOLDER, TAGBOARD, for A4 size documents	pack				0				0						0	0		226.05	-	
35	FOLDER, TAGBOARD, for legal size documents	pack				0				0						0	0		208.38	-	
36	GLUE, all purpose, gross weight: 200 grams min	jar	2	16		18	2		1	3	1	16		17	2		1	3	41	49.73	2,038.93
37	INDEX TAB, self-adhesive, transparent	box				0				0						0	0		53.74	-	
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0				0						0	0		676.00	-	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0				0						0	0		43.26	-	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set				0				0						0	0		36.97	-	
41	MARKER, whiteboard, black, felt tip, bullet type	piece	39	35	73	147	12	10	103	125	29	7	73	109	14	10	67	91	472	10.69	5,045.68
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0						0	0		10.69	-	
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0				0						0	0		10.69	-	
44	MARKER, PERMANENT, bullet type, black	piece	65	110	265	440	16	32	350	398	46	33	268	347	70	29	254	353	1538	10.04	15,441.52
45	MARKER, PERMANENT, bullet type, blue	piece	6	214		220	2		12	14	2			2	14		14	250	10.04	2,510.00	
46	MARKER, PERMANENT, bullet type, red	piece				0				0						0	0		10.04	-	
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0				0						0	0		12.52	-	
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0				0						0	0		32.45	-	
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0				0						0	0		44.32	-	
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0				0						0	0		59.49	-	
51	PAPER, PAD, ruled, size: 216mm x 330mm (±2mm)	pad				0				0						0	0		18.99	-	
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0				0						0	0		6.91	-	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	132	55	183	370	43	36	201	280	78	20	185	283	50	33	164	247	1180	14.04	16,567.20
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				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				0				0				0			0	0	123.08	-	
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-0.3mm	roll				0				0				0			0	0	34.29	-	
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0				0				0			0	0	20.40	-	
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	110	34	158	302	26	40	179	245	39	10	156	205	35	40	154	229	981	62.73	61,538.13
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	115	33	160	308	31	40	173	244	48	14	155	217	40	45	157	242	1011	97.34	98,410.74
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0			0	0	267.14	-	
65	RUBBER BAND, 70mm min lay flat length (#18)	box	45	13	57	115	6	5	31	42	15	4	56	75	8	5	10	23	255	97.04	24,745.20
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0			0	0	16.10	-	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0				0				0			0	0	35.99	-	
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0				0				0			0	0	35.99	-	
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0			0	0	35.99	-	
70	STAMP PAD INK, purple or violet	bottle				0				0				0			0	0	25.62	-	
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	11	11		22			1	1				0	1		1	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				0				0				0			0	0	19.68	-	
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0				0				0			0	0	57.32	-	
75	TAPE, MASKING, width: 48mm (±1mm)	roll	61	22	157	240	13	6	167	186	32	6	155	193	12	8	151	171	790	109.24	86,299.60
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	4	2		6	1	1		2		1	1	2			1	1	11	29.08	319.88
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0				0				0			0	0	11.36	-	
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0				0				0			0	0	27.58	-	
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0				0				0			0	0	70.30	-	
80	TWINE, plastic, one (1) kilo per roll	roll				0				0				0			0	0	51.92	-	
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				0				0				0			0	0	20.55	-	
3	DATING AND STAMPING MACHINE, heavy duty	piece				0				0				0			0	0	497.52	-	
4	PENCIL SHARPENER, manual, single cutter head	piece	36	10	53	99		1	7	8	3	1	1	5	0		1	1	113	194.69	21,999.97
5	PUNCHER, paper, heavy duty, with two hole guide	piece				44	44			0				0			0	44	123.42	5,430.48	
6	SCISSORS, symmetrical, blade length: 65mm min	pair	77	20	57	154		2	8	10	1	4	2	7	5		2	7	178	14.28	2,541.84
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	98	32	71	201		3	10	13	16	4	8	28	4	3	6	13	255	85.45	21,789.75
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0				0				0			0	0	913.95	-	
9	STAPLE REMOVER, PLIER-TYPE	piece	132	36	75	243		12	12	24	27	13	7	47	5		17	22	336	18.91	6,353.76
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	48	14	62	124		1	5	6	1	1	1	3	1		3	4	137	51.57	7,065.09
11	WASTEBASKET, non-rigid plastic	piece	179	37	61	277	1		15	16	1	2	12	15	3		11	14	322	25.96	8,359.12
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	61	13	8	82	37	6	9	52	39	4	8	51	40	4	5	49	234	91.94	21,513.96
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1			1				0				0			0	1	24.88	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	97	109	91	297	56	65	108	229	96	76	73	245	57	85	68	210	981	38.93	38,190.33
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0				0				0			0	0	125.20	-	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	56	10	9	75	1	2	7	10	4	2	7	13	2	2	7	11	109	28.12	3,065.08
8	FLOOR WAX, PASTE, RED	can	11			11	1		5	6	1			1			1	1	19	280.13	5,322.47
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0				0				0			0	0	90.85	-	
10	INSECTICIDE, aerosol type, net content: 600ml min	can	64	28	14	106	39	10	29	78	51	10	14	75	43	10	9	62	321	142.77	45,829.17
11	MOP BUCKET, heavy duty, hard plastic	piece				0				0				0			0	0	1,987.44	-	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	52	11	1	64	1	3	1	5	4	3		7	2	3		5	81	148.18	12,002.58

13	MOPHEAD, made of rayon, weight: 400 grams min	piece	54	13	1	68	4	5	4	13	9	4	1	14	6	4		10	105	110.32	11,583.60
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	53	43	22	118	5	9	24	38	54	9	14	77	15	16	52	83	316	107.08	33,837.28
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				0				0				0				0	0	140.61	-
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
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				0				0				0	0	6,828.14	-
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				0				0				0	0	1,046.65	-
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				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0				0				0				0	0	8,411.60	-
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, 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				0				0				0				0	0	1,379.04	-

22	Desktop Computer, branded	unit				0				0								0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0								0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0								0	0	709.53	-
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0								0	0	1,070.78	-
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0								0	0	796.06	-
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0								0	0	1,352.00	-
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0								0	0	620.67	-
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0								0	0	1,076.19	-
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0				0								0	0	22.66	-
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	12	3		15				0								0	15	3,152.86	47,292.90
9	FLASH DRIVE, 16 GB capacity	piece	142	56	87	285	7	10	70	87	44	12	71	127	10	8	62	80	579	261.75	151,553.25
10	MOUSE, optical, USB connection type	unit				0				0								0	0	140.39	-
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0								0	0	48.13	-
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				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	-
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					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				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	412.50	-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0	0	412.50	-
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 LoS60AA (HP955) Black Original	cart				0				0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0				0				0	0	1,300.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0				0				0	0	1,300.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0				0				0	0	1,300.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0	0	1,700.00	-
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, forLX-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	11	23	40	74	8	7	44	59	10	5	41	56	8	3	38	49	238	2,914.91	693,748.58
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	104	25	170	299	44	26	164	234	77	15	171	263	47	20	161	228	1024	3,009.01	3,081,226.24
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				0				0							0	0	3,942.43	-	

92	TONER CART, HP CE411A, (HP305), Cyan	cart				0				0							0	0	5,618.91	-	
93	TONER CART, HP CE412A, (HP305), Yellow	cart				0				0							0	0	5,618.91	-	
94	TONER CART, HP CE413A, (HP305), Magenta	cart				0				0							0	0	5,618.91	-	
95	TONER CART, HP CE505A, Black	cart				0				0							0	0	4,158.75	-	
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	3,000.00	-	
98	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	25	9	18	52	9	6	15	30	25	3	18	46	9	6	15	30	158	5,775.00	912,450.00
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				0				0							0	0	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	3		1	4	2	1		3	3		1	4	2	1		3	14	2,195.00	30,730.00
112	TONER CART, HP CF351A Cyan LJ	cart	2		1	3	1	1		2	2		1	3	1	1		2	10	2,970.00	29,700.00
113	TONER CART, HP CF352A Yellow LJ	cart	2		1	3	1	1		2	2		1	3	1	1		2	10	2,970.00	29,700.00
114	TONER CART, HP CF353A Magenta LJ	cart	2		1	3	1	1		2	2		1	3	1	1		2	10	2,970.00	29,700.00
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	39	25	9	73	7	5	9	21	24	5	4	33	9	11	4	24	151	6,930.00	1,046,430.00
128	TONER CART, HP CF410XC (HP410XC) black	cart				0				0								0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart	37	21	4	62	5	4	9	18	17	4	4	25	5	4	4	13	118	9,295.00	1,096,810.00
130	TONER CART, HP CF411XC (HP410XC) cyan	cart				0				0								0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart	37	21	4	62	5	4	9	18	17	4	4	25	5	4	4	13	118	9,295.00	1,096,810.00
132	TONER CART, HP CF412XC (HP410XC) yellow	cart				0				0								0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart	37	21	4	62	5	4	9	18	17	4	4	25	5	4	4	13	118	9,295.00	1,096,810.00
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	5			5				0								0	5	2,855.42	14,277.10
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	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						0				0				0	0		-
2						0				0				0	0		-
3						0				0				0	0		-
4						0				0				0	0		-
5						0				0				0	0		-

COMMON OFFICE EQUIPMENT

1	White board		3	1		4				0				0	4	2,000.00	8,000.00
2	White Board with stand & wheels 4x8	pc		1	1	2				0				0	2	4,000.00	8,000.00
3	Cork board		14	3		17				0				0	17	1,000.00	17,000.00
4	Binding machine		1			1				0				0	1	40,000.00	40,000.00
5	Comb Punch Binder	pc	1			1				0				0	1	7,000.00	7,000.00
6	Laminator (Laminating machine)		1			1				0				0	1	4,000.00	4,000.00
7	Printer		62	1		63				0				0	63	6,000.00	378,000.00
8	Printer - colored		1			1				0				0	1	7,000.00	7,000.00
9	Printer - Laserjet		24	3		27	1			1				0	28	6,000.00	168,000.00
10	HP Laserjet P1102 printer		1			1				0				0	1	6,000.00	6,000.00
11	Fax machine		2	2		4				0				0	4	6,000.00	24,000.00
12	Calculator		3	3		6				0				0	6	1,000.00	6,000.00
13	Casio calculator MJ-100D		3			3				0				0	3	1,500.00	4,500.00

14	Casio calculator MZ-12V/S 00 12 digits		4		4				0				0			0	4	2,000.00	8,000.00
15	Printing calculator (12 digits)			2	2				0				0			0	2	4,500.00	9,000.00
16	Printing calculator (14 digits)		3		3				0				0			0	3	4,500.00	13,500.00
17	Adding machine		6		6				0				0			0	6	4,000.00	24,000.00
18	Push Cart		10	1	1	12			0				0			0	12	2,500.00	30,000.00
19	Trolley		3	2		5			0				0			0	5	2,000.00	10,000.00
20	Ladder (aluminum) (3ft.)		3			3			0				0			0	3	2,000.00	6,000.00
21	Ladder (6 steps)		1			1			0				0			0	1	4,000.00	4,000.00
22	Wall Clock		17	2	1	20			0				0			0	20	1,500.00	30,000.00
23	Date Stamper, mm/dd/yy		3	1	1	5			0				0			0	5	1,000.00	5,000.00
24	Numbering Machine		6			6			0				0			0	6	3,000.00	18,000.00
25	Paper cutter, heavy duty		3	5	2	10			0				0			0	10	5,400.00	54,000.00
26	Paper shredder, heavy duty		9	7		16			0				0			0	16	12,000.00	192,000.00
27	Dehumidifier		1			1			0				0			0	1	2,000.00	2,000.00
28	Electric stand fan		17	8	1	26		1					1			0	27	1,500.00	40,500.00
29	Wall fan		2			2			0				0			0	2	1,000.00	2,000.00
30	Ceiling fan		2			2			0				0			0	2	1,500.00	3,000.00
31	Automatic Electric Airpot (3.5 liters)		4		1	5			0				0			0	5	5,000.00	25,000.00
32	Water dispenser		6		1	7			0				0			0	7	5,000.00	35,000.00
33	Microwave oven		8		1	9			0				0			0	9	4,000.00	36,000.00
34	Oven toaster		3			3			0				0			0	3	1,000.00	3,000.00
35	Dinner set (for 9 persons)		1			1			0				0			0	1	2,000.00	2,000.00
36	Cups & saucer	set		1	1	2			0				0			0	2	600.00	1,200.00
37	Spoon and fork	set		2		2			0				0			0	2	150.00	300.00
38	Dinner plates	dozen		1	1	2			0				0			0	2	1,000.00	2,000.00
39	Drinking glasses	dozen			1	1			0				0			0	1	500.00	500.00
40	Vacuum cleaner		4			4			0				0			0	4	5,000.00	20,000.00

41	Digital voice recorder 2GB		88			88				0				0			0	88	5,000.00	440,000.00
42	Digital LCD counter with "now serving" display		1			1				0				0			0	1	10,000.00	10,000.00
43	Headlight		3			3				0				0			0	3	2,000.00	6,000.00
44	Flash Light (heavy duty)		6			6				0				0			0	6	500.00	3,000.00
45	Multitool package	set	2			2				0				0			0	2	3,000.00	6,000.00
46	Canon DR-9080C other parts		1			1				0				0			0	1	14,000.00	14,000.00

COMMON OFFICE SUPPLIES

1	BALLPEN	pc.	389	363	1433	2185	189	230	1517	1936	342	184	1407	1933	259	256	1347	1860	7916	12.60	99,741.60	
2	SIGNPEN	pc.	269	305	434	1008	92	102	547	741	172	101	295	568	202	139	252	593	1910	12.60	36,666.00	
3	HIGHLIGHTER	pc.	40	57	2	99	9	7	30	46	20	8	2	30	36	7	3	46	221	12.60	2,784.60	
4	PENCIL #1	pc.	192	88	442	722	36	47	362	445	63	38	310	411	64	47	294	405	1983	5.35	10,609.05	
5	PENCIL #2	pc.	98	131	451	680	65	51	332	448	106	72	313	491	66	57	305	428	2047	12.60	25,792.20	
6	Bond Paper Long (w/watermark;70GSM)	ream	375	184	903	1462	127	136	962	1225	180	129	903	1212	157	136	886	1179	5078	1.50	7,617.00	
7	Bond Paper Long, without watermark	ream	59	50	52	161	27	26	80	133	37	20	52	109	37	26	46	109	512	2.40	1,228.80	
8	Bond Paper Short (w/watermark;70GSM)	ream	330	135	251	716	45	84	295	424	112	74	273	459	68	61	235	364	1963	2.50	4,907.50	
9	Bond Paper short, without watermark	ream	3			3				0	3			3				0	6	2.80	16.80	
10	Bond Paper short, with letterhead	ream	2	3		5				0				0				0	5	42.00	210.00	
11	Bond Paper Long, Blue	ream	154	79	174	407	11	42	217	270	47	34	169	250	33	47	150	230	1166	13.84	16,137.44	
12	Bond Paper Long, Yellow	ream	8	2	16	26		5	10	15	5	2	14	21		5	9	14	76	8.10	615.60	
13	Bond Paper, Long, Green	ream				0				0	1			1				0	1	20.00	20.00	
14	Coupon Bond Long (for photocopy; GSM80; w/o watermark)	ream			200	200			200	200				200	200			200	200	800	5.00	4,000.00
15	Coupon Bond Long (for photocopy; GSM80; w/watermark)	ream	43	59	104	206	32	66	102	200	38	59	109	206	32	61	102	195	807	4.00	3,228.00	
16	Carbon Paper, brand "Mercury"	box	25	6	15	46	3	3	7	13	10	5	11	26	3	3	7	13	98	1.00	98.00	
17	Yellow Ruled Pad	pad	172	94	307	573	44	38	327	409	73	45	297	415	61	47	287	395	1792	1,500.00	2,688,000.00	
18	Memo Pad	pad	44	32	17	93	18	5	52	75	36	4	7	47	17	15	4	36	351	250.00	62,750.00	
19	Justice's memo pad/notepad	pad	12			12				0				0				0	12	1,800.00	21,600.00	
20	Steno Pad	pad	16	2	18	36	10	2	10	22	16	2	10	28	10	2	10	22	108	450.00	48,600.00	

21	Mimeo Paper Long Commercial	ream	64	7	41	112	18	47	38	103	24	7	77	108	18	11	35	64	387	1,050.00	406,350.00
22	Mimeo Paper Short Commercial	ream	22	5	24	51	15	5	24	44	22	5	24	51	15	5	24	44	190	63.00	11,970.00
23	Registry Return Card		24500	3000		27500				0		3000		3000				0	30500	18.90	576,450.00
24	Index card		100			100				0				0				0	100	100.00	10,000.00
25	Index card, 3x5		100		100	200			100	100			100	100			100	100	500	4.00	2,000.00
26	Index card, 4x6					0			5000	5000				0				0	5000	4.00	20,000.00
27	Index card, 5x8		100			100				0				0				0	100	294.00	29,400.00
28	Justices' Calling card	box		2		2				0				0				0	2	2,500.00	5,000.00
29	Folder	piece	1118	861	1026	3005	283	391	2546	3220	628	271	1946	2845	483	381	1786	2650	11720	280.00	3,281,600.00
30	Folder, short		68	3	4	75	18	3	4	25	18	3	4	25	18	3	4	25	150	255.00	38,250.00
31	Sliding clear folder				6	6				0				0	6			6	12	255.00	3,060.00
32	Criminal case folder		500			500	500			500	500			500	500			500	2000	25.00	50,000.00
33	Civil case folder		500			500	500			500	500			500	500			500	2000	25.00	50,000.00
34	Special civil action case folder		500			500	500			500	500			500	500			500	2000	25.00	50,000.00
35	Appealed case folder		500			500	500			500	500			500	500			500	2000	25.00	50,000.00
36	Data Folder with Fastener	piece	268	156	151	575	6	16	266	288	98	36	151	285	6	16	151	173	1321	141.11	186,406.31
37	Clearbook, refillable, long					0				0	2			2				0	2	15.00	30.00
38	Clearbook, refill, long					0				0	2			2				0	2	252.00	504.00
39	Laminating pouch film		5			5				0	5			5				0	10	250.00	2,500.00
40	Laminating film, legal size		5			5				0				0				0	5	1,560.00	7,800.00
41	A4 Laminating Film 20pcs/pack			1		1				0				0				0	1	1,000.00	1,000.00
42	Property Card	piece	100		1000	1100				0			1000	1000				0	2100	7.00	14,700.00
43	Stock Card	piece	130		1000	1130				0			1000	1000				0	2130	4.50	9,585.00
44	Sticker Paper Matte A4	piece	480	12	30	522	23	10	230	263	32	10	30	72	23	10	30	63	920	3.50	3,220.00
45	Calculator Tape 2 1/4	roll	16	5	14	35	5	12	14	31	5	5	21	31	5	5	14	24	121	32.00	3,872.00
46	Continuous Form 11" X 14 1/8"	box	4	1		5	1		1	2		1		1	1		1	2	10	1,062.00	10,620.00
47	Continuous Form 11" X 9.5"	box	4	1		5	1		1	2		1		1	1		1	2	10	555.86	5,558.60

48	Municipal Form #63	book	7			7				0	7			7				0	14	372.50	5,215.00
49	Blue Borrower's Card	pc		300		300				0				0				0	300	3.00	900.00
50	Borrower's Card Holder	pc		300		300				0				0				0	300	5.00	1,500.00
51	Cash Book	pc	10			10				0				0				0	10	420.00	4,200.00
52	Check Booklet - (MDS)	booklet	2			2		2		2			2	2				0	6	600.00	3,600.00
53	Check Booklet - (TRUST)	booklet	10			10				0				0				0	10	400.00	4,000.00
54	Check Booklet - (FAF)	booklet	10			10				0				0				0	10	400.00	4,000.00
55	Official Receipt - Trust	pad	20			20				0				0				0	20	100.00	2,000.00
56	Official Receipt - GF	pad	10			10				0				0				0	10	100.00	1,000.00
57	Visitors slips (100 pcs. per pad)		600			600				0				0				0	600	100.00	60,000.00
58	Service Record Card	piece			500	500			500	500			500	500			500	500	2000	3.00	6,000.00
59	Leave Card	piece			500	500			500	500			500	500			500	500	2000	3.00	6,000.00
60	Warrant Register	pc	5			5				0				0				0	5	400.00	2,000.00
61	Notebook, medium		5			5				0				0				0	5	45.00	225.00
62	Columnar notebook (14 columns)		2			2				0				0				0	2	35.00	70.00
63	Worksheets (3 columns)	pad				0				0				0				0	0	22.00	-
64	Worksheets (16 columns)	pad	4			4				0				0				0	4	33.80	135.20
65	Documentary Envelope Long	piece	759	669	1759	3187	186	229	2382	2797	396	214	1714	2324	296	277	1669	2242	10550	4.20	44,310.00
66	Documentary Envelope Short	piece	686	443	1035	2164	83	173	1519	1775	313	138	1000	1451	153	211	940	1310	6700	3.75	25,125.00
67	Expanding Envelope	piece	643	449	2922	4014	94	157	3399	3650	323	129	2887	3339	164	192	2829	3185	14188	7.16	101,586.08
68	Mailing Envelope with Seal	piece	4555	1130	7610	13295	3450	855	3450	7755	4355	3360	5095	12810	1050	905	5550	7505	41365	1.30	53,774.50
69	Envelope with Justice's name	box	2	2		4				0				0				0	4	2,200.00	8,800.00
70	Coin Envelope	box			2	2			2	2			2	2			2	2	8	160.00	1,280.00
71	Paste "Redstone"	piece	50	15	68	133	6	8	14	28	23	5	18	46	8	8	5	21	228	24.00	5,472.00
72	Ruler, plastic, 12"		12	3	1	16				0				0				0	16	30.00	480.00
73	Ruler, 24"		4			4				0				0				0	4	40.00	160.00
74	Glue stick (Elmer's)		9	7		16	9			9	9	3		12	9			9	46	65.00	2,990.00

75	Cork pins	box	10			10				0				0			0	10	25.00	250.00	
76	Binder Clip 1"	box	33	30		63	1			1	11			11	1		1	76	3.00	228.00	
77	Binder Clip 1/2"	box	12	5		17				0				0			0	17	2.00	34.00	
78	Binder Clip 1-1/4"	box	12			12				0				0			0	12	5.00	60.00	
79	Binder Clip 1-1/2"	box	12			12				0				0			0	12	5.00	60.00	
80	Binder Clip 1-5/8"	box	12			12				0				0			0	12	5.00	60.00	
81	Binder Clip 2"	box	23	25		48	1			1	11			11	1		1	61	6.00	366.00	
82	Binder Clip 3"	box	12			12				0				0			0	12	5.00	60.00	
83	Binder Clip 3/4"	box	12			12				0				0			0	12	5.00	60.00	
84	Bull Clip 1"	box	32	21	5	58	20	21	5	46	20	21	5	46	20	21	5	46	196	3.00	588.00
85	Bull Clip 2"	box	17	31	5	53	5	31	5	41	5	31	5	41	5	31	5	41	176	5.00	880.00
86	Bull Clip 3"	box	13	21		34		21		21	1	21		22		21		21	98	8.00	784.00
87	Alligator clip			5		5			5	5				0	5			5	15	10.00	150.00
88	PVC Bookbinding cover 100 pcs/pack	pack	2	21		23		20		20		20		20		20		20	83	10.00	830.00
89	Ring Binder PVC Binding Element 1/2		25			25				0				0				0	25	25.00	625.00
90	Ring Binder PVC Binding Element 3/4		25			25				0				0				0	25	25.00	625.00
91	Ring Binder PVC Binding Element 1"		45			45				0				0				0	45	25.00	1,125.00
92	Ring Binder PVC Binding Element 1 3/4				20	20				0				0				0	20	27.00	540.00
93	Ring Binder PVC Binding Element 1 1/2				20	20				0				0				0	20	25.00	500.00
94	Ring Binder PVC Binding Element 1 1/8				20	20				0				0				0	20	25.00	500.00
95	Ring Binder PVC Binding Element 1/2				20	20				0				0				0	20	25.00	500.00
96	Ring Binder PVC Binding Element (100 sheets)				20	20				0				0				0	20	35.00	700.00
97	PVC ID card	box	1			1				0	1			1				0	2	2,500.00	5,000.00
98	ID strap	piece	4			4				0				0				0	4	50.00	200.00
99	ID Clip (heavy duty plastic clip)	piece	566			566				0	307			307		200		200	1073	2.00	2,146.00
100	ID Holder, waterproof with ziplock	piece	438			438				0	7			7				0	445	14.75	6,563.75
101	Scotch tape 1"	roll	52	34	158	244	14	15	170	199	36	12	153	201	17	17	150	184	828	178.50	147,798.00

102	Scotchtape 3/4"	roll	62	35	161	258	10	17	173	200	41	10	157	208	19	16	147	182	848	135.50	114,904.00
103	Scotch Tape	roll	30	33	13	76	12	6	30	48	18	11	14	43	22	5	9	36	203	17.37	3,526.11
104	Flag tape	roll		10		10			4	4				0				0	14	40.00	560.00
105	Tape (Double-sided)	roll	1			1				0				0				0	1	50.00	50.00
106	Magic tape	roll	2			2	2			2	2			2	2			2	8	190.00	1,520.00
107	Staple wire	box		3	1	4			2	2				0				0	6	60.00	360.00
108	Staplewire Max. No. 10	box	74	21	6	101	7	11	17	35	24	10	10	44	10	9	5	24	204	5.00	1,020.00
109	Staplewire Swingline	box	52	36	161	249	26	12	178	216	27	16	163	206	29	10	167	206	877	35.00	30,695.00
110	Max staples HD 3LS, 15mm	box	9	11	15	35	3	5	21	29	8	2	16	26	3	4	12	19	109	35.50	3,869.50
111	Staplewire Etona 23/10 (3/8) 30-70 Sheets	box	11	16	17	44	2	6	20	28	9	4	16	29	2	5	11	18	119	34.00	4,046.00
112	Staplewire Etona 23/8 (5/16) 30-50 Sheets	box	5	12	16	33	1		24	25	5		14	19	3	2	13	18	95	28.00	2,660.00
113	Peerless box, size: 10 x 15 x 24	piece	57	2	69	128	3	3	63	69	7	2	64	73	3	3	63	69	339	39.00	13,221.00
114	Corrugated/Balikhayan box (big)		30			30				0				0				0	30	40.00	1,200.00
115	Storage Box - Big	piece	17			17				0	2			2				0	19	400.00	7,600.00
116	Storage Box - Small	piece	15			15				0				0				0	15	325.00	4,875.00
117	Magazine box	piece		5		5			3	3				0				0	8	110.00	880.00
118	Data/Magazine File Box 8"	piece	5			5				0				0				0	5	300.00	1,500.00
119	Data/Magazine File Box Double	piece	5			5				0				0				0	5	500.00	2,500.00
120	Battery 1.5. Volts, size: C	piece	3		8	11		3	5	8	3		8	11		3	5	8	38	254.00	9,652.00
121	Battery, 3V, CR2032, Lithium		2			2				0	2			2				0	4	35.00	140.00
122	Rubber stamp	piece	19	4		23			6	6	2			2			6	6	37	500.00	18,500.00
123	Rubber stamp ("Received")	piece	2			2				0				0				0	2	500.00	1,000.00
124	Date stamper with office title	piece		2		2				0				0				0	2	1,200.00	2,400.00
125	Trodar dater	piece	2	1		3				0				0				0	3	2,500.00	7,500.00
126	Dry seal with engraving	piece	3			3				0				0				0	3	1,500.00	4,500.00
127	Bookends, metal, large	piece	3			3				0				0				0	3	100.00	300.00
128	Stapler, heavy duty	piece	2		2	4				0				0				0	4	500.00	2,000.00

129	Stapler, Eagle brand	piece	1			1				0				0			0	1	300.00	300.00	
130	Stapler, 40 sheets	piece		1		1				0				0			0	1	700.00	700.00	
131	Jumbo stapler (100 or more pages)	piece	1	4		5				0				0			0	5	4,000.00	20,000.00	
132	Puncher	piece	44	16	18	78	1	1	3	5	4	1	1	6	2		2	4	93	200.00	18,600.00
133	Padlocks No. 6		4			4				0				0			0	4	2,000.00	8,000.00	
134	Plastic cover	roll	2		1	3				0				0			0	3	450.00	1,350.00	
135	Plastic rope, gray		3			3	1			1		1		1			1	1	6	100.00	600.00
136	Sack Needle (big)		6			6	1			1		1		1			1	1	9	30.00	270.00
137	Thread (Sunrise brand 8 ply art #450 grams)		7	2	2	11	4	5	2	11	2	4	5	11	2	2	4	8	41	100.00	4,100.00
138	Twine (for sewing)		10			10				0				0			0	10	30.00	300.00	
139	Twine, Plastic 500g	roll	4			4				0				0			0	4	25.00	100.00	

COMMON JANITORIAL SUPPLIES

1	BRUSH with Wooden Handle	pc.	54	21	1	76	1	4	3	8	39	4	1	44	2	6	1	9	137	20.00	2,740.00
2	CARPET SHAMPOO	pc.	11	2		13		1	5	6	5	2		7		1		1	27	2,625.00	70,875.00
3	METAL POLISH	pc.	7		2	9			1	1	2			2		2	2	4	16	262.50	4,200.00
4	PLASTIC Trash Bag Big, black	pc.	505	665	360	1530	165	256	750	1171	321	251	160	732	315	356	155	826	4259	6.00	25,554.00
5	PLASTIC Trash Bag Big, color	pc.	141	156	62	359	61	112	106	279	117	106	62	285	111	112	56	279	1202	1.00	1,202.00
6	PLASTIC Trash Bag Medium	pc.	402	312	218	932	117	147	463	727	167	147	118	432	167	147	119	433	2524	6.35	16,027.40
7	PLASTIC Trash Bag Small	pc.	890	572	581	2043	522	498	858	1878	578	492	481	1551	602	498	478	1578	7050	3.25	22,912.50
8	Zonrox Lemon scent, 1000 ml	ltr	71	27	14	112	43	11	30	84	54	9	10	73	43	15	7	65	334	34.88	11,649.92
9	Plunger				1	1				0				0			1	1	2	120.00	240.00
10	Pledge	can	87	31	12	130	47	11	37	95	61	11	10	82	52	13	8	73	380	268.00	101,840.00
11	Rags	piece	518	396	1078	1992	239	260	1012	1511	469	187	982	1638	359	365	898	1622	6763	1.10	7,439.30
12	Dust cloth, franela		5			5	7			7	5	2		7	5		2	7	26	50.00	1,300.00
13	Dishwashing liquid		2	22	1	25	2	1	22	25	2	1	1	4	6	1	1	8	62	50.00	3,100.00
14	Cleanser Powder, 350 grams			2		2		2		2		2		2		2		2	8	130.00	1,040.00
15	Air freshener	can	7			7	1		1	2	2			2	1			1	12	260.00	3,120.00

16	Deodorant cake		49	1	1	51	1	1	1	3	1	1	1	3	1	1	1	3	60	35.00	2,100.00
17	Disinfectant spray	can	1	16		17			4	4	12			12	4			4	37	550.00	20,350.00
18	Hand soap (liquid)		2	22		24			22	22				0	5			5	51	85.00	4,335.00
19	Fingertip moistener		7			7			0					0				0	7	30.00	210.00
20	Table napkin			30		30			30	30				0	30			30	90	50.00	4,500.00
21	Mosquito insect spray			1		1			1	1				0	1			1	3	250.00	750.00
22	Facial tissue			27		27			27	27				0				0	54	100.00	5,400.00
23	Face Mask (100's) disposable	box	1			1			0					0				0	1	600.00	600.00
24	Gloves, medical/surgical	box			2	2			2	2			2	2			2	2	8	250.00	2,000.00
25	Alcohol	bottle	2	17	2	21	2	2	14	18	2	2	2	6	14	2	2	18	63	70.00	4,410.00
26	Toilet paper	roll	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	20.00	1,920.00
27	Hand Sanitizer (Big)	bottle	2			2			0					0				0	2	150.00	300.00

CONSUMABLES

1	BROTHER Ink Cartridge LC37BK, Black for MFC-260C	pc.	8	4	10	22	4	8	10	22	4	4	14	22	4	4	10	18	84	677.89	56,942.76
2	BROTHER Ink Cartridge LC37C, Cyan for MFC-260C	pc.	7	4	10	21	4	7	10	21	4	4	13	21	4	4	10	18	81	444.95	36,040.95
3	BROTHER Ink Cartridge LC37M, Magenta for MFC-260C	pc.	7	4	10	21	4	7	10	21	4	4	13	21	4	4	10	18	81	444.95	36,040.95
4	BROTHER Ink Cartridge LC37Y, Yellow for MFC-260C	pc.	7	4	10	21	4	7	10	21	4	4	13	21	4	4	10	18	81	444.95	36,040.95
9	BROTHER Ink Cartridge LC535 cyan for MFC J200 printer	pc.	23	5	3	31	1		16	17	13	1	3	17	1	1	2	4	69	378.00	26,082.00
10	BROTHER Ink Cartridge LC535 magenta for MFC J200 printer	pc.	23	5	3	31	1		16	17	13	1	3	17	1	1	2	4	69	378.00	26,082.00
11	BROTHER Ink Cartridge LC535 yellow for MFC J200 printer	pc.	23	5	3	31	1		16	17	13	1	3	17	1	1	2	4	69	378.00	26,082.00
12	BROTHER Ink Cartridge LC539 black for MFC J200 printer	pc.	34	6	4	44	2	2	28	32	14	2	4	20	2	2	4	8	104	378.00	39,312.00
13	BROTHER Ink Cartridge LC67BK, Black	pc.	7	4	5	16		2	8	10			7	7	4		4	8	41	890.00	36,490.00
14	BROTHER Ink Cartridge LC67C, Cyan	pc.	6	4	2	12		1	6	7			3	3	4		2	6	28	545.00	15,260.00
15	BROTHER Ink Cartridge LC67M, Magenta	pc.	6	4	2	12		1	6	7			3	3	4		2	6	28	560.00	15,680.00
16	BROTHER Ink Cartridge LC67Y, Yellow	pc.	6	4	2	12		1	6	7			3	3	4		2	6	28	545.00	15,260.00
17	BROTHER Toner Fax Machine PC 501 Film	pc.	6		1	7	2	1		3	6		1	7	2	1		3	20	1,080.64	21,612.80
18	BROTHER Toner TN2380 Highcap for L2365DW printer	pc.	12	25	12	49		2	28	30	12	2	12	26		5	12	17	122	2,860.00	348,920.00

19	CANON Ink Cartridge PG-40, Black for Fax Machine	pc.	1	2	7	10	1		6	7	1	3	6	10	1		6	7	34	930.44	31,634.96
20	DEVELOP INEO 213, Developer DV110	pc.		5		5				0		5		5			0	10	1,370.00	13,700.00	
21	DEVELOP INEO 213, Drum DR114	pc.		5		5				0		5		5			0	10	9,880.00	98,800.00	
22	DEVELOP INEO 213, Toner TN114	pc.		15		15		15		15		15		15			0	45	3,125.00	140,625.00	
23	DEVELOP INEO 421, Toner TN511	pc.	12			12				0				0			0	12	7,200.00	86,400.00	
24	CD Rewritable Disc	pc.	56	45	72	173	10	12	95	117	20	10	72	102	15	12	70	97	489	24.78	12,117.42
25	DVD-Recordable, 4.7 GB Capacity	pc.	33	10	76	119	10	12	74	96	12	10	76	98	10	12	74	96	409	21.70	8,875.30
26	DVD+R, 4.7 GB Capacity, Ben-Q	pc.	33	71	71	175	10	17	119	146	12	15	71	98	10	17	69	96	515	21.70	11,175.50
27	EPSON Computer Ribbon for LQ-2170 & 2180	pc.	8	4	4	16	4	4	4	12	4	4	4	12	4	4	4	12	52	707.72	36,801.44
28	HP Ink Cartridge #22 for Officejet J3608 printer, tri-color	pc.	1	1	4	6	1	1	4	6	1	1	4	6	1	1	4	6	24	805.44	19,330.56
29	HP Ink Cartridge #702 for Officejet J3608 printer, black	pc.	2	1	4	7	2	1	4	7	2	1	4	7	2	1	4	7	28	1,106.14	30,971.92
30	HP Ink Cartridge C8727 #27, black	pc.	1		1	2			1	1	1		1	2			1	1	6	826.80	4,960.80
31	HP Ink Cartridge C8728 #28, tri-color	pc.	1		1	2			1	1	1		1	2			1	1	6	930.80	5,584.80
32	HP Ink Cartridge CC653AA #901 for J4660 printer, black	pc.	33	14	48	95	9	14	24	47	33	14	28	75	9	32	16	57	274	639.79	175,302.46
33	HP Ink Cartridge CC656AA #901 for J4660 printer, tri-color	pc.	26	4	15	45	2	7	9	18	8	4	12	24	2	7	8	17	104	993.42	103,315.68
34	HP Toner Laser Jet 12A, 1010	pc.	18	2	23	43	6	2	23	31	5	3	23	31	5	2	26	33	138	3,099.85	427,779.30
35	IBM High Yield Correctible Ribbon	roll	1	1	7	9			7	7	1		7	8			7	7	31	361.44	11,204.64
36	IBM Lift-Off Tape #1136433	roll			7	7			7	7			7	7			7	7	28	195.85	5,483.80
37	LEXMARK Ink Cartridge 14N0820A #100, black	pc.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,095.00	26,280.00
38	LEXMARK Ink Cartridge 14N0900A #100, cyan	pc.	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	718.00	11,488.00
39	LEXMARK Ink Cartridge 14N0901A #100, magenta	pc.	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	718.00	11,488.00
40	LEXMARK Ink Cartridge 14N0902A #100, magenta	pc.	2	1	1	4	2	1	1	4	2	1	1	4	2	1	1	4	16	718.00	11,488.00
41	RIBBON for Bundy Clock Amano EX600 (black)	pc.			2	2			2	2			2	2			2	2	8	535.94	4,287.52
42	RIBBON for Bundy Clock Amano EX600 (red & black)	pc.			2	2			2	2			2	2			2	2	8	591.00	4,728.00
43	RIBBON, Triumph Nylon Ribbon for SE 1010	pc.			2	2				0				0				0	2	453.00	906.00
44	U-BIX Toner Copier for Model: Konica 7272	unit	12			12				0				0				0	12	12,947.00	155,364.00
45	INK "Parker"	bottle	6		4	10			4	4	1		4	5			4	4	23	100.00	2,300.00

46	Stamp Pad Ink		35	20	9	64	4	3	11	18	12	3	10	25	6	2	5	13	120	38.85	4,662.00	
47	Ink, numbering machine	bottle	4			4				0				0				0	4	180.00	720.00	
48	Trodat dater ink			5		5			2	2				0			2	2	9	120.00	1,080.00	
49	Fountain pen ink (blue or blue gray)	bottle		2		2			2	2				0	2			2	6	1,000.00	6,000.00	
50	Calulator Ribbon	roll	8	1	13	22	7		9	16		8	13	21				16	16	75	13.85	1,038.75
51	Epson LQ-2190 ribbon cartridge		1		1	2	2	1		3	1	2	1	4		2	2	4	13	750.00	9,750.00	
52	Steno Print Ribbon	piece			3	3				0				0				0	3	1,213.00	3,639.00	
53	Stenograph Stentura Ribbon	roll			6	6			6	6			6	6				6	6	24	2,095.00	50,280.00
54	Olympia Manual Typewriter Ribbon	pc	2			2				0				0				0	2	25.00	50.00	
55	Typewriter Ribbon Ordinary "Oldtown"	roll	5	1	8	14	1		8	9	2	1	6	9	1			7	8	40	15.60	624.00
56	Ribbon, Adding Machine tape blue/red				1	1			1	1			1	1				1	1	4	20.00	80.00
57	ID card printer ribbon	box	1			1	1			1	1			1	1				1	4	4,500.00	18,000.00
58	BC-20 Canon Cartridge (Fax Machine)	piece	2			2				0				0				0	2	1,680.00	3,360.00	
59	Brother fax ink		6			6				0				0				0	6	1,100.00	6,600.00	
60	Ink cartridge, black		18			18				0				0				0	18	7,000.00	126,000.00	
61	Ink cartridge, colored		12			12				0				0				0	12	9,000.00	108,000.00	
62	Roller kit for Canon DR-9080C		1			1				0				0				0	1	5,000.00	5,000.00	
63	Canon Pixma PG-830 ink, black	box	6	3	6	15		6	6	6	3	6	15			6		6	42	850.00	35,700.00	
64	Canon Pixma PG-831 ink, color	box	6	1	6	13		6	6	6		6	12			6		6	37	1,002.00	37,074.00	
65	HP Deskjet ink 4625, black				9	9			9	9			9	9			9	9	36	360.00	12,960.00	
66	HP Deskjet ink 4625, yellow				9	9			9	9			9	9			9	9	36	360.00	12,960.00	
67	HP Deskjet ink 4625, cyan				9	9			9	9			9	9			9	9	36	360.00	12,960.00	
68	HP Deskjet Ink 4625, magenta				9	9			9	9			9	9			9	9	36	360.00	12,960.00	
69	HP Laser Jet Toner C-4092A (1100)	box	3			3	1	2		3		1	2	3				1	1	10	3,330.00	33,300.00
70	HP Laser Jet Toner 1200 15A	box	1		4	5		1	3	4	1		4	5			1	3	4	18	3,070.00	55,260.00
71	Ink Cartridge for HP 930C & 960C printer #78 color	cartridge	4			4	4			4	4			4				0	12	1,606.80	19,281.60	
72	Ink Cartridge for HP 930C & 960C printer #45 black	cartridge	3			3	3			3	3			3				0	9	1,346.80	12,121.20	

73	Colored Cartridge for HP Desk Jet 5160 C 6657 A	cartridge	3			3	3			3	3			3			0	9	1,565.00	14,085.00	
74	Black Cartridge for HP Desk Jet 5160 C 6656 A	cartridge	4			4	4			4	4			4			0	12	1,005.00	12,060.00	
75	HP Deskjet 3550 (28) Tri-colour	box	2			2	2			2	2			2	2		2	8	950.00	7,600.00	
76	HP Deskjet 3550 (27) Black	box	3			3	3			3	3			3	3		3	12	900.00	10,800.00	
77	HP Toner Q7553A for HP 2015n printer	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	4,026.00	48,312.00
78	HP CE278A Officejet Toner for PRO P1566 printer	box	10			10				0	10			10			0	20	2,756.00	55,120.00	
79	HP LaserJet 2300		2			2				0				0			0	2	6,150.00	12,300.00	
80	Samsung Laserjet Toner ML-2240		1		1	2		4		4	1		1	2		1	1	9	5,800.00	52,200.00	
81	Developer DV511 for Develop Ineo 421	box	12			12				0				0			0	12	10,200.00	122,400.00	
82	Drum DR5110 for Develop Ineo 421	box	4			4				0				0			0	4	15,000.00	60,000.00	

Office Equipment 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		-

Office 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		-

Audio and visual presentation and composing 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		

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	Extension cord (3 meters)		1		1				0				0				0	1	1,200.00	1,200.00
2	Extension cord (5 meters)		2		2				0				0				0	2	1,500.00	3,000.00
3	Extension cord (6 meters)		3	3	6				0				0				0	6	1,700.00	10,200.00

Computer Supplies

1	Flash Drive, USB 32 GB	pc.		4	45	49			1	1			1	1			1	1	52	325.00	16,900.00
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Computer Equipment and Accessories

1	External Drive - 2 Terabytes	pc.	10	2		12				0				0				0	12	7,000.00	84,000.00
2	External Drive - 3 Terabytes	pc.	44			44				0				0				0	44	10,000.00	440,000.00
3	Mouse pad		2			2				0				0				0	2	200.00	400.00
4	Computer screen protector				44	44				0				0				0	44	300.00	13,200.00
5	Computer copy holder				44	44				0				0				0	44	450.00	19,800.00
6	Landline phone		5			5				0				0				0	5	1,000.00	5,000.00
7	AVR EATON 5L650VA USB PH		1			1				0	1			1				0	2	2,600.00	5,200.00
8	Uninterruptible Power Supply (UPS)		26	14		40				0				0				0	40	2,500.00	100,000.00

9	Antivirus software		17	30	7	54				0				0			0	54	2,000.00	108,000.00
10	Microsoft Office			6		6				0				0			0	6	5,000.00	30,000.00
11	Anti-static wristband		2			2				0				0			0	2	200.00	400.00
12	UTP cable	box	1			1				0	1			1			0	2	8,690.00	17,380.00
13	RJ45 Connector		100			100				0	100			100			0	200	1,200.00	240,000.00
14	Air Drive	pc	1			1				0				0			0	1	3,000.00	3,000.00
*Other Categories																				
1	Handcuff		2			2				0				0			0	2	600.00	1,200.00
2	Pistol Belt		50			50				0				0			0	50	1,000.00	50,000.00
3	Pistol Holster (outside)		50			50				0				0			0	50	1,500.00	75,000.00
4	Pistol Holster (inside)		50			50				0				0			0	50	1,000.00	50,000.00
5	Handcuff Pouch		50			50				0				0			0	50	800.00	40,000.00
6	Stanchion Pole (retractable) with signage and SB print		2			2				0				0			0	2	4,000.00	8,000.00
7	Handheld metal detectors		10			10				0				0			0	10	10,000.00	100,000.00
8	Breathalyzer (Portable Breathalyzer)		2			2				0				0			0	2	2,000.00	4,000.00
9	Gun Holster		12			12				0				0			0	12	1,000.00	12,000.00
10	Bag - Water resistant (for Court Sheriffs and Process Server)		15			15				0				0			0	15	1,500.00	22,500.00
11	Door mat		4	4		8		4	4	3			3	4			4	19	500.00	9,500.00
12	Rug		1			1				0				0		1	1	2	2.00	4.00
13	Carpet		2			2				0				0			0	2	12,000.00	24,000.00
14	Window blinds		9	14		23				0				0			0	23	3,500.00	80,500.00
15	Clerical Chair		115	4	2	121			4				4				0	125	3,300.00	412,500.00
16	Clerical chair with arm rest		11		6	17				0				0			0	17	5,800.00	98,600.00
17	Junior Executive Chair with armrest		9		4	13				0				0			0	13	8,000.00	104,000.00
18	Witness Chair		1			1				0				0			0	1	3,300.00	3,300.00
19	Computer Chair		3	10		13				0				0			0	13	2,000.00	26,000.00
20	Bar stools (for counter)					0		2	2					0			0	2	3,500.00	7,000.00

21	Security chair (regular)			2			2								0				0			0	2	3,300.00	6,600.00
22	Security chair elevated (heavy duty)			12			12								0				0			0	12	3,500.00	42,000.00
23	Monoblocks chairs (heavy duty)			6			6								0				0			0	6	6,000.00	36,000.00
24	Office Table			8			8								0				0			0	8	6,600.00	52,800.00
25	Side Table			8	14		22								0				0			0	22	12,000.00	264,000.00
26	Clerical Table			89	7		96								0				0			0	96	6,600.00	633,600.00
27	Computer table with printer tray			79	17		96			2	2				0				0			0	98	3,000.00	294,000.00
28	Typing table			10			10								0				0			0	10	3,000.00	30,000.00
29	Center table			3	3		6								0				0			0	6	7,000.00	42,000.00
30	Security table (regular)			2			2								0				0			0	2	6,000.00	12,000.00
31	Security table elevated (heavy duty)			12			12								0				0			0	12	6,000.00	72,000.00
32	Open Type Shelves			20			20								0				0			0	20	10,000.00	200,000.00
33	Shelving Unit			2			2								0				0			0	2	10,000.00	20,000.00
34	Storage Cabinet			30			30			2					0	2			0			0	32	12,000.00	384,000.00
35	Filing Cabinet			14	13		27			3					0	3			0			0	30	14,000.00	420,000.00
36	Filing Cabinet (2 layers, steel)			2			2								0				0			0	2	5,400.00	10,800.00
37	Filing Cabinet (3 layers, steel)			9	2		11								0				0			0	11	8,500.00	93,500.00
38	Filing Cabinet (4 layers, steel)			17			17								0				0			0	17	12,800.00	217,600.00
39	Filing Cabinet (lateral)				4		4								0				0			0	4	14,000.00	56,000.00
40	Filing Cabinet (lateral file - 2 drawers)			9	2		11								0				0			0	11	10,000.00	110,000.00
41	Filing Cabinet (lateral file - 3 drawers)			5		1	6								0				0			0	6	12,000.00	72,000.00
42	Filing Cabinet (lateral file - 4 drawers)			41	3		44								0				0			0	44	14,000.00	616,000.00
43	Filing Cabinet (vertical - 2 drawers)			4			4								0				0			0	4	9,000.00	36,000.00
44	Filing Cabinet (vertical - 4 drawers)			52			52								0				0			0	52	10,200.00	530,400.00
45	Clothes valet stand			1	2		3								0				0			0	3	5,000.00	15,000.00
46	Philippine Reports			1300			1300								0				0			0	1300	400.00	520,000.00
47	E SCRA subscription			31			31								0				0			0	31	7,800.00	241,800.00


48	Bookbinding - Annual Report	book			0		75		75			0			0	75	130.00	9,750.00
49	Bookbinding - SB Case Reports (per volume)	vol			0				0			0		25	25	25	130.00	3,250.00
50	Bookbinding - SB Newsletter	sheet	500		500		500	500				0			0	1000	130.00	130,000.00
51	Bookbinding - Code of Conduct Manual	book	100		100			0				0			0	100	130.00	13,000.00
51	Electric Fan, Box Type	pc	2		2			0				0			0	2	1,500.00	3,000.00

C. TOTAL (A + B):																	P	31,564,510.40
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P	3,156,451.04
E. GRAND TOTAL (C + D)																	P	34,720,961.44
F. APPROVED BUDGET BY THE AGENCY HEAD																		
G. MONTHLY CASH REQUIREMENTS																		
G.1 Available at Procurement Service Stores				4,182,634.66			1,924,697.55			2,400,698.38			1,742,550.99				P	10,250,581.58
G.2 Other Items not available at PS but regularly purchased from other sources				13,580,305.68			2,710,016.43			2,870,929.96			2,152,676.75				P	21,313,928.82
TOTAL MONTHLY CASH REQUIREMENTS				17,762,940.34			4,634,713.98			5,271,628.34			3,895,227.74				P	31,564,510.40

*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:




 ATTY. RONALD JOHN B. DECANO
 Provisional Member, BAC

Certified Funds Available /
 Certified Appropriate Funds Available:



 VANESSA M. LIYO
 Accountant III

Approved by:
 HEAD OF PROCURING ENTITY



 AMPAROM M. CABOTAJE-TANG
 Presiding Justice