

**ANNUAL PROCUREMENT PROGRAM 2013
For Common-Use Supplies and Equipment**

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

1. indicate the agency monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and Grand Total.
2. Do not delete any field in the APP form.
3. For other items not available from the Procurement Service but regularly purchased from other source, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by the agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2013 must be submitted on or before November 15, 2012.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

LOCAL GOVERNMENT UNIT OF DINGRAS
REGION I
DINGRAS, ILOCOS NORTE

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Item and Specifications	Unit of Measure	Quantity Requirements												PS Price catalogue as of 08/23/2011	Total Amount		
		January	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			Total	
A. Available at Procurement Service stores																	
Common Electrical Supplies																	
1. Ballast, 18/20watts	pcs.	5			5			5					5		20	67.27	1,345.40
2. Ballast, 36 watts	pcs.															72.54	-
3. Battery, size AA, alkaline 2pcs/pack	pcs.	56			56			56					56		226	36.40	8,226.40
4. Battery, size AAA, alkaline	pcs.	2						2					2		6	14.56	87.36
5. Battery, size D, 2 PCS.	pcs.															68.12	-
6. Flourescent, Lighting Fixture 1x20w	pcs.															280.54	-
7. Flourescent, Lighting Fixture 1x40w	pcs.															368.94	-
8. Flourescent tube, 18 watts	pcs.	2													2	32.14	64.28
9. Flourescent Tube, 36 watts	pcs.	10			10								17		37	33.85	1,252.45
10 Compact Flourescent Lights, 17 watts	pcs.	3			2								2		7	103.79	726.53
11. Fuse, 30 amperes	pcs.															10.90	-
12. Fuse, 60 amperes	pcs.															25.48	-
13. Starter, 4-40 watts	pcs.															3.73	-
14. Tape, electrical	rolls															18.20	-

Item and Specifications	Unit of Measure	Quantity Requirements												PS Price catalogue	Total
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	Measure	January	February	March	April	May	June	July	August	September	October	November	December	Total	as of 08/23/2011	Amount
COMMON COMPUTER SUPPLIES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11"x 9-1/2",20															520.00	-
2. computer continuous forms, 1ply, 11"x14-7/8".2															818.48	-
3. computer continuous forms, 2ply, 11"x9-1/2", 100															581.67	-
4. computer continuous forms, 2 ply, 11"x14-7/8															912.60	-
5. computer continuous forms, 3 ply, 11"x9-1/2"500															480.48	-
6. computer continuous forms, 3 ply, 11"x14-7/8															778.96	-
7. computer continuous forms, 4 ply, 11"x9-1/2,250															407.68	-
8. computer continuous forms, 4 ply, 11"x14-7/8															722.80	-
9. compact disk case															50.84	-
10. cd drive cleaner															64.22	-
11. comapct disk recordable, min. of 650MB, 70min.															8.79	-
12. compact disk rewritable, 650MB/74min.capacity															16.62	-
13. DVD Recordable, 16xspeed,4.7GB Capacity															11.70	-
14. DVD Re-writable, 4X SPEED,4.7gb capacity	pcs	2												2	20.02	40.04
15. Flash drive, 4GB, USB 2.0 and play	pcs.	6			6			6						3	292.08	6,133.68
16. Flash Drive, 8GB, USB 2.0 and play	pcs.	2												2	468.00	1,872.00
17. Ink Cartridge, HP51645A (HP45)															1,216.86	-
18.Ink Cartridge, HPC6615A (HP15)															1,149.54	-
19.Ink Cartridge, HPC1823D (HP23)															1,489.20	-
20.Ink Cartridge, HPC 6625A (HP17)															1,250.52	-
21. Ink Cartridge, HPC6578A (HP28)															1,352.35	-
22. Ink Cartridge, HPC6614D (HP20)															1,344.36	-
23. Ink Cartridge, HPC4844A (HP10)															1,402.50	-
24. Ink Cartridge, HPC8727A (HP27)															743.58	-
25. Ink Cartridge, HPC8728A (HP28)															873.12	-
26. Ink Cartridge, HPC6656A (HP56)															810.90	-
27. Ink Cartridge, HPC6657A (HP57)															1,352.52	-
28. Ink Cartridge, HPC9351A (HP21)	pcs.	1												1	615.06	615.06
29. Ink Cartridge, HPC9352A (HP22)	pcs.	1												1	708.90	708.90
30. Ink Cartridge, HPC8765WA (HP94)															820.08	-
31.Ink Cartridge, HPC8766WA (HP95)															984.30	-
32.Ink Cartridge, HPC9361WA (HP93)															787.44	-
33.Ink Cartridge, HPC9362WA (HP92)															588.54	-
34.InkCartridge, HPCB314A															256.02	-
35.Ink Cartridge, HPCB315A															329.46	-

Item and Specifications	Unit of Measure	Quantity Requirements												Total	PSPrice catalogue as of 08/23/2011	Total Amount
		January	February	March	April	May	June	July	August	September	October	November	December			

Common Computer Supplies														
36. Ink Cartridge, Epson TO17	pcs.	1											1	-
37. Ink Cartridge, Epson TO18														-
38. Ink Cartridge, Lexmark # 27, colored														1,173.00
39. Ink Cartridge, Lexmark #17, black														984.30
40. Ink Cartridge, Epson TO38														482.46
41. Ink Cartridge, Epson TO39														755.82
42. Mouse PS/2type	pcs.	4		4		4				1			13	197.60
43. Toner Cartridge, HPC3906A														3,063.06
44. Toner Cartridge, HPC3903A														2,588.00
45. Toner Cartridge, HPC4092A														2,657.10
46. Toner Cartridge, HPC4096A														4,112.64
47. Toner Cartridge, HPC115A														2,523.58
48. Toner cartridge, HP92298A														4,498.20
49. Toner Cartridge, HPC4127X														5,451.90
50. Toner Cartridge, HPQ2613X														4,026.96
51. Toner Cartridge, HPQ2612A														2,866.20
52. Toner Cartridge, HPQ5942A														6,105.72
53. Toner Cartridge, HPQ6511A														5,077.56
54. Toner Cartridge, HPC9720A														6,436.20
55. Toner Cartridge, HPC9721A														8,710.80
56. Toner Cartridge, HPC9722A														8,710.80
57. Toner cartridge, HPC9723A														8,881.60
58. Toner Cartridge, HPQ1338A														6,489.60
59. Toner Cartridge, HPQ2610A														4,882.18
60. Toner Cartridge, HPQ3960A														3,468.00
61. Toner Cartridge, HPQ3961A														4,187.10
62. Toner Cartridge, HPQ3962A														4,187.10
63. Toner Cartridge, HPQ3963A														4,187.10
64. Toner Cartridge, HPQ5949A														2,928.42
65. Toner Cartridge, HPQ7553A														3,301.74
66. Toner Cartridge, Lexmark34217HR(12A8400)														4,621.62
67. Toner Cartridge, lexmark1382920														14,198.40
68. Toner Cartridge, Brother TN3060														4,559.40
69. Toner, for kyocera MITAKM-1505/1510/1810	pcs.	2											2	3,843.84
70. Toner, TK100,for Kyocera Mita KM-1500													4	2,843.56
														2,568.80
														15,375.36
														-

Item and Specifications	Unit of Measure	Quantity Requirements												PSPPrice catalogue as of 08/23/2011	Total Amount
		January	February	March	April	May	June	July	August	September	October	November	December		
Common Computer Supplies															

71. Toner Cartridge, Samsung ML-2250D5															4,029.00	-
72. Toner Cartridge, Samsung ML-2010D3															2,958.00	-
73. Toner Cartridge, Kyocera TK-120															5,254.02	-
74. Ribbon, Epson RN8755															84.76	-
75. Ribbon, Epson RN8750															796.75	-
76. Ribbon, Epson RN7754															127.50	-
77. Ribbon, Epson RNSO 15083/SO15086															724.88	-
78. Ribbon, Epson RNSO 15327															328.44	-

COMMON OFFICE SUPPLIES																
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1. Acetate, gauge #3, 50m in length															603.20	-
2. Air Freshener, 280ml/can	bots/can	14			14			14						56	92.56	5,183.36
3. Alcohol, 70% isopropyl	bots.	40			40			40						158	37.70	5,956.60
4. Audio Cassette Tape, 90mins.	pcs.	50			50									150	16.12	2,418.00
5. Tape, blank, for micro cassette recorder,60mins.	pcs.														91.50	-
6. Carbon Film, polyethelyne, A-4, 100S/BOX	boxes	5			5			5						19	349.44	6,639.36
7. Carbon Film, 216mmx330mm,100s/box	boxes	2												4	364.00	1,456.00
8. Cartolina, assorted color, 20s/pack	packs	9			9			9						35	72.80	2,548.00
9. Cartolina, white, 20s/pack	packs	5			5			5						20	57.20	1,144.00
10. Chalk, white enamel approx.140s/box	boxes	2			2			2						8	34.81	278.48
11. Clip, bulldog (3")	boxes														8.42	-
12. Clip, backfold, 25mm.12s/box	boxes														10.42	-
13. Clip, backfold, 50mm.12s/box	boxes														43.68	-
14. Clip, backfold, 19mm.12s/box	boxes														7.54	-
15. Clip, backfold, 32mm. 12s/box	boxes														17.42	-
16. Columnar Pad, 4 cols, 55gsm	pads	1												1	21.84	21.84
17. Columnar Pad, 14 cols. 55gsm	pads														45.76	-
18. Columnar Pad, 16 cols. 55gsm	pads														45.76	-
19. Columnar Pad, 18 cols. 55gsm	pads														67.60	-
20. Columnar Notebook, 12 cols	pcs.														19.64	-
21. Correction Fluid, 15ml	bots	3						2						5	9.82	49.10
22. Data File Box, (5"x9"x15-3/4")	boxes														64.47	-
23. Data Folder, with finger ring (3"x9"x15")															70.72	-
24. Envelope, documentary (10"x15"),500s/box															577.20	-
25. Envelope, expanding kraft legal size, 100s/box	boxes	2												2	675.86	1,351.72

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		January	February	March	April	May	June	July	August	September	October	November	December			Total
COMMON OFFICE SUPPLIES																

26. Envelope, mailing white, 500s/box	boxes	2												2	159.78	319.56
27. Envelope, mailing white with window, 500s															207.58	-
28. Envelope, pay, kraft, (4"x7-1/2")500s/box															196.04	-
29. Envelope, expanding, plastic, legal size	pcs.	27		26			27				27			107	41.36	4,425.52
30. Emvelope, documentary , A4,500S/box															526.24	-
31. Eraser, blackboard/whiteboard															11.44	-
32. Eraser, rubber	pcs.	6		6			6				6			24	4.68	112.32
33. File Organizer, expanding, legal, assorted colors	pcs.	25		25			25				25			100	83.20	8,320.00
34. Folder, preesboard, plain, legal, 100s/box	boxes	5		5			5				5			20	851.64	17,032.80
35. Folder, tagboard, legal size, 100s/box															413.92	-
36. Folder, tagboard,A4size, 100s/box															253.76	-
37. Folder, morocco/fancy, A4 size,50s/pack	packs	5					5							10	301.60	3,016.00
38. Folder, morocco/fancy, legal size 50s/pack	packs	8		8			8				11			35	312.00	10,920.00
39. Folder, clear plastic, L-Type, A4size, 50s/pack	packs	17		17			17				15			66	247.52	16,336.32
40. Folder, clear palstic, L-Type, Legal size 50s/pack	packs	5		5			5				5			20	202.68	4,053.60
41. Glue, all purpose, 300 grams min.	bots.														37.43	-
42. Illustration Board, (30"x40"), 2 ply															32.97	-
43. Index Card, 3"x5", ruled both sides, 500s/pack															44.45	-
44. Index Card, 5"x8", ruled both side, 500s/pack															99.84	-
45. Index Card Box, 4-3/8"x5-5/8"x4"															41.50	-
46. Index Card Box, 5-3/8"x8-7/8"x6															56.68	-
47. Index Tab, self-adhesive, 5sets/box															67.60	-
48. Lead, for mechanical pencil, 0.5mm, 12pcs/tube	tubes	6		6			6				4			22	11.44	251.68
49. LooseLeaf Cover, (8-1/2"x14"), 50pcs./pack															493.54	-
50. Magazine File Box, medium															49.56	-
51. Magazine File Box, large															44.61	-
52. Map Pin, round head, 100s/box															36.40	-
53. Marker, flourescent, 3colors set															41.60	-
54. Marking Pen, whiteboard, black															15.08	-
55. Marking Pen, whiteboard, blue															15.08	-
56. Marking Pen, whiteboardr, red															15.08	-
57. Marking Pen, permanent ,black															14.32	-
58. Marking Pen, permanent, blue															14.32	-
59. Marking Pen, permanent, red															14.32	-
60. Marking Pen, tranparency film															84.24	-

Item and Specifications	Unit of Measure	Quantity Requirements												PSPPrice catalogue as of 08/23/2011	Total Amount	
		January	Februar	March	April	May	June	July	August	Septem	October	Novemb	Decemb			Total
COMMON OFFICE SUPPLIES																

61. Notebook, stenographer															7.49	-
62. Note pad, (3"x3")															36.40	-
63. Note Pad, (3'x4")															32.00	-
64. Note pad, (2'x2'), 400sheets/pad															112.32	-
65. Note pad, (2"x3")															31.20	-
66. Oil, 120ml, for typewriter															30.99	-
67. Paper, bond, premium grade A4	reams	31			30			30			31			122	104.80	12,785.60
68. Paper mimeo, ground wood, A4															56.06	-
69. Paper, mimeo, white wove, A4															102.44	-
70. Paper, PPC, A4															144.35	-
71. Paper, PPC, B4															194.66	-
72. Paper, ruled pad,216mmx,330mun, 100s/pad															20.57	-
73. Paper, thermal 216mmx30M															36.40	-
74. Paper, thermal, 210mmx,30M															37.44	-
75. Paper, multicopy, A4															139.32	-
76. Parchment paper, A4size, 75gsm,100/ream															161.20	-
77. Paper fastener, non-rust metal, 50sets/box															82.04	-
78. Paper clip, gem type, jumbo, 48mm, 100s/box															15.60	-
79. Paper clip, gem type, 32mm, 100s/box															8.84	-
80. Pencil, lead with eraser															24.89	-
81. Pencil, mechanical, 0.5mm lead															18.20	-
82. Push Pin, hammerhead type, 100s/box	boxes	4			5					5				14	30.00	420.00
83. Record Book, 300 pages	pads	4			4					4				12	50.44	605.28
84. Record Book, 500 pages															77.98	-
85. Ribbon, nylon, manual type writer															15.81	-
86. Ribbon, nylon, for Kitano Bundy Clock															644.80	-
87. Ribbon Cartridge, fabric Iwata E2A time recorder															465.00	-
88. Ring Binder (1/2"x44"), plastic															437.00	-
89. Ring Binder (3/4"x44") plastic															12.48	-
90. Ring Binder, (1"x44"), plastic															12.48	-
91. Ring Binder, (2"x44"), plastic															28.13	-
92. Rubber Band, #18, min.445gms/box	boxes	4			4			4			2			15	132.68	1,990.20
93. Ruler, plastic, 12""															3.64	-
94. Ruler, Plastic, 18"															36.40	-

Item and Specifications	Unit of Measure	Quantity Requirements												PSP Price catalogue as of 08/23/2011	Total Amount	
		January	February	March	April	May	June	July	August	September	October	November	December			Total
COMMON OFFICE SUPPLIES																

95. Sign Pen, black	pcs.	49			49			49			49			196	41.48	8,130.08
96. Sign Pen, blue	pcs.	4			4			4			4			12	41.48	497.76
97. Sign Pen, red															41.48	-
98. Stamp Pad Ink, violet, 50ml	pcs	2						3						5	27.04	135.20
99. Stamp Pad, felt pad															24.96	-
100. Staple wire, standard # 35	boxes	28			28			28			27			111	25.98	2,883.78
101. Tape, adding machine															10.66	-
102. Tape masking(1"), 24mm, 50meters length															41.60	-
103. Tape masking(2"), 48mm, 50 meters length															83.82	-
104. Tape, transparent (1"), 24mm, 50 meters															41.60	-
105. Tape, transparent (2"), 48mm, 50 meters															20.38	-
106. Tape, packaging, 48mm, 50 meters length															19.24	-
107. Time Card, for Amano bundy clock 100s/bndl															97.76	-
108. Time card, for Kitano Time Recorder 100s/bndl															87.36	-
109. Toilet Tissue, 12 rolls/pack	packs	14			14			14			14			56	61.15	3,424.40
110. Twine, Plastic, one kilo per roll															57.20	-
112. Wrapping Paper, kraft, 65gsm, approx.40M															166.40	-

COMMON OFFICE DEVICES

1. Blade, heavy duty cutter (L500, 10PCS./PACK	packs	3						4						7	10.40	72.80
2. Cutter, heavy duty	pcs.	3			3			3			2			11	27.04	297.44
3. Puncher, heavy duty	pcs.	1												1	114.40	114.40
4. Scissors (6")	pcs.	5			5			5			3			18	18.72	336.96
5. Sharpener, single cutterhead															147.35	-
6. Stamping Dater, self-inking stamp															436.80	-
7. Stapler, heavy duty standard															162.84	-
8. Staple Remover, twin jaws															19.64	-
9. Tape Dispenser, heavy duty, for 24mm(1")	pcs.	2												2	40.23	80.46
10. Waste basket, plastic	pcs.	3			3			2						8	20.99	167.92

Item and Specifications	Unit of Measure	Quantity Requirements												PSPrice catalogue as of 08/23/2011	Total Amount
		January	February	March	April	May	June	July	August	September	October	November	December		

COMMON JANITORIAL SUPPLIES

1. Bathroom soap, 70 gms.	pcs.	23			23			23			23			92	14.56	1,339.52
2. Broom, soft, tambo	pcs.	10			10			10			7			37	119.60	4,425.20
3. Broom, stick (tingting)	pcs.	48			48			48			48			192	19.76	3,793.92
4. Cleanser, powder, 350 gms (dishwashing liquid)	bots.	2			3						2			7	17.32	121.24

5. Detergent, powder, 500gms	packs	5				2				4					7	18.61	130.27
6. Detergent Bar	bars															18.72	-
7. Disinfectant spray, 340gms	bots.															190.63	-
8. Dust Pan, plastic with handle large	pcs.	5				5				5			2		17	26.00	442.00
9. Floor Wax, paste, natural, 2kg	cans	4				4							4		12	218.40	2,620.80
10. Floor Wax, paste, red, 2kg.	cans															306.80	-
11. Floor Wax, liquid type, 3.75 liters	bots.															331.30	-
12. Furniture Cleaner, 400ml/can																122.72	-
13. Insecticide, 600ml (420g)/can	cans	5				5				2			5		17	116.48	1,980.16
14. Mophandle, screw type, wooden handle																83.20	-
15. Mophead, 100% rayon, 400g	pcs.	2													2	71.76	143.52
16. Rag, Cotton, (7") in diameter																43.68	-
17. Scouring Pad, economy size																131.96	-
18. Toilet Bowl & Urinal Cleaner 900ml	bots.	18				18				18			18		72	62.40	4,492.80
19. Toilet Deodorant Cake, 99%, 50gms	pcs.	35				35				35			33		138	33.28	4,592.64
20. Trash bag, plastic, black, (xl)																103.79	-

LEGAL SIZE PAPER																	
1. Paper, bond, premium Grade																119.22	-
2. Paper, mimeo, ground wood																91.52	-
3. Paper, mimeo, white wove																120.02	-
4. Paper for PPC																173.33	-
5. Paper, multicopy, legal, for laser printing																174.72	-

Item and Specifications	Unit of Measure	Quantity Requirements												PSP Price catalogue as of 08/23/2011	Total Amount		
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COMMON OFFICE EQUIPMENT																	
1. Airpot, 4.0liters with dispenser																1,144.00	-
2. Filing Cabinet, four(4) drawers, steel, plain finish, with 8 ball bearing rollers, gauge 24																7,953.92	-
3. Filing Cabinet, four(4)drawers, steel, plain finish, with 8 ball bearing rollers, gauge 20																9,399.52	-

10. bond, paper, short subs 16	reams	12				12								11			47	149.75	7,038.25
11. bond, paper, short subs 20	reams	19				19								18			75	147.95	11,096.25
12. bond paper, A3	reams	4				4											12		-
13. book paper, A3	reams	3															3		-
14. book paper long subs 16	reams	2				2								2			6	147.85	887.10
15. book paper long subs 20	reams	72				72								71			287	177.5	50,942.50
16. book paper short subs 20	reams	41				41								38			161	149.75	24,109.75
17. butterfly raincoats	pcs.	2															5		-
18. caddy rack metal	Unit	2															2		-
19. calculator ribbon	rolls	2															2		-
20. cash book	pads	2												2			4		-
21. celluloid	rolls	4															10		0
22. chalk, white	boxes	2												2			4		0
23. chalk, colored	boxes	2												2			4		0
24. check booklets	reams	8												8			30		0
25. ink cartridge # 27	pcs.	2												2			4		0
26. ink cartridge # 28	pcs.	2												1			3		0
27. ink cartridge # 40	pcs.	4				4								4			16		0
28. ink cartridge # 41	pcs.	3				3								3			12		0
29. ink cartridge canon 810	pcs.	2															2		0
30. ink cartridge, canon 811	pcs.	1															1		0
31. ink cartridge, hp 15	pcs.	2															2		0
32. ink cartridge, hp 17	pcs.	1															1		0
33. ink cartridge, hp 60	pcs.	4												4			12		0
34. ink cartridge, hp 60, colored	pcs.	2				2								4			8		0
35. ink cartridge, hp 901 black	pcs.	2												2			4		0

Item and Specifications	Unit of Measure	Quantity Requirements												Total	PSP Price catalogue as of 08/23/2011	Total Amount			
		January	February	March	April	May	June	July	August	September	October	November	December						
Office Supplies																			
36. folder long	pcs.	431				431								431			1724	4.45	7,671.80
37. folder short	pcs.	134				134								132			534	3.19	1,703.46
38. foot ruler plastic	pcs.	2															2		-
39. frame 8.5x 11	pcs.	5				5								5			20		-
40. frame 8.5x 14	pcs.	5				5								5			20		-
41. gauze bandage	rolls	1															1		-
42. glass cleaner	bots	8				8								8			29		-
43. glass cleanre roller foam	pcs.	2												2			4		-
44. hot and cold water dispenser	Unit	1															1		-
45. name card case	pcs.	2															2		-

46. hydrogen peroxide	bots	2												2			4	-
47. inkjet 56	pcs.	3						4						3			10	-
48. inkjet 57	pcs.	2						3						2			7	-
49. insect killer spray	bots	3			4									3			10	-
50. log book 500s	pcs.	2			2									2			6	-
51. log book 300s	pcs.	9			9			9						9		53.25	36	1,917.00
52. log book 200s	pcs.	3						4						3			10	-
53. napkin towel	rolls	4			2			4						2			12	-
54. nokia mobile phone	unit																2	-
55. office chair	unit	2												1			3	-
56. office table	unit	2															2	0
57. pail plastic big, 105 liters	pcs.	1															1	0
58. pail palstic, 4 gals.	pcs.	4			1			5						4			14	0
59. paint brush	pcs.	1						2									3	0
60. swivel chairs	unit	4			4			5						2			15	0
61. swivel chairs, executive	unit	2														9,000.00	2	18,000.00
62. table napkins	rolls	2															2	0
63. table organizers	unit	2												2			4	0
65. sign pen, parker	pcs.	2												2			4	0
65. sign pen .04	pcs.	11			11			11						11			44	0
66. sign pen .05	pcs.	43			43			43						43			172	0
67. sign pen .07	pcs.	4			2			2						4			12	0
68. sign pen V10	pcs.	2						2									4	0
69. soap laundry bar	pcs.	13			13			13						10			49	0
70. soap laundry detergent 500mg	bags	23			23			23						22			91	0

Item and Specifications	Unit of Measure	Quantity Requirements												PSPrice catalogue as of 08/23/2011	Total Amount			
		January	Februar	March	April	May	June	July	August	Septem	October	Novemb	Decemb			Total		
Office supplies																		
71. rubber boots	pairs	1						2							3			-
72. rubber gloves	pairs	4			4			2						3	13			-
73. push pins	boxes	4			4			2						3	13			-
74. photo frame	pcs.	3			3			3						3	12			-
75. phot paper	pcs.	31			31			31						31	124			-
76. staple wire # 10	boxes	1						1							2			-
77. stapler with remover # 35	pcs.	5			5			5						4	19			-
78. stapler # 10	pcs.	1												1	2			-
79. switch	pcs.	3			3			3						1	10			-
80. tape dispenser	pcs.	1												1	2			-
81. technical pen 0.1	pcs.	1													1			-

2. Fax machine	unit									1							-
3. printer with scanner	unit									1							-
4. computer	sets	2												2	15,900.00		31,800.00
5. printers	units	2												2	5500		11,000.00
6. ALS Reviewer	books	250												250	172.64		43,160.00
																	-
TOTAL																	

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

Prepared by:

Sgd. EDELINA B. ESPEJO
Budgeting Asst. II/BAC Secretariat

Certified Funds Available:

Sgd. MARIANITA R. ALLADO
Municipal Budget Officer

Sgd. ROMEO M. CALMA
Municipal Accountant

Approved:

Sgd. MELCHORA A. MARANAN
Municipal Treasurer

Sgd. NOEL SALVATIERRA
Municipal Planning and Development Coordinator

Sgd. ERDIO E. VALENZUELA
Municipal Mayor