

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

Department/Bureau/Office: Philippine National Volunteer Service Coordinating Agency
Region: Central Office
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece	6	6	6	6	6	6	6	6	6	6	6	6	6	72	67.27	4,843.44
2. BALLAST, 36 watts	piece	3	3	3	3	3	3	3	3	3	3	3	3	3	36	72.54	2,611.44
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	4	4	4	4	4	4	4	4	4	4	4	4	4	48	36.40	1,747.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	4	4	4	4	4	4	4	4	4	4	4	4	4	48	14.56	698.88
5. BATTERY, size D, alkaline, 2 pcs./packet	packet												0	0	0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	6	6	6	6	6	6	6	6	6	6	6	6	6	72	280.54	20,198.88
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	6	6	6	6	6	6	6	6	6	6	6	6	6	72	368.94	26,563.68
8. FLUORESCENT TUBE, 18 watts	piece	6	6	6	6	6	6	6	6	6	6	6	6	6	72	32.14	2,314.08
9. FLUORESCENT TUBE, 36 watts	piece	6	6	6	6	6	6	6	6	6	6	6	6	6	72	33.85	2,437.20
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece														0	103.79	-
11. FUSE, 30 amperes	piece														0	10.90	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece	6	6	6	6	6	6	6	6	6	6	6	6	6	72	3.73	268.56
14. TAPE, electrical	roll	1	1	1	1	1	1	1	1	1		1	1	1	11	18.20	200.20
COMMON COMPUTER SUPPLIES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box														0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box														0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box														0	581.67	-

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4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE	piece													0	50.84	-
10. CD DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece	12	12	12	12	12	12	12	12	12	12	12	12	144	8.79	1,265.76
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece													0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	11.70	842.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece										2	2	2	6	20.02	120.12
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece										2	2	2	6	292.08	1,752.48
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	468.00	5,616.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	1,149.54	41,383.44
19. INK CARTRIDGE, HP C1823D (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	1,250.52	45,018.72
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727A (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728A (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656A (HP 56)	cart	2	2	2	2	2	4	2	2	2	2	2	2	26	810.90	21,083.40
27. INK CARTRIDGE, HP C6657A (HP 57)	cart	2	2	2	2	2	2	2	2	2	2	2	2	24	1,352.52	32,460.48
28. INK CARTRIDGE, HP C9351A (HP 21)	cart													0	615.06	-
29. INK CARTRIDGE, HP C9352A (HP 22)	cart													0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, PS/2 type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
16. COLUMNAR PAD, 4 cols, 55gsm	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 55 gsm	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 55 gsm	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 55 gsm	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, 15mL.	bottle	4	4	4	4	4	4	4	4	4	4	4	4	48	9.82	471.36	
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-	
23 DATA FOLDER, w/ finger ring,(3" x 9" x 15")	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	70.72	2,545.92	
24. ENVELOPE,documentary(10"x15"),500s/box	box	1							1					2	577.20	1,154.40	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1							1					2	675.86	1,351.72	
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-	
27. ENVELOPE, mailing white with window,500s	box													0	207.58	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	196.04	-	
29. ENVELOPE, expanding, plastic, legal size	piece													0	41.36	-	
30. ENVELOPE,documentary, A4, 500s/box	box	1							1					2	526.24	1,052.48	
31 ERASER, blackboard/whiteboard	piece													0	11.44	-	
32. ERASER, rubber	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	4.68	56.16	
33. FILE ORGANIZER, expanding, legal, assorted colors	piece									1				1	83.20	83.20	
34. FOLDER, pressboard, plain, legal, 100s/box	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	851.64	20,439.36	
35. FOLDER, tagboard, legal size, 100s/box	pack	3	3	3	3	3	3	3	3	3	3	3	3	36	413.92	14,901.12	
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-	
37. FOLDER, morocco/fancy, legal size,50s/ pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	301.60	7,238.40	
38. FOLDER, morocco/fancy, A4 size, 50s/ pack	bundle	2	2	2	2	2	2	2	2	2	2	2	2	24	312.00	7,488.00	
39. FOLDER, clear plastic, L-type, A4 size, 50s/ pack	pack													0	247.52	-	
40. FOLDER, clear plastic, L-type, legal size, 50s/ pack	pack													0	202.68	-	
41. GLUE, all purpose, 300 grams min.	jar													0	37.43	-	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece											2	2	2	6	32.97	197.82
43. INDEX CARD,3"x 5",ruled both sides,500s/ pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8",ruled both side,500s/ pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	67.60	811.20	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	1		1		1		1		1		1		6	493.54	2,961.24	
50. MAGAZINE FILE BOX, medium	piece													0	49.56	-	
51. MAGAZINE FILE BOX, large	piece													0	44.61	-	
52. MAP PIN, round head, 100s/box	box													0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set	2		2		2		2		2		2		12	41.60	499.20	
54. MARKING PEN, whiteboard, black	piece	3		3		3		3		3		3		15	15.08	226.20	
55. MARKING PEN, whiteboard, blue	piece	3		3		3		3		3		3		15	15.08	226.20	
56. MARKING PEN, whiteboard, red	piece	3		3		3		3		3		3		15	15.08	226.20	
57. MARKING PEN, permanent, black	piece	3		3		3		3		3		3		15	14.32	214.80	
58. MARKING PEN, permanent, blue	piece	3		3		3		3		3		3		15	14.32	214.80	
59. MARKING PEN, permanent, red	piece	3		3		3		3		3		3		15	14.32	214.80	
60. MARKING PEN, transparency film	set													0	84.24	-	
61. NOTE BOOK, stenographer's	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	7.49	359.52	
62. NOTE PAD, (3"x3")	pad													0	36.40	-	
63. NOTE PAD, (3"x4")	pad													0	52.00	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-	
69. NOTE PAD, (2"x3")	pad													0	31.20	-	

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2. CUTTER, heavy duty,	piece	1		1		1		1		1		1		6	27.04	162.24
3. PUNCHER, heavy duty	piece	1		1		1		1		1		1		6	114.40	686.40
4. SCISSORS, (6")	pair	1		1		1		1		1		1		6	18.72	112.32
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece	1		1		1		1		1		1		6	436.80	2,620.80
7. STAPLER, heavy duty, standard	piece	1		1		1		1		1		1		6	162.84	977.04
8. STAPLE REMOVER, twin jaws	piece	1		1		1		1		1		1		6	19.64	117.84
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1		1		1		1		1		1		6	40.23	241.38
10. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister													0	17.32	-
5. DETERGENT POWDER, 500gms.	pouch													0	18.61	-
6. DETERGENT BAR	bar													0	18.72	-
7. DISINFECTANT SPRAY, 340 gm.	can													0	190.63	-
8. DUST PAN, plastic w.handle,large	piece													0	26.00	-
9. FLOOR WAX, paste, natural,2kg.	can													0	218.40	-
10. FLOOR WAX, paste, red, 2kg.,	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75li.	can													0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can													0	122.72	-
13. INSECTICIDE, 600ml.(420g)/can	can													0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-
16. RAG, COTTON, (7") in diameter	kilo	1	1	1	1	1	1	1	1	1	1	1	1	12	43.68	524.16
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
19. TOILET DEODORANT CAKE, 99%, 50gms.	box													0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream	5	5	5	5	5	5	5	5	5	5	5	5	60	174.72	10,483.20
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit				1			1						3	1,144.00	3,432.00
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3)	unit													0	13,497.12	-

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drawers + one (1) safe, plain finish, gauge 20																	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6' x 16' x 32" (H x W x L), gauge 20	unit														0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit						1							1	2	1,892.80	3,785.60
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit														0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit														0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit														0	161.08	-
10. CHAIR, monobloc, without armrest,beige/ white	unit														0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit														0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit														0	1,028.56	-
13. ELECTRIC FAN, with stand	unit														0	764.40	-
14. ELECTRIC FAN, wall type	unit														0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit														0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit														0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit														0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit														0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit														0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit														0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit														0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit														0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual	unit														0	7,124.00	-

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ribbons, cables and manual, Epson LX-300+																	
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable	unit														0	4,139.20	-
software drivers and complete documentation, ML-2250																	
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190																30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit														0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit														0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit														0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit														0	2,038.40	-
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated																	
kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece														0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece														0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece														0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece														0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set														0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:																	
Volume I (103 pages) - white color																	
Volume II (138 pages) - light blue color																	
Volume III (124 pages) - light yellow color																	
Volume IV (118 pages) - light green color																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1															0		-
2															0		-
3															0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
9															0	-
10															0	-
Paper Materials and Products																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Lighting and fixtures and accessories																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Electrical equipment and components and supplies																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Computer Supplies																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Computer Equipment and Accessories																
1															0	-
2															0	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
*Other Categories																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-

***GRAND TOTAL: 364,345.12
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement 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: _____ Certified Funds Available: _____ Approved: _____
MARIO B. RAFAEL Property/Supply Officer FLERIDA F. GIRON Accountant JOSELITO C. DE VERA Head of Office/Agency

Date Prepared: _____