



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA



CIRCULAR LETTER

No. 2011-6

Date: August 25, 2011

- FOR :** Heads of Departments, Bureaus, Offices, and Agencies of the National Government, including State Universities and Colleges (SUCs); Government-Owned or Controlled Corporations (GOCCs), Government Financial Institutions (GFIs), and Local Government Units (LGUs); and All Others Concerned
- SUBJECT :** Directing the Use of the Procurement Service (PS) and the Philippine Government Electronic Procurement System (PhilGEPS) in Procurement Activities
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1.0. RATIONALE

Consistent with the national government policy that procurement of government supplies, materials and equipment shall be done in the most transparent and competitive manner, President Benigno Aquino III issued Administrative Order No. 17 directing all government agencies:

- 1.1. to procure their common-use supplies from the Procurement Service (PS) without need for public bidding; and
- 1.2. to use the Philippine Government Electronic Procurement System (PhilGEPS) in all their procurement activities pursuant to the Government Procurement Reform Act (R.A. 9184).

In line with the directives of AO No. 17, the PS and PhilGEPS shall strengthen its operations and undertake activities to improve and expand its service delivery. Alongside this effort, said AO mandates the Government Procurement Policy Board (GPPB) shall conduct periodic monitoring and evaluation of the performance of the centralized procurement system in terms of economy and efficiency and shall likewise monitor and evaluate the compliance of all government procuring entities in all matters relating to the procurement laws, rules and regulations.

All government agencies are thereby enjoined to implement AO No. 17 to strengthen the national government's effort in undertaking comprehensive reforms and innovations to modernize and standardize government procurement systems in support of transparency and accountability in government transactions and efficiency and effectiveness in the procurement process.

2.0. PURPOSE

This Circular Letter is being issued to prescribe the procedures and guidelines for the implementation of AO No. 17 in order to facilitate compliance therewith and achieve the objectives thereof.

3.0. COVERAGE

This Circular Letter covers all National Government Agencies (NGAs), including Military and Police Units; Government-Owned and Controlled Corporations (GOCC); Government Financial Institutions (GFIs); State Universities and Colleges (SUCs); and Local Government Units (LGUs).

4.0. GUIDELINES

- 4.1. All National Government Agencies, including Military and Police Units; GOCCs, GFIs, SUCs and LGUs are required to submit their Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE), using the prescribed format shown as **Annex A**. The same may be downloaded thru the Procurement Service website at <http://www.procurement-service.org>- Downloads tab and the PhilGEPS website at <http://www.philgeps.net>- About PhilGEPS tab – Useful Downloads. The submission of the APP-CSE, nonetheless, shall not affect the responsibility of the procuring entity to submit their respective Annual Procurement Plan pursuant to Section 7 of R.A. 9184 and its IRR.
- 4.2. The accomplished APP-CSEs are due for submission to the DBM on the following dates:
 - o FY 2011 APP-CSE on or before September 15, 2011;
 - o FY 2012 APP-CSE on or before November 15, 2012; and,
 - o Henceforth, the APP-CSE shall be submitted on or before November 15 of each year.
- 4.2.1 The Central Office (CO) of the NGA/Department concerned shall be responsible in preparing the consolidated APP-CSE of all its units and submit the same to the DBM CO on or

before the aforementioned dates. In the case of Other Executive Offices, said APP-CSE shall be submitted by the Head of the Agency concerned directly to DBM-CO.

4.2.2 SUCs and LGUs are likewise required to submit their APP-CSE to the DBM Regional Offices.

4.2.3 GOCCs and GFIs shall submit their APP-CSEs to DBM CO.

4.3 The DBM CO Central and Regional Offices shall consolidate the APP-CSEs submitted and shall forward the same to the PS. These shall then be the basis of the PS in its projection of inventory requirements, scheduling of procurement activities, and overall management of the central procurement of common-use goods.

4.4 Consistent with the strengthening of the service delivery of the PS, its product list for Common-Use Supplies shall be expanded. Thus, all agencies and concerned units are enjoined to include in the APP-CSE not only those supplies, materials and equipment currently listed in the Electronic Catalogue (now the Virtual Store) of Common-Use Supplies of the PS, but also all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary and desirable in their official and regular transactions, consumed and needed in their day-to-day operations. This shall be one of the bases for the PS in expanding the Electronic Catalogue to include other products commonly purchased by government procuring entities.

4.5 In line with the mandate to use the PhilGEPS in procurement activities, all government procuring entities shall post in the PhilGEPS all bid opportunities, notices, awards and/or results of bids and contracts as required under R.A. 9184 and its IRR. Similarly, all concerned units shall subscribe to the additional features of PhilGEPS, such as the Virtual Store, Expanded Supplier Registry, e-Payment and e-Bid Submission once these features are made available and are implemented. Government procuring entities are likewise enjoined to require all their suppliers to register and utilize the Expanded Supplier Registry in preparation for the implementation of the E-Bid Submission module of PhilGEPS. Procuring entities are also discouraged to implement a separate supplier registry to optimize the benefits of a centralized registry of suppliers for the government.

4.6 For the actual requisition of supplies from the Procurement Service, the same standard procedures set by the PS shall be followed. This,

notwithstanding, shall be subject to change pending the issuance of guidelines for the use of the Virtual Store and e-Payment.

- 4.7 Consistent with the AO, the DBM shall evaluate and review the proposed budget of agencies for Supplies, Materials and Equipment based on the submitted APP-CSE and data available in the PhilGEPS. The DBM shall then disaggregate agencies' budget for Common-Use Supplies for purposes of transparency and accountability and to evaluate the National Government spending for, and realize savings from the purchase of, Common-Use Supplies.
- 5.0 The DBM shall subsequently issue periodic Circulars for information and guidance on the additional features and services of the PS and PhilGEPS.
- 6.0 For strict compliance.


FLORENCIO B. ABAD
Secretary

ANNUAL PROCUREMENT PLAN FOR 20__
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PROGRAM (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: _____
 Region: _____
 Address: _____

Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

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															0	67.27	-
2. BALLAST, 36 watts	piece															0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet															0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet															0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet															0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set															0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set															0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece															0	32.14	-
9. FLUORESCENT TUBE, 36 watts	piece															0	33.85	-
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															0	3.73	-
14. TAPE, electrical	roll															0	18.20	-
COMMON COMPUTER SUPPLIES																		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 20	box															0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2	box															0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 10	box															0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1	box															0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 50	box															0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8",	box															0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 25	box															0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 2	box															0	722.80	-

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. COMPACT DISK CASE	piece													0	50.84	-
10. CD DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.r	piece													0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece													0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	20.02	-
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece													0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
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													0	810.90	-
27. INK CARTRIDGE, HP C6657A (HP 57)	cart													0	1,352.52	-
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 IO17	cart													0		-
37. INK CARTRIDGE, Epson IO18	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	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
59. TONER CARTRIDGE, HP Q2610A	cart														0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart														0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart														0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart														0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart														0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart														0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart														0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart														0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart														0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart														0	4,559.40	-
69. TONER, for Kyocera Mita KM-1505/1510/1810	cart														0	3,843.84	-
70. TONER, TK 100, for Kyocera Mita KM-1500	cart														0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart														0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart														0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart														0	5,254.02	-
74. RIBBON, Epson RN 8755	cart														0	84.76	-
75. RIBBON, Epson RN 8750	cart														0	76.75	-
76. RIBBON, Epson RN 7754	cart														0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart														0	724.88	-
78. RIBBON, Epson RN SO 15327	cart														0	328.44	-
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll														0	603.20	-
2. AIR FRESHENER, 280ml/can	can														0	92.56	-
3. ALCOHOL, 70% isopropyl	bottle														0	37.70	-
4. AUDIO CASSETTE TAPE, 90min.	piece														0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack														0	91.50	-
6. CARBON FILM, polyethylene, A-4, 100s/box	box														0	349.44	-
7. CARBON FILM, 216mm x 330mm, 100s/box	box														0	364.00	-
8. CARTOLINA, assorted color, 20s/ pack	pack														0	72.80	-
9. CARTOLINA, white, 20s/ pack	pack														0	57.20	-
10. CHALK, white enamel, approx. 140s/box	box														0	34.81	-
11. CLIP, bulldog (3")	piece														0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box														0	10.42	-
13. CLIP, backfold, 50mm, 12s/box	box														0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box														0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box														0	17.42	-
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														0	9.82	-
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														0	70.72	-
24. ENVELOPE,documentary(10"x15"),500s/box	box														0	577.20	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box														0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box														0	159.78	-
27. ENVELOPE, mailing white with window,500s	box														0	207.58	-

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		
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													0	526.24	-
31 ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/ pack	pack													0	301.60	-
38. FOLDER, morocco/fancy, A4 size, 50s/ pack	bundle													0	312.00	-
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													0	32.97	-
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													0	67.60	-
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													0	493.54	-
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													0	41.60	-
54. MARKING PEN, whiteboard, black	piece													0	15.08	-
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKING PEN, permanent, black	piece													0	14.32	-
58. MARKING PEN, permanent, blue	piece													0	14.32	-
59. MARKING PEN, permanent, red	piece													0	14.32	-
60. MARKING PEN, transparency film	set													0	84.24	-
61. NOTE BOOK, stenographer's	piece													0	7.49	-
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	-
66. OIL, 120ml., for typewriter	bottle													0	30.99	-
67. PAPER, bond, Premium Grade,A4	ream													0	104.80	-
68. PAPER, mimeo, Groundwood, A4	ream													0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream													0	102.44	-
71. PAPER, PPC, A4	ream													0	144.35	-
72. PAPER, PPC, B4	ream													0	194.66	-
73. PAPER, ruled pad,216mmx330mm,100s/ pad	pad													0	20.57	-
74. PAPER, thermal,210mmx30M	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M	roll													0	37.44	-
76. PAPER,multicopy, A4	ream													0	139.32	-
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ ream	ream													0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box													0	82.04	-

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
79. PAPER CLIP, gem type,jumbo,48mm,100s/box	box													0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-
81. PENCIL, lead, w/eraser	dozen													0	24.89	-
82. PENCIL, mechanical, 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages	book													0	50.44	-
85. RECORD BOOK, 500 pages	book													0	77.98	-
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
92. RUBBER BAND, #18, min.445 gms./box	box													0	132.68	-
93. RULER, plastic, 12"	piece													0	3.64	-
94. RULER, plastic, 18"	piece													0	36.40	-
95. SIGN PEN, black	piece													0	41.48	-
96. SIGN PEN, blue	piece													0	41.48	-
97. SIGN PEN, red	piece													0	41.48	-
98. STAMP PAD INK, violet, 50ml.	bottle													0	27.04	-
99. STAMP PAD, felt pad	piece													0	24.96	-
100. STAPLE WIRE, standard, #35	box													0	25.98	-
101. TAPE, adding machine	roll													0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll													0	41.60	-
103. TAPE, masking (2"), 48mm, 50 meters length	roll													0	83.82	-
104. TAPE, transparent, (1"), 24mm, 50 meters	roll													0	41.60	-
105. TAPE, transparent, (2"), 48mm, 50 meters	roll													0	20.38	-
106. TAPE, packaging, 48mm, 50 meters length	roll													0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
108. TIME CARD, for Kitano Time Recorder,100s/ bndl	bundle													0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack													0	61.15	-
122. TWINE, plastic, one kilo per roll	roll													0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs. / pack	pack													0	10.40	-
2. CUTTER, heavy duty,	piece													0	27.04	-
3. PUNCHER, heavy duty	piece													0	114.40	-
4. SCISSORS, (6")	pair													0	18.72	-
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece													0	162.84	-
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0	40.23	-
10. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																

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
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.	carister													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													0	43.68	-
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													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
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) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
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													0	1,892.80	-
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	-

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		
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 TRANSCIVER, 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 ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	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	-

Item & Specifications	Unit of Measure	Quantity Requirement													** FS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
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:															0	32.24	-
a. Procurement of Goods & Services, 110-115 pages	piece														0	37.65	-
b. Procurement of Civil Works, 139-149 pages	piece														0	22.36	-
c. Procurement of Consulting Services, 139-149 pages	piece														0	88.40	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	32.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	piece														0	13.52	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 74	piece														0	130.00	-
HANDBOOK ON GENERIC PROCUREMENT 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	set														0		-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (pls specify)																	
Office Equipment and Accessories																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
Office Supplies																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															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
10															0	-
Audio and visual presentation and composing equipment																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Photographic or filming or video equipment																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-
Cleaning Equipment and Supplies																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
6															0	-
7															0	-
8															0	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (02.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
Electrical equipment and components and supplies														0	-
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
Computer Supplies														0	-
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
Computer Equipment and Accessories														0	-
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
*Other Categories														0	-
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														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	-
***GRAND TOTAL:																

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 Program 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:

 Property/Supply Officer

 Accountant

 Head of Office/Agency

Date Prepared: _____