

	Correction Fluid	pc/y	4	4	3	11	314.50	4	4	3	11	314.50	4	4	3	11	314.50	4	4	3	11	314.50	44.00	29.50	1,298.00
	Special Paper Long	pack/y	65	65	65	195	2,892.50	65	65	65	195	2,892.50	65	65	65	195	2,892.50	65	65	65	195	2,892.50	780.00	40.50	35,590.00
	Map Pin's 100's	boxes	1	2	1	5	215.75	2	2	1	5	215.75	2	2	1	5	215.75	2	2	1	5	215.75	10.00	42.75	855.00
	Double Sided Tape 1"	roll	3	5	5	15	975.00	5	5	5	15	975.00	5	5	5	15	975.00	5	5	5	15	975.00	60.00	65.00	3,900.00
	Yellow Pad Paper	pack/y	1	1	1	3	165.00	1	1	1	3	165.00	1	1	1	3	165.00	1	1	1	3	165.00	12.00	55.00	660.00
	Manila Paper	pc/y	5	5	5	15	360.00	5	5	5	15	360.00	5	5	5	15	360.00	5	5	5	15	360.00	60.00	24.00	1,440.00
	Illustration Board cut size	pc/y	1	1	1	3	135.00	1	1	1	3	135.00	1	1	1	3	135.00	1	1	1	3	135.00	10.00	45.00	540.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**COMMON JANITORIAL SUPPLIES**

	Detergent Bar 16grams	pack/y	84	84	84	252	1,834.50	84	84	84	252	1,834.50	84	84	84	252	1,834.50	84	84	84	252	1,834.50	1,008.00	7.28	7,338.24
	Bathroom Deodorizer	pc/y	60	60	60	180	8,100.00	60	60	60	180	8,100.00	60	60	60	180	8,100.00	60	60	60	180	8,100.00	720.00	45.00	32,400.00
	Brush w/ handle	pc/y	10	10	10	30	3,850.00	10	10	10	30	3,850.00	10	10	10	30	3,850.00	10	10	10	30	3,850.00	120.00	95.00	11,400.00
	Deeper	pc/y	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	120.00	45.00	5,400.00
	Doormat Square	pc/y	20	20	20	210	8,400.00	20	20	20	210	8,400.00	20	20	20	210	8,400.00	20	20	20	210	8,400.00	840.00	40.00	33,600.00
	Glass Cleaner	bott/y	30	30	30	60	8,160.00	30	30	30	60	8,160.00	30	30	30	60	8,160.00	30	30	30	60	8,160.00	340.00	136.00	32,640.00
	Laundry Gloves	pairs	30	30	30	90	4,500.00	30	30	30	90	4,500.00	30	30	30	90	4,500.00	30	30	30	90	4,500.00	360.00	50.00	18,000.00
	Pail	pc/y	10	10	10	30	3,750.00	10	10	10	30	3,750.00	10	10	10	30	3,750.00	10	10	10	30	3,750.00	120.00	105.00	12,600.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Office Equipment and Accessories**

						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Office Supplies**

						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

**Audio and visual presentation and composing equipment**

						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Photographic or filming or video equipment																					
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Cleaning Equipment and Supplies																					
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Paper Materials and Products																					
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Lighting and fixtures and accessories																					
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Electrical equipment and components and supplies																					
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00	0.00			0.00
Computer Supplies																					
						0	0.00				0	0.00				0	0.00	0.00			0.00

					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
<b>Common ICT Equipment</b>																					
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
<b>CONSUMABLES</b>																					
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
<b>Other Categories</b>																					
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
					0	0.00				0	0.00				0	0.00	0.00			0.00	
<b>A. TOTAL</b>																<b>P</b>	<b>3,750,171.78</b>				
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																<b>P</b>	<b>375,017.18</b>				
<b>C. GRAND TOTAL (A + B)</b>																<b>P</b>	<b>4,125,188.96</b>				
<b>D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																<b>P</b>	<b>-</b>				
<b>G. MONTHLY CASH REQUIREMENTS</b>																<b>P</b>	<b>-</b>				
G.1 Available at Procurement Service Stores						838,055.55				826,268.98					826,268.98				835,589.04	<b>P</b>	3,326,182.54
G.2 Other Items not available at PS but regularly purchased from other sources						105,997.31				105,997.31					105,997.31				105,997.31	<b>P</b>	423,989.24
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						<b>944,052.86</b>				<b>932,266.29</b>					<b>932,266.29</b>				<b>941,586.35</b>	<b>P</b>	<b>3,750,171.78</b>

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

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

Prepared by:

  
VAL F. GAMAY, CPA  
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
MAJAL MARGARET A. MORALES, CPA /   
Accountant / Local Budget Officer

Approved by:

  
JOSE ILDEFONSO B. COSTALES JR., MD, MHA, FICS, CESE  
Head of Office/Agency

Date Prepared August 24, 2018