

PNCC ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on

Department/Bureau/Office: PNCC
 Region: NCR
 Address: PNCC Complex, Km. 15 East Service Rd., Bicutan, Paranaque

Agency Code/UACS:
 Organization Type: GOCC

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

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the	Price Catalogue (as of 28 July 2022)	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1	Apr	May	Jun	Q2	Q2	Jul	Aug	Sep	Q3	Q3	Oct	Nov	Dec	Q4	Q4					
	Acetate PVC Film Clear 10pcs/pack A4	pack	6		1	7	P 1,050.00				1	1	P 150.00			1	1	P 150.00				-	P -	9	150.00	P 1,350.00	
	Acetate PVC Film Clear 10pcs/pack Long	pack	1		1	2	P 400.00				1	1	P 200.00			1	1	P 200.00				-	P -	4	200.00	P 800.00	
	Adhesive Index Tabs, 25x43mm, 50s	pack	5			5	P 350.00					-	P -		5		5	P 350.00				-	P -	10	70.00	P 700.00	
	Adhesive Roller Tape, 6mx6mm	piece	16	1	3	20	P 1,800.00				3	3	P 270.00	10	3	3	16	P 1,440.00				-	P -	39	90.00	P 3,510.00	
	Adhesive Tape Flag, Sign Here, Yellow, 25 x43mm, 50s	pack	9		1	10	P 2,000.00				3	3	P 600.00			1	1	P 200.00	1			-	P 200.00	15	200.00	P 3,000.00	
	Ballpen - Ball point, Fine, Black	piece	56		30	86	P 2,322.00	12		15	8	35	P 945.00	42	5	30	77	P 2,079.00	17		5	17	39	P 1,053.00	237	27.00	P 6,399.00
	Ballpen - Ball point, Fine, Blue	piece	46	5	27	80	P 2,160.00	15	10	13	38	P 1,026.00	25	12	25	62	P 1,674.00	20		20	40	P 1,080.00	220	27.00	P 5,940.00		
	Ballpen - Ball point, Fine, Red	piece	19		13	32	P 864.00	10	8	1	19	P 513.00	11		15	26	P 702.00	10	3	5	18	P 486.00	95	27.00	P 2,565.00		
	Battery, Alkaline, AA	piece	16		8	24	P 960.00		4	4	8	P 320.00	13		8	21	P 840.00		8		8	P 320.00	61	40.00	P 2,440.00		
	Battery, Alkaline, AAA	piece	6	4	20	30	P 1,500.00		4	7	11	P 550.00	9		14	23	P 1,150.00	7			7	P 350.00	71	50.00	P 3,550.00		
	Binder Clip 1 7/8", Black, 12pcs/box	box	5	3		8	P 400.00			2	2	P 100.00		5		5	P 250.00		2		2	P 100.00	17	50.00	P 850.00		
	Binder Clip 1 1/2", Black, 12pcs/box	box	24	3	1	28	P 980.00	3			2	5	P 175.00	23	1		24	P 840.00	3	2		5	P 175.00	62	35.00	P 2,170.00	
	Binder Clip 1 3/4", Black, 12pcs/box	box	22	5	1	28	P 1,400.00	1	2		3	P 150.00	21	3		24	P 1,200.00	1	2		3	P 150.00	38	50.00	P 2,900.00		
	Binder Clip 1", Black, 12pcs/box	box	17	3	1	21	P 525.00	1			1	P 25.00	16	1		17	P 425.00	1			1	P 25.00	40	25.00	P 1,000.00		
	Binder Clip 2", Black, 12pcs/box	box	22	3	1	26	P 2,080.00	1			1	P 80.00	21	1		22	P 1,760.00	1			1	P 80.00	30	80.00	P 4,000.00		
	Binder Clip 7/8", Black, 12pcs/box	box	17	3	1	21	P 315.00	1			1	P 15.00	16	1		17	P 255.00	1			1	P 15.00	40	15.00	P 600.00		
	Binder Cover Long 300 gsm 10 pcs/pack	pack	1			1	P 100.00				1	1	P 100.00				-	P -				-	P -	2	100.00	P 200.00	
	Print Out Binder, 14.88 x 11 inches	piece				-	P -	11			11	P 3,300.00				-	P -		11		11	P 3,300.00	22	300.00	P 6,600.00		
	Bond paper S-24 - A3	ream	2		1	3	P 1,500.00					-	P -	1		1	2	P 1,000.00		1		1	P 500.00	6	500.00	P 3,000.00	
	Bond paper, Colored - Short	ream			3	3	P 900.00					-	P -			-	P -					-	P -	3	300.00	P 900.00	
	Bond paper Mimeographing - short	ream			5	5	P 1,250.00					-	P -			-	P -					-	P -	5	250.00	P 1,250.00	
	Book, Annotated - Civil Procedure	piece				-	P -					-	P -	1		1	P 2,500.00				-	P -	-	1	2,500.00	P 2,500.00	
	Book, Annotated - Revised Corporation Code	piece				-	P -					-	P -	1		1	P 2,500.00				-	P -	-	1	2,500.00	P 2,500.00	
	Book, Annotated - Revised Penal Code Book 1	piece				-	P -					-	P -	1		1	P 2,500.00				-	P -	-	1	2,500.00	P 2,500.00	
	Book, Annotated - Revised Penal Code Book 2	piece				-	P -					-	P -	1		1	P 2,500.00				-	P -	-	1	2,500.00	P 2,500.00	
	Book, Codal - Civil Procedure	piece				-	P -					-	P -	1		1	P 900.00				-	P -	-	1	900.00	P 900.00	
	Book, Codal - Labor Code	piece				-	P -					-	P -	1		1	P 900.00				-	P -	-	1	900.00	P 900.00	
	Book, Codal - Commercial Laws (Volume 1)	piece				-	P -					-	P -	1		1	P 900.00				-	P -	-	1	900.00	P 900.00	
	Book, Codal - Commercial Laws (Volume 2)	piece				-	P -					-	P -	1		1	P 900.00				-	P -	-	1	900.00	P 900.00	
	Book Bind	piece	1	1	1	3	P 1,500.00	1	1	1	3	P 1,500.00	1	1	1	3	P 1,500.00	1	1	1	3	P 1,500.00	12	500.00	P 6,000.00		
	Bookshelves	set				-	P -					-	P -	1			1	P 4,000.00				-	P -	1	4,000.00	P 4,000.00	
	Box Lid, Clear 57 x 39 x 28	piece	20			20	P 8,000.00					-	P -				-	P -				-	P -	20	400.00	P 8,000.00	
	Carbon Paper Film Blue, 100s - Long	pack	8		2	10	P 4,000.00	1	1	1	3	P 1,200.00	2		3	5	P 2,000.00		1	1	2	P 800.00	20	400.00	P 8,000.00		
	Carbon Paper Film Blue, 100s - Short	pack	7		4	11	P 3,850.00		2	1	3	P 1,050.00	2		4	6	P 2,100.00	1	1	2	4	P 1,400.00	24	350.00	P 8,400.00		
	Clear book Refill Long 27 holes 10 pcs/pack	pack	6		6	12	P 720.00			6	6	P 360.00				-	P -				-	P -	-	18	60.00	P 1,080.00	
	Coffee Machine	set	1			1	P 10,000.00					-	P -	1		1	P 10,000.00				-	P -	-	2	10,000.00	P 20,000.00	
	Columnar Book	piece	2			2	P 200.00					-	P -			-	P -				-	P -	-	2	100.00	P 200.00	
	Continuous form, 1 ply, S-20, 11x14 1/2 plain	box	3		2	5	P 7,500.00		2		2	P 3,000.00	2		3	5	P 7,500.00		2		2	P 3,000.00	14	1,500.00	P 21,000.00		

	Continuous form, 1 ply, S-20, 11x9 ¹ / ₂ , plain	box					-	P	-			-	P	-				-	P	-	-					1,000.00	P	-						
	Continuous form, 1 ply, S-20, 11x9 ¹ / ₂ , with lines	box					-	P	-	1																1,300.00	P	2,600.00						
	Continuous form, 2 ply, S-20, 11x14 ¹ / ₈ , plain, carbonless	box	1					1	P	2,000.00												1			1	1	P	1,300.00	2	2,000.00	P	6,000.00		
	Continuous form, 2 ply, S-20, 11x14 ¹ / ₈ , with lines, carbonless	box					-	P	-		1			1	P	2,300.00						1			1	1	P	2,000.00	3	2,300.00	P	4,600.00		
	Continuous form, 2 ply, S-20, 11x9 ¹ / ₂ , plain, carbonless	box					-	P	-		1		1	P	1,500.00							1				1	1	P	2,300.00	2	2,500.00	P	3,000.00	
	Continuous form, 2 ply, S-20, 11x9 ¹ / ₂ , with lines, carbonless	box					-	P	-				-	P	-		1			1	P	1,800.00				-	P	-	1	1,800.00	P	1,800.00		
	Correction Fluid, 20ml	piece	4				4	P	240.00					-	P	-		1			1	P	60.00	1			1	1	P	60.00	6	60.00	P	360.00
	Correction Pen, White, 7ml	piece	6				6	P	510.00			3	3	P	255.00					-	P	-			3		3	3	P	255.00	12	85.00	P	1,020.00
	Correction Tape, 5mmx12m	piece	31	2	18		51	P	2,040.00	2	3	17	22	P	880.00	16	1	17	34	P	1,360.00	1		20	1		22	P	880.00	129	40.00	P	5,160.00	
	Cutter Blade, Big (10 pcs/tube)	tube	3		2		5	P	150.00	1	1	3	5	P	150.00			1	1	P	30.00				1		1	1	P	30.00	12	30.00	P	360.00
	Cutting Outfit Set	set	1				1	P	20,000.00					-	P	-				-	P	-					-	P	-	1	20,000.00	P	20,000.00	
	Datar/Trotet Stamp	piece		6			6	P	6,000.00					-	P	-				-	P	-					-	P	-	6	1,000.00	P	6,000.00	
	Document Index Sticker	packs	5				5	P	145.00					-	P	-			5	P	145.00						-	P	-	10	29.00	P	290.00	
	Envelope, Brown, Long	piece	268	1	6		275	P	3,300.00	11	25	10	46	P	552.00	161	21	25	207	P	2,484.00	1	45	12	58	P	696.00	586	12.00	P	7,032.00			
	Envelope, Brown, Short	piece	223	1	6		230	P	2,300.00	1	25	10	36	P	360.00	187	21	21	229	P	2,290.00	1	45	12	58	P	580.00	553	10.00	P	5,530.00			
	Envelope, Expanding, Long	piece	99		11		110	P	2,200.00	1	5	17	23	P	460.00	70	1	11	82	P	1,640.00		6	10	16	P	320.00	231	20.00	P	4,620.00			
	Envelope, Expanding, Short	piece	71		3		74	P	1,110.00			14	14	P	210.00	55		3	58	P	870.00		1	10	11	P	165.00	157	15.00	P	2,355.00			
	Envelope, Mailing, with PHCC Logo, Long	piece	485		50		535	P	2,675.00	10		20	30	P	150.00	135	50	10	195	P	975.00						-	P	-	760	5.00	P	3,800.00	
	Envelope, Window, #10 Size: 4.13 X 9.5, White, 500/Box	box	1				1	P	500.00		1		1	P	500.00				-	P	-						-	P	-	2	500.00	P	1,000.00	
	Eraser, Rubber, White, 11x18x35mm	piece	14		3		17	P	255.00			4	4	P	60.00	5		3	8	P	120.00			1		1	1	P	15.00	30	15.00	P	450.00	
	Fastener, Metal, 50s, 7cm 2in	box	2		2		4	P	800.00	1	1	1	2	P	400.00	1		1	2	P	400.00		1		1	2	P	400.00	10	200.00	P	2,000.00		
	Fastener, Plastic, 50s, 7cm 2in	box	27	1	6		34	P	1,190.00	5	2	4	11	P	385.00	20		9	29	P	1,015.00	1			2	3	P	105.00	77	35.00	P	2,695.00		
	Fastener, Plastic, Long, 50s, 8 1/2"	box	4		4		8	P	800.00	1	1	1	3	P	300.00	2	1	3	6	P	600.00				1	1	1	P	100.00	18	100.00	P	1,800.00	
	Folder, Pressboard (Green), Long	piece	416	100	61		577	P	17,310.00	35	31	50	116	P	3,480.00	416		60	476	P	14,280.00		11	30	21	62	P	1,860.00	1,231	30.00	P	36,930.00		
	Folder, Pressboard (Green), Short	piece	126	30	1		157	P	3,925.00	45	1	40	86	P	2,150.00	106	20		126	P	3,150.00	21		21	42	P	1,050.00	411	25.00	P	10,275.00			
	Folder, White, Long	piece	301	20	36		357	P	3,570.00	30	6	90	126	P	1,260.00	171	10	36	217	P	2,170.00	5	6	20	31	P	310.00	731	10.00	P	7,310.00			
	Folder, White, Short	piece	245	12	30		287	P	2,286.00	42		92	134	P	1,072.00	165	2	30	197	P	1,576.00	17		12	29	P	232.00	647	8.00	P	5,176.00			
	Gel Pen, 0.5mm, Black	piece	53		16		69	P	1,932.00	5	10	3	18	P	504.00	45		19	64	P	1,792.00	5	10	3	18	P	504.00	169	28.00	P	4,732.00			
	Gel Pen, 0.5mm, Blue	piece	40	3	9		52	P	1,456.00	8		6	14	P	392.00	35	3	9	47	P	1,316.00	8		6	14	P	392.00	127	28.00	P	3,556.00			
	Gel Pen, 0.5mm, Red	piece	18	2	6		26	P	728.00	1		3	4	P	112.00	18	2	6	26	P	728.00	1		5	6	P	168.00	62	28.00	P	1,736.00			
	Glossy Photo Sticker Paper, 135gm, 50 sheets/per pack	pack	7	2	2		11	P	2,200.00			1	1	P	200.00	7		1	8	P	1,600.00		1		1	1	P	200.00	21	200.00	P	4,200.00		
	Handheld Cutter, Heavy duty, Big	piece	13	2			15	P	1,200.00			1	1	P	80.00				-	P	-		1		1	1	P	80.00	17	80.00	P	1,360.00		
	Highlighter, Assorted color	piece	30	9	7		46	P	2,300.00	6		6	12	P	600.00	21		15	36	P	1,800.00		1	3	4	P	200.00	98	50.00	P	4,900.00			
	Lever Archfile, A4 (12" H x 9" W), 7cm, 3 inches spine	piece					-	P	-				-	P	-				-	P	-					-	P	-	-	150.00	P	-		
	Lever Archfile, Horizontal, 9.5"H x 15" W, 7cm, 3 inches spine	piece	25				25	P	3,750.00				-	P	-	15			15	P	2,250.00					-	P	-	40	150.00	P	6,000.00		
	Lever Archfile, Long (14.75" H x 9.5" W), 7cm, 3 inches spine	piece		10			10	P	1,500.00		10	10	10	P	1,500.00		10		10	P	1,500.00					-	P	-	30	150.00	P	4,500.00		
	Lever Archfile, Long (14.75" H x 9.5" W), 7cm, 3 inches spine	piece	25	2			27	P	4,050.00	2		7	9	P	1,350.00		2		2	P	300.00	2		2	4	P	600.00	42	150.00	P	6,300.00			
	Lever Archfile, Short (11.75" H x 9.5" W), 7cm, 2 inches spine	piece					-	P	-				-	P	-				-	P	-					-	P	-	-	150.00	P	-		
	Lever Archfile, Short (11.75" H x 9.5" W), 7cm, 3 inches spine	piece					-	P	-				-	P	-				-	P	-					-	P	-	-	150.00	P	-		
	Masking Tape, Cream, 12mm x 22m	piece	17		9		26	P	520.00		1	5	6	P	120.00	7		2	9	P	180.00		1	5	6	P	120.00	47	20.00	P	940.00			
	Masking Tape, Cream, 18mm x 22m	piece	21		9		30	P	900.00	5	1	8	14	P	420.00	2	1	6	9	P	270.00	1	2		3	P	90.00	36	30.00	P	1,680.00			
	Matba Photo Sticker Paper, 135gm, 50 sheets/per pack	pack	9	3	2		14	P	2,800.00			2	2	P	400.00	3	1		4	P	800.00					-	P	-	20	200.00	P	4,000.00		
	Multi-purpose Glue, 180g	piece	3				3	P	210.00		1		1	P	70.00		1		1	P	70.00					-	P	-	5	70.00	P	350.00		
	Multi-purpose Glue, 240g	piece	5		3		8	P	1,200.00	1		1	2	P	300.00		1		1	P	150.00	3			1	4	P	600.00	15	150.00	P	2,250.00		
	Multi-Purpose Scissors, Stainless Steel, 8.5 Inches	piece	13	1			14	P	980.00			4	4	P	280.00		1		1	P	70.00					-	P	-	19	70.00	P	1,330.00		
	Packaging Tape, Tan, 48mm x 30m	piece	29	2	17		48	P	3,840.00	5	5	6	16	P	1,280.00	8	2	14	24	P	1,920.00		5	3	8	P	640.00	96	80.00	P	7,680.00			
	Paper Clips Vinyl Coated Assorted 33mm 100s	box	39	3	5		47	P	1,175.00	21		6	27	P	675.00	33	1	23	57	P	1,425.00	3	20	2	25	P	625.00	156	25.00	P	3,900.00			
	Paper Clips Vinyl Coated Assorted 50mm 100s	box	38	1	7		46	P	1,840.00	20	1	2	23	P	920.00	33	1	25	59	P	2,360.00		21		21	P	840.00	149	40.00	P	5,960.00			
	Parchment Paper 180 gsm Short 10 sheets/pack	pack	4	5	1		10	P	800.00			6	6	P	480.00	10		1	11	P	880.00			1	1	P	80.00	28	80.00	P	2,240.00			
	Peerless Box, Size: 15"W x 24"L x 10"H	piece	26	1	11		38	P	4,750.00	31	6	1	38	P	4,750.00	11	1	1	13	P	1,625.00	1	1	1	3	P	375.00	92	125.00	P	11,500.00			
	Pencil Sharpener, Desktop, Heavy Duty	piece	4	1			5	P	1,750.00				-	P	-			1	1	P	350.00					-	P	-	6	350.00	P	2,100.00		
	Pencil, No.2, Lead/Graphite, with eraser	piece	34	2	30		66	P	660.00		2	12	14	P	140.00	23		34	57	P	570.00	6	2	12	20	P	200.00	157	10.00	P	1,570.00			
	Permanent Marker, Black, Fine tip	piece	16		16		32	P	1,600.00		2	3	5	P	250.00	5	6	5	16	P	800.00	6	3		9	P	450.00	62	50.00	P	3,100.00			
	Permanent Marker, Blue, Fine tip	piece	8	1	10		19	P	950.00		1	4	5	P	250.00	4		6	14	P	700.00	7	2		9	P	450.00	47	50.00	P	2,350.00			
	Permanent Marker, Red, Fine tip	piece	6	1	4		11	P	550.00			3	3	P	150.00	3		3	6	P	300.00	1	1		2	P	100.00	22	50.00	P	1,100.			



Sign Pen, Rollerball Pen, Tip size : 0.70 mm, Black	piece	14	11	14	39	P	2,730.00		1	3	4	P	280.00	16	1	12	29	P	2,030.00				-	P	-	72	70.00	P	5,040.00	
Sign Pen, Rollerball Pen, Tip size : 0.70 mm, Blue	piece	5	10	13	28	P	1,950.00	1	2	1	4	P	280.00	11		12	23	P	1,610.00				-	P	-	55	70.00	P	3,850.00	
Sign Pen, Rollerball Pen, Tip size : 0.70 mm, Red	piece	5		3	8	P	560.00	1			1	P	70.00	5		3	8	P	560.00				-	P	-	17	70.00	P	1,190.00	
Stamp Pad, Blue, Medium Size, Dimension: 3.25" × 5"	piece	7	1		8	P	1,200.00				-	P	-				-	P	-				-	P	-	8	150.00	P	1,200.00	
Staple Wire No. 35, 5m, 500staples per box	box	15	2	10	27	P	2,025.00	1	3	1	5	P	375.00	14	5	4	23	P	1,725.00	4	3		7	P	525.00	62	75.00	P	4,650.00	
Staple Wire Remover	piece	6	3		9	P	450.00	1	1		2	P	100.00				-	P	-	1			1	P	50.00	12	50.00	P	600.00	
Stapler with Remover, No. 35, Heavy Duty	piece	12	2		14	P	7,000.00				-	P	-	2			2	P	1,000.00			1		1	P	500.00	17	500.00	P	8,500.00
Steno Notebook, Double wire, 152x229mm, 60sheets, Blue	piece	20		4	24	P	840.00		1		1	P	35.00	19		1	20	P	700.00			1		1	P	35.00	46	35.00	P	1,610.00
Sticky Notes, Yellow, Size: 3" x 3", 100s	pack	23	4	4	31	P	2,480.00	8		2	10	P	800.00	15	2	6	23	P	1,840.00	2			2	P	160.00	66	80.00	P	5,280.00	
Tape Dispenser, Heavy Duty	piece	6			6	P	2,100.00		1		1	P	350.00				-	P	-				-	P	-	7	350.00	P	2,450.00	
Tape, Clear/Transparent, 18mm x 30m	piece	34	5	12	51	P	2,040.00	6	4	4	14	P	560.00	25	6	9	40	P	1,600.00	6	2	2	10	P	400.00	115	40.00	P	4,600.00	
Whiteboard Eraser	piece			1	1	P	88.00				-	P	-				-	P	-				-	P	-	1	88.00	P	88.00	
Whiteboard Marker, Black, Fine tip	piece	4	1	6	11	P	715.00		1	2	3	P	195.00	3		3	6	P	390.00			1		1	P	65.00	21	65.00	P	1,365.00
Whiteboard Marker, Blue, Fine tip	piece	4	1	6	11	P	715.00		1	2	3	P	195.00	3		3	6	P	390.00			1		1	P	65.00	21	65.00	P	1,365.00
Whiteboard Marker, Red, Fine tip	piece	4		1	5	P	325.00				-	P	-	4		1	5	P	325.00				-	P	-	10	65.00	P	650.00	
Yellow Ruled Pad, 80 leaves, 216x330mm	pad	9			9	P	675.00			1	1	P	75.00	2			2	P	150.00				-	P	-	12	75.00	P	900.00	
Brother TN-269XL Toner, Black	piece	1	1		2	P	10,000.00			1	1	P	5,000.00				-	P	-				-	P	-	3	5,000.00	P	15,000.00	
Brother TN-269XL Toner, Cyan	piece	1	1		2	P	10,000.00			1	1	P	5,000.00				-	P	-				-	P	-	3	5,000.00	P	15,000.00	
Brother TN-269XL Toner, Magenta	piece	1	1		2	P	10,000.00			1	1	P	5,000.00				-	P	-				-	P	-	3	5,000.00	P	15,000.00	
Brother TN-269XL Toner, Yellow	piece	1	1		2	P	10,000.00			1	1	P	5,000.00				-	P	-				-	P	-	3	5,000.00	P	15,000.00	
Brother TN-267 Toner, Black	piece	2			2	P	10,000.00				-	P	-	2			2	P	10,000.00				-	P	-	4	5,000.00	P	20,000.00	
Brother TN-267 Toner, Cyan	piece	2			2	P	10,000.00				-	P	-	2			2	P	10,000.00				-	P	-	4	5,000.00	P	20,000.00	
Brother TN-267 Toner, Magenta	piece	2			2	P	10,000.00				-	P	-	2			2	P	10,000.00				-	P	-	4	5,000.00	P	20,000.00	
Brother TN-267 Toner, Yellow	piece	2			2	P	10,000.00				-	P	-	2			2	P	10,000.00				-	P	-	4	5,000.00	P	20,000.00	
Toner for Toshiba T-2309P, copier	piece			5	5	P	22,500.00				-	P	-				-	P	-				-	P	-	5	4,500.00	P	22,500.00	
Color Ribbon, Black, for PIX3000x (Date and Time Stamp Machine)	piece				-	P	-				-	P	-				-	P	-				-	P	-	-	600.00	P	-	
Correcting Lift Off Tape (for typewriter)	piece	8			8	P	1,440.00				-	P	-	1			1	P	180.00				-	P	-	9	180.00	P	1,620.00	
Epson Ink 003 Black	piece	30	4	7	41	P	12,300.00		9	5	14	P	4,200.00	18	12	2	32	P	9,600.00	8	6	5	19	P	5,700.00	106	300.00	P	31,800.00	
Epson Ink 003 Cyan	piece	17	1	3	21	P	6,300.00		3	1	4	P	1,200.00	14	2	2	18	P	5,400.00	2	2	1	5	P	1,500.00	48	300.00	P	14,400.00	
Epson Ink 003 Magenta	piece	17	1	3	21	P	6,300.00		3	1	4	P	1,200.00	14	2	2	18	P	5,400.00	2	2	1	5	P	1,500.00	48	300.00	P	14,400.00	
Epson Ink 003 Yellow	piece	17	1	3	21	P	6,300.00		3	1	4	P	1,200.00	14	2	2	18	P	5,400.00	2	2	1	5	P	1,500.00	48	300.00	P	14,400.00	
Epson Ink H1100 Black	piece	1			1	P	600.00	1			1	P	600.00		1		1	P	600.00				-	P	-	3	600.00	P	1,800.00	
Epson Ink T664 Black	piece	3	2	4	9	P	2,700.00	1		3	4	P	1,200.00	2	1	4	7	P	2,100.00	1		2	3	P	900.00	23	300.00	P	6,900.00	
Epson Ink T664 Cyan	piece	3	2	3	8	P	2,400.00	1		3	4	P	1,200.00	2	1	3	6	P	1,800.00	1		1	2	P	600.00	20	300.00	P	6,000.00	
Epson Ink T664 Magenta	piece	3	2	3	8	P	2,400.00	1		3	4	P	1,200.00	2	1	3	6	P	1,800.00	1		1	2	P	600.00	20	300.00	P	6,000.00	
Epson Ink T664 Yellow	piece	3	2	3	8	P	2,400.00	1		3	4	P	1,200.00	2	1	3	6	P	1,800.00	1		1	2	P	600.00	20	300.00	P	6,000.00	
Epson Ink T673 Black	piece	3			3	P	1,800.00			3	3	P	1,800.00	2			2	P	1,200.00				-	P	-	8	600.00	P	4,800.00	
Epson Ink T673 Cyan	piece	3			3	P	1,800.00			3	3	P	1,800.00	2			2	P	1,200.00				-	P	-	8	600.00	P	4,800.00	
Epson Ink T673 Magenta	piece	3			3	P	1,800.00			3	3	P	1,800.00	2			2	P	1,200.00				-	P	-	8	600.00	P	4,800.00	
Epson Ink T673 Yellow	piece	3			3	P	1,800.00			3	3	P	1,800.00	2			2	P	1,200.00				-	P	-	8	600.00	P	4,800.00	
Epson LQ-2190 Ribbon Cartridge	piece	2			2	P	1,000.00		2		2	P	1,000.00				-	P	-	2			2	P	1,000.00	6	500.00	P	3,000.00	
Fullmark Fax Film, Brother, PC-402 Comp	piece				-	P	-				-	P	-				-	P	-				-	P	-	-	250.00	P	-	
Ribbon for Compact SDM Typewriter	piece	12	1	1	14	P	9,800.00		1		1	P	700.00	8		1	9	P	6,300.00		1	1	2	P	1,400.00	26	700.00	P	18,200.00	
Ribbon Cartridge for EPSON LX-310	piece	2			2	P	420.00	2			2	P	420.00		2		2	P	420.00				-	P	-	6	210.00	P	1,260.00	
Zoom Subscription	account		1		1	P	6,000.00				-	P	-				-	P	-				-	P	-	1	6,000.00	P	6,000.00	
Account Payable Voucher	pad	2	2	2	6	P	600.00	2	2	2	6	P	600.00	2	2	2	6	P	600.00	2	2		4	P	400.00	22	100.00	P	2,200.00	
Action Slip	pad	4	1	2	7	P	175.00		2		1	P	75.00	3		3	6	P	150.00		2		2	P	50.00	18	25.00	P	450.00	
Attendance & Whereabouts (Supervisory)	pad	3			3	P	150.00			1	1	P	50.00	1			1	P	50.00	1			1	P	50.00	6	50.00	P	300.00	
Authorization for Overtime	pad	9		6	15	P	1,500.00		1		1	P	100.00	3		6	9	P	900.00		1		1	P	100.00	26	100.00	P	2,600.00	
Authorization to Leave Co. Premises	pad	6	1		7	P	700.00	1		1	2	P	200.00	2			2	P	200.00	2		1	3	P	300.00	14	100.00	P	1,400.00	
Check Voucher Form	pad	19	4	10	33	P	9,900.00	5	5	11	21	P	6,300.00	7	5	11	23	P	6,900.00	4	5	9	18	P	5,400.00	95	300.00	P	28,500.00	
Check Voucher Transmittal	pad	2			2	P	200.00			</																				

[Handwritten signature]



	Filing Cabinet, Steel, 4-Drawer, Vertical	piece	4			4	P	34,000.00				-	P	-			-	P	-			-	P	-	4	8,500.00	P	34,000.00
	Digital Recorder Accessories	set	1			1	P	1,000.00				-	P	-			-	P	-			-	P	-	1	1,000.00	P	1,000.00
	Digital Recorder Antenna	set	1	1		2	P	2,000.00				-	P	-			-	P	-			-	P	-	2	1,000.00	P	2,000.00
	Drum Kit	unit	1			1	P	6,400.00				-	P	-	1		1	P	6,400.00			-	P	-	2	6,400.00	P	12,800.00
	Electric Drill Set	set	1			1	P	15,000.00				-	P	-			-	P	-			-	P	-	1	15,000.00	P	15,000.00
	Electric Jigsaw Set	set	1			1	P	15,000.00				-	P	-			-	P	-			-	P	-	1	15,000.00	P	15,000.00
	Electric Planer Set	set	1			1	P	15,000.00				-	P	-			-	P	-			-	P	-	1	15,000.00	P	15,000.00
	Extension Wire	piece		2		2	P	1,300.00	2			-	P	1,300.00			-	P	-			-	P	-	4	650.00	P	2,600.00
	Handy Flashlight	piece	12			12	P	16,000.00				-	P	-			-	P	-			-	P	-	12	1,500.00	P	18,000.00
	Medicine Cabinet	piece	1			1	P	15,000.00				-	P	-			-	P	-			-	P	-	1	15,000.00	P	15,000.00
	Monoblock Chairs	piece	50			50	P	30,000.00				-	P	-			-	P	-			-	P	-	50	600.00	P	30,000.00
	Tableware (Plates, Utensils, Glassware etc.)	set				-	P	-				-	P	-	1		1	P	15,000.00			-	P	-	1	15,000.00	P	15,000.00
	Rubber Band (flat, big)	box		1		1	P	202.00				-	P	-			-	P	-			-	P	-	1	202.00	P	202.00
	Rubber Bands, 350 grams	piece	2			2	P	700.00				-	P	-	2		2	P	700.00			-	P	-	4	350.00	P	1,400.00
	Computer Keyboard and Mouse	set	5			5	P	5,000.00				-	P	-			-	P	-			-	P	-	5	1,000.00	P	5,000.00
	External Hard Drive, 1TB	piece	2			2	P	10,000.00				-	P	-			-	P	-			-	P	-	2	5,000.00	P	10,000.00
	Scanner	piece	1			1	P	27,000.00				-	P	-			-	P	-			-	P	-	1	27,000.00	P	27,000.00
	Top Feed Scanner	piece	1			1	P	49,800.00				-	P	-			-	P	-			-	P	-	1	49,800.00	P	49,800.00
	Dot Matrix Printer	set	1			1	P	35,000.00				-	P	-			-	P	-			-	P	-	1	35,000.00	P	35,000.00
	Printer	piece				-	P	-				-	P	-			-	P	-			-	P	-	-	25,000.00	P	-
	USB 3.0 Flash Drive, 64GB	piece	6			6	P	3,000.00				-	P	-			-	P	-			-	P	-	6	500.00	P	3,000.00
	USB 3.0 Flash Drive, 128GB	piece				-	P	-				-	P	-			-	P	-			-	P	-	-	1,000.00	P	-
	USB 3.0 Flash Drive, 256GB	piece	6			6	P	7,800.00				-	P	-			-	P	-			-	P	-	6	1,300.00	P	7,800.00
	A. TOTAL																									P	1,333,771	
	B. ADDITIONAL PROVISION FOR INFLATION (10% of total)																									P	133,377	
	C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE)																									P	-	
	D. GRAND TOTAL (A+B+C)																									P	1,467,148	
	E. APPROVED BUDGET BY THE AGENCY HEAD (In figures and letters)																											

Prepared by:

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BAC Secretariat

APRIL MAE B. PRADO
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Certified by:

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BAC Chairman

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