

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

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Item & Specifications	Unit of Measure	QUANTITY REQUIREMENT												TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total	
		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER			Amount	
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	2		1	2		1		2	1	2		1	12	36.40	436.80	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	7			6			6			6			25	14.56	364.00	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	27			15			27			15			84	68.12	5,722.08	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set						1							1	280.54	280.54	

7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	15						15						30	368.94	11,068.20
8. FLUORESCENT TUBE, 18 watts	piece			1				1			1		1	4	32.14	128.56
9. FLUORESCENT TUBE, 36 watts	piece	14		1	12			1	12		1	12	1	54	33.85	1,827.90
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece			1				1			1		1	4	103.79	415.16
11. FUSE, 30 amperes	piece			1				1			1		1	4	10.90	43.60
12. FUSE, 60 amperes	piece			1				1			1		1	4	25.48	101.92
13. STARTER, 4-40 watts	piece	12		1				1	12		1		11	38	3.73	141.74
14. TAPE, electrical	roll	4		2	2			2			2	2	2	16	18.20	291.20
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	-
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	1		1				1			1		1	6	778.96	4,673.76
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	1		1				1			1		1	5	50.84	254.20
10. CD DRIVE CLEANER	piece	1						1					1	3	64.22	192.66
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece							1						1	8.79	8.79
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece	25	1	11	8	1	12	23	1	11	8	1	11	113	16.62	1,878.06
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	2	2	2	2	2		2	2	2	2	2	2	22	11.70	257.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece				10									10	20.02	200.20
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece	3												3	292.08	876.24
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece	10		10	1		3				3		4	31	468.00	14,508.00
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	12			6		3	6		3	6			36	615.06	22,142.16
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	10			6		2	6		2	6			32	708.90	22,684.80
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	1		2							2			5	197.60	988.00
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	2			3			2						7	2,866.20	20,063.40
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	-
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	-

22. DATA FILE BOX, (5"x9"x15-3/4")	box	23		1	2		1	2		1	2		1	33	64.47	2,127.51
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece	41		2			2	30		2			2	79	70.72	5,586.88
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.	344	5	13	17	25	150	38	25	25	37	25	25	729	1.15	838.35
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.	64	9		8	8	8	8	8	8	8	9	9	147	6.75	992.25
26. ENVELOPE, mailing white, 500s/box	box	5		1	1		1	2		1	1			12	159.78	1,917.36
27. ENVELOPE, mailing white with window,500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	1	1	2	1	1	2	1	1	2	1	2	2	17	196.04	3,332.68
29. ENVELOPE, expanding, plastic, legal size	piece	2	2	4	2	2	4	2	2	4	2	2	4	32	41.36	1,323.52
30. ENVELOPE,documentary, A4, 500s/box	pcs.	142	5	5	17	5	130	17	5	5	17	5	5	358	1.05	375.90
31 ERASER, blackboard/whiteboard	piece	8			1		1	5					1	16	11.44	183.04
32. ERASER, rubber	piece	72	6	7	6	1	3	33	1	2	1	1	2	135	4.68	631.80
33. FILE ORGANIZER, expanding, legal, assorted colors	piece	24		7			5			4			5	45	83.20	3,744.00
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.	145	2	2	2	2	28	21	2	2	2	2	2	212	8.52	1,805.48
35. FOLDER, tagboard, legal size, 100s/box	pcs.	141	15	16	16		26	3					1	218	4.14	902.35
36. FOLDER, tagboard, A4 size, 100s/box	pack	3		100				2						105	253.76	26,644.80
37. FOLDER, morocco/fancy, legal size,50s/pack	pack	6			2	2	1	2		2	2		1	18	301.60	5,428.80
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	4			2	2		2		2	2			14	312.00	4,368.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1		100										101	247.52	24,999.52
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1					1						1	3	202.68	608.04
41. GLUE, all purpose, 300 grams min.	jar	20	3	7	5	3	7	10	3	5	5	3	4	75	37.43	2,807.25
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	2		1			1	2		1			1	8	32.97	263.76
43. INDEX CARD,3"x 5",ruled both sides,500s/pack	pack	1												1	44.45	44.45
44. INDEX CARD, 5" x 8",ruled both side,500s/pack	pack	4												4	99.84	399.36
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	3												3	67.60	202.80
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	1		1	1		1	1		1	1		1	8	11.44	91.52
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	3					1	1		1	1		1	8	493.54	3,948.32
50. MAGAZINE FILE BOX, medium	piece	3		1			1			1			1	7	49.56	346.92
51. MAGAZINE FILE BOX, large	piece			1			1			1			1	4	44.61	178.44
52. MAP PIN, round head, 100s/box	box	1		2			1			1			1	6	36.40	218.40
53. MARKER, fluorescent, 3 colors/set	set	32	1	3	1	1	2	7	1	2	1	1	2	54	41.60	2,246.40
54. MARKING PEN, whiteboard, black	piece	29	3	12	9	3	11	20	3	11	13	3	5	122	15.08	1,839.76
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece	4		1			1			1	4		1	12	15.08	180.96
57. MARKING PEN, permanent, black	piece	100	13	20	52	16	28	72	16	22	64	16	15	434	14.32	6,214.88
58. MARKING PEN, permanent, blue	piece	2									2			4	14.32	57.28
59. MARKING PEN, permanent, red	piece	9	1	1	3	1	1	3	1	1	9	1	1	32	14.32	458.24
60. MARKING PEN, transparency film	set													0	84.24	-
61. NOTE BOOK, stenographer's	piece	32	4	4	4	4	9	27	4	4	4	4	4	104	7.49	778.96
62. NOTE PAD, (3"x3")	pad	24						24						48	36.40	1,747.20

63. NOTE PAD, (3"x4")	pad	3	3			3	3	3	3	3		3	3	27	52.00	1,404.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad	2												2	112.32	224.64
69. NOTE PAD, (2"x3")	pad	0												0	31.20	-
66. OIL, 120ml., for typewriter	bottle	4												4	30.99	123.96
67. PAPER, bond, Premium Grade,A4	ream	67	18	43	38	16	41	41	13	38	45	13	38	411	104.80	43,072.80
68. PAPER, mimeo, Groundwood, A4	ream	20			20			20			20			80	56.06	4,484.80
70. PAPER, mimeo,WhiteWove, A4	ream													0	102.44	-
71. PAPER, PPC, A4	ream	10		2		2	3	5		2		2		26	144.35	3,753.10
72. PAPER, PPC, B4	ream							2						2	194.66	389.32
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad	49			5			14			23			91	20.57	1,871.87
74. PAPER, thermal,210mmx30M	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M	roll	1			1			1			1			4	37.44	149.76
76. PAPER,multicopy, A4	ream	7	2	2	2	2	2	2	2	2	2	2	2	29	139.32	4,040.28
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream			1			1			1			1	4	161.20	644.80
78.PAPER FASTENER,non-rust metal,50 sets/box	box	15	3	4	4	1	5	6	1	4	3	1	5	52	82.04	4,266.08
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box	16			2	1		3			4	1		27	15.60	421.20
80. PAPER CLIP, gem type, 32mm, 100s/box	box	11		2	3		2	9		2	5		1	35	8.84	309.40
81. PENCIL, lead, w/eraser	dozen	45	7	9	32	8	9	38	7	8	33	7	6	209	24.89	5,202.01
82. PENCIL, mechanical, 0.5mm lead	piece	14		1			1			1			3	20	18.20	364.00
83. PUSH PIN, hammer head type, 100s/box	box	10												10	30.00	300.00
84. RECORD BOOK, 300 pages	book	8		1	2		1	2		1	2		1	18	50.44	907.92
85. RECORD BOOK, 500 pages	book	52	4	5	6	6	5	13	4	5	4	4	5	113	77.98	8,811.74
86. RIBBON, nylon, manual typewriter	spool	25	2	5	10	2	2	25	2	5	11	1	6	96	15.81	1,517.76
87. RIBBON, nylon, for Kitano Bundy Clock	piece				2									2	644.80	1,289.60
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			2						2			2	6	28.13	168.78
92. RUBBER BAND, #18, min.445 gms./box	box	5			2		2	2			1			12	132.68	1,592.16
93. RULER, plastic, 12"	piece	48		1	7			8		1	7		1	73	3.64	265.72
94. RULER, plastic, 18"	piece	12		1			1			1			1	16	36.40	582.40
95.. SIGN PEN, black	piece	152	28	41	69	27	51	98	17	30	80	24	39	656	41.48	27,210.88
96. SIGN PEN, blue	piece	12					2				12			26	41.48	1,078.48
97. SIGN PEN, red	piece	19	1	3	1	1	1	13	1	3	7	1	3	54	41.48	2,239.92
98. STAMP PAD INK, violet, 50ml.	bottle	14		1	8	3	2	10		2	8		1	49	27.04	1,324.96
99. STAMP PAD, felt pad	piece	10					1	5			2		1	19	24.96	474.24
100. STAPLE WIRE, standard, #35	box	30	3	6	6	4	7	22	4	6	5	5	5	103	25.98	2,675.94
101. TAPE, adding machine	roll													0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll	30	3	5	3	3	8	18	3	5	3	3	3	87	41.60	3,619.20
103. TAPE, masking (2"), 48mm, 50 meters length	roll	39	1	3	3	1	1	12	1	3	3	1	1	69	83.82	5,783.58

104. TAPE, transparent, (1"), 24mm, 50 meters	roll	72	9	15	10	9	34	31	9	13	18	8	8	236	41.60	9,817.60
105. TAPE, transparent, (2"), 48mm, 50 meters	roll	36	3	7	5	3	5	31	3	7	4	3	5	112	20.38	2,282.56
106. TAPE, packaging, 48mm, 50 meters length	roll	29			1		2	21			1			54	19.24	1,038.96
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle	4		4		4		4		4		4		24	97.76	2,346.24
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack	70	8	10	28	6	8	56	3	8	28	7	11	243	61.15	14,859.45
122. TWINE, plastic, one kilo per roll	roll	15			4			4			4			27	57.20	1,544.40
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll	1												1	166.40	166.40
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	7		2			2			2			2	15	10.40	156.00
2. CUTTER, heavy duty,	piece	25		1	8		1	10		1	8		1	55	27.04	1,487.20
3. PUNCHER, heavy duty	piece	9		1	4		1	4			4		1	24	114.40	2,745.60
4. SCISSORS, (6")	pair	49	1	5	8	1	3	18	1	3	8	1	3	101	18.72	1,890.72
5. SHARPENER, single cutterhead	piece	16		2	1	2	1	1		2	1		1	27	147.35	3,978.45
6. STAMPING DATER, self-inking stamp	piece	5					1							6	436.80	2,620.80
7. STAPLER, heavy duty, standard	piece	13	1	1	4	1	1	4	1	1	4	1	2	34	162.84	5,536.56
8. STAPLE REMOVER, twin jaws	piece	24	1	4	5	1	1	10	1	2	5	1	2	57	19.64	1,119.48
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	12				1	1	4		1			1	20	40.23	804.60
10. WASTE BASKET, plastic	piece	30		2			1	13					1	47	20.99	986.53
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	57	4	4	26	4	4	49	4	4	26	4	4	190	14.56	2,766.40
2. BROOM, soft (tambo)	piece	36		1	1		1	29			1		1	70	119.60	8,372.00
3. BROOM, STICK (tingting)	piece	43		1	10		1	33		1	10		1	100	19.76	1,976.00
4. CLEANSER, powder, 350gms.	canister	52	2	3	17	2	3	32	2	3	17	2	3	138	17.32	2,390.16
5. DETERGENT POWDER, 500gms.	pouch	61		2	40		2	43		2	40		2	192	18.61	3,573.12
6. DETERGENT BAR	bar	23		2	3		2	23		2	3		2	60	18.72	1,123.20
7. DISINFECTANT SPRAY, 340 gm.	can	29		1	4		1	27		1	4		1	68	190.63	12,962.84
8. DUST PAN, plastic w.handle,large	piece	34		1	1		1	6		1	13		1	58	26.00	1,508.00
9. FLOOR WAX, paste, natural,2kg.	can						1						1	2	218.40	436.80
10. FLOOR WAX, paste, red, 2kg.,	can			3			3			3			3	12	306.80	3,681.60
11. FLOOR WAX, liquid type, 3.75li.	can	8					0	8						16	331.50	5,304.00
12. FURNITURE CLEANER, 400ml/can	can	33	2	3	5	1	7	21	2	2	3	2	2	83	122.72	10,185.76
13. INSECTICIDE, 600ml.(420g)/can	can	42			6		0	14			8			70	116.48	8,153.60
14. MOPHANDLE, screw type, wooden handle	piece	23					0	16			6			45	83.20	3,744.00
15. MOPHEAD, 100% rayon, 400g	piece	58					5	18						81	71.76	5,812.56
16. RAG, COTTON, (7") in diameter	kilo	49			7		0	47		2	15	2		122	43.68	5,328.96
17. SCOURING PAD, economy size	pack	20			6		0	18			6			50	131.96	6,598.00

18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	57	2	6	18	2	14	49	2	6	18	2	6	182	62.40	11,356.80
19. TOILET DEODORANT CAKE, 99%, 50gms.	box	48	1	6	12	1	6	27	1	6	12	1	6	127	33.28	4,226.56
20. TRASHBAG, plastic, black, (XL)	roll	59	2	3	33	2	3	58	2	3	33	2	3	203	103.79	21,069.37
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	84	14	41	43	13	49	38	14	40	38	14	41	429	119.22	51,145.38
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream	3	3	3	1	3	1	3	1	3	1	3	2	27	120.02	3,240.54
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream	14	5	9	5	7	9	6	4	10	4	6	7	86	174.72	15,025.92
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	2												2	7,953.92	15,907.84
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	1								1				2	13,497.12	26,994.24
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	2												2	1,892.80	3,785.60
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit	5				1		3		1				10	925.60	9,256.00
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	1												1	161.08	161.08
10. CHAIR, monobloc, without armrest,beige/ white	unit	66									6			72	239.20	17,222.40
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	1												1	1,028.56	1,028.56
13. ELECTRIC FAN, with stand	unit	6												6	764.40	4,586.40
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-

16. FACSIMILE TRANSCEIVER, 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	1													1	4,451.20	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																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	-

8														0		-
9														0		-
10														0		-
Office Supplies																
1 Ballpen (Black)	pcs.	101		5	48	5		53		5	48	5		270	4.00	1,080.00
2 Signpen (Mygel / Black)	pcs.	36			36			36			36			144	17.10	2,462.40
3 Signpen (Mygel / Blue)	pcs.	24												24	17.10	410.40
4 Correction Tape	pcs.	109	4	4	42	4	2	87	4	4	42	4	4	310	27.00	8,370.00
5 Canon Toner 12A Compatible	pcs.	36	4	9	18	4	5	35	4	7	17	5	8	152	2,200.00	334,400.00
6 Notebook (Ordinary/Thick)	pcs.	4			2									6	15.00	90.00
7 Yellow Pad	pad	18			18			18			18			72	37.10	2,671.20
8 Staple Wire #35 MAX	bx.	34	4	4	9	4	4	9	4	4	9	4	9	98	35.00	3,430.00
9 Ballpen (Pilot/Black)	pcs.	231	10	15	10	15	22	135	22	27	22	27	22	558	22.25	12,415.50
10 Bond Paper (Short)	ream	32	4	4	14	4	12	14	2	4	14	4	4	112	100.00	11,200.00
11 Specialty Board Short / Yellow	pack	10												10	250.00	2,500.00
12 Specialty Board Legal / Yellow	pack	10												10	280.00	2,800.00
13 Specialty Board Short / White	pack	10												10	250.00	2,500.00
14 Specialty Board Legal / White	pack	10												10	280.00	2,800.00
15 Laid Paper (Legal/White)	ream	1												1	230.00	230.00
16 Laid Paper (Short/White)	ream	1												1	200.00	200.00
17 Filing Tray (In & Out)	pc.	5												5	380.00	1,900.00
18 Ballpen (Blue)	pcs.	2		2		2		2		2		2		12	4.00	48.00
19 Sticker Paper	pack	11		1		1		11		1		1		26	28.00	728.00
20 Columnar Pad 30 cols.	pcs.	3			2			2			2			9	50.00	450.00
21 Pencil (Mongol)	bx.	6						6						12	50.00	600.00
22 Scale 1:800	unit	1												1		-
23 Stapler w/ Remover	pcs.	8												8	250.00	2,000.00
24. Paper Cutter (HD/Board)	unit	1												1	2,000.00	2,000.00
25. Ballpen (Pilot/Blue)	pcs.	72					12	60						144	22.25	3,204.00
26. Ballpen (Pilot/Red)	pcs.	47		2		2	6	41		2		2		102	22.25	2,269.50
27. Shoelace	roll	1												1	250.00	250.00
28 Columnar Pad 24 cols.	pcs.	20												20	50.00	1,000.00
29. Columnar Notebook 6 cols	pcs.	10												10	25.00	250.00
30. Folder Short	pcs.	100												100	3.00	300.00
31. Copy Paper (Short)	ream	9		5	4	5		4		5	4		5	41	140.00	5,740.00
32. Copy Paper (Legal)	ream	19		5	4	5		4		5	4		5	51	160.00	8,160.00
33. Mimeograph Paper (Short)	ream	15												15	100.00	1,500.00
34. Rubber Band (Small)	bx.	1	1	1	1	1	1	1	1	1	1	1	1	12	50.00	600.00
35. Ribbon Amano Bundy Clock	pc	2		2		2		2		2		2		12	1,150.00	13,800.00
36. Sando Bag (mini) 100/pack	pack	2												2	187.20	374.40
37. Re-pack Plastic 2 X 3	pack	2												2	180.00	360.00

38. Fax Paper	roll			3				3					3	12	65.00	780.00
39. Folder, Morocco Short / Blue	pcs.								90					90	8.00	720.00
40. Time Card	pack	10							1					11	97.76	1,075.36
																-
																-
																-
Audio and visual presentation and composing equipment																
1. Microphone	unit	2												2	1,250.00	2,500.00
2 Megaphone	unit	1												1	2,950.00	2,950.00
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Photographic or filming or video equipment																
1 Photo Copier	unit	1												1		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Cleaning Equipment and Supplies																
1 Muriatic Acid	gal	6							6					12	240.00	2,880.00
2 Magic Mop	pcs.	12												12	420.00	5,040.00
3 Push Brush	pcs.	12												12	67.60	811.20
4 Plastic Broom	pcs.	12												12	88.40	1,060.80
5 Boiseb	cont.	12												12		-
6 Furniture Cleaner (Pledge)	can	4	1	1	4	1	1		1	1	1	1	1	17	350.00	5,950.00
7 Dishwashing Liquid	btls.	18	4	4	7	7	4	14	5	7	9	5	4	88	36.40	3,203.20
8 Safeguard	pcs.	2	2	2	2	2	2	2	2	2	2	2	2	24	27.00	648.00
9 Scoth Brite	pcs.	2	2	2	2	2	2	2	2	2	2	2	2	24	15.00	360.00
10 Sponge	pcs.	22	2	2	2	2	2	2	2	2	2	2	2	44	15.00	660.00
11 Detergent Bar	bar	2	1	1	1	1	1	1	1	1	1	1	1	13	22.00	286.00

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	HP Ink #703 Colored	pcs.						1				1		1	-	
2	HP Ink #703 Black	pcs.						1				1		2	-	
3	HP Ink #60 Black	pcs.		1	1	11	1	1	11	1	1	11	1	11	875.00	9,625.00
4	HP Ink #60 Colored	pcs.		1	1	11	1	1	11	1	1	11	1	11	936.00	9,360.00
5	Ribbon Fujitsu DL3850+			2	2	2	2	2	2	2	2	2	2	2		-
6	Computer Ink	pcs.						1				1		1		-
7	Epson N73 Black	pcs.		1	1	1	1		1	1	1	1	1	1	655.00	655.00
8	Epson N73 Cyan	pcs.		1	1		1		1		1		1	1	655.00	655.00
9	Epson N73 Yellow	pcs.		1	1		1		1		1		1	1	655.00	655.00
10	Epson N73 Magenta	pcs.		1	1		1		1		1		1	1	655.00	655.00
11	HP CC 640WN Black	pcs.		1	1	1	1	1	1	1	1	1	1	1		-
12	HP CC 640WN Colored	pcs.			1			1			1			1	3	-
Computer Equipment and Accessories																
1	Computer	unit			1		1							1		-
2	CPU	unit												1		-
3	Printer 3 in 1	unit												2		-

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: 1,409,258.92
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 by:
MA. TRINIDAD T. CABELLO <i>Property/Supply Officer</i>	JOSELITO A. PANGANIBAN <i>Municipal Accountant</i>	MICHAEL D. MONTENEGRO <i>Municipal Mayor</i>

Date Prepared: NOVEMBER 2011

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY
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												2											2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6	1																					7	14.56	101.92

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	5	12						10															27	68.12	1,839.24	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set																							0	280.54	-	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		15																					15	368.94	5,534.10	
8. FLUORESCENT TUBE, 18 watts	piece																							0	32.14	-	
9. FLUORESCENT TUBE, 36 watts	piece		12									2												14	33.85	473.90	
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		12																					12	3.73	44.76	
14. TAPE, electrical	roll		4																					4	18.20	72.80	
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	-
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									1															1	778.96	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		1																						1	50.84	50.84
10. CD DRIVE CLEANER	piece		1																						1	64.22	64.22

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece				20								4				1							25	16.62	415.50
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece																							0	20.02	-
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece						2						1											3	292.08	876.24
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece		1		2	2						1					2				2			10	468.00	4,680.00
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	6													6									12	615.06	7,380.72
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	6													4									10	708.90	7,089.00
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																		** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG		TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
40. INK CARTRIDGE, Epson TO38	cart																							0	482.46	-	
41. INK CARTRIDGE, Epson TO39	cart																								0	755.82	-
42. MOUSE, PS/2 type	piece											1													1	197.60	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			2																					2	2,866.20	5,732.40
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	-
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	-

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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	1					1	1				1												4	603.20	2,412.80	
2. AIR FRESHENER, 280ml/can	can	6	12	1	10	5	3		1	1		2	2	1	4			3			2			53	92.56	4,905.68	
3. ALCOHOL, 70% isopropyl	bottle	6	24	2	10	10	1	10	1	3	1		2	2	1	4		6			2			85	37.70	3,204.50	
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				1							2												3	349.44	1,048.32	
7. CARBON FILM, 216mm x 330mm, 100s/box	box		6					20																26	364.00	9,464.00	
8. CARTOLINA, assorted color, 20s/pack	pack		2					10																12	72.80	873.60	
9. CARTOLINA, white, 20s/pack	pack					2																		2	57.20	114.40	
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	3																						3	10.42	31.26	
13. CLIP, backfold, 50mm, 12s/box	box	3																						3	43.68	131.04	
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										1													1	21.84	21.84	
17. COLUMNAR PAD, 14 cols, 55 gsm	pad					12																2		14	45.76	640.64	
18. COLUMNAR PAD, 16 cols, 55 gsm	pad							30																30	45.76	1,372.80	
19. COLUMNAR PAD, 18 cols, 55 gsm	pad										1													1	67.60	67.60	
20. COLUMNAR NOTEBOOK, 12 cols	piece		2			12					10													24	19.64	471.36	

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21. CORRECTION FLUID, 15mL.	bottle		4	1	6	15						3	4		4									37	9.82	363.34
22. DATA FILE BOX, (5"x9"x15-3/4")	box							10						3				2			8			23	64.47	1,482.81
23 DATA FOLDER, w/ finger ring,(3" x 9" x 15")	piece						30			10		1												41	70.72	2,899.52
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				100			2		100		5			25			12			100			344	1.15	395.60
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			9											25						30			64	6.75	432.00
26. ENVELOPE, mailing white, 500s/box	box				1	1		1				1	1											5	159.78	798.90
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											1												1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.									100		5			25			12						142	1.05	149.10
31 ERASER, blackboard/whiteboard	piece		2			3							2		1									8	11.44	91.52
32. ERASER, rubber	piece	6	8		1	20		20	5		12													72	4.68	336.96
33. FILE ORGANIZER, expanding, legal, assorted colors	piece		12			12																		24	83.20	1,996.80
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						20	100							25									145	8.52	1,234.88
35. FOLDER, tagboard, legal size, 100s/box	pcs.								15		1		100		25									141	4.14	583.63
36. FOLDER, tagboard, A4 size, 100s/box	pack				2							1												3	253.76	761.28
37. FOLDER, morocco/fancy, legal size,50s/pack	pack			2	2					1			1											6	301.60	1,809.60
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle			2						1			1											4	312.00	1,248.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack		1																					1	247.52	247.52
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack		1																					1	202.68	202.68
41. GLUE, all purpose, 300 grams min.	jar	2	4	1	1	5		1		2	1		1	2										20	37.43	748.60
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	2																						2	32.97	65.94
43. INDEX CARD,3"x 5",ruled both sides,500s/ pack	pack														1									1	44.45	44.45
44. INDEX CARD, 5" x 8",ruled both side,500s/ pack	pack		4																					4	99.84	399.36
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	3																						3	67.60	202.80
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube											1												1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	1						1			1													3	493.54	1,480.62
50. MAGAZINE FILE BOX, medium	piece					3																		3	49.56	148.68

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51. MAGAZINE FILE BOX, large	piece																							0	44.61	-	
52. MAP PIN, round head, 100s/box	box														1										1	36.40	36.40
53. MARKER, fluorescent, 3 colors/set	set	2	2		1	15		8		2		1	1											32	41.60	1,331.20	
54. MARKING PEN, whiteboard, black	piece	6	4			5							3	5				6						29	15.08	437.32	
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-	
56. MARKING PEN, whiteboard, red	piece		4																					4	15.08	60.32	
57. MARKING PEN, permanent, black	piece	10	12	4	5	24		10		4	10		2	4		6		1	6			2	100	14.32	1,432.00		
58. MARKING PEN, permanent, blue	piece		2																					2	14.32	28.64	
59. MARKING PEN, permanent, red	piece		6																			2	9	14.32	128.88		
60. MARKING PEN, transparency film	set																							0	84.24	-	
61. NOTE BOOK, stenographer's	piece	3			5	15							4	5										32	7.49	239.68	
62. NOTE PAD, (3"x3")	pad					24																		24	36.40	873.60	
63. NOTE PAD, (3"x4")	pad												3											3	52.00	156.00	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													2										2	112.32	224.64	
69. NOTE PAD, (2"x3")	pad																							0	31.20	-	
66. OIL, 120ml., for typewriter	bottle	4																						4	30.99	123.96	
67. PAPER, bond, Premium Grade,A4	ream		12	4	20	20	4			3			4											67	104.80	7,021.60	
68. PAPER, mimeo, Groundwood, A4	ream	20																						20	56.06	1,121.20	
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-	
71. PAPER, PPC, A4	ream							5						2	3									10	144.35	1,443.50	
72. PAPER, PPC, B4	ream																							0	194.66	-	
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad	10	12					12			10		2	3										49	20.57	1,007.93	
74. PAPER, thermal,210mmx30M	roll																							0	36.40	-	
75. PAPER, thermal, 216mmx30M	roll																					1		1	37.44	37.44	
76. PAPER,multicopy, A4	ream	5										2												7	139.32	975.24	
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-	
78.PAPER FASTENER,non-rust metal,50 sets/box	box		2	1				6	1		1	1		1								1	15	82.04	1,230.60		
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box		1	1		10					1		2		1								16	15.60	249.60		
80. PAPER CLIP, gem type, 32mm, 100s/box	box		1	1				5			1		1	2									11	8.84	97.24		
81. PENCIL, lead, w/eraser	dozen	2	2	2	5	24	1		1	1	1	1		4	1								45	24.89	1,120.05		
82. PENCIL, mechanical, 0.5mm lead	piece		6					3														5	14	18.20	254.80		

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83. PUSH PIN, hammer head type, 100s/box	box					10																		10	30.00	300.00
84. RECORD BOOK, 300 pages	book		3												3			2						8	50.44	403.52
85. RECORD BOOK, 500 pages	book		5	1	10	15		5		1	5		2	2	2						4			52	77.98	4,054.96
86. RIBBON, nylon, manual typewriter	spool	6	2		2			5			2		2	2				4						25	15.81	395.25
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		2		1							1										1		5	132.68	663.40
93. RULER, plastic, 12"	piece		4	2	5	20		10				2	5											48	3.64	174.72
94. RULER, plastic, 18"	piece		4					3			5													12	36.40	436.80
95.. SIGN PEN, black	piece		24	4	30	25	1	12	5	5	10		2	5	1	12		10				6		152	41.48	6,304.96
96. SIGN PEN, blue	piece		12																					12	41.48	497.76
97. SIGN PEN, red	piece		6										1									12		19	41.48	788.12
98. STAMP PAD INK, violet, 50ml.	bottle		4		2	2					1		2	2	1									14	27.04	378.56
99. STAMP PAD, felt pad	piece		3			2		2						3										10	24.96	249.60
100. STAPLE WIRE, standard, #35	box	5	2	2		10				1		1		2	1	5						1		30	25.98	779.40
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll	5	6			10							3			5							1	30	41.60	1,248.00
103. TAPE, masking (2"), 48mm, 50 meters length	roll	5	6	1	20			5		2														39	83.82	3,268.98
104. TAPE, transparent, (1"), 24mm, 50 meters	roll	6	4	1	10	20	1	20			2		1		1	5						1		72	41.60	2,995.20
105. TAPE, transparent, (2"), 48mm, 50 meters	roll	5	6			20				1			2					2						36	20.38	733.68
106. TAPE, packaging, 48mm, 50 meters length	roll	6	6			10		5														2		29	19.24	557.96
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle														4									4	97.76	391.04
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																							0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack	10	10	2	5	12	1	12		2	2		1	3	1	3			4			2		70	61.15	4,280.50
122. TWINE, plastic, one kilo per roll	roll	5	8																					15	57.20	858.00
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll		1																					1	166.40	166.40

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16. RAG, COTTON, (7") in diameter	kilo	10	10	1	5	4	1	10		1		1	3	1	2									49	43.68	2,140.32
17. SCOURING PAD, economy size	pack	5	6	1		6	1						1											20	131.96	2,639.20
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	30	12		10	4							1											57	62.40	3,556.80
19. TOILET DEODORANT CAKE, 99%, 50gms.	box	20	12		10	5							1											48	33.28	1,597.44
20. TRASHBAG, plastic, black, (XL)	roll	20	24	1	5	4		1		1			2								1			59	103.79	6,123.61
LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream	5	4	4	20	10		30		3			3		5									84	119.22	10,014.48
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream									2		1												3	120.02	360.06
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						4		1			2		2							5			14	174.72	2,446.08
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				1							1												2	7,953.92	15,907.84
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		1																					1	13,497.12	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					2																		2	1,892.80	3,785.60
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit			1								3				1								5	925.60	4,628.00

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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														1									1	161.08	161.08
10. CHAIR, monobloc, without armrest, beige/white	unit		10			50							6											66	239.20	15,787.20
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		1																					1	1,028.56	1,028.56
13. ELECTRIC FAN, with stand	unit		1			5																		6	764.40	4,586.40
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					1																		1	4,451.20	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,	unit																							0	6,238.96	-

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight																										
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																									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												1											1	1,653.60	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	1												1								1		4	2,038.40	8,153.60

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-	
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 Office Table	unit	6											3											9		-	
2 Office Chair	unit	6	6										3											15		-	
3 Whitboard	unit					1	1																	2		-	
4 Calculator 12 digits (Casio / JS 2LA)												3												3	1,500.00	4,500.00	

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
5 DLP	unit					1																			1	-	
6 Aircon	unit		1																						1	-	
7																									0	-	
8																									0	-	
9																									0	-	
10																									0	-	
Office Supplies																											
1 Ballpen (Black)	pcs.	24	48					5										24							101	4.00	404.00
2 Signpen (Mygel / Black)	pcs.	36																							36	17.10	615.60
3 Signpen (Mygel / Blue)	pcs.	24																							24	17.10	410.40
4 Correction Tape	pcs.	20	12		10	15	2	20		10		10						10							109	27.00	2,943.00
5 Canon Toner 12A Compatible	pcs.	6			4			4		4		4	3	3				6			2				36	2,200.00	79,200.00
6 Notebook (Ordinary/Thick)	pcs.		4																						4	15.00	60.00
7 Yellow Pad	pad			2		12				2															18	37.10	667.80
8 Staple Wire #35 MAX	bxs.				2			20		10		2													34	35.00	1,190.00
9 Ballpen (Pilot/Black)	pcs.				120			60		12		10		5	24										231	22.25	5,139.75
10 Bond Paper (Short)	ream				10			20					2												32	100.00	3,200.00
11 Specialty Board Short / Yellow	pack				10																				10	250.00	2,500.00
12 Specialty Board Legal / Yellow	pack				10																				10	280.00	2,800.00
13 Specialty Board Short / White	pack				10																				10	250.00	2,500.00
14 Specialty Board Legal / White	pack				10																				10	280.00	2,800.00
15 Laid Paper (Legal/White)	ream				1																				1	230.00	230.00
16 Laid Paper (Short/White)	ream				1																				1	200.00	200.00
17 Filing Tray (In & Out)	pc.				5																				5	380.00	1,900.00
18 Ballpen (Blue)	pcs.							2																	2	4.00	8.00
19 Sticker Paper	pack					10	1																		11	28.00	308.00
20 Columnar Pad 30 cols.	pcs.						1					2													3	50.00	150.00
21 Pencil (Mongol)	bxs.							5		1															6	50.00	300.00
22 Scale 1:800	unit							1																	1		-
23 Stapler w/ Remover	pcs.							8																	8	250.00	2,000.00
24. Paper Cutter (HD/Board)	unit							1																	1	2,000.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
25. Ballpen (Pilot/Blue)	pcs.						60			12														72	22.25	1,602.00
26. Ballpen (Pilot/Red)	pcs.						36			6		3		2										47	22.25	1,045.75
27. Shoelace	roll						1																	1	250.00	250.00
28 Columnar Pad 24 cols.	pcs.									20														20	50.00	1,000.00
29. Columnar Notebook 6 cols	pcs.									10														10	25.00	250.00
30. Folder Short	pcs.									100														100	3.00	300.00
31. Copy Paper (Short)	ream									5								4						9	140.00	1,260.00
32. Copy Paper (Legal)	ream									15								4						19	160.00	3,040.00
33. Mimeograph Paper (Short)	ream									15														15	100.00	1,500.00
34. Rubber Band (Small)	bxs.											1												1	50.00	50.00
35. Ribbon Amano Bundy Clock	pc											2												2	1,150.00	2,300.00
36. Sando Bag (mini) 100/pack	pack														2									2	187.20	374.40
37. Re-pack Plastic 2 X 3	pack														2									2	180.00	360.00
38. Fax Paper	roll																							0	65.00	-
39. Folder, Moroco Short / Blue	pcs.																							0	8.00	-
40. Time Card	pack					10																		10	97.76	977.60
																										-
																										-
																										-
Audio and visual presentation and composing equipment																										
1. Microphone	unit					2																		2	1,250.00	2,500.00
2 Megaphone	unit					1																		1	2,950.00	2,950.00
3																								0		-
4																								0		-
5																								0		-
6																								0		-
7																								0		-
8																								0		-
9																								0		-
10																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
Photographic or filming or video equipment																											
1 Photo Copier	unit					1																			1		-
2																									0		-
3																									0		-
4																									0		-
5																									0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Cleaning Equipment and Supplies																											
1 Muriatic Acid	gal	6																							6	240.00	1,440.00
2 Magic Mop	pcs.		12																						12	420.00	5,040.00
3 Push Brush	pcs.		12																						12	67.60	811.20
4 Plastic Broom	pcs.		12																						12	88.40	1,060.80
5 Boiseb	cont.		12																						12		-
6 Furniture Cleaner (Pledge)	can			1								3													4	350.00	1,400.00
7 Dishwashing Liquid	btls.			1	10	1			1		2	3													18	36.40	655.20
8 Safeguard	pcs.			1					1																2	27.00	54.00
9 Scoth Brite	pcs.			1					1																2	15.00	30.00
10 Sponge	pcs.			1	20				1																22	15.00	330.00
11 Detergent Bar	bar			1					1																2	22.00	44.00
12 Glass Cleaner	btls.				10			2			2														14	95.00	1,330.00
13 Hand Towel	pcs.					24																			24	17.00	408.00
14. Lysol Disinfectant	can					4																			4	440.00	1,760.00
15 Zonrox	btls.					2																			2	35.00	70.00
16 Pail	pcs.					10																			10	65.00	650.00
17. Dipper	pcs.					10																			10	17.00	170.00
18. Toilet Bowl Brush	pcs.					10																			10	45.00	450.00
19. Liquid Soap/Sanitizer (Safeguard)	btls.					5																			5		

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
Paper Materials and Products																											
1 Risograph of RER (Reimbursement Expenses Reciept)	ream						1																		1	-	
2 Tax Decelarations	ream							20																	20	338.50	6,770.00
3 FAAS-Land	ream							20																	20	502.00	10,040.00
4 FAAS-Building	ream							20																	20	507.00	10,140.00
5 Assessment Roll	ream							10																	10		-
6 TMCR	pcs.							50																	50		-
7 Ownership Card	ream							10																	10		-
8 Notice of Assessment	ream							10																	10	268.00	2,680.00
9 Tax Declaration Cover	pcs.							50																	50	325.00	16,250.00
10. Cash Disbursement Journal	pcs.													500											500		-
11. Cash Disbursement Journal	pcs.													500											500		-
12. General Ledger	pcs.													2000											2000		-
13. RRR Forms	pcs.													50											50		-
14. Subsidiary Ledger	pcs.													2000											2000		-
15.Cert. of Live Birth	bklt,																								0	170.00	-
16. Cert of Mariiage	bklt,																								0	170.00	-
17. Cert of Death	bklt,																								0	170.00	-
18. Cert of Fatal Death	bklt,														1										1	170.00	170.00
19. Application for Marriage	bklt,																								0	1,300.00	-
20. Registry Book of Live Birth	Book																								0	1,300.00	-
21. Registry Book of Death	Book																								0	1,300.00	-
22. Registry Book of Marriage	Book																								0	1,300.00	-
23. Petty Cash Voucher	ream																								0	227.50	-
24. Cert of Non-Delinquency	ream																								0	227.50	-
25. Report of Daily Collection	ream																								0	227.50	-
26. Report of Collections & Deposits	ream																								0	227.50	-
27. Statement of Real Property Tax	ream																								0	227.50	-
28. Leave Forms	ream																								2	227.50	455.00

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
																										-
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 HP Ink #703 Colored	pcs.																							1		-
2 HP Ink #703 Black	pcs.																							2		-
3 HP Ink #60 Black	pcs.																							11	875.00	9,625.00
4 HP Ink #60 Colored	pcs.																							10	936.00	9,360.00
5 Ribbon Fujitsu DL3850+																								2		-

Item & Specifications	Unit of Measure	Quantity Requirement (JANUARY 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount

***GRAND TOTAL: 493,750.87
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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

ANNUAL PROCUREMENT PLAN FOR 2012 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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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", 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	-	
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	-	

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11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1							1	16.62	16.62
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
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 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	-

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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	-
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	-

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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			1	2				1				2											6	92.56	555.36	
3. ALCOHOL, 70% isopropyl	bottle			2	5			1	3	1		2	2											16	37.70	603.20	
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	-	

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21. CORRECTION FLUID, 15mL.	bottle			1									4											5	9.82	49.10
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	pcs.											5												5	1.15	5.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			9																				9	6.75	60.75
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											1												1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece				1			5																6	4.68	28.08
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						2																	2	8.52	17.03
35. FOLDER, tagboard, legal size, 100s/box	pcs.							15																15	7.14	107.09
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			1								2												3	37.43	112.29
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	-

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52. MAP PIN, round head, 100s/box	box																							0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set												1											1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece											3												3	15.08	45.24
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																							0	15.08	-
57. MARKING PEN, permanent, black	piece			4					4			4				1								13	14.32	186.16
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece															1								1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad											3												3	52.00	156.00
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			4	5		2			3		4												18	104.80	1,886.40
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	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream											2												2	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box						1					1	1											3	82.04	246.12
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			2						1		4												7	24.89	174.23
82. PENCIL, mechanical, 0.5mm lead	piece																							0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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84. RECORD BOOK, 300 pages	book																							0	50.44	-
85. RECORD BOOK, 500 pages	book			1					1				2											4	77.98	311.92
86. RIBBON, nylon, manual typewriter	spool									2														2	15.81	31.62
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			4	5	1		5	5			2	5	1										28	41.48	1,161.44
96. SIGN PEN, blue	piece																							0	41.48	-
97. SIGN PEN, red	piece											1												1	41.48	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								1				2											3	25.98	77.94
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll												3											3	41.60	124.80
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																				1	83.82	83.82
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5					2		1												9	41.60	374.40
105. TAPE, transparent, (2"), 48mm, 50 meters	roll								1				2											3	20.38	61.14
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				2	1						1	3	1										8	61.15	489.20
122. TWINE, plastic, one kilo per roll	roll																							0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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			1																					1	18.72	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			1																					1	162.84	162.84
8. STAPLE REMOVER, twin jaws	piece			1																					1	19.64	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																											
1. BATHROOM SOAP, 70gms.	piece				2												2								4	14.56	58.24
2. BROOM, soft (tambo)	piece																								0	119.60	-
3. BROOM, STICK (tingting)	piece																								0	19.76	-
4. CLEANSER, powder, 350gms.	canister				2																				2	17.32	34.64
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				1					1															2	122.72	245.44
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGIANG BAYAN	TOTAL QUANTITY	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				2																			2	62.40	124.80	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1																			1	33.28	33.28	
20. TRASHBAG, plastic, black, (XL)	roll			1	1																			2	103.79	207.58	
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream			4	4				3				3												14	119.22	1,669.08
2. PAPER, mimeo, Groundwood	ream																								0	91.52	-
3. PAPER, mimeo, Whitewove	ream									2		1													3	120.02	360.06
4. PAPER, for PPC	ream																								0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream					2		1				2													5	174.72	873.60
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
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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																									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	-	

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
9																								0	-	
10																								0	-	
Office Supplies																										
1 Ballpen (Black)	pcs.																							0	4.00	-
2 Signpen (Mygel / Black)	pcs.																							0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				2		2																	4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.									4														4	2,200.00	8,800.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad																							0	37.10	-
8 Staple Wire #35 MAX	bxs.				2							2												4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.											10												10	22.25	222.50
10 Bond Paper (Short)	ream				2								2											4	100.00	400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.																							0	4.00	-
19 Sticker Paper	pack																							0	28.00	-
20 Columnar Pad 30 cols.	pcs.																							0	50.00	-
21 Pencil (Mingol)	bxs.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							0	22.25	-
26. Ballpen (Pilot/Red)	pcs.																							0	22.25	-
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-

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29. Columnar Notebook 6 cols	pcs.																							0	25.00	-	
30. Folder Short	pcs.																							0	3.00	-	
31. Copy Paper (Short)	ream																							0	140.00	-	
32. Copy Paper (Legal)	ream																							0	160.00	-	
33. Mimeograph Paper (Short)	ream																							0	100.00	-	
34. Rubber Band (Small)	bxs.											1												1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.																							0	1,150.00	-	
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-	
38. Fax Paper	roll																							0	65.00	-	
39. Folder, Moroco Short / Blue	pcs.																							0	8.00	-	
40. Time Card	pack																							0	97.76	-	
Audio and visual presentation and composing equipment																											
1. Microphone	unit																							0	1,250.00	-	
2 Megaphone	unit																							0	2,950.00	-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	
8																								0		-	
9																								0		-	
10																								0		-	
Photographic or filming or video equipment																											
1 Photo Copier	unit																							0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
6																								0		-
7																								0		-
8																								0		-
9																								0		-
10																								0		-
Cleaning Equipment and Supplies																										
1 Muriatic Acid	gal																							0	240.00	-
2 Magic Mop	pcs.																							0	420.00	-
3 Push Brush	pcs.																							0	67.60	-
4 Plastic Broom	pcs.																							0	88.40	-
5 Boiseb	cont.																							0		-
6 Furniture Cleaner (Pledge)	can			1																				1	350.00	350.00
7 Dishwashing Liquid	btls.			1	2				1															4	36.40	145.60
8 Safeguard	pcs.			1					1															2	27.00	54.00
9 Scoth Brite	pcs.			1					1															2	15.00	30.00
10 Sponge	pcs.			1					1															2	15.00	30.00
11 Detergent Bar	bar			1																				1	22.00	95.00
12 Glass Cleaner	btls.				5																			5	95.00	85.00
13 Hand Towel	pcs.																							0	17.00	-
14. Lysol Disinfectant	can																							0	440.00	-
15 Zonrox	btls.																							0	35.00	-
16 Pail	pcs.																							0	65.00	-
17. Dipper	pcs.																							0	17.00	-
18. Toilet Bowl Brush	pcs.																							0	45.00	-
19. Liquid Soap/Sanitizer (Safeguard)	btls.																							0		-
Paper Materials and Products																										
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																							0		-
2 Tax Decelarations	ream																							0	338.50	-
3 FAAS-Land	ream																							0	502.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount						
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4 FAAS-Building	ream																							0	507.00	-		
5 Assessment Roll	ream																								0		-	
6 TMCR	pcs.																								0	1,500.00	-	
7 Ownership Card	ream																								0		-	
8 Notice of Assessment	ream																								0	268.00	-	
9 Tax Declaration Cover	pcs.																								0	325.00	-	
10. Cash Disbursement Journal	pcs.																								0		-	
11. Cash Disbursement Journal	pcs.																								0		-	
12. General Ledger	pcs.																								0		-	
13. RRR Forms	pcs.																								0		-	
14. Subsidiary Ledger	pcs.																								0		-	
15.Cert. of Live Birth	bklt,																								0	170.00	-	
16. Cert of Mariiage	bklt,										2														2	170.00	340.00	
17. Cert of Death	bklt,										2														2	170.00	340.00	
18. Cert of Fatal Death	bklt,																								0	170.00	-	
19. Application for Marriage	bklt,																								0	1,300.00	-	
20. Registry Book of Live Birth	Book																								0	1,300.00	-	
21. Registry Book of Death	Book																								0	1,300.00	-	
22. Registry Book of Marriage	Book																								0	1,300.00	-	
23. Petty Cash Voucher	ream																								0	227.50	-	
24. Cert of Non-Delinquency	ream																								0	227.50	-	
25. Report of Daily Collection	ream																								0	227.50	-	
26. Report of Collections & Deposits	ream																								0	227.50	-	
27. Statement of Real Property Tax	ream																								0	227.50	-	
28. Leave Forms	ream																								0	227.50	-	
																									0		-	
Lighting and fixtures and accessories																												
1																									0		-	
2																									0		-	
3																									0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount							
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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 HP Ink #703 Colored	pcs.																							0	-	
2 HP Ink #703 Black	pcs.																							0	-	
3 HP Ink #60 Black	pcs.											1												1	875.00	875.00
4. HP Ink #60 Colored	pcs.											1												1	936.00	936.00
5 Ribbon Fujitsu DL3850+	pcs.									2														2		-
6 Computer Ink																								0	-	
7 Epson N73 Black	pcs.																							1	655.00	655.00
8 Epson N73 Cyan	pcs.																							1	655.00	655.00
9 Epson N73 Yellow	pcs.																							1	655.00	655.00
10 Epson N73 Magenta	pcs.																							1	655.00	655.00
11. HP CC 640WN Black	pcs.																							1		-
12. HP CC 640WN Colored	pcs.																							0		-

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
Computer Equipment and Accessories																										
1	Computer																								0	-
2	CPU																								0	-
3	Printer 3 in 1																								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:

27,108.13

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement (FEBRUARY 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN

***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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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																1								1	36.40	36.40
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet																								0	14.56	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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																1								1	32.14	32.14
9. FLUORESCENT TUBE, 36 watts	piece																1								1	33.85	33.85
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece																1								1	103.79	103.79
11. FUSE, 30 amperes	piece																1								1	10.90	10.90
12. FUSE, 60 amperes	piece																1								1	25.48	25.48
13. STARTER, 4-40 watts	piece																1								1	3.73	3.73
14. TAPE, electrical	roll																2								2	18.20	36.40
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	-
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										1														1	778.96	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																1								1	50.84	50.84

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
10. CD DRIVE CLEANER	piece																							0	64.22	-	
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																								0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1				10				11	16.62	182.82
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2								2	11.70	23.40
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																				10				10	468.00	4,680.00
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 TO17	cart																								0		-
37. INK CARTRIDGE, Epson TO18	cart																								0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart																								0	1,173.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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																			2					2	197.60	395.20
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)													TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total											
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.			PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount		
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			1	2				1			2	2	1			1								10	92.56	925.60	
3. ALCOHOL, 70% isopropyl	bottle			2	5	1		1	3	1		2	2	1			1								19	37.70	716.30	
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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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			1								4					1							6	9.82	58.92
22. DATA FILE BOX, (5"x9"x15-3/4")	box																1							1	64.47	64.47
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																2							2	70.72	141.44
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.			8								5												13	1.15	14.95
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box																							0	6.75	-
26. ENVELOPE, mailing white, 500s/box	box										1													1	159.78	159.78
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											2												2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece			2													2							4	41.36	165.44
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece				1				5		1													7	4.68	32.76
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																			4	3			7	83.20	582.40
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.							2																2	8.52	17.03
35. FOLDER, tagboard, legal size, 100s/box	pcs.						1	15																16	4.14	66.23
36. FOLDER, tagboard, A4 size, 100s/box	pack																			100				100	253.76	25,376.00
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																			100				100	247.52	24,752.00
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack																							0	202.68	-
41. GLUE, all purpose, 300 grams min.	jar			1							1	2					1				2			7	37.43	262.01
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																1							1	32.97	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																1							1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack																							0	493.54	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
50. MAGAZINE FILE BOX, medium	piece																1							1	49.56	49.56
51. MAGAZINE FILE BOX, large	piece																1							1	44.61	44.61
52. MAP PIN, round head, 100s/box	box					1											1							2	36.40	72.80
53. MARKER, fluorescent, 3 colors/set	set					1						1				1								3	41.60	124.80
54. MARKING PEN, whiteboard, black	piece					1						3				2				6				12	15.08	180.96
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece															1								1	15.08	15.08
57. MARKING PEN, permanent, black	piece			4		1			4			4				1				6				20	14.32	286.40
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece															1								1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
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			4	5	2			3			4								25				43	104.80	4,506.40
68. PAPER, mimeo, Groundwood, A4	ream																							0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-
71. PAPER, PPC, A4	ream												2											2	144.35	288.70
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										2													2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ ream	ream																			1				1	161.20	161.20
78.PAPER FASTENER,non-rust metal,50 sets/box	box										1	1				1				1				4	82.04	328.16
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box																							0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box									1										1				2	8.84	17.68
81. PENCIL, lead, w/eraser	dozen			2				1	1			4				1								9	24.89	224.01

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
82. PENCIL, mechanical, 0.5mm lead	piece																1							1	18.20	18.20
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-
84. RECORD BOOK, 300 pages	book																1							1	50.44	50.44
85. RECORD BOOK, 500 pages	book			1				1				2					1							5	77.98	389.90
86. RIBBON, nylon, manual typewriter	spool								2											3				5	15.81	79.05
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																2							2	28.13	56.26
92. RUBBER BAND, #18, min.445 gms./box	box																							0	132.68	-
93. RULER, plastic, 12"	piece																1							1	3.64	3.64
94. RULER, plastic, 18"	piece																1							1	36.40	36.40
95.. SIGN PEN, black	piece			4	5		1		5	5		5	2	5	1		2			6				41	41.48	1,700.68
96. SIGN PEN, blue	piece																							0	41.48	-
97. SIGN PEN, red	piece											1					2							3	41.48	124.44
98. STAMP PAD INK, violet, 50ml.	bottle																			1				1	27.04	27.04
99. STAMP PAD, felt pad	piece																							0	24.96	-
100. STAPLE WIRE, standard, #35	box								1				2	1						2				6	25.98	155.88
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll												3							2				5	41.60	208.00
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																2				3	83.82	251.46
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5		1				2		1		1		2			2				15	41.60	624.00
105. TAPE, transparent, (2"), 48mm, 50 meters	roll								1				2				2			2				7	20.38	142.66
106. TAPE, packaging, 48mm, 50 meters length	roll																							0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle														4									4	97.76	391.04
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																							0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack				2		1				2	1	1		1		1			1				10	61.15	611.50
122. TWINE, plastic, one kilo per roll	roll																							0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
COMMON OFFICE DEVICES																										
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack																2							2	10.40	20.80
2. CUTTER, heavy duty,	piece																1								27.04	27.04
3. PUNCHER, heavy duty	piece																			1					114.40	114.40
4. SCISSORS, (6")	pair			1													2			2					18.72	93.60
5. SHARPENER, single cutterhead	piece																			2					147.35	294.70
6. STAMPING DATER, self-inking stamp	piece																							0	436.80	-
7. STAPLER, heavy duty, standard	piece			1																				1	162.84	162.84
8. STAPLE REMOVER, twin jaws	piece			1													1			2					19.64	78.56
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																							0	40.23	-
10. WASTE BASKET, plastic	piece																			2					20.99	41.98
COMMON JANITORIAL SUPPLIES																										
1. BATHROOM SOAP, 70gms.	piece				2												2								14.56	58.24
2. BROOM, soft (tambo)	piece																			1					119.60	119.60
3. BROOM, STICK (tingting)	piece																1								19.76	19.76
4. CLEANSER, powder, 350gms.	canister				2												1								17.32	51.96
5. DETERGENT POWDER, 500gms.	pouch																2								18.61	37.22
6. DETERGENT BAR	bar																2								18.72	37.44
7. DISINFECTANT SPRAY, 340 gm.	can																1								190.63	190.63
8. DUST PAN, plastic w.handle,large	piece																1								26.00	26.00
9. FLOOR WAX, paste, natural,2kg.	can																							0	218.40	-
10. FLOOR WAX, paste, red, 2kg.,	can																			3					306.80	920.40
11. FLOOR WAX, liquid type, 3.75li.	can																							0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can				1							1								1					122.72	368.16
13. INSECTICIDE, 600ml.(420g)/can	can																							0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece																							0	83.20	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
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				2												1				3				6	62.40	374.40
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1												2				3				6	33.28	199.68
20. TRASHBAG, plastic, black, (XL)	roll			1	1												1								3	103.79	311.37
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream			4	4								3				2				25				41	119.22	4,888.02
2. PAPER, mimeo, Groundwood	ream																								0	91.52	-
3. PAPER, mimeo, Whitewove	ream										2		1												3	120.02	360.06
4. PAPER, for PPC	ream																								0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream																2								9	174.72	1,572.48
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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,	unit																								0	8,838.96	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)															** PS Price Catalogue as of (08.23.2011)	Total											
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A4-A6 format indications																													
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	-	
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																				1					1	1,653.60	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)	unit																									0	2,038.40	-	

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line interactive topology,with sealed maintenance free batteries, 520VA-600VA																																
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 Office Table	unit																													0		-
2 Office Chair	unit																													0		-
3 Whitboard	unit																													0		-

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4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-	
5 DLP	unit																								0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Office Supplies																											
1 Ballpen (Black)	pcs.					5																			5	4.00	20.00
2 Signpen (Mygel / Black)	pcs.																								0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																								0	17.10	-
4 Correction Tape	pcs.				2	2																			4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.								4	1											4				9	2,200.00	19,800.00
6 Notebook (Ordinary/Thick)	pcs.																								0	15.00	-
7 Yellow Pad	pad																								0	37.10	-
8 Staple Wire #35 MAX	bxs.				2								2												4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.											10	5												15	22.25	333.75
10 Bond Paper (Short)	ream				2							2													4	100.00	400.00
11 Specialty Board Short / Yellow	pack																								0	250.00	-
12 Specialty Board Legal / Yellow	pack																								0	280.00	-
13 Specialty Board Short / White	pack																								0	250.00	-
14 Specialty Board Legal / White	pack																								0	280.00	-
15 Laid Paper (Legal/White)	ream																								0	230.00	-
16 Laid Paper (Short/White)	ream																								0	200.00	-
17 Filing Tray (In & Out)	pc.																								0	380.00	-
18 Ballpen (Blue)	pcs.					2																			2	4.00	8.00
19 Sticker Paper	pack					1																			1	28.00	28.00
20 Columnar Pad 30 cols.	pcs.																								0	50.00	-
21 Pencil (Mingol)	bxs.																								0	50.00	-
22 Scale 1:800	unit																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total											
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23 Stapler w/ Remover	pcs.																							0	250.00	-		
24. Paper Cutter (HD/Board)	unit																								0	2,000.00	-	
25. Ballpen (Pilot/Blue)	pcs.																								0	22.25	-	
26. Ballpen (Pilot/Red)	pcs.													2											2	22.25	44.50	
27. Shoelace	roll																								0	250.00	-	
28 Columnar Pad 24 cols.	pcs.																								0	50.00	-	
29. Columnar Notebook 6 cols	pcs.																								0	25.00	-	
30. Folder Short	pcs.																								0	3.00	-	
31. Copy Paper (Short)	ream									5															5	140.00	700.00	
32. Copy Paper (Legal)	ream									5															5	160.00	800.00	
33. Mimeograph Paper (Short)	ream																								0	100.00	-	
34. Rubber Band (Small)												1													1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.												2												2	1,150.00	2,300.00	
36. Sando Bag (mini) 100/pack	pack																								0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																								0	180.00	-	
38. Fax Paper	roll																				3				3	65.00	195.00	
39. Folder, Moroco Short / Blue	pcs.																								0	8.00	-	
40. Time Card	pack																								0	97.76	-	
Audio and visual presentation and composing equipment																												
1. Microphone	unit																								0	1,250.00	-	
2 Megaphone	unit																								0	2,950.00	-	
3																									0		-	
4																									0		-	
5																									0		-	
6																									0		-	
7																									0		-	
8																									0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
9																								0	-	
10																								0	-	
Photographic or filming or video equipment																										
1 Photo Copier	unit																							0	-	
2																								0	-	
3																								0	-	
4																								0	-	
5																								0	-	
6																								0	-	
7																								0	-	
8																								0	-	
9																								0	-	
10																								0	-	
Cleaning Equipment and Supplies																										
1 Muriatic Acid	gal																							0	240.00	-
2 Magic Mop	pcs.																							0	420.00	-
3 Push Brush	pcs.																							0	67.60	-
4 Plastic Broom	pcs.																							0	88.40	-
5 Boiseb	cont.																							0		-
6 Furniture Cleaner (Pledge)	can			1																				1	350.00	350.00
7 Dishwashing Liquid	btls.			1	2				1															4	36.40	145.60
8 Safeguard	pcs.			1					1															2	27.00	54.00
9 Scoth Brite	pcs.			1					1															2	15.00	30.00
10 Sponge	pcs.			1					1															2	15.00	30.00
11 Detergent Bar	bar			1																				1	22.00	95.00
12 Glass Cleaner	btls.				5																			5	95.00	85.00
13 Hand Towel	pcs.																							0	17.00	-
14. Lysol Disinfectant	can																							0	440.00	-
15 Zonrox	btls.																							0	35.00	-
16 Pail	pcs.																							0	65.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
17. Dipper	pcs.																							0	17.00		
18. Toilet Bowl Brush	pcs.																								0	45.00	-
19. Liquid Soap/Sanitizer (Safeguard)	btls.																								0		-
Paper Materials and Products																											
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																								0		-
2 Tax Decelarations	ream																								0	338.50	-
3 FAAS-Land	ream																								0	502.00	-
4 FAAS-Building	ream																								0	507.00	-
5 Assessment Roll	ream																								0		-
6 TMCR	pcs.																								0	1,500.00	-
7 Ownership Card	ream																								0		-
8 Notice of Assessment	ream																								0	268.00	-
9 Tax Declaration Cover	pcs.																								0	325.00	-
10. Cash Disbursement Journal	pcs.																								0		-
11. Cash Disbursement Journal	pcs.																								0		-
12. General Ledger	pcs.																								0		-
13. RRR Forms	pcs.																								0		-
14. Subsidiary Ledger	pcs.																								0		-
15.Cert. of Live Birth	bklt,										10														10	170.00	1,700.00
16. Cert of Mariiage	bklt,																								0	170.00	-
17. Cert of Death	bklt,																								0	170.00	-
18. Cert of Fatal Death	bklt,																								0	170.00	-
19. Application for Marriage	bklt,										10														10	1,300.00	13,000.00
20. Registry Book of Live Birth	Book										1														1	1,300.00	1,300.00
21. Registry Book of Death	Book										1														1	1,300.00	1,300.00
22. Registry Book of Marriage	Book										1														1	1,300.00	1,300.00
23. Petty Cash Voucher	ream																								0	227.50	-
24. Cert of Non-Delinquency	ream																								0	227.50	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
25. Report of Daily Collection	ream																							0	227.50	-	
26. Report of Collections & Deposits	ream																								0	227.50	-
27. Statement of Real Property Tax	ream																								0	227.50	-
28. Leave Forms	ream																								0	227.50	-
																									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 HP Ink #703 Colored	pcs.																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
2 HP Ink #703 Black	pcs.																							0	-	
3 HP Ink #60 Black	pcs.											1												1	875.00	875.00
4 HP Ink #60 Colored	pcs.											1												1	936.00	936.00
5 Ribbon Fujitsu DL3850+	pcs.									2														2	-	-
6 Computer Ink																								0	-	-
7 Epson N73 Black	pcs.											1												1	655.00	655.00
8 Epson N73 Cyan	pcs.											1												1	655.00	655.00
9 Epson N73 Yellow	pcs.											1												1	655.00	655.00
10 Epson N73 Magenta	pcs.											1												1	655.00	655.00
11. HP CC 640WN Black	pcs.																1							1	-	-
12. HP CC 640WN Colored	pcs.																1							1	-	-
Computer Equipment and Accessories																										
1 Computer	unit																			1				1	-	-
2 CPU	unit																							0	-	-
3 Printer 3 in 1	unit																							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	-	-

Item & Specifications	Unit of Measure	Quantity Requirement (MARCH 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
6																								0	-
7																								0	-
8																								0	-
9																								0	-
10																								0	-
***GRAND TOTAL:																	132,435.64								
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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: **MUNICIPAL GOVERNMENT OF TAAL**
 Region: **REGION IV-A CALABARZON**
 Address: **MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208**

Contact Person: **MA. TRINIDAD T. CABELLO**
 Position: **GENERAL SERVICES OFFICER**
 E-mail : _____
 Telephone/Mobile Nos: **(043) 4211523 / 0917-5539343**

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)																	TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION				DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN
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												2											2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6																						6	14.56	87.36

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	5							10														15	68.12	1,021.80	
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		12																				12	33.85	406.20	
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																						0	3.73	-	
14. TAPE, electrical	roll		2																				2	18.20	36.40	
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	-	
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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)															TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece				5							2					1							8	16.62	132.96
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece						10																	10	20.02	200.20
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece																							0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece						1																	1	468.00	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	6																						6	615.06	3,690.36
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	6																						6	708.90	4,253.40
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)															TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount	
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			2			1																		3	2,866.20	8,598.60
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)															TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount	
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											1													1	603.20	603.20
2. AIR FRESHENER, 280ml/can	can	6	12	1	2	5				1		2					3				2			34	92.56	3,147.04	
3. ALCOHOL, 70% isopropyl	bottle	6		2	5	10		5	1	3	1	2	2				6				2			45	37.70	1,696.50	
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				1							2													3	349.44	1,048.32
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						1																		1	57.20	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										1														1	21.84	21.84
17. COLUMNAR PAD, 14 cols, 55 gsm	pad																					2			2	45.76	91.52
18. COLUMNAR PAD, 16 cols, 55 gsm	pad																								0	45.76	-
19. COLUMNAR PAD, 18 cols, 55 gsm	pad										1														1	67.60	67.60
20. COLUMNAR NOTEBOOK, 12 cols	piece																								0	19.64	-

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
21. CORRECTION FLUID, 15mL.	bottle		4	1	3							3	4											15	9.82	147.30
22. DATA FILE BOX, (5"x9"x15-3/4")	box																	2						2	64.47	128.94
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																							0	70.72	-
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.											5						12						17	1.15	19.55
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			8																				8	6.76	54.07
26. ENVELOPE, mailing white, 500s/box	box												1											1	159.78	159.78
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											1												1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5						12						17	1.05	17.85
31 ERASER, blackboard/whiteboard	piece						1																	1	11.44	11.44
32. ERASER, rubber	piece				1				5															6	4.68	28.08
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						2																	2	8.52	17.03
35. FOLDER, tagboard, legal size, 100s/box	pcs.								15		1													16	4.14	66.23
36. FOLDER, tagboard, A4 size, 100s/box	pack																							0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/pack	pack										1													2	301.60	603.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle										1													2	312.00	624.00
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			1							2													5	37.43	187.15
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											1												1	11.44	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	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
52. MAP PIN, round head, 100s/box	box																							0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set											1												1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece											3						6						9	15.08	135.72
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																							0	15.08	-
57. MARKING PEN, permanent, black	piece			4	2	24		3		4		2	4				1	6			2			52	14.32	744.64
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1				2			3	14.32	42.96
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
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			4	5	20	2			3			4											38	104.80	3,982.40
68. PAPER, mimeo, Groundwood, A4	ream	20																						20	56.06	1,121.20
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											2	3											5	20.57	102.85
74. PAPER, thermal,210mmx30M	roll																							0	36.40	-
75. PAPER, thermal, 216mmx30M	roll																					1		1	37.44	37.44
76. PAPER,multicopy, A4	ream											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box			1			1					1	1											4	82.04	328.16
79. PAPER CLIP, gem type,jumbo,48mm,100s/box	box												2											2	15.60	31.20
80. PAPER CLIP, gem type, 32mm, 100s/box	box											1	2											3	8.84	26.52
81. PENCIL, lead, w/eraser	dozen			2	1	24				1			4											32	24.89	796.48
82. PENCIL, mechanical, 0.5mm lead	piece																							0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	
		COMMON OFFICE DEVICES																									
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack																							0	10.40	-	
2. CUTTER, heavy duty,	piece			2					1				5											8	27.04	216.32	
3. PUNCHER, heavy duty	piece			2					1				1											4	114.40	457.60	
4. SCISSORS, (6")	pair			1					2				5											8	18.72	149.76	
5. SHARPENER, single cutterhead	piece												1											1	147.35	147.35	
6. STAMPING DATER, self-inking stamp	piece																							0	436.80	-	
7. STAPLER, heavy duty, standard	piece			1					1				2											4	162.84	651.36	
8. STAPLE REMOVER, twin jaws	piece			1									4											5	19.64	98.20	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																							0	40.23	-	
10. WASTE BASKET, plastic	piece																							0	20.99	-	
COMMON JANITORIAL SUPPLIES																											
1. BATHROOM SOAP, 70gms.	piece		12		2	10												2							26	14.56	378.56
2. BROOM, soft (tambo)	piece								1																1	119.60	119.60
3. BROOM, STICK (tingting)	piece		10																						10	19.76	197.60
4. CLEANSER, powder, 350gms.	canister		12		2	3																			17	17.32	294.44
5. DETERGENT POWDER, 500gms.	pouch	30	6			4																			40	18.61	744.40
6. DETERGENT BAR	bar					3																			3	18.72	56.16
7. DISINFECTANT SPRAY, 340 gm.	can					3							1												4	190.63	762.52
8. DUST PAN, plastic w.handle,large	piece								1																1	26.00	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		2		1		1			1															5	122.72	613.60
13. INSECTICIDE, 600ml.(420g)/can	can		6																						6	116.48	698.88
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			3	1											7	43.68	305.76

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount	
17. SCOURING PAD, economy size	pack		6																					6	131.96	791.76	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		12		2	4																		18	62.40	1,123.20	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box		6		1	5																		12	33.28	399.36	
20. TRASHBAG, plastic, black, (XL)	roll		24	1	1	4			1			2												33	103.79	3,425.07	
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream	5	4	4	4	10		10	3			3												43	119.22	5,126.46	
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-	
3. PAPER, mimeo, Whitewove	ream										1													1	120.02	120.02	
4. PAPER, for PPC	ream																							0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream						2		1		2													5	174.72	873.60	
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	-	

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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,	unit																								0	6,238.96	-

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4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight																											
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	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	-	

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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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four	set																							0	130.00	-
(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 Office Table	unit																							0		-
2 Office Chair	unit																							0		-
3 Whitboard	unit																							0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-
5 DLP	unit																							0		-

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6																								0		-	
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Office Supplies																											
1 Ballpen (Black)	pcs.	24																24							48	4.00	192.00
2 Signpen (Mygel / Black)	pcs.	36																							36	17.10	615.60
3 Signpen (Mygel / Blue)	pcs.																								0	17.10	-
4 Correction Tape	pcs.				10		2	10			10														42	27.00	1,134.00
5 Canon Toner 12A Compatible	pcs.	6			4					4		2										2			18	2,200.00	39,600.00
6 Notebook (Ordinary/Thick)	pcs.			2																					2	15.00	30.00
7 Yellow Pad	pad			2		12				2		2													18	37.10	667.80
8 Staple Wire #35 MAX	bxs.			2				5				2													9	35.00	315.00
9 Ballpen (Pilot/Black)	pcs.											10													10	22.25	222.50
10 Bond Paper (Short)	ream				2							2										10			14	100.00	1,400.00
11 Specialty Board Short / Yellow	pack																								0	250.00	-
12 Specialty Board Legal / Yellow	pack																								0	280.00	-
13 Specialty Board Short / White	pack																								0	250.00	-
14 Specialty Board Legal / White	pack																								0	280.00	-
15 Laid Paper (Legal/White)	ream																								0	230.00	-
16 Laid Paper (Short/White)	ream																								0	200.00	-
17 Filing Tray (In & Out)	pc.																								0	380.00	-
18 Ballpen (Blue)	pcs.																								0	4.00	-
19 Sticker Paper	pack																								0	28.00	-
20 Columnar Pad 30 cols.	pcs.											2													2	50.00	100.00
21 Pencil (Mingol)	bxs.																								0	50.00	-
22 Scale 1:800	unit																								0		-
23 Stapler w/ Remover	pcs.																								0	250.00	-
24. Paper Cutter (HD/Board)	unit																								0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																								0	22.25	-

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26. Ballpen (Pilot/Red)	pcs.																							0	22.25	-	
27. Shoelace	roll																								0	250.00	-
28 Columnar Pad 24 cols.	pcs.																								0	50.00	-
29. Columnar Notebook 6 cols	pcs.																								0	25.00	-
30. Folder Short	pcs.																								0	3.00	-
31. Copy Paper (Short)	ream																	4							4	140.00	560.00
32. Copy Paper (Legal)	ream																	4							4	160.00	640.00
33. Mimeograph Paper (Short)	ream																								0	100.00	-
34. Rubber Band (Small)												1													1	50.00	50.00
35. Ribbon Amano Bundy Clock	pcs.																								0	1,150.00	-
36. Sando Bag (mini) 100/pack	pack																								0	187.20	-
37. Re-pack Plastic 2 X 3	pack																								0	180.00	-
38. Fax Paper	roll																								0	65.00	-
39. Folder, Morocco Short / Blue	pcs.																								0	8.00	-
40. Time Card	pack																								0	97.76	-
Audio and visual presentation and composing equipment																											
1. Microphone	unit																								0	1,250.00	-
2 Megaphone	unit																								0	2,950.00	-
3																									0		-
4																									0		-
5																									0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Photographic or filming or video equipment																											
1 Photo Copier	unit																								0		-
2																									0		-

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount	
Paper Materials and Products																											
1 Risograph of RER (Reimbursement Expenses Receipt)	ream																								0	-	
2 Tax Decelarations	ream						10																		10	338.50	3,385.00
3 FAAS-Land	ream						10																		10	502.00	5,020.00
4 FAAS-Building	ream						10																		10	507.00	5,070.00
5 Assessment Roll	ream																								0	-	-
6 TMCR	pcs.																								0	1,500.00	-
7 Ownership Card	ream																								0	-	-
8 Notice of Assessment	ream																								0	268.00	-
9 Tax Declaration Cover	pcs.																								0	325.00	-
10. Cash Disbursement Journal	pcs.																								0	-	-
11. Cash Disbursement Journal	pcs.																								0	-	-
12. General Ledger	pcs.																								0	-	-
13. RRR Forms	pcs.																								0	-	-
14. Subsidiary Ledger	pcs.																								0	-	-
15.Cert. of Live Birth	bklt,																								0	170.00	-
16. Cert of Mariiage	bklt,																								0	170.00	-
17. Cert of Death	bklt,																								0	170.00	-
18. Cert of Fatal Death	bklt,																								0	170.00	-
19. Application for Marriage	bklt,																								0	1,300.00	-
20. Registry Book of Live Birth	Book																								0	1,300.00	-
21. Registry Book of Death	Book																								0	1,300.00	-
22. Registry Book of Marriage	Book																								0	1,300.00	-
23. Petty Cash Voucher	ream																								0	227.50	-
24. Cert of Non-Delinquency	ream																								0	227.50	-
25. Report of Daily Collection	ream																								0	227.50	-
26. Report of Collections & Deposits	ream																								0	227.50	-
27. Statement of Real Property Tax	ream																								0	227.50	-
28. Leave Forms	ream																								0	227.50	-
																									0	-	-

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount
Lighting and fixtures and accessories																								0	-	
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																								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 HP Ink #703 Colored	pcs.																							0	-	
2 HP Ink #703 Black	pcs.																							0	-	
3 HP Ink #60 Black	pcs.							10				1												11	875.00	9,625.00
4 HP Ink #60 Colored	pcs.							10				1												11	936.00	10,296.00
5 Ribbon Fujitsu DL3850+	pcs.										2													2		-
6 Computer Ink	pcs.																							0		-
7 Epson N73 Black	pcs.											1												1	655.00	655.00

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount	
8 Epson N73 Cyan	pcs.																							0	655.00	-	
9 Epson N73 Yellow	pcs.																							0	655.00	-	
10 Epson N73 Magenta	pcs.																							0	655.00	-	
11. HP CC 640WN Black	pcs.																1							1		-	
12. HP CC 640WN Colored	pcs.																							0		-	
Computer Equipment and Accessories																											
1 Computer	unit																							0		-	
2 CPU	unit																							0		-	
3 Printer 3 in 1	unit																							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		-	

Item & Specifications	Unit of Measure	Quantity Requirement (APRIL 2012)																** PS Price Catalogue as of (08.23.2011)	Total				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE

*****GRAND TOTAL:** **143,555.07**
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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
 Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount	
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", 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	-
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																								1	778.96	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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-	
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1								1	16.62	16.62
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2								2	11.70	23.40
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 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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)																			** PS Price Catalogue as of (08.23.2011)	Total					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM		DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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			1	2				1			2	2	1											9	92.56	833.04
3. ALCOHOL, 70% isopropyl	bottle			2	5			1	3	1		2	2	1											17	37.70	640.90
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
21. CORRECTION FLUID, 15mL.	bottle			1									4											5	9.82	49.10
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	pcs.				20							5												25	1.15	28.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			8																				8	6.76	54.07
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										1													1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece			1																				1	4.68	4.68
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.					2																		2	8.52	17.03
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			2																				2	301.60	603.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle			2																				2	312.00	624.00
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			1								2												3	37.43	112.29
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
52. MAP PIN, round head, 100s/box	box																							0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set												1												1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece												3												3	15.08	45.24
55. MARKING PEN, whiteboard, blue	piece																								0	15.08	-
56. MARKING PEN, whiteboard, red	piece																								0	15.08	-
57. MARKING PEN, permanent, black	piece			4				3		4			4				1								16	14.32	229.12
58. MARKING PEN, permanent, blue	piece																								0	14.32	-
59. MARKING PEN, permanent, red	piece																1								1	14.32	14.32
60. MARKING PEN, transparency film	set																								0	84.24	-
61. NOTE BOOK, stenographer's	piece												4												4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																								0	36.40	-
63. NOTE PAD, (3"x4")	pad												3												3	52.00	156.00
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			4	5					3			4												16	104.80	1,676.80
68. PAPER, mimeo, Groundwood, A4	ream																								0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream																								0	102.44	-
71. PAPER, PPC, A4	ream													2											2	144.35	288.70
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																								2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																								0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box																								1	82.04	82.04
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box															1									1	15.60	15.60
80. PAPER CLIP, gem type, 32mm, 100s/box	box																								0	8.84	-
81. PENCIL, lead, w/eraser	dozen			2					1	1			4												8	24.89	199.12
82. PENCIL, mechanical, 0.5mm lead	piece																								0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																								0	30.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
84. RECORD BOOK, 300 pages	book																							0	50.44	-
85. RECORD BOOK, 500 pages	book			1					1				2	2										6	77.98	467.88
86. RIBBON, nylon, manual typewriter	spool									2														2	15.81	31.62
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			4	5			5	5			2	5	1										27	41.48	1,119.96
96. SIGN PEN, blue	piece																							0	41.48	-
97. SIGN PEN, red	piece											1												1	41.48	41.48
98. STAMP PAD INK, violet, 50ml.	bottle										1	2												3	27.04	81.12
99. STAMP PAD, felt pad	piece																							0	24.96	-
100. STAPLE WIRE, standard, #35	box								1			2	1											4	25.98	103.92
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll											3												3	41.60	124.80
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																				1	83.82	83.82
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5					2	1													9	41.60	374.40
105. TAPE, transparent, (2"), 48mm, 50 meters	roll							1				2												3	20.38	61.14
106. TAPE, packaging, 48mm, 50 meters length	roll																							0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle												4											4	97.76	391.04
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																							0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack				2					2	1	1												6	61.15	366.90
122. TWINE, plastic, one kilo per roll	roll																							0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount		
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			1																					1	18.72	18.72	
5. SHARPENER, single cutterhead	piece			2																					2	147.35	294.70	
6. STAMPING DATER, self-inking stamp	piece																								0	436.80	-	
7. STAPLER, heavy duty, standard	piece			1																					1	162.84	162.84	
8. STAPLE REMOVER, twin jaws	piece			1																					1	19.64	19.64	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece			1																					1	40.23	40.23	
10. WASTE BASKET, plastic	piece																								0	20.99	-	
COMMON JANITORIAL SUPPLIES																												
1. BATHROOM SOAP, 70gms.	piece				2													2								4	14.56	58.24
2. BROOM, soft (tambo)	piece																									0	119.60	-
3. BROOM, STICK (tingting)	piece																									0	19.76	-
4. CLEANSER, powder, 350gms.	canister				2																					2	17.32	34.64
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									1																1	122.72	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	-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)																			** PS Price Catalogue as of (08.23.2011)	Total					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM		DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				2																			2	62.40	124.80	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1																			1	33.28	33.28	
20. TRASHBAG, plastic, black, (XL)	roll			1	1																			2	103.79	207.58	
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream			4	3				3				3											13	119.22	1,549.86	
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-	
3. PAPER, mimeo, Whitewove	ream									2		1												3	120.02	360.06	
4. PAPER, for PPC	ream																							0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream						2	1				2	2											7	174.72	1,223.04	
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			1																				1	925.60	925.60	
8. CALCULATOR, scientific, 10 digits, dot	unit																							0	341.12	-	

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount	
matrix display, programmable, with case																											
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 TRANSCEIVER, 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,	unit																								0	6,238.96	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT		AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount		
6-8 sheets performance, approx 5kg in weight																												
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	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	-	

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-	
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 Office Table	unit																							0		-	
2 Office Chair	unit																							0		-	
3 Whitboard	unit																							0		-	
4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-	
5 DLP	unit																							0		-	
6																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
7																								0		-	
8																									0	-	
9																									0	-	
10																									0	-	
Office Supplies																											
1 Ballpen (Black)	pcs.					5																			5	4.00	20.00
2 Signpen (Mygel / Black)	pcs.																								0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																								0	17.10	-
4 Correction Tape	pcs.				2	2																			4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.									4															4	2,200.00	8,800.00
6 Notebook (Ordinary/Thick)	pcs.																								0	15.00	-
7 Yellow Pad	pad																								0	37.10	-
8 Staple Wire #35 MAX	bxs.				2									2											4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.													10	5										15	22.25	333.75
10 Bond Paper (Short)	ream				2								2												4	100.00	400.00
11 Specialty Board Short / Yellow	pack																								0	250.00	-
12 Specialty Board Legal / Yellow	pack																								0	280.00	-
13 Specialty Board Short / White	pack																								0	250.00	-
14 Specialty Board Legal / White	pack																								0	280.00	-
15 Laid Paper (Legal/White)	ream																								0	230.00	-
16 Laid Paper (Short/White)	ream																								0	200.00	-
17 Filing Tray (In & Out)	pc.																								0	380.00	-
18 Ballpen (Blue)	pcs.					2																			2	4.00	8.00
19 Sticker Paper	pack					1																			1	28.00	28.00
20 Columnar Pad 30 cols.	pcs.																								0	50.00	-
21 Pencil (Mingol)	bxs.																								0	50.00	-
22 Scale 1:800	unit																								0		-
23 Stapler w/ Remover	pcs.																								0	250.00	-
24. Paper Cutter (HD/Board)	unit																								0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																								0	22.25	-
26. Ballpen (Pilot/Red)	pcs.												2												2	22.25	44.50

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
27. Shoelace	roll																							0	250.00	-	
28 Columnar Pad 24 cols.	pcs.																								0	50.00	-
29. Columnar Notebook 6 cols	pcs.																								0	25.00	-
30. Folder Short	pcs.																								0	3.00	-
31. Copy Paper (Short)	ream									5															5	140.00	700.00
32. Copy Paper (Legal)	ream									5															5	160.00	800.00
33. Mimeograph Paper (Short)	ream																								0	100.00	-
34. Rubber Band (Small)																									1	50.00	50.00
35. Ribbon Amano Bundy Clock	pcs.													2											2	1,150.00	2,300.00
36. Sando Bag (mini) 100/ pack	pack																								0	187.20	-
37. Re-pack Plastic 2 X 3	pack																								0	180.00	-
38. Fax Paper	roll																								0	65.00	-
39. Folder, Moroco Short / Blue	pcs.																								0	8.00	-
40. Time Card	pack																								0	97.76	-
																									0		-
Audio and visual presentation and composing equipment																											
1. Microphone	unit																								0	1,250.00	-
2 Megaphone	unit																								0	2,950.00	-
3																									0		-
4																									0		-
5																									0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Photographic or filming or video equipment																											
1 Photo Copier	unit																								0		-
2																									0		-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
Paper Materials and Products																										
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																							0		-
2 Tax Decelarations	ream																							0	338.50	-
3 FAAS-Land	ream																							0	502.00	-
4 FAAS-Building	ream																							0	507.00	-
5 Assessment Roll	ream																							0		-
6 TMCR	pcs.																							0	1,500.00	-
7 Ownership Card	ream																							0		-
8 Notice of Assessment	ream																							0	268.00	-
9 Tax Declaration Cover	pcs.																							0	325.00	-
10. Cash Disbursement Journal	pcs.																							0		-
11. Cash Disbursement Journal	pcs.																							0		-
12. General Ledger	pcs.																							0		-
13. RRR Forms	pcs.																							0		-
14. Subsidiary Ledger	pcs.																							0		-
15.Cert. of Live Birth	bklt,																							0	170.00	-
16. Cert of Mariiage	bklt,										1													1	170.00	170.00
17. Cert of Death	bklt,										1													1	170.00	170.00
18. Cert of Fatal Death	bklt,																							0	170.00	-
19. Application for Marriage	bklt,																							0	1,300.00	-
20. Registry Book of Live Birth	Book																							0	1,300.00	-
21. Registry Book of Death	Book																							0	1,300.00	-
22. Registry Book of Marriage	Book																							0	1,300.00	-
23. Petty Cash Voucher	ream																							0	227.50	-
24. Cert of Non-Delinquency	ream																							0	227.50	-
25. Report of Daily Collection	ream																							0	227.50	-
26. Report of Collections & Deposits	ream																							0	227.50	-
27. Statement of Real Property Tax	ream																							0	227.50	-
28. Leave Forms	ream													2										2	227.50	455.00
																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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	HP Ink #703 Colored	pcs.																						0		-	
2	HP Ink #703 Black	pcs.																						0		-	
3	HP Ink #60 Black	pcs.														1								1	875.00	875.00	
4	HP Ink #60 Colored	pcs.														1								1	936.00	936.00	
5	Ribbon Fujitsu DL3850+	pcs.															2							2		-	
6	Computer Ink																							0		-	
7	Epson N73 Black	pcs.														1								1	655.00	655.00	

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)													TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.			PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
8 Epson N73 Cyan	pcs.											1												1	655.00	655.00	
9 Epson N73 Yellow	pcs.											1													1	655.00	655.00
10 Epson N73 Magenta	pcs.											1													1	655.00	655.00
11. HP CC 640WN Black	pcs.																1								1		-
12. HP CC 640WN Colored	pcs.																								0		-
Computer Equipment and Accessories																											
1 Computer	unit																								1		-
2 CPU	unit																								0		-
3 Printer 3 in 1	unit																								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		-

Item & Specifications	Unit of Measure	Quantity Requirement (MAY 2012)																** PS Price Catalogue as of (08.23.2011)	Total				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE
																			35,408.27				

***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 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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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																1							1	36.40	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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)													** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.		PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set										1												1	280.54	280.54	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set																							0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece																1							1	32.14	32.14
9. FLUORESCENT TUBE, 36 watts	piece																1							1	33.85	33.85
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece																1							1	103.79	103.79
11. FUSE, 30 amperes	piece																1							1	10.90	10.90
12. FUSE, 60 amperes	piece																1							1	25.48	25.48
13. STARTER, 4-40 watts	piece																1							1	3.73	3.73
14. TAPE, electrical	roll																2							2	18.20	36.40
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	-
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																1							1	50.84	50.84
10. CD DRIVE CLEANER	piece																1							1	64.22	64.22

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																1							1	8.79	8.79
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																2			10				12	16.62	199.44
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																			3				3	468.00	1,404.00
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															3								3	615.06	1,845.18
29. INK CARTRIDGE, HP C9352A (HP 22)	cart															2								2	708.90	1,417.80
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)															** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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			1	2				1	1		2		2		1									10	92.56	925.60
3. ALCOHOL, 70% isopropyl	bottle			2	5			1	3	1	2	2		4		1									21	37.70	791.70
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			1								4					1								6	9.82	58.92
22. DATA FILE BOX, (5"x9"x15-3/4")	box																1								1	64.47	64.47

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece															2							2	70.72	141.44
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.			20					100		5		25										150	1.15	172.50
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs			8																			8	6.76	54.07
26. ENVELOPE, mailing white, 500s/box	box									1													1	159.78	159.78
27. ENVELOPE, mailing white with window,500s	box																						0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box										2												2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece			2												2							4	41.36	165.44
30. ENVELOPE,documentary, A4, 500s/box	pcs.								100		5		25										130	1.05	136.50
31 ERASER, blackboard/whiteboard	piece															1							1	11.44	11.44
32. ERASER, rubber	piece			1							1					1							3	4.68	14.04
33. FILE ORGANIZER, expanding, legal, assorted colors	piece															1		4					5	83.20	416.00
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.					2							25		1								28	8.52	238.46
35. FOLDER, tagboard, legal size, 100s/box	pcs.												25		1								26	4.14	107.62
36. FOLDER, tagboard, A4 size, 100s/box	pack																						0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/pack	pack															1							1	301.60	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															1							1	202.68	202.68
41. GLUE, all purpose, 300 grams min.	jar			1						1	2				1			2					7	37.43	262.01
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece															1							1	32.97	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															1							1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack															1							1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece															1							1	49.56	49.56
51. MAGAZINE FILE BOX, large	piece															1							1	44.61	44.61
52. MAP PIN, round head, 100s/box	box															1							1	36.40	36.40
53. MARKER, fluorescent, 3 colors/set	set											1			1								2	41.60	83.20
54. MARKING PEN, whiteboard, black	piece											3			2			6					11	15.08	165.88

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG		TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																1							1	15.08	15.08
57. MARKING PEN, permanent, black	piece			4				3		4			4		6		1				6			28	14.32	400.96
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1							1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4		5										9	7.49	67.41
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad											3												3	52.00	156.00
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			4	5					3		4									25			41	104.80	4,296.80
68. PAPER, mimeo, Groundwood, A4	ream																							0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-
71. PAPER, PPC, A4	ream														3									3	144.35	433.05
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											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																				1			1	161.20	161.20
78.PAPER FASTENER,non-rust metal,50 sets/box	box										2	1					1				1			5	82.04	410.20
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box																							0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box										1										1			2	8.84	17.68
81. PENCIL, lead, w/eraser	dozen			2						1	1		4				1							9	24.89	224.01
82. PENCIL, mechanical, 0.5mm lead	piece																1							1	18.20	18.20
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-
84. RECORD BOOK, 300 pages	book																1							1	50.44	50.44
85. RECORD BOOK, 500 pages	book			1						1			2				1							5	77.98	389.90
86. RIBBON, nylon, manual typewriter	spool										2													2	15.81	31.62
87. RIBBON, nylon, for Kitano Bundy Clock	piece																							0	644.80	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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																2							2	132.68	265.36	
93. RULER, plastic, 12"	piece																							0	3.64	-	
94. RULER, plastic, 18"	piece																1							1	36.40	36.40	
95.. SIGN PEN, black	piece			4	5				5	5		5	2	5	1	12		1			6			51	41.48	2,115.48	
96. SIGN PEN, blue	piece																2							2	41.48	82.96	
97. SIGN PEN, red	piece											1												1	41.48	41.48	
98. STAMP PAD INK, violet, 50ml.	bottle																2							2	27.04	54.08	
99. STAMP PAD, felt pad	piece																1							1	24.96	24.96	
100. STAPLE WIRE, standard, #35	box								1		1	2					1			2				7	25.98	181.86	
101. TAPE, adding machine	roll																							0	10.66	-	
102. TAPE, masking (1"), 24mm, 50 meters length	roll											3			5									8	41.60	332.80	
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																				1	83.82	83.82	
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5			20			2		1		5									34	41.60	1,414.40	
105. TAPE, transparent, (2"), 48mm, 50 meters	roll								1			2					2							5	20.38	101.90	
106. TAPE, packaging, 48mm, 50 meters length	roll																2							2	19.24	38.48	
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				2								1		1	2		1			1			8	61.15	489.20	
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																2							2	10.40	20.80	
2. CUTTER, heavy duty,	piece																1							1	27.04	27.04	
3. PUNCHER, heavy duty	piece																1							1	114.40	114.40	

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4. SCISSORS, (6")	pair			1													2							3	18.72	56.16
5. SHARPENER, single cutterhead	piece																1							1	147.35	147.35
6. STAMPING DATER, self-inking stamp	piece																1							1	436.80	436.80
7. STAPLER, heavy duty, standard	piece																1							1	162.84	162.84
8. STAPLE REMOVER, twin jaws	piece																1							1	19.64	19.64
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																1							1	40.23	40.23
10. WASTE BASKET, plastic	piece																1							1	20.99	20.99
																								0		
COMMON JANITORIAL SUPPLIES																										
1. BATHROOM SOAP, 70gms.	piece				2												2							4	14.56	58.24
2. BROOM, soft (tambo)	piece											1												1	119.60	119.60
3. BROOM, STICK (tingting)	piece																1							1	19.76	19.76
4. CLEANSER, powder, 350gms.	canister				2												1							3	17.32	51.96
5. DETERGENT POWDER, 500gms.	pouch																2							2	18.61	37.22
6. DETERGENT BAR	bar																2							2	18.72	37.44
7. DISINFECTANT SPRAY, 340 gm.	can																1							1	190.63	190.63
8. DUST PAN, plastic w.handle,large	piece																1							1	26.00	26.00
9. FLOOR WAX, paste, natural,2kg.	can																1							1	218.40	218.40
10. FLOOR WAX, paste, red, 2kg.,	can																			3				3	306.80	920.40
11. FLOOR WAX, liquid type, 3.75li.	can																							0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can				5					1										1				7	122.72	859.04
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				5																			5	71.76	358.80
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				10												1				3			14	62.40	873.60
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1												2				3			6	33.28	199.68
20. TRASHBAG, plastic, black, (XL)	roll			1	1												1							3	103.79	311.37

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LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream			4	10					3			3		2		2				25			49	119.22	5,841.78
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream											1												1	120.02	120.02
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						4		1				2				2							9	174.72	1,572.48
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	-
10. CHAIR, monobloc, without armrest,beige/white	unit																							0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4)	unit																							0	19,552.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
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reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS																											
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/	unit																								0	18,156.32	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																								0	130.00	-
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 Office Table	unit																								0		-
2 Office Chair	unit																								0		-
3 Whitboard	unit																								0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																								0	1,500.00	-
5 DLP	unit																								0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Office Supplies																											
1 Ballpen (Black)	pcs.																								0	4.00	-
2 Signpen (Mygel / Black)	pcs.																								0	17.10	-

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				2																			2	27.00	54.00
5 Canon Toner 12A Compatible	pcs.									4	1													5	2,200.00	11,000.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad																							0	37.10	-
8 Staple Wire #35 MAX	bxs.				2									2										4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.									12			10											22	22.25	489.50
10 Bond Paper (Short)	ream				10									2										12	100.00	1,200.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.																							0	4.00	-
19 Sticker Paper	pack																							0	28.00	-
20 Columnar Pad 30 cols.	pcs.																							0	50.00	-
21 Pencil (Mingol)	bxs.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							12	22.25	267.00
26. Ballpen (Pilot/Red)	pcs.																							6	22.25	133.50
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-
29. Columnar Notebook 6 cols	pcs.																							0	25.00	-
30. Folder Short	pcs.																							0	3.00	-
31. Copy Paper (Short)	ream																							0	140.00	-
32. Copy Paper (Legal)	ream																							0	160.00	-
33. Mimeograph Paper (Short)	ream																							0	100.00	-
34. Rubber Band (Small)	bxs.																							1	50.00	50.00

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
35. Ribbon Amano Bundy Clock	pcs.																							0	1,150.00	-	
36. Sando Bag (mini) 100/pack	pack																								0	187.20	-
37. Re-pack Plastic 2 X 3	pack																								0	180.00	-
38. Fax Paper	roll																				3				3	65.00	195.00
39. Folder, Moroco Short / Blue	pcs.																								0	8.00	-
40. Time Card	pack																								0	97.76	-
																									0		-
Audio and visual presentation and composing equipment																											
1. Microphone	unit																								0	1,250.00	-
2 Megaphone	unit																								0	2,950.00	-
3																									0		-
4																									0		-
5																									0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Photographic or filming or video equipment																											
1 Photo Copier	unit																								0		-
2																									0		-
3																									0		-
4																									0		-
5																									0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Cleaning Equipment and Supplies																											

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)															** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount		
1 Muriatic Acid	gal																							0	240.00	-		
2 Magic Mop	pcs.																								0	420.00	-	
3 Push Brush	pcs.																								0	67.60	-	
4 Plastic Broom	pcs.																								0	88.40	-	
5 Boiseb	cont.																								0		-	
6 Furniture Cleaner (Pledge)	can			1																					1	350.00	350.00	
7 Dishwashing Liquid	btls.			1	2				1																4	36.40	145.60	
8 Safeguard	pcs.			1					1																2	27.00	54.00	
9 Scoth Brite	pcs.			1					1																2	15.00	30.00	
10 Sponge	pcs.			1					1																2	15.00	30.00	
11 Detergent Bar	pcs.			1																					1	22.00	95.00	
12 Glass Cleaner	btls.				5																				5	95.00	85.00	
13 Hand Towel	pcs.																								0	17.00	-	
14. Lysol Disinfectant	can																								0	440.00	-	
15 Zonrox	btls.																								0	35.00	-	
16 Pail	pcs.																								0	65.00	-	
17. Dipper	pcs.																								0	17.00	-	
18. Toilet Bowl Brush	pcs.																								0	45.00	-	
19. Liquid Soap/Sanitizer (Safeguard)	btls.																								0		-	
																												-
Paper Materials and Products																												
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																								0		-	
2 Tax Decelarations	ream																								0	338.50	-	
3 FAAS-Land	ream																								0	502.00	-	
4 FAAS-Building	ream																								0	507.00	-	
5 Assessment Roll	ream																								0		-	
6 TMCR	pcs.																								0	1,500.00	-	
7 Ownership Card	ream																								0		-	
8 Notice of Assessment	ream																								0	268.00	-	
9 Tax Declaration Cover	pcs.																								0	325.00	-	

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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:
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

67,030.41

**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.

Item & Specifications	Unit of Measure	Quantity Requirement (JUNE 2012)															** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT I	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY

Prepared by:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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	6																						6	14.56	87.36

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	5	12						10															27	68.12	1,839.24	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set																							0	280.54	-	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		15																					15	368.94	5,534.10	
8. FLUORESCENT TUBE, 18 watts	piece																							0	32.14	-	
9. FLUORESCENT TUBE, 36 watts	piece		12																					12	33.85	406.20	
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		12																					12	3.73	44.76	
14. TAPE, electrical	roll																							0	18.20	-	
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	-	
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									1														1	778.96	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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece				20							2					1							23	16.62	382.26
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
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																	2						2	468.00	936.00
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	6																						6	615.06	3,690.36
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	6																						6	708.90	4,253.40
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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			2																				2	2,866.20	5,732.40
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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							1																1	603.20	603.20	
2. AIR FRESHENER, 280ml/can	can	6	12	1	10	5		3		1			2	2	1				3			2		48	92.56	4,442.88	
3. ALCOHOL, 70% isopropyl	bottle	6	24	2	10	10		5	1	3	1		2	2	1				6			2		75	37.70	2,827.50	
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				1								2											3	349.44	1,048.32	
7. CARBON FILM, 216mm x 330mm, 100s/box	box		6					20																26	364.00	9,464.00	
8. CARTOLINA, assorted color, 20s/pack	pack																							0	72.80	-	
9. CARTOLINA, white, 20s/pack	pack					2																		2	57.20	114.40	
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	3																						3	10.42	31.26	
13. CLIP, backfold, 50mm, 12s/box	box	2																						2	43.68	87.36	
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										1													1	21.84	21.84	
17. COLUMNAR PAD, 14 cols, 55 gsm	pad					12																2		14	45.76	640.64	
18. COLUMNAR PAD, 16 cols, 55 gsm	pad							20																20	45.76	915.20	
19. COLUMNAR PAD, 18 cols, 55 gsm	pad										1													1	67.60	67.60	
20. COLUMNAR NOTEBOOK, 12 cols	piece					12																		12	19.64	235.68	

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21. CORRECTION FLUID, 15mL.	bottle		4	1	3	15						3	4											30	9.82	294.60
22. DATA FILE BOX, (5"x9"x15-3/4")	box																	2						2	64.47	128.94
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece						30																	30	70.72	2,121.60
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				20		1					5						12						38	1.15	43.70
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs			8																				8	6.76	54.07
26. ENVELOPE, mailing white, 500s/box	box						1					1												2	159.78	319.56
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											1												1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5						12						17	1.05	17.85
31 ERASER, blackboard/whiteboard	piece					3							2											5	11.44	57.20
32. ERASER, rubber	piece				1	20					12													33	4.68	154.44
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcxs.						20	1																21	8.52	178.84
35. FOLDER, tagboard, legal size, 100s/box	pack				2						1													3	413.92	1,241.76
36. FOLDER, tagboard, A4 size, 100s/box	pack				2																			2	253.76	507.52
37. FOLDER, morocco/fancy, legal size,50s/pack	pack									1			1											2	301.60	603.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle												1											2	312.00	624.00
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			1	1	5		1					2											10	37.43	374.30
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													2										2	32.97	65.94
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											1												1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack										1													1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece																							0	49.56	-
51. MAGAZINE FILE BOX, large	piece																							0	44.61	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM		DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
52. MAP PIN, round head, 100s/box	box																							0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set		2		1					2		1	1											7	41.60	291.20
54. MARKING PEN, whiteboard, black	piece	6				5							3					6						20	15.08	301.60
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																							0	15.08	-
57. MARKING PEN, permanent, black	piece	10		4	2	24		3		4	10	2	4				1	6			2			72	14.32	1,031.04
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1				2			3	14.32	42.96
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece	3			5	15							4											27	7.49	202.23
62. NOTE PAD, (3"x3")	pad					24																		24	36.40	873.60
63. NOTE PAD, (3"x4")	pad												3											3	52.00	156.00
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			4	10	20				3			4											41	104.80	4,296.80
68. PAPER, mimeo, Groundwood, A4	ream	20																						20	56.06	1,121.20
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-
71. PAPER, PPC, A4	ream							5																5	144.35	721.75
72. PAPER, PPC, B4	ream													2										2	194.66	389.32
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad									10		2	2											14	20.57	287.98
74. PAPER, thermal,210mmx30M	roll																							0	36.40	-
75. PAPER, thermal, 216mmx30M	roll																					1		1	37.44	37.44
76. PAPER,multicopy, A4	ream											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box			1						1		1	1	1							1			6	82.04	492.24
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box			1									2											3	15.60	46.80
80. PAPER CLIP, gem type, 32mm, 100s/box	box			1				5				1	2											9	8.84	79.56
81. PENCIL, lead, w/eraser	dozen			2	5	24			1	1			4	1										38	24.89	945.82
82. PENCIL, mechanical, 0.5mm lead	piece																							0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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84. RECORD BOOK, 300 pages	book																		2					2	50.44	100.88	
85. RECORD BOOK, 500 pages	book			1				5		1			2	2	2									13	77.98	1,013.74	
86. RIBBON, nylon, manual typewriter	spool	6	2		2			5			2	2						4						25	15.81	395.25	
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				1							1												2	132.68	265.36	
93. RULER, plastic, 12"	piece			2	1								5											8	3.64	29.12	
94. RULER, plastic, 18"	piece																							0	36.40	-	
95.. SIGN PEN, black	piece			4	20	25		12		5	10		5	1				10			6			98	41.48	4,065.04	
96. SIGN PEN, blue	piece																							0	41.48	-	
97. SIGN PEN, red	piece											1									12			13	41.48	539.24	
98. STAMP PAD INK, violet, 50ml.	bottle		4		2	2						2												10	27.04	270.40	
99. STAMP PAD, felt pad	piece							2					3											5	24.96	124.80	
100. STAPLE WIRE, standard, #35	box	5		2		10				1			2	1								1		22	25.98	571.56	
101. TAPE, adding machine	roll																							0	10.66	-	
102. TAPE, masking (1"), 24mm, 50 meters length	roll		4			10							3									1		18	41.60	748.80	
103. TAPE, masking (2"), 48mm, 50 meters length	roll		4	1				5		2														12	83.82	1,005.84	
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5	20					2		1		1						1			31	41.60	1,289.60	
105. TAPE, transparent, (2"), 48mm, 50 meters	roll		6			20				1			2					2						31	20.38	631.78	
106. TAPE, packaging, 48mm, 50 meters length	roll		6			10		5																21	19.24	404.04	
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													4										4	97.76	391.04	
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																							0	87.36	-	
119. TOILET TISSUE, 12 rolls/pack	pack	10	10	2	2	12		6		2	2		1	3	1				4			1		56	61.15	3,424.40	
122. TWINE, plastic, one kilo per roll	roll		4																					4	57.20	228.80	
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-	

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COMMON OFFICE DEVICES																													
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack																								0	10.40	-		
2. CUTTER, heavy duty,	piece		2	2						1			5												10	27.04	270.40		
3. PUNCHER, heavy duty	piece			2						1			1												4	114.40	457.60		
4. SCISSORS, (6")	pair			1	10					2			5												18	18.72	336.96		
5. SHARPENER, single cutterhead	piece												1												1	147.35	147.35		
6. STAMPING DATER, self-inking stamp	piece																								0	436.80	-		
7. STAPLER, heavy duty, standard	piece			1						1			2												4	162.84	651.36		
8. STAPLE REMOVER, twin jaws	piece			1				5					4												10	19.64	196.40		
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece							1					3												4	40.23	160.92		
10. WASTE BASKET, plastic	piece		8										5												13	20.99	272.87		
COMMON JANITORIAL SUPPLIES																													
1. BATHROOM SOAP, 70gms.	piece	20	12		2	10							3				2								49	14.56	713.44		
2. BROOM, soft (tambo)	piece	12	6	2	1	3		1		1			3												29	119.60	3,468.40		
3. BROOM, STICK (tingting)	piece	20	10			3																			33	19.76	652.08		
4. CLEANSER, powder, 350gms.	canister	15	12		2	3																			32	17.32	554.24		
5. DETERGENT POWDER, 500gms.	pouch	30	6			4							3												43	18.61	800.23		
6. DETERGENT BAR	bar	20				3																			23	18.72	430.56		
7. DISINFECTANT SPRAY, 340 gm.	can	20				3	2						1									1			27	190.63	5,147.01		
8. DUST PAN, plastic w.handle,large	piece			1		2				1			2												6	26.00	156.00		
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	5											3												8	331.50	2,652.00		
12. FURNITURE CLEANER, 400ml/can	can	10	2			6				1			2												21	122.72	2,577.12		
13. INSECTICIDE, 600ml.(420g)/can	can		6			6	2																		14	116.48	1,630.72		
14. MOPHANDLE, screw type, wooden handle	piece	6	6			2							2												16	83.20	1,331.20		
15. MOPHEAD, 100% rayon, 400g	piece	10	2			4							2												18	71.76	1,291.68		
16. RAG, COTTON, (7") in diameter	kilo	10	10	1	5	4	1	10		1		1	3	1											47	43.68	2,052.96		
17. SCOURING PAD, economy size	pack	5	6			6							1												18	131.96	2,375.28		

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18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	30	12		2	4							1											49	62.40	3,057.60	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box	20			1	5							1											27	33.28	898.56	
20. TRASHBAG, plastic, black, (XL)	roll	20	24	1	5	4		1		1			2											58	103.79	6,019.82	
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream		4	4	4	10		10		3			3												38	119.22	4,530.36
2. PAPER, mimeo, Groundwood	ream																								0	91.52	-
3. PAPER, mimeo, Whitewove	ream										2	1													3	120.02	360.06
4. PAPER, for PPC	ream																								0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						2					2	2												6	174.72	1,048.32
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											3													3	925.60	2,776.80
8. CALCULATOR, scientific, 10 digits, dot	unit																								0	341.12	-

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matrix display, programmable, with case																											
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,	unit																								0	6,238.96	-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
6-8 sheets performance, approx 5kg in weight																											
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-
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 Office Table	unit																							0		-
2 Office Chair	unit																							0		-
3 Whitboard	unit																							0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-
5 DLP	unit																							0		-
6																								0		-
7																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)															** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
8																								0	-	
9																								0	-	
10																								0	-	
Office Supplies																										
1 Ballpen (Black)	pcs.	24				5											24							53	4.00	212.00
2 Signpen (Mygel / Black)	pcs.	36																						36	17.10	615.60
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.	20			10	15	2	10		10	10						10							87	27.00	2,349.00
5 Canon Toner 12A Compatible	pcs.	6			4			4		4	4	3	3				6				1			35	2,200.00	77,000.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad			2		12				2														18	37.10	667.80
8 Staple Wire #35 MAX	bxs.				2			5			2													9	35.00	315.00
9 Ballpen (Pilot/Black)	pcs.				60			60			10		5											135	22.25	3,003.75
10 Bond Paper (Short)	ream				2			10				2												14	100.00	1,400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.						2																	2	4.00	8.00
19 Sticker Paper	pack				10	1																		11	28.00	308.00
20 Columnar Pad 30 cols.	pcs.										2													2	50.00	100.00
21 Pencil (Mongol)	bxs.						5			1														6	50.00	300.00
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.							60																60	22.25	1,335.00
26. Ballpen (Pilot/Red)	pcs.							36			3		2											41	22.25	912.25
27. Shoelace	roll																							0	250.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)															** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-	
29. Columnar Notebook 6 cols	pcs.																							0	25.00	-	
30. Folder Short	pcs.																							0	3.00	-	
31. Copy Paper (Short)	ream																	4						4	140.00	560.00	
32. Copy Paper (Legal)	ream																	4						4	160.00	640.00	
33. Mimeograph Paper (Short)	ream																							0	100.00	-	
34. Rubber Band (Small)	bx.											1												1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.													2										2	1,150.00	2,300.00	
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-	
38. Fax Paper	roll																							0	65.00	-	
39. Folder, Moroco Short / Blue	pcs.																					90		90	8.00	720.00	
40. Time Card	pack					1																		1	97.76	97.76	
Audio and visual presentation and composing equipment																											
1. Microphone	unit																							0	1,250.00	-	
2 Megaphone	unit																							0	2,950.00	-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	
8																								0		-	
9																								0		-	
10																								0		-	
Photographic or filming or video equipment																											
1 Photo Copier	unit																							0		-	
2																								0		-	
3																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																							0	-	
2 Tax Decelarations	ream						20																	20	338.50	6,770.00
3 FAAS-Land	ream																							0	502.00	-
4 FAAS-Building	ream																							0	507.00	-
5 Assessment Roll	ream						10																	10		-
6 TMCR	pcs.																							0	1,500.00	-
7 Ownership Card	ream																							0		-
8 Notice of Assessment	ream						10																	10	268.00	2,680.00
9 Tax Declaration Cover	pcs.																							0	325.00	-
10. Cash Disbursement Journal	pcs.																							0		-
11. Cash Disbursement Journal	pcs.																							0		-
12. General Ledger	pcs.																							0		-
13. RRR Forms	pcs.																							0		-
14. Subsidiary Ledger	pcs.																							0		-
15.Cert. of Live Birth	bklt,																							0	170.00	-
16. Cert of Mariiage	bklt,																							0	170.00	-
17. Cert of Death	bklt,																							0	170.00	-
18. Cert of Fatal Death	bklt,																							0	170.00	-
19. Application for Marriage	bklt,																							0	1,300.00	-
20. Registry Book of Live Birth	Book																							0	1,300.00	-
21. Registry Book of Death	Book																							0	1,300.00	-
22. Registry Book of Marriage	Book																							0	1,300.00	-
23. Petty Cash Voucher	ream																							0	227.50	-
24. Cert of Non-Delinquency	ream																							0	227.50	-
25. Report of Daily Collection	ream																							0	227.50	-
26. Report of Collections & Deposits	ream																							0	227.50	-
27. Statement of Real Property Tax	ream																							0	227.50	-
28. Leave Forms	ream																							0	227.50	-
																								0		-
Lighting and fixtures and accessories																										

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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	HP Ink #703 Colored	pcs.																						0	-	
2	HP Ink #703 Black	pcs.																						0	-	
3	HP Ink #60 Black	pcs.						10				1												11	875.00	9,625.00
4	HP Ink #60 Colored	pcs.						10				1												11	936.00	10,296.00
5	Ribbon Fujitsu DL3850+	pcs.								2														2		-
6	Computer Ink																							0		-
7	Epson N73 Black	pcs.										1												1	655.00	655.00
8	Epson N73 Cyan	pcs.										1												1	655.00	655.00

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)														** PS Price Catalogue as of (08.23.2011)	Total											
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount		
9 Epson N73 Yellow	pcs.																								1	655.00	655.00	
10 Epson N73 Magenta	pcs.																									1	655.00	655.00
11. HP CC 640WN Black	pcs.																	1								1		-
12. HP CC 640WN Colored	pcs.																									0		-
Computer Equipment and Accessories																												
1 Computer	unit																									0		-
2 CPU	unit																									0		-
3 Printer 3 in 1	unit																									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:

265,427.51

Item & Specifications	Unit of Measure	Quantity Requirement (JULY2012)																** PS Price Catalogue as of (08.23.2011)	Total				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE

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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION				TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN
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												2											2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet																							0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet																							0	68.12	-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount		
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", 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	-	
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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)															** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-	
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1								1	16.62	16.62
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2								2	11.70	23.40
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 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	-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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	-
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	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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			1	2				1				2												6	92.56	555.36
3. ALCOHOL, 70% isopropyl	bottle			2	5			1	3	1		2	2												16	37.70	603.20
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			1								4													5	9.82	49.10
22. DATA FILE BOX, (5"x9"x15-3/4")	box																								0	64.47	-

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23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																							0	70.72	-	
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				20							5													25	1.15	28.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			8																					8	6.76	54.07
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											1													1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																					2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5													5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																								0	11.44	-
32. ERASER, rubber	piece				1																				1	4.68	4.68
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																								0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.							2																	2	8.52	17.03
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			1									2												3	37.43	112.29
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												1												1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece												3												3	15.08	45.24

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																							0	15.08	-
57. MARKING PEN, permanent, black	piece			4				3		4			4				1							16	14.32	229.12
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1							1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad											3												3	52.00	156.00
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			4	2					3		4												13	104.80	1,362.40
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											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box											1												1	82.04	82.04
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			2						1		4												7	24.89	174.23
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			1						1		2												4	77.98	311.92
86. RIBBON, nylon, manual typewriter	spool										2													2	15.81	31.62
87. RIBBON, nylon, for Kitano Bundy Clock	piece																							0	644.80	-

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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			4	2						5			5	1									17	41.48	705.16	
96. SIGN PEN, blue	piece																							0	41.48	-	
97. SIGN PEN, red	piece												1											1	41.48	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										1			1	2									4	25.98	103.92	
101. TAPE, adding machine	roll																							0	10.66	-	
102. TAPE, masking (1"), 24mm, 50 meters length	roll													3										3	41.60	124.80	
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																				1	83.82	83.82	
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5						2			1										9	41.60	374.40	
105. TAPE, transparent, (2"), 48mm, 50 meters	roll										1			2										3	20.38	61.14	
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				2									1										3	61.15	183.45	
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	-	

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4. SCISSORS, (6")	pair			1																				1	18.72	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			1																				1	162.84	162.84	
8. STAPLE REMOVER, twin jaws	piece			1																				1	19.64	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																											
1. BATHROOM SOAP, 70gms.	piece				2												2							4	14.56	58.24	
2. BROOM, soft (tambo)	piece																							0	119.60	-	
3. BROOM, STICK (tingting)	piece																							0	19.76	-	
4. CLEANSER, powder, 350gms.	canister				2																			2	17.32	34.64	
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						1			1														2	122.72	245.44	
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				2																			2	62.40	124.80	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1																			1	33.28	33.28	
20. TRASHBAG, plastic, black, (XL)	roll			1	1																			2	103.79	207.58	

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream			4	4								3											14	119.22	1,669.08
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream											1												1	120.02	120.02
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						2					2												4	174.72	698.88
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	-
10. CHAIR, monobloc, without armrest,beige/white	unit																							0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4)	unit																							0	19,552.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS																										
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/	unit																							0	18,156.32	-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-	
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 Office Table	unit																								0		-
2 Office Chair	unit																								0		-
3 Whitboard	unit																								0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																								0	1,500.00	-
5 DLP	unit																								0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-
Office Supplies																											
1 Ballpen (Black)	pcs.																								0	4.00	-
2 Signpen (Mygel / Black)	pcs.																								0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																								0	17.10	-
4 Correction Tape	pcs.					2		2																	4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.															4									4	2,200.00	8,800.00

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-	
7 Yellow Pad	pad																								0	37.10	-
8 Staple Wire #35 MAX	bxs.				2							2														35.00	
9 Ballpen (Pilot/Black)	pcs.				12							10														22.25	
10 Bond Paper (Short)	ream				2								2													100.00	
11 Specialty Board Short / Yellow	pack																									250.00	
12 Specialty Board Legal / Yellow	pack																									280.00	
13 Specialty Board Short / White	pack																									250.00	
14 Specialty Board Legal / White	pack																									280.00	
15 Laid Paper (Legal/White)	ream																									230.00	
16 Laid Paper (Short/White)	ream																									200.00	
17 Filing Tray (In & Out)	pc.																									380.00	
18 Ballpen (Blue)	pcs.																									4.00	
19 Sticker Paper	pack																									28.00	
20 Columnar Pad 30 cols.	pcs.																									50.00	
21 Pencil (Mingol)	bxs.																									50.00	
22 Scale 1:800	unit																										
23 Stapler w/ Remover	pcs.																									250.00	
24. Paper Cutter (HD/Board)	unit																									2,000.00	
25. Ballpen (Pilot/Blue)	pcs.																									22.25	
26. Ballpen (Pilot/Red)	pcs.																									22.25	
27. Shoelace	roll																									250.00	
28 Columnar Pad 24 cols.	pcs.																									50.00	
29. Columnar Notebook 6 cols	pcs.																									25.00	
30. Folder Short	pcs.																									3.00	
31. Copy Paper (Short)	ream																									140.00	
32. Copy Paper (Legal)	ream																									160.00	
33. Mimeograph Paper (Short)	ream																									100.00	
34. Rubber Band (Small)	bxs.											1														50.00	
35. Ribbon Amano Bundy Clock	pcs.																									1,150.00	
36. Sando Bag (mini) 100/pack	pack																									187.20	
37. Re-pack Plastic 2 X 3	pack																									180.00	

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
38. Fax Paper	roll																							65.00		
39. Folder, Moroco Short / Blue	pcs.																							8.00		
40. Time Card	pack																							97.76		
Audio and visual presentation and composing equipment																										
1. Microphone	unit																							0	1,250.00	-
2 Megaphone	unit																							0	2,950.00	-
3																								0		-
4																								0		-
5																								0		-
6																								0		-
7																								0		-
8																								0		-
9																								0		-
10																								0		-
Photographic or filming or video equipment																										
1 Photo Copier	unit																							0		-
2																								0		-
3																								0		-
4																								0		-
5																								0		-
6																								0		-
7																								0		-
8																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
9																								0	-	
10																								0	-	
Cleaning Equipment and Supplies																										
1 Muriatic Acid	gal																							0	240.00	-
2 Magic Mop	pcs.																							0	420.00	-
3 Push Brush	pcs.																							0	67.60	-
4 Plastic Broom	pcs.																							0	88.40	-
5 Boiseb	cont.																							0		-
6 Furniture Cleaner (Pledge)	can			1																				1	350.00	350.00
7 Dishwashing Liquid	btls.			1	2	1			1															5	36.40	182.00
8 Safeguard	pcs.			1					1															2	27.00	54.00
9 Scoth Brite	pcs.			1					1															2	15.00	30.00
10 Sponge	pcs.			1					1															2	15.00	30.00
11 Detergent Bar	bar			1																				1	22.00	95.00
12 Glass Cleaner	btls.				5																			5	95.00	85.00
13 Hand Towel	pcs.																							0	17.00	-
14. Lysol Disinfectant	can																							0	440.00	-
15 Zonrox	btls.																							0	35.00	-
16 Pail	pcs.																							0	65.00	-
17. Dipper	pcs.																							0	17.00	-
18. Toilet Bowl Brush	pcs.																							0	45.00	-
19. Liquid Soap/Sanitizer (Safeguard)	btls.																									
Paper Materials and Products																										
1 Risograph of RER (Reimbursement Expenses Reciept)	ream					1																		1		-
2 Tax Decelarations	ream																							0	338.50	-
3 FAAS-Land	ream																							0	502.00	-
4 FAAS-Building	ream																							0	507.00	-
5 Assessment Roll	ream																							0		-
6 TMCR	pcs.																							0	1,500.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
7 Ownership Card	ream																							0	-		
8 Notice of Assessment	ream																								0	268.00	-
9 Tax Declaration Cover	pcs.																								0	325.00	-
10. Cash Disbursement Journal	pcs.																										
11. Cash Disbursement Journal	pcs.																										
12. General Ledger	pcs.																										
13. RRR Forms	pcs.																										
14. Subsidiary Ledger	pcs.																										
15. Cert. of Live Birth	bklt,										10															170.00	
16. Cert of Marriage	bklt,																									170.00	
17. Cert of Death	bklt,																									170.00	
18. Cert of Fatal Death	bklt,																									170.00	
19. Application for Marriage	bklt,										10															1,300.00	
20. Registry Book of Live Birth	Book																									1,300.00	
21. Registry Book of Death	Book																									1,300.00	
22. Registry Book of Marriage	Book																									1,300.00	
23. Petty Cash Voucher	ream																									227.50	
24. Cert of Non-Delinquency	ream																									227.50	
25. Report of Daily Collection	ream																									227.50	
26. Report of Collections & Deposits	ream																									227.50	
27. Statement of Real Property Tax	ream																									227.50	
28. Leave Forms	ream																									227.50	
																									0		-
Lighting and fixtures and accessories																											
1																									0		-
2																									0		-
3																									0		-
4																									0		-
5																									0		-
6																									0		-

Item & Specifications	Unit of Measure	Quantity Requirement (AUGUST 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY
9																								0	-
10																								0	-

*****GRAND TOTAL:** **21,194.73**
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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
 Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	
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																1								1	36.40	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	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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																1							1	32.14	32.14	
9. FLUORESCENT TUBE, 36 watts	piece																1							1	33.85	33.85	
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece																1							1	103.79	103.79	
11. FUSE, 30 amperes	piece																1							1	10.90	10.90	
12. FUSE, 60 amperes	piece																1							1	25.48	25.48	
13. STARTER, 4-40 watts	piece																1							1	3.73	3.73	
14. TAPE, electrical	roll																2							2	18.20	36.40	
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	-	
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																							1	778.96	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																1							1	50.84	50.84	
10. CD DRIVE CLEANER	piece																							0	64.22	-	

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1				10			11	16.62	182.82
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
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																				3			3	468.00	1,404.00
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																							3	615.06	1,845.18
29. INK CARTRIDGE, HP C9352A (HP 22)	cart																							2	708.90	1,417.80
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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	-
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	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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			1	2				1			2	2	1	2		1							12	92.56	1,110.72	
3. ALCOHOL, 70% isopropyl	bottle			2	5			1	3	1		2	2	1	4		1							22	37.70	829.40	
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	-	

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
21. CORRECTION FLUID, 15mL.	bottle			1									4				1							6	9.82	58.92
22. DATA FILE BOX, (5"x9"x15-3/4")	box																1							1	64.47	64.47
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																2							2	70.72	141.44
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				20							5												25	1.15	28.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			8																				8	6.76	54.07
26. ENVELOPE, mailing white, 500s/box	box										1													1	159.78	159.78
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											2												2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece			2													2							4	41.36	165.44
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece				1						1													2	4.68	9.36
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																			4				4	83.20	332.80
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.							2																2	8.52	17.03
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			2																				2	301.60	603.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle			2																				2	312.00	624.00
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			1							1	2					1							5	37.43	187.15
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																1							1	32.97	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																	1						1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack																							1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece																							1	49.56	49.56
51. MAGAZINE FILE BOX, large	piece																							1	44.61	44.61

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52. MAP PIN, round head, 100s/box	box																1							1	36.40	36.40
53. MARKER, fluorescent, 3 colors/set	set												1				1							2	41.60	83.20
54. MARKING PEN, whiteboard, black	piece												3				2			6				11	15.08	165.88
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																1							1	15.08	15.08
57. MARKING PEN, permanent, black	piece			4			3		4				4				1			6				22	14.32	315.04
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1							1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad												3											3	52.00	156.00
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			4	2				3				4							25				38	104.80	3,982.40
68. PAPER, mimeo, Groundwood, A4	ream																							0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-
71. PAPER, PPC, A4	ream													2										2	144.35	288.70
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											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																			1				1	161.20	161.20
78.PAPER FASTENER,non-rust metal,50 sets/box	box										1	1					1			1				4	82.04	328.16
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box																							0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box									1										1				2	8.84	17.68
81. PENCIL, lead, w/eraser	dozen			2					1				4				1							8	24.89	199.12
82. PENCIL, mechanical, 0.5mm lead	piece																1							1	18.20	18.20
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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84. RECORD BOOK, 300 pages	book																1							1	50.44	50.44
85. RECORD BOOK, 500 pages	book			1					1				2				1							5	77.98	389.90
86. RIBBON, nylon, manual typewriter	spool									2										3				5	15.81	79.05
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																2							2	28.13	56.26
92. RUBBER BAND, #18, min.445 gms./box	box																							0	132.68	-
93. RULER, plastic, 12"	piece																1							1	3.64	3.64
94. RULER, plastic, 18"	piece																1							1	36.40	36.40
95.. SIGN PEN, black	piece			4	2				5		5	5	1			2				6				30	41.48	1,244.40
96. SIGN PEN, blue	piece																							0	41.48	-
97. SIGN PEN, red	piece											1				2								3	41.48	124.44
98. STAMP PAD INK, violet, 50ml.	bottle											2												2	27.04	54.08
99. STAMP PAD, felt pad	piece																							0	24.96	-
100. STAPLE WIRE, standard, #35	box								1			2	1							2				6	25.98	155.88
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll											3								2				5	41.60	208.00
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																2				3	83.82	251.46
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5					1	1	1				2				2				13	41.60	540.80
105. TAPE, transparent, (2"), 48mm, 50 meters	roll								1			2				2				2				7	20.38	142.66
106. TAPE, packaging, 48mm, 50 meters length	roll																							0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle												4											4	97.76	391.04
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																							0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack				2					2	1	1				1				1				8	61.15	489.20
122. TWINE, plastic, one kilo per roll	roll																							0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-

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COMMON OFFICE DEVICES																											
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack																2							2	10.40	20.80	
2. CUTTER, heavy duty,	piece																1							1	27.04	27.04	
3. PUNCHER, heavy duty	piece																							0	114.40	-	
4. SCISSORS, (6")	pair			1													2							3	18.72	56.16	
5. SHARPENER, single cutterhead	piece			2																				2	147.35	294.70	
6. STAMPING DATER, self-inking stamp	piece																							0	436.80	-	
7. STAPLER, heavy duty, standard	piece			1																				1	162.84	162.84	
8. STAPLE REMOVER, twin jaws	piece			1													1							2	19.64	39.28	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece			1																				1	40.23	40.23	
10. WASTE BASKET, plastic	piece																							0	20.99	-	
COMMON JANITORIAL SUPPLIES																											
1. BATHROOM SOAP, 70gms.	piece				2												2							4	14.56	58.24	
2. BROOM, soft (tambo)	piece																							0	119.60	-	
3. BROOM, STICK (tingting)	piece																1							1	19.76	19.76	
4. CLEANSER, powder, 350gms.	canister				2												1							3	17.32	51.96	
5. DETERGENT POWDER, 500gms.	pouch																2							2	18.61	37.22	
6. DETERGENT BAR	bar																2							2	18.72	37.44	
7. DISINFECTANT SPRAY, 340 gm.	can																1							1	190.63	190.63	
8. DUST PAN, plastic w.handle,large	piece																1							1	26.00	26.00	
9. FLOOR WAX, paste, natural,2kg.	can																							0	218.40	-	
10. FLOOR WAX, paste, red, 2kg.,	can																				3			3	306.80	920.40	
11. FLOOR WAX, liquid type, 3.75li.	can																							0	331.50	-	
12. FURNITURE CLEANER, 400ml/can	can									1											1			2	122.72	245.44	
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																	2	43.68	87.36	
17. SCOURING PAD, economy size	pack																							0	131.96	-	

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				2												1				3			6	62.40	374.40
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1												2				3			6	33.28	199.68
20. TRASHBAG, plastic, black, (XL)	roll			1	1												1							3	103.79	311.37
LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream			4	3					3			3				2				25			40	119.22	4,768.80
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream									2		1												3	120.02	360.06
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream							4					2	2			2							10	174.72	1,747.20
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																	1						1	13,497.12	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			1																				1	925.60	925.60
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit																							0	341.12	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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																									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	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four	set																							0	130.00	-
(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 Office Table	unit																							0		-
2 Office Chair	unit																							0		-
3 Whitboard	unit																							0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-
5 DLP	unit																							0		-
6																								0		-
7																								0		-
8																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
9																								0	-	
10																								0	-	
Office Supplies																										
1 Ballpen (Black)	pcs.					5																		5	4.00	20.00
2 Signpen (Mygel / Black)	pcs.																							0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				2	2																		4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.				2					4	1													7	2,200.00	15,400.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad																							0	37.10	-
8 Staple Wire #35 MAX	bxs.				2							2												4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.				12							10	5											27	22.25	600.75
10 Bond Paper (Short)	ream				2								2											4	100.00	400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.					2																		2	4.00	8.00
19 Sticker Paper	pack					1																		1	28.00	28.00
20 Columnar Pad 30 cols.	pcs.																							0	50.00	-
21 Pencil (Mingol)	bxs.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							0	22.25	-
26. Ballpen (Pilot/Red)	pcs.												2											2	22.25	44.50
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
29. Columnar Notebook 6 cols	pcs.																							0	25.00	-	
30. Folder Short	pcs.																							0	3.00	-	
31. Copy Paper (Short)	ream									5														5	140.00	700.00	
32. Copy Paper (Legal)	ream									5														5	160.00	800.00	
33. Mimeograph Paper (Short)	ream																							0	100.00	-	
34. Rubber Band (Small)	bxs.											1												1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.												2											2	1,150.00	2,300.00	
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-	
38. Fax Paper	roll																				3			3	65.00	195.00	
39. Folder, Morocco Short / Blue	pcs.																							0	8.00	-	
40. Time Card	pack																							0	97.76	-	
Audio and visual presentation and composing equipment																											
1. Microphone	unit																							0	1,250.00	-	
2 Megaphone	unit																							0	2,950.00	-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	
8																								0		-	
9																								0		-	
10																								0		-	
Photographic or filming or video equipment																											
1 Photo Copier	unit																							0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount		
6																								0		-		
7																									0		-	
8																									0		-	
9																									0		-	
10																									0		-	
Cleaning Equipment and Supplies																												
1 Muriatic Acid	gal																								0	240.00	-	
2 Magic Mop	pcs.																								0	420.00	-	
3 Push Brush	pcs.																								0	67.60	-	
4 Plastic Broom	pcs.																								0	88.40	-	
5 Boiseb	cont.																								0		-	
6 Furniture Cleaner (Pledge)	can			1																					1	350.00	350.00	
7 Dishwashing Liquid	btls.			1	2				1				3												7	36.40	254.80	
8 Safeguard	pcs.			1					1																2	27.00	54.00	
9 Scoth Brite	pcs.			1					1																2	15.00	30.00	
10 Sponge	pcs.			1					1																2	15.00	30.00	
11 Detergent Bar	bar			1																					1	22.00	95.00	
12 Glass Cleaner	btls.				5																				5	95.00	85.00	
13 Hand Towel	pcs.																								0	17.00	-	
14. Lysol Disinfectant	can																								0	440.00	-	
15 Zonrox	btls.																								0	35.00	-	
16 Pail	pcs.																								0	65.00	-	
17. Dipper	pcs.																								0	17.00	-	
18. Toilet Bowl Brush	pcs.																								0	45.00	-	
19. Liquid Soap/Sanitizer (Safeguard)	btls.																								0		-	
Paper Materials and Products																												
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																								0		-	
2 Tax Decelarations	ream																								0	338.50	-	
3 FAAS-Land	ream																								0	502.00	-	

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
4 FAAS-Building	ream																							0	507.00	-
5 Assessment Roll	ream																							0		-
6 TMCR	pcs.																							0	1,500.00	-
7 Ownership Card	ream																							0		-
8 Notice of Assessment	ream																							0	268.00	-
9 Tax Declaration Cover	pcs.																							0	325.00	-
10. Cash Disbursement Journal	pcs.																							0		-
11. Cash Disbursement Journal	pcs.																							0		-
12. General Ledger	pcs.																							0		-
13. RRR Forms	pcs.																							0		-
14. Subsidiary Ledger	pcs.																							0		-
15. Cert. of Live Birth	bklt,																							0	170.00	-
16. Cert of Mariage	bklt,										1													1	170.00	170.00
17. Cert of Death	bklt,										1													1	170.00	170.00
18. Cert of Fatal Death	bklt,																							0	170.00	-
19. Application for Marriage	bklt,																							0	1,300.00	-
20. Registry Book of Live Birth	Book																							0	1,300.00	-
21. Registry Book of Death	Book																							0	1,300.00	-
22. Registry Book of Marriage	Book																							0	1,300.00	-
23. Petty Cash Voucher	ream																							0	227.50	-
24. Cert of Non-Delinquency	ream																							0	227.50	-
25. Report of Daily Collection	ream																							0	227.50	-
26. Report of Collections & Deposits	ream																							0	227.50	-
27. Statement of Real Property Tax	ream																							0	227.50	-
28. Leave Forms	ream												2											2	227.50	455.00
Lighting and fixtures and accessories																										
1																								0		-
2																								0		-
3																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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	HP Ink #703 Colored	pcs.																						0	-	
2	HP Ink #703 Black	pcs.																						0	-	
3	HP Ink #60 Black	pcs.										1												1	875.00	875.00
4	HP Ink #60 Colored	pcs.										1												1	936.00	936.00
5	Ribbon Fujitsu DL3850+	pcs.								2														2	-	-
6	Computer Ink																							0	-	-
7	Epson N73 Black	pcs.										1												1	655.00	655.00
8	Epson N73 Cyan	pcs.										1												1	655.00	655.00
9	Epson N73 Yellow	pcs.										1												1	655.00	655.00
10	Epson N73 Magenta	pcs.										1												1	655.00	655.00
11.	HP CC 640WN Black	pcs.																1						1	-	-
12.	HP CC 640WN Colored	pcs.																1						1	-	-

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
Computer Equipment and Accessories																										
1 Computer	unit																							0		-
2 CPU	unit																							0		-
3 Printer 3 in 1	unit																							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:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

73,128.08

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement (SEPTEMBER 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE

**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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	
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		2																						2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6																							6	14.56	87.36
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	5								10															15	68.12	1,021.80

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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		12																					12	33.85	406.20	
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																							0	3.73	-	
14. TAPE, electrical	roll		2																					2	18.20	36.40	
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	-	
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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece				5							2					1							8	16.62	132.96
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
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	6																						6	615.06	3,690.36
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	6																						6	708.90	4,253.40
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
40. INK CARTRIDGE, Epson TO38	cart																							0	482.46	-	
41. INK CARTRIDGE, Epson TO39	cart																								0	755.82	-
42. MOUSE, PS/2 type	piece																			2					2	197.60	395.20
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	-
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	-

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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	6	12	1	2	5				1	1	2	2				3				2			37	92.56	3,424.72	
3. ALCOHOL, 70% isopropyl	bottle	6	24	2	5	10		4	1	3	1	2	2				6				2			68	37.70	2,563.60	
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				1							2												3	349.44	1,048.32	
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										1													1	21.84	21.84	
17. COLUMNAR PAD, 14 cols, 55 gsm	pad																					2		2	45.76	91.52	
18. COLUMNAR PAD, 16 cols, 55 gsm	pad																							0	45.76	-	
19. COLUMNAR PAD, 18 cols, 55 gsm	pad										1													1	67.60	67.60	
20. COLUMNAR NOTEBOOK, 12 cols	piece																							0	19.64	-	

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21. CORRECTION FLUID, 15mL.	bottle		4	1	3							3	4											15	9.82	147.30
22. DATA FILE BOX, (5"x9"x15-3/4")	box																	2						2	64.47	128.94
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																							0	70.72	-
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				20							5						12						37	1.15	42.55
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			8																				8	6.76	54.07
26. ENVELOPE, mailing white, 500s/box	box											1												1	159.78	159.78
27. ENVELOPE, mailing white with window,500s	box																							0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											1												1	196.04	196.04
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5						12						17	1.05	17.85
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece				1																			1	4.68	4.68
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						2																	2	8.52	17.03
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									1			1											2	301.60	603.20
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle									1			1											2	312.00	624.00
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			1						2			2											5	37.43	187.15
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											1												1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack										1													1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece																							0	49.56	-
51. MAGAZINE FILE BOX, large	piece																							0	44.61	-

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52. MAP PIN, round head, 100s/box	box																							0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set												1											1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece		4										3					6						13	15.08	196.04
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece		4																					4	15.08	60.32
57. MARKING PEN, permanent, black	piece		12	4	2	24		3		4		2	4				1	6			2			64	14.32	916.48
58. MARKING PEN, permanent, blue	piece		2																					2	14.32	28.64
59. MARKING PEN, permanent, red	piece		6														1				2			9	14.32	128.88
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
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		12	4	2	20				3			4											45	104.80	4,716.00
68. PAPER, mimeo, Groundwood, A4	ream	20																						20	56.06	1,121.20
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		12					6				2	3											23	20.57	473.11
74. PAPER, thermal,210mmx30M	roll																							0	36.40	-
75. PAPER, thermal, 216mmx30M	roll																						1	1	37.44	37.44
76. PAPER,multicopy, A4	ream											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box			1								1	1											3	82.04	246.12
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box													2										4	15.60	62.40
80. PAPER CLIP, gem type, 32mm, 100s/box	box													2			1	2						5	8.84	44.20
81. PENCIL, lead, w/eraser	dozen			2	1	24				1	1		4											33	24.89	821.37
82. PENCIL, mechanical, 0.5mm lead	piece																							0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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84. RECORD BOOK, 300 pages	book																	2						2	50.44	100.88
85. RECORD BOOK, 500 pages	book			1					1				2											4	77.98	311.92
86. RIBBON, nylon, manual typewriter	spool				2					1		2	2					4						11	15.81	173.91
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											1												1	132.68	132.68
93. RULER, plastic, 12"	piece			2									5											7	3.64	25.48
94. RULER, plastic, 18"	piece																							0	36.40	-
95.. SIGN PEN, black	piece		24	4	2	25		12		5			2	5	1									80	41.48	3,318.40
96. SIGN PEN, blue	piece		12																					12	41.48	497.76
97. SIGN PEN, red	piece		6										1											7	41.48	290.36
98. STAMP PAD INK, violet, 50ml.	bottle		4		2								2											8	27.04	216.32
99. STAMP PAD, felt pad	piece							2																2	24.96	49.92
100. STAPLE WIRE, standard, #35	box			2						1			2											5	25.98	129.90
101. TAPE, adding machine	roll																							0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll												3											3	41.60	124.80
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1						2														3	83.82	251.46
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5			10			1		1											18	41.60	748.80
105. TAPE, transparent, (2"), 48mm, 50 meters	roll												2						2					4	20.38	81.52
106. TAPE, packaging, 48mm, 50 meters length	roll									1														1	19.24	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			2	2	12		6					1	3	1							1		28	61.15	1,712.20
122. TWINE, plastic, one kilo per roll	roll		4																					4	57.20	228.80
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																							0	166.40	-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
COMMON OFFICE DEVICES																											
1. BLADE, heavy duty cutter(L500), 10 pcs./ pack	pack																							0	10.40	-	
2. CUTTER, heavy duty,	piece			2					1				5											8	27.04	216.32	
3. PUNCHER, heavy duty	piece			2					1				1											4	114.40	457.60	
4. SCISSORS, (6")	pair			1					2				5											8	18.72	149.76	
5. SHARPENER, single cutterhead	piece												1											1	147.35	147.35	
6. STAMPING DATER, self-inking stamp	piece																							0	436.80	-	
7. STAPLER, heavy duty, standard	piece			1					1				2											4	162.84	651.36	
8. STAPLE REMOVER, twin jaws	piece			1									4											5	19.64	98.20	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																							0	40.23	-	
10. WASTE BASKET, plastic	piece																							0	20.99	-	
COMMON JANITORIAL SUPPLIES																											
1. BATHROOM SOAP, 70gms.	piece		12		2	10												2						26	14.56	378.56	
2. BROOM, soft (tambo)	piece								1															1	119.60	119.60	
3. BROOM, STICK (tingting)	piece		10																					10	19.76	197.60	
4. CLEANSER, powder, 350gms.	canister		12		2	3																		17	17.32	294.44	
5. DETERGENT POWDER, 500gms.	pouch	30	6			4																		40	18.61	744.40	
6. DETERGENT BAR	bar					3																		3	18.72	56.16	
7. DISINFECTANT SPRAY, 340 gm.	can					3							1											4	190.63	762.52	
8. DUST PAN, plastic w.handle,large	piece		12						1															13	26.00	338.00	
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		2						1															3	122.72	368.16	
13. INSECTICIDE, 600ml.(420g)/can	can		6					2																8	116.48	931.84	
14. MOPHANDLE, screw type, wooden handle	piece		6																					6	83.20	499.20	
15. MOPHEAD, 100% rayon, 400g	piece																							0	71.76	-	
16. RAG, COTTON, (7") in diameter	kilo		10	1					1				3											15	43.68	655.20	
17. SCOURING PAD, economy size	pack		6																					6	131.96	791.76	

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		12		2	4																		18	62.40	1,123.20
19. TOILET DEODORANT CAKE, 99%, 50gms.	box		6		1	5																		12	33.28	399.36
20. TRASHBAG, plastic, black, (XL)	roll		24	1	1	4				1			2											33	103.79	3,425.07
LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream		4	4	3	10		10		3			3		1									38	119.22	4,530.36
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream											1												1	120.02	120.02
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						2						2											4	174.72	698.88
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount	
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																	6							6	239.20	1,435.20
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total Amount						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION			DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY
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																									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	-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)														TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount	
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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-	
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 Office Table	unit																								1		-
2 Office Chair	unit																								1		-
3 Whitboard	unit																								0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																								0	1,500.00	-
5 DLP	unit																								0		-
6																									0		-
7																									0		-
8																									0		-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
9																								0		-
10																								0		-
Office Supplies																										
1 Ballpen (Black)	pcs.	24																24						48	4.00	192.00
2 Signpen (Mygel / Black)	pcs.	36																						36	17.10	615.60
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				10		2	10			10													42	27.00	1,134.00
5 Canon Toner 12A Compatible	pcs.	6			4						4			2								1		17	2,200.00	37,400.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad			2		12					2			2										18	37.10	667.80
8 Staple Wire #35 MAX	bx.				2			5					2											9	35.00	315.00
9 Ballpen (Pilot/Black)	pcs.				12								10											22	22.25	489.50
10 Bond Paper (Short)	ream				2			10					2											14	100.00	1,400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.																							0	4.00	-
19 Sticker Paper	pack																							0	28.00	-
20 Columnar Pad 30 cols.	pcs.												2											2	50.00	100.00
21 Pencil (Mingol)	bx.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							0	22.25	-
26. Ballpen (Pilot/Red)	pcs.																							0	22.25	-
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	
29. Columnar Notebook 6 cols	pcs.																							0	25.00	-	
30. Folder Short	pcs.																							0	3.00	-	
31. Copy Paper (Short)	ream																	4						4	140.00	560.00	
32. Copy Paper (Legal)	ream																	4						4	160.00	640.00	
33. Mimeograph Paper (Short)	ream																							0	100.00	-	
34. Rubber Band (Small)	bxes.											1												1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.																							0	1,150.00	-	
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-	
38. Fax Paper	roll																							0	65.00	-	
39. Folder, Moroco Short / Blue	pcs.																							0	8.00	-	
40. Time Card	pack																							0	97.76	-	
Audio and visual presentation and composing equipment																											
1. Microphone	unit																							0	1,250.00	-	
2 Megaphone	unit																							0	2,950.00	-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	
8																								0		-	
9																								0		-	
10																								0		-	
Photographic or filming or video equipment																											
1 Photo Copier	unit																							0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)															TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	Amount
6																								0		-
7																								0		-
8																								0		-
9																								0		-
10																								0		-
Cleaning Equipment and Supplies																										
1 Muriatic Acid	gal																							0	240.00	-
2 Magic Mop	pcs.																							0	420.00	-
3 Push Brush	pcs.																							0	67.60	-
4 Plastic Broom	pcs.																							0	88.40	-
5 Boiseb	cont.																							0		-
6 Furniture Cleaner (Pledge)	can			1																				1	350.00	350.00
7 Dishwashing Liquid	btls.			1	2					1			2	3										9	36.40	327.60
8 Safeguard	pcs.			1						1														2	27.00	54.00
9 Scotch Brite	pcs.			1						1														2	15.00	30.00
10 Sponge	pcs.			1						1														2	15.00	30.00
11 Detergent Bar	bar			1																				1	22.00	95.00
12 Glass Cleaner	btls.				5								2											7	95.00	119.00
13 Hand Towel	pcs.																							0	17.00	-
14. Lysol Disinfectant	can																							0	440.00	-
15 Zonrox	btls.																							0	35.00	-
16 Pail	pcs.																							0	65.00	-
17. Dipper	pcs.																							0	17.00	-
18. Toilet Bowl Brush	pcs.																							0	45.00	-
19. Liquid Soap/Sanitizer (Safeguard)	btls.					5																		5		-
Paper Materials and Products																										
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																							0		-
2 Tax Decelarations	ream								10															10	338.50	3,385.00
3 FAAS-Land	ream								10															10	502.00	5,020.00

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIANG BAYAN	TOTAL QUANTITY	Amount
4 FAAS-Building	ream						10																	10	507.00	5,070.00
5 Assessment Roll	ream																							0		-
6 TMCR	pcs.																							0	1,500.00	-
7 Ownership Card	ream																							0		-
8 Notice of Assessment	ream																							0	268.00	-
9 Tax Declaration Cover	pcs.																							0	325.00	-
10. Cash Disbursement Journal	pcs.																							0		-
11. Cash Disbursement Journal	pcs.																							0		-
12. General Ledger	pcs.																							0		-
13. RRR Forms	pcs.																							0		-
14. Subsidiary Ledger	pcs.																							0		-
15.Cert. of Live Birth	bklt,																							0	170.00	-
16. Cert of Mariiage	bklt,																							0	170.00	-
17. Cert of Death	bklt,																							0	170.00	-
18. Cert of Fatal Death	bklt,																							0	170.00	-
19. Application for Marriage	bklt,																							0	1,300.00	-
20. Registry Book of Live Birth	Book										1													1	1,300.00	1,300.00
21. Registry Book of Death	Book																							0	1,300.00	-
22. Registry Book of Marriage	Book																							0	1,300.00	-
23. Petty Cash Voucher	ream																							0	227.50	-
24. Cert of Non-Delinquency	ream																							0	227.50	-
25. Report of Daily Collection	ream																							0	227.50	-
26. Report of Collections & Deposits	ream																							0	227.50	-
27. Statement of Real Property Tax	ream																							0	227.50	-
28. Leave Forms	ream																							0	227.50	-
Lighting and fixtures and accessories																										
1																								0		-
2																								0		-
3																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
Computer Equipment and Accessories																										
1 Computer	unit																							0		-
2 CPU	unit																							0		-
3 Printer 3 in 1	unit																							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:

137,235.14

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement (OCTOBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY

**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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																		** PS Price Catalogue as of (08.23.2011)	Total Amount					
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG			TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGGUNIAN BAYAN	TOTAL QUANTITY
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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", 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	-	
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										1													1	778.96	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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-	
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1								1	16.62	16.62
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2								2	11.70	23.40
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 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	-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)															** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)															** PS Price Catalogue as of (08.23.2011)	Total Amount									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE			TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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			1	2				1				2	1											7	92.56	647.92
3. ALCOHOL, 70% isopropyl	bottle			2	5				3	1		2	2	1											16	37.70	603.20
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
21. CORRECTION FLUID, 15mL.	bottle			1									4											5	9.82	49.10
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	pcs.				20							5												25	1.15	28.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			9																				9	6.76	60.83
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											2												2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece			2																				2	41.36	82.72
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																							0	11.44	-
32. ERASER, rubber	piece			1																				1	4.68	4.68
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																							0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						2																	2	8.52	17.03
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			1								2												3	37.43	112.29
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																			** PS Price Catalogue as of (08.23.2011)	Total Amount				
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
52. MAP PIN, round head, 100s/box	box																							0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set												1											1	41.60	41.60
54. MARKING PEN, whiteboard, black	piece											3												3	15.08	45.24
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																							0	15.08	-
57. MARKING PEN, permanent, black	piece			4			3		4				4				1							16	14.32	229.12
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1							1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece											4												4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad											3												3	52.00	156.00
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			4	2				3			4												13	104.80	1,362.40
68. PAPER, mimeo, Groundwood, A4	ream																							0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream																							0	102.44	-
71. PAPER, PPC, A4	ream													2										2	144.35	288.70
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											2												2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box											1												1	82.04	82.04
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box										1													1	15.60	15.60
80. PAPER CLIP, gem type, 32mm, 100s/box	box																							0	8.84	-
81. PENCIL, lead, w/eraser	dozen			2					1			4												7	24.89	174.23
82. PENCIL, mechanical, 0.5mm lead	piece																							0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM			DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
84. RECORD BOOK, 300 pages	book																							0	50.44	-	
85. RECORD BOOK, 500 pages	book			1					1				2												4	77.98	311.92
86. RIBBON, nylon, manual typewriter	spool								1	1															1	15.81	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			4	2				5	5	2	5	1												24	41.48	995.52
96. SIGN PEN, blue	piece																								0	41.48	-
97. SIGN PEN, red	piece											1													1	41.48	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								1	1		2	1												5	25.98	129.90
101. TAPE, adding machine	roll																								0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll											3													3	41.60	124.80
103. TAPE, masking (2"), 48mm, 50 meters length	roll			1																					1	83.82	83.82
104. TAPE, transparent, (1"), 24mm, 50 meters	roll			1	5					1		1													8	41.60	332.80
105. TAPE, transparent, (2"), 48mm, 50 meters	roll								1			2													3	20.38	61.14
106. TAPE, packaging, 48mm, 50 meters length	roll																								0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle												4												4	97.76	391.04
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle																								0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack				2					2	1	1		1											7	61.15	428.05
122. TWINE, plastic, one kilo per roll	roll																								0	57.20	-
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll																								0	166.40	-

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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			1																				1	18.72	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			1																				1	162.84	162.84	
8. STAPLE REMOVER, twin jaws	piece			1																				1	19.64	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																											
1. BATHROOM SOAP, 70gms.	piece				2													2							4	14.56	58.24
2. BROOM, soft (tambo)	piece																							0	119.60	-	
3. BROOM, STICK (tingting)	piece																							0	19.76	-	
4. CLEANSER, powder, 350gms.	canister				2																			2	17.32	34.64	
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						1			1														2	122.72	245.44	
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										2	43.68	87.36	
17. SCOURING PAD, economy size	pack																							0	131.96	-	

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM		DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				2																			2	62.40	124.80	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1																			1	33.28	33.28	
20. TRASHBAG, plastic, black, (XL)	roll			1	1																			2	103.79	207.58	
LEGAL SIZE PAPER																											
1. PAPER, bond, Premium Grade	ream			4	4					3			3											14	119.22	1,669.08	
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-	
3. PAPER, mimeo, Whitewove	ream									2		1												3	120.02	360.06	
4. PAPER, for PPC	ream																							0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream						2					2	2											6	174.72	1,048.32	
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	-	

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
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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	-

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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																									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	-

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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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-
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 Office Table	unit																							0		-
2 Office Chair	unit																							0		-
3 Whitboard	unit																							0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																							0	1,500.00	-
5 DLP	unit																							0		-
6																								0		-
7																								0		-
8																								0		-

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9																								0	-	
10																								0	-	
Office Supplies																										
1 Ballpen (Black)	pcs.					5																		5	4.00	20.00
2 Signpen (Mygel / Black)	pcs.																							0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				2	2																		4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.									4	1													5	2,200.00	11,000.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad																							0	37.10	-
8 Staple Wire #35 MAX	bx.				2							2												4	35.00	140.00
9 Ballpen (Pilot/Black)	pcs.				12							10		5										27	22.25	600.75
10 Bond Paper (Short)	ream				2								2											4	100.00	400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.					2																		2	4.00	8.00
19 Sticker Paper	pack					1																		1	28.00	28.00
20 Columnar Pad 30 cols.	pcs.																							0	50.00	-
21 Pencil (Mingol)	bx.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							0	22.25	-
26. Ballpen (Pilot/Red)	pcs.													2										2	22.25	44.50
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-

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29. Columnar Notebook 6 cols	pcs.																							0	25.00	-	
30. Folder Short	pcs.																							0	3.00	-	
31. Copy Paper (Short)	ream																							0	140.00	-	
32. Copy Paper (Legal)	ream																							0	160.00	-	
33. Mimeograph Paper (Short)	ream																							0	100.00	-	
34. Rubber Band (Small)	bxs.											1												1	50.00	50.00	
35. Ribbon Amano Bundy Clock	pcs.													2										2	1,150.00	2,300.00	
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-	
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-	
38. Fax Paper	roll																							0	65.00	-	
39. Folder, Morocco Short / Blue	pcs.																							0	8.00	-	
40. Time Card	pack																							0	97.76	-	
Audio and visual presentation and composing equipment																											
1. Microphone	unit																							0	1,250.00	-	
2 Megaphone	unit																							0	2,950.00	-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	
8																								0		-	
9																								0		-	
10																								0		-	
Photographic or filming or video equipment																											
1 Photo Copier	unit																							0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	
6																								0		-	
7																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
8																								0	-	
9																								0	-	
10																								0	-	
Cleaning Equipment and Supplies																										
1 Muriatic Acid	gal																							0	240.00	-
2 Magic Mop	pcs.																							0	420.00	-
3 Push Brush	pcs.																							0	67.60	-
4 Plastic Broom	pcs.																							0	88.40	-
5 Boiseb	cont.																							0		-
6 Furniture Cleaner (Pledge)	can			1																				1	350.00	350.00
7 Dishwashing Liquid	btls.			1	2	1				1														5	36.40	182.00
8 Safeguard	pcs.			1						1														2	27.00	54.00
9 Scoth Brite	pcs.			1						1														2	15.00	30.00
10 Sponge	pcs.			1						1														2	15.00	30.00
11 Detergent Bar	bar			1																				1	22.00	22.00
12 Glass Cleaner	btls.				5																			5	95.00	475.00
13 Hand Towel	pcs.																							0	17.00	-
14. Lysol Disinfectant	can																							0	440.00	-
15 Zonrox	btls.																							0	35.00	-
16 Pail	pcs.																							0	65.00	-
17. Dipper	pcs.																							0	17.00	-
18. Toilet Bowl Brush	pcs.																							0	45.00	-
19. Liquid Soap/Sanitizer (Safeguard)	btls.																							0		-
																										-
																										-
Paper Materials and Products																										
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																							0		-
2 Tax Decelarations	ream																							0	338.50	-
3 FAAS-Land	ream																							0	502.00	-
4 FAAS-Building	ream																							0	507.00	-
5 Assessment Roll	ream																							0		-

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																	** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION		DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
6 TMCR	pcs.																							0	1,500.00	-	
7 Ownership Card	ream																							0		-	
8 Notice of Assessment	ream																							0	268.00	-	
9 Tax Declaration Cover	pcs.																							0	325.00	-	
10. Cash Disbursement Journal	pcs.																							0		-	
11. Cash Disbursement Journal	pcs.																							0		-	
12. General Ledger	pcs.																							0		-	
13. RRR Forms	pcs.																							0		-	
14. Subsidiary Ledger	pcs.																							0		-	
15.Cert. of Live Birth	bklt,										10													10	170.00	1,700.00	
16. Cert of Mariiage	bklt,										1													1	170.00	170.00	
17. Cert of Death	bklt,										1													1	170.00	170.00	
18. Cert of Fatal Death	bklt,																							0	170.00	-	
19. Application for Marriage	bklt,										10													10	1,300.00	13,000.00	
20. Registry Book of Live Birth	Book																							0	1,300.00	-	
21. Registry Book of Death	Book																							0	1,300.00	-	
22. Registry Book of Marriage	Book																							0	1,300.00	-	
23. Petty Cash Voucher	ream																							0	227.50	-	
24. Cert of Non-Delinquency	ream																							0	227.50	-	
25. Report of Daily Collection	ream																							0	227.50	-	
26. Report of Collections & Deposits	ream																							0	227.50	-	
27. Statement of Real Property Tax	ream																							0	227.50	-	
28. Leave Forms	ream																							0	227.50	-	
Lighting and fixtures and accessories																											
1																								0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																TOTAL QUANTITY	** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	Amount
Computer Equipment and Accessories																										
1 Computer	unit																								0	-
2 CPU	unit																								0	-
3 Printer 3 in 1	unit																								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: 47,523.21
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.

Item & Specifications	Unit of Measure	Quantity Requirement (NOVEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY

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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

**ANNUAL PROCUREMENT PLAN FOR 2012
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: MUNICIPAL GOVERNMENT OF TAAL
 Region: REGION IV-A CALABARZON
 Address: MM AGONCILLO COR. CALLE J.W. DIOKNO, TAAL, BATANGAS 4208

Contact Person: MA. TRINIDAD T. CABELLO
 Position: GENERAL SERVICES OFFICER
 E-mail : _____
 Telephone/Mobile Nos: (043) 4211523 / 0917-5539343

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
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																1							1	36.40	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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)															** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE		TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount	
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																1							1	32.14	32.14	
9. FLUORESCENT TUBE, 36 watts	piece																1							1	33.85	33.85	
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece																1							1	103.79	103.79	
11. FUSE, 30 amperes	piece																1							1	10.90	10.90	
12. FUSE, 60 amperes	piece																1							1	25.48	25.48	
13. STARTER, 4-40 watts	piece																1							1	3.73	3.73	
14. TAPE, electrical	roll																2							2	18.20	36.40	
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	-	
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																1							1	50.84	50.84	
10. CD DRIVE CLEANER	piece																1							1	64.22	64.22	

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece																							0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece																1				10			11	16.62	182.82
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																2							2	11.70	23.40
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																				4			4	468.00	1,872.00
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 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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total Amount										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.			AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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	-
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
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			1	2				1			2	2				1								9	92.56	833.04
3. ALCOHOL, 70% isopropyl	bottle			2	5				3	1		2	2				1								16	37.70	603.20
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						10																		10	364.00	3,640.00
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
		Amount																								
21. CORRECTION FLUID, 15mL.	bottle			1									4				1							6	9.82	58.92
22. DATA FILE BOX, (5"x9"x15-3/4")	box																1							1	64.47	64.47
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece																2							2	70.72	141.44
24. ENVELOPE,documentary(10"x15"),500s/box	pcs.				20							5												25	1.15	28.75
25. ENVELOPE, expanding, kraft, legal size, 100s/box	pcs.			9																				9	6.76	60.83
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											2												2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece			2													2							4	41.36	165.44
30. ENVELOPE,documentary, A4, 500s/box	pcs.											5												5	1.05	5.25
31 ERASER, blackboard/whiteboard	piece																1							1	11.44	11.44
32. ERASER, rubber	piece				1													1						2	4.68	9.36
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																1				4			5	83.20	416.00
34. FOLDER, pressboard, plain, legal, 100s/box	pcs.						2																	2	8.52	17.03
35. FOLDER, tagboard, legal size, 100s/box	pack																1							1	413.92	413.92
36. FOLDER, tagboard, A4 size, 100s/box	pack																							0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/pack	pack																1							1	301.60	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																	1						1	202.68	202.68
41. GLUE, all purpose, 300 grams min.	jar			1									2				1							4	37.43	149.72
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																1							1	32.97	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																	1						1	11.44	11.44
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack																	1						1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece																	1						1	49.56	49.56
51. MAGAZINE FILE BOX, large	piece																	1						1	44.61	44.61

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
52. MAP PIN, round head, 100s/box	box																1							1	36.40	36.40
53. MARKER, fluorescent, 3 colors/set	set												1				1							2	41.60	83.20
54. MARKING PEN, whiteboard, black	piece												3				2							5	15.08	75.40
55. MARKING PEN, whiteboard, blue	piece																							0	15.08	-
56. MARKING PEN, whiteboard, red	piece																1							1	15.08	15.08
57. MARKING PEN, permanent, black	piece			4			2		4				4				1							15	14.32	214.80
58. MARKING PEN, permanent, blue	piece																							0	14.32	-
59. MARKING PEN, permanent, red	piece																1							1	14.32	14.32
60. MARKING PEN, transparency film	set																							0	84.24	-
61. NOTE BOOK, stenographer's	piece												4											4	7.49	29.96
62. NOTE PAD, (3"x3")	pad																							0	36.40	-
63. NOTE PAD, (3"x4")	pad												3											3	52.00	156.00
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			4	2					3			4								25			38	104.80	3,982.40
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																							2	139.32	278.64
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream																							1	161.20	161.20
78.PAPER FASTENER,non-rust metal,50 sets/box	box									1	1	1					1							5	82.04	410.20
79.. PAPER CLIP, gem type,jumbo,48mm,100s/box	box																							0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box																							1	8.84	8.84
81. PENCIL, lead, w/eraser	dozen								1				4				1							6	24.89	149.34
82. PENCIL, mechanical, 0.5mm lead	piece			2													1							3	18.20	54.60
83. PUSH PIN, hammer head type, 100s/box	box																							0	30.00	-

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		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
		COMMON OFFICE DEVICES																									
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack																2								2	10.40	20.80
2. CUTTER, heavy duty,	piece																1								1	27.04	27.04
3. PUNCHER, heavy duty	piece																1								1	114.40	114.40
4. SCISSORS, (6")	pair			1													2								3	18.72	56.16
5. SHARPENER, single cutterhead	piece																1								1	147.35	147.35
6. STAMPING DATER, self-inking stamp	piece																								0	436.80	-
7. STAPLER, heavy duty, standard	piece			1													1								2	162.84	325.68
8. STAPLE REMOVER, twin jaws	piece			1													1								2	19.64	39.28
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																1								1	40.23	40.23
10. WASTE BASKET, plastic	piece																1								1	20.99	20.99
COMMON JANITORIAL SUPPLIES																											
1. BATHROOM SOAP, 70gms.	piece				2												2								4	14.56	58.24
2. BROOM, soft (tambo)	piece																				1				1	119.60	119.60
3. BROOM, STICK (tingting)	piece																1								1	19.76	19.76
4. CLEANSER, powder, 350gms.	canister				2												1								3	17.32	51.96
5. DETERGENT POWDER, 500gms.	pouch																2								2	18.61	37.22
6. DETERGENT BAR	bar																2								2	18.72	37.44
7. DISINFECTANT SPRAY, 340 gm.	can																1								1	190.63	190.63
8. DUST PAN, plastic w.handle,large	piece																1								1	26.00	26.00
9. FLOOR WAX, paste, natural,2kg.	can																1								1	218.40	218.40
10. FLOOR WAX, paste, red, 2kg.,	can																				3				3	306.80	920.40
11. FLOOR WAX, liquid type, 3.75li.	can																								0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can														1										2	122.72	245.44
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total							
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				2												1			3				6	62.40	374.40
19. TOILET DEODORANT CAKE, 99%, 50gms.	box				1												2			3				6	33.28	199.68
20. TRASHBAG, plastic, black, (XL)	roll			1	1												1							3	103.79	311.37
LEGAL SIZE PAPER																										
1. PAPER, bond, Premium Grade	ream			4	4					3			3				2			25				41	119.22	4,888.02
2. PAPER, mimeo, Groundwood	ream																							0	91.52	-
3. PAPER, mimeo, Whitewove	ream									1		1												2	120.02	240.04
4. PAPER, for PPC	ream																							0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream							2					3				2							7	174.72	1,223.04
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	-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)														** PS Price Catalogue as of (08.23.2011)	Total									
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.		AGRICULTURE	TAAL PNP STATION	TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount
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	-

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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																									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																											

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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 MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set																							0	130.00	-	
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 Office Table	unit																								0		-
2 Office Chair	unit																								0		-
3 Whitboard	unit																								0		-
4 Calculator 12 digits (Casio / JS 2LA)	unit																								0	1,500.00	-
5 DLP	unit																								0		-
6																									0		-
7																									0		-
8																									0		-
9																									0		-
10																									0		-

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Office Supplies																										
1 Ballpen (Black)	pcs.																							0	4.00	-
2 Signpen (Mygel / Black)	pcs.																							0	17.10	-
3 Signpen (Mygel / Blue)	pcs.																							0	17.10	-
4 Correction Tape	pcs.				2		2																	4	27.00	108.00
5 Canon Toner 12A Compatible	pcs.									4											4			8	2,200.00	17,600.00
6 Notebook (Ordinary/Thick)	pcs.																							0	15.00	-
7 Yellow Pad	pad																							0	37.10	-
8 Staple Wire #35 MAX	bxs.				2			5					2											9	35.00	315.00
9 Ballpen (Pilot/Black)	pcs.				12							10												22	22.25	489.50
10 Bond Paper (Short)	ream				2								2											4	100.00	400.00
11 Specialty Board Short / Yellow	pack																							0	250.00	-
12 Specialty Board Legal / Yellow	pack																							0	280.00	-
13 Specialty Board Short / White	pack																							0	250.00	-
14 Specialty Board Legal / White	pack																							0	280.00	-
15 Laid Paper (Legal/White)	ream																							0	230.00	-
16 Laid Paper (Short/White)	ream																							0	200.00	-
17 Filing Tray (In & Out)	pc.																							0	380.00	-
18 Ballpen (Blue)	pcs.																							0	4.00	-
19 Sticker Paper	pack																							0	28.00	-
20 Columnar Pad 30 cols.	pcs.																							0	50.00	-
21 Pencil (Mingol)	bxs.																							0	50.00	-
22 Scale 1:800	unit																							0		-
23 Stapler w/ Remover	pcs.																							0	250.00	-
24. Paper Cutter (HD/Board)	unit																							0	2,000.00	-
25. Ballpen (Pilot/Blue)	pcs.																							0	22.25	-
26. Ballpen (Pilot/Red)	pcs.																							0	22.25	-
27. Shoelace	roll																							0	250.00	-
28 Columnar Pad 24 cols.	pcs.																							0	50.00	-
29. Columnar Notebook 6 cols	pcs.																							0	25.00	-
30. Folder Short	pcs.																							0	3.00	-

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31. Copy Paper (Short)	ream									5														5	140.00	700.00
32. Copy Paper (Legal)	ream									5														5	160.00	800.00
33. Mimeograph Paper (Short)	ream																							0	100.00	-
34. Rubber Band (Small)	bxs.											1												1	50.00	50.00
35. Ribbon Amano Bundy Clock	pcs.																							0	1,150.00	-
36. Sando Bag (mini) 100/pack	pack																							0	187.20	-
37. Re-pack Plastic 2 X 3	pack																							0	180.00	-
38. Fax Paper	roll																				3			3	65.00	195.00
39. Folder, Morocco Short / Blue	pcs.																							0	8.00	-
40. Time Card	pack																							0	97.76	-
Audio and visual presentation and composing equipment																										
1. Microphone	unit																							0	1,250.00	-
2 Megaphone	unit																							0	2,950.00	-
3																								0		-
4																								0		-
5																								0		-
6																								0		-
7																								0		-
8																								0		-
9																								0		-
10																								0		-
Photographic or filming or video equipment																										
1 Photo Copier	unit																							0		-
2																								0		-
3																								0		-
4																								0		-
5																								0		-
6																								0		-
7																								0		-

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total										
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	Amount		
8																								0	-				
9																									0	-			
10																									0	-			
Cleaning Equipment and Supplies																													
1 Muriatic Acid	gal																								0	240.00	-		
2 Magic Mop	pcs.																									0	420.00	-	
3 Push Brush	pcs.																									0	67.60	-	
4 Plastic Broom	pcs.																									0	88.40	-	
5 Boiseb	cont.																									0		-	
6 Furniture Cleaner (Pledge)	can			1																						1	350.00	350.00	
7 Dishwashing Liquid	btls.			1	2					1																4	36.40	145.60	
8 Safeguard	pcs.			1						1																2	27.00	54.00	
9 Scoth Brite	pcs.			1						1																2	15.00	30.00	
10 Sponge	pcs.			1						1																2	15.00	30.00	
11 Detergent Bar	bar			1																						1	22.00	95.00	
12 Glass Cleaner	btls.							1																		1	95.00	17.00	
13 Hand Towel	pcs.																									0	17.00	-	
14. Lysol Disinfectant	can																									0	440.00	-	
15 Zonrox	btls.																									0	35.00	-	
16 Pail	pcs.																									0	65.00	-	
17. Dipper	pcs.																									0	17.00	-	
18. Toilet Bowl Brush	pcs.																									0	45.00	-	
19. Liquid Soap/Sanitizer (Safeguard)	btls.																									0		-	
Paper Materials and Products																													
1 Risograph of RER (Reimbursement Expenses Reciept)	ream																									0		-	
2 Tax Decelarations	ream																									0	338.50	-	
3 FAAS-Land	ream																									0	502.00	-	
4 FAAS-Building	ream																									0	507.00	-	
5 Assessment Roll	ream																									0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total Amount								
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION			TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY	
6 TMCR	pcs.																							0	1,500.00	-	
7 Ownership Card	ream																							0		-	
8 Notice of Assessment	ream																							0	268.00	-	
9 Tax Declaration Cover	pcs.																							0	325.00	-	
10. Cash Disbursement Journal	pcs.																							0		-	
11. Cash Disbursement Journal	pcs.																							0		-	
12. General Ledger	pcs.																							0		-	
13. RRR Forms	pcs.																							0		-	
14. Subsidiary Ledger	pcs.																							0		-	
15. Cert. of Live Birth	bklt,																							0	170.00	-	
16. Cert of Mariiage	bklt,																							0	170.00	-	
17. Cert of Death	bklt,																							0	170.00	-	
18. Cert of Fatal Death	bklt,																							0	170.00	-	
19. Application for Marriage	bklt,																							0	1,300.00	-	
20. Registry Book of Live Birth	Book																							0	1,300.00	-	
21. Registry Book of Death	Book																							0	1,300.00	-	
22. Registry Book of Marriage	Book																							0	1,300.00	-	
23. Petty Cash Voucher	ream																							0	227.50	-	
24. Cert of Non-Delinquency	ream																							0	227.50	-	
25. Report of Daily Collection	ream																							0	227.50	-	
26. Report of Collections & Deposits	ream																							0	227.50	-	
27. Statement of Real Property Tax	ream																							0	227.50	-	
28. Leave Forms	ream																							0	227.50	-	
Lighting and fixtures and accessories																											
1																								0		-	
2																								0		-	
3																								0		-	
4																								0		-	
5																								0		-	

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY
Computer Equipment and Accessories																									
1 Computer	unit																							0	-
2 CPU	unit																							0	-
3 Printer 3 in 1	unit																							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:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

74,038.84

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

Item & Specifications	Unit of Measure	Quantity Requirement (DECEMBER 2012)																** PS Price Catalogue as of (08.23.2011)	Total						
		GENERAL SERVICE OFFICE	MUNICIPAL MARKET	ADMINISTRATOR'S OFFICE	MAYOR'S OFFICE	RURAL HEALTH UNIT	BUDGET OFFICE	ASSESSOR'S OFFICE	ENGINEERING	MPDC OFFICE	ACCOUNTING OFFICE	LOCAL CIVIL REGISTRY	TREASURY DEPT.	DSWD DEPT.	PERSONNEL DEPT.	AGRICULTURE	TAAL PNP STATION		TAAL FIRE STATION	DILG	TOURISM	DEPED-TAAL DISTRICT	AUDITOR'S OFFICE	SANGUNIANG BAYAN	TOTAL QUANTITY

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:

MA. TRINIDAD T. CABELLO
Property/Supply Officer

Date Prepared: NOVEMBER 2011

Certified Funds Available:

JOSELITO A. PANGANIBAN
Municipal Accountant

