

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. 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. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office **AND email an electronic copy** at app@philgeps.gov.ph or at app.psd@m@yahoo.com.
7. **Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: CARAGA STATE UNIVERSITY
 Region: CARAGA XIII
 Address: AMPAYON, BUTUAN CITY

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Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BALLAST, 18 watts	piece				0				0				0					0	0	77.06	-
2. BALLAST, 36 watts	piece				0				0				0					0	0	75.29	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	3			3	8			8	8			8	1				1	20	16.31	326.27
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0				0				0					0	0	15.33	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				0				0				0					0	0	76.07	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 18W	set				0				0				0					0	0	347.26	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0					0	0	407.89	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece				0				0				0					0	0	37.48	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece				0				0				0					0	0	38.58	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece				0				0				0					0	0	105.72	-
11. FUSE, 30 amperes	piece				0				0				0					0	0	13.23	-
12. FUSE, 60 amperes	piece				0				0				0					0	0	29.76	-
13. STARTER, 4-40 watts	piece				0				0				0					0	0	5.51	-
14. TAPE, electrical	roll				0				0				0					0	0	18.69	-

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COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	2			2							0						0	2	589.21	1,178.42
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0							0						0	0	824.21	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0							0						0	0	659.46	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0							0						0	0	957.82	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0							0						0	0	549.93	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0							0						0	0	825.53	-
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece				0							0						0	0	10.03	-
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece				0							0						0	0	18.47	-
9. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece				0							0						0	0	58.08	-
10. DRUM UNIT, Brother DR3000	cart				0							0						0	0	9,039.68	-
11. DRUM UNIT, Brother DR7000	cart				0							0						0	0	8,378.24	-
12. DRUM UNIT, Brother DR3115	cart				0							0						0	0	7,204.18	-
13. DRUM UNIT, Brother DR4000	cart				0							0						0	0	6,967.17	-
14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0							0						0	0	3,515.55	-
15. EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0							0						0	0	2,496.94	-
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				0							0						0	0	11.86	-
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0	5						5	5					5	10	22.38	223.77
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	8						8						8	8	405.68	3,245.47
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	2		12	14							0						0	14	304.26	4,259.67
20. DISKETTE, floppy disk, 3.5", double sided, high density, formatted 10s/pack	pack				0							0						0	0	57.10	-
21. IMAGING UNIT, Samsung Part No.SCXR6555A	cart				0							0						0	0	11024	-
22. IMAGING UNIT, Hewlett Packard Part No. CE314A, color imaging unit	cart				0							0						0	0	4012.74	-
23. INK CARTRIDGE, Canon Part No. CL-811, colored	cart				0							0						0	0	946.96	-
24. INK CARTRIDGE, Canon Part No. CL-741, colored	cart				0							0						0	0	1000.98	-
25. INK CARTRIDGE, Canon Part No. CL-98, colored	cart				0							0						0	0	733.10	-
26. INK CARTRIDGE, Canon Part No. PG-810, black	cart				0	5						5						5	5	763.41	3,817.06
27. INK CARTRIDGE, Canon Part No. PG-830, black	cart				0							0						0	0	824.60	-
28. INK CARTRIDGE, Canon Part No. CL-831, color	cart				0							0						0	0	1078.15	-
29. INK CARTRIDGE, Canon Part No. PG-740, black	cart				0							0						0	0	763.41	-
30. INK CARTRIDGE, Canon Part No. PGI-725, black	cart				0							0						0	0	600.81	-
31. INK CARTRIDGE, Canon Part No. CLI-726, black	cart				0							0						0	0	567.74	-

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32. INK CARTRIDGE, Canon Part No. CLI-726, Yellow	cart				0				0				0				0	0	568.80	-
33. INK CARTRIDGE, Canon Part No. CLI-726, cyan	cart				0				0				0				0	0	568.80	-
34. INK CARTRIDGE, Canon Part No. CLI-726, magenta	cart				0				0				0				0	0	568.80	-
35. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart				0				0				0				0	0	1389.02	-
36. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart				0				0				0				0	0	1311.86	-
37. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart				0				0				0				0	0	1697.70	-
38. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart				0				0				0				0	0	1427.61	-
39. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart				0				0				0				0	0	1543.36	-
40. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart				0				0				0				0	0	1455.17	-
41. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1700 series	cart				0				0				0				0	0	1515.8	-
42. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart				0				0				0				0	0	848.85	-
43. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart				0				0				0				0	0	970.11	-
44. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart				0				0				0				0	0	926.02	-
45. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7960	cart				0				0				0				0	0	1,543.36	-
46. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart				0				0				0				0	0	664.75	-
47. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart				0				0				0				0	0	766.17	-
48. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart				0				0				0				0	0	937.04	-

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49. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart				0					0				0				0	0	1,124.45	-
50. INK CARTRIDGE, HP C9361WA (HP 93), tri-color, for HP Deskjet D4160, 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One, HP Photosmart 7830, C3180, C4180 All-in-One	cart				0					0				0				0	0	898.46	-
51. INK CARTRIDGE, HP C9362WA (HP 92), black, for HP Deskjet 5440, HP Officejet 6310 All-in-One, HP PSC 1510 All-in-One HP Photosmart 7830, C3180 All-in-One	cart				0					0				0				0	0	636.08	-
52. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart				0					0				0				0	0	276.70	-
53. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart				0					0				0				0	0	374.82	-
54. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart				0					0				0				0	0	1,060.51	-
55. INK CARTRIDGE, HP C4815A (HP 13), cyan, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart				0					0				0				0	0	1,060.51	-
56. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml, for HP Officejet Pro K850 HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart				0					0				0				0	0	1,060.51	-
57. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml, HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart				0					0				0				0	0	1,060.51	-
58. INK CARTRIDGE, HP C4836A (HP 11), cyan 28 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart				0					0				0				0	0	1,515.80	-
59. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart				0					0				0				0	0	1,515.80	-
60. INK CARTRIDGE, HP C483A (HP 11), yellow 28 ml, for HP Officejet 9110, 9120, 9130 All-in-One HP Business Inkjet 1100 printer series, 1200 printer series, 2230, 2280 printer series, 2300 printer series, 2600 printer series HP Colour Printer cp1700 series	cart				0					0				0				0	0	1,515.80	-
61. INK CARTRIDGE, HP C4902AA (HP940), black, for HP Officejet Pro 8000, 8500	cart				0					0				0				0	0	1,515.80	-
62. INK CARTRIDGE, HP C4906AA (HP 940XL), black, HP Officejet Pro 8000, 8500	cart				0					0				0				0	0	1,455.17	-
63. INK CARTRIDGE, HPC4907AA (HP 940XL), cyan, for HP Officejet Pro 8000, 8500	cart				0					0				0				0	0	1,051.69	-
64. INK CARTRIDGE, HP C4908AA (HP 940XL), magenta, for HP Officejet Pro 8000, 8500	cart				0					0				0				0	0	1,051.69	-
65. INK CARTRIDGE, HP C4909AA (HP 940XL), yellow, for HP Officejet Pro 8000, 8500	cart				0					0				0				0	0	1,051.69	-