Republic of the Philippines
Office of the President
JHMC
JOHN HAY MANAGEMENT CORPORATION
a member of The BCDA Group

23 March 2018

RD Liza B. Fangsilat
Department of Budget and Management
No. 8 Gen. Segundo St., Kisad Road,
Baguio City

Dear Regional Director Fangsilat :

This is to respectfully transmit the Annual Procurement Plan – Common Use Supplies and Equipment of John Hay Management Corporation in compliance with DBM Circular Letter No. 2013 – 14 dated November 29, 2013.

Thank you.

Respectfully yours,

ALLAN RAZON GARCIA
President and CEO

John Hay Special Economic Zone
P.O. Box 1088, Baguio City 2600
Philippines

A member of The BCDA Group

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E-Mail: mgmt@jhmc.com.ph
Website: www.jhmc.com.ph

ANNUAL PROCUREMENT PLAN FOR 2018
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 commmonality 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 ps- 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. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
   a. DBM Central Office- for entities in the Central Office
   b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

   The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addressess:
   a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
   b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
   c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. ps.app.deped@gmail.com- For primary and secondary schools
   e. ps.app.lgu@gmail.com. For Local Government Units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016.**
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Procurement Service
Baguio City Depot
Received:
3/28/18

Department/Bureau/Office: JOHN HAY MANAGEMENT CORPORATION
Region: CORDILLERA ADMINISTRATIVE REGION (CAR)
Address: CAMP JOHN HAY, Baguio City

Agency Account Code: ____________________

Contact Person: LEA C. QUISOBEN - MAGUILAO
Position: General Services Division Manager
E-mail : leaquisoben-maguilao@jhmc.com.ph
Telephone/Mobile Nos: (074-424-5824)

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of January 24, 2018	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	20	20.09	401.70
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	50	19.01	950.69
3 CARTOLINA, ASSORTED COLORS, 20 pieces per pack	pack				0	0				0	0				0	0				0	0	10	66.41	664.14
4 CLEANER, TOILET BOWL AND URINAL, , 900ml-1,000ml cap	bottle				0	0				0	0				0	0				0	0	24	42.85	1,028.35
5 CLEANSER, SCOURING POWDER, 350g min./can	can				0	0				0	0				0	0				0	0	10	24.64	246.38
6 CLEARBOOK, A4 SIZE	piece				0	0				0	0				0	0				0	0	50	37.82	1,891.08
7 CLEARBOOK, LEGAL	piece				0	0				0	0				0	0				0	0	80	40.08	3,206.18
8 COFEE, 3 in 1 (12/pk)	pk				0	0				0	0				0	0				0	0	120	72.10	8,652.00
9 DIGITAL VOICE RECORDER, memory: 4GB (expandable), 1 unit in individual box	unit				0	0				0	0				0	0				0	0	7	6,762.49	47,337.40
10 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0	0				0	0				0	0				0	0	24	123.99	2,975.79
11 ENVELOPE, MAILING, 500 pieces per box	box				0	0				0	0				0	0				0	0	1	338.50	338.50
12 ERASER, PLASTIC OR RUBBER	piece				0	0				0	0				0	0				0	0	20	6.17	123.39
13 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0, 1 unit in individual box	unit				0	0				0	0				0	0				0	0	12	3,122.55	37,470.58
14 FASTENER, METAL, 70mm between prongs, 50 sets per box	box				0	0				0	0				0	0				0	0	40	58.80	2,352.11
15 FILE ORGANIZER, LEGAL	piece				0	0				0	0				0	0				0	0	4	72.88	291.53
16 FLASH DRIVE, 16 GB capacity,1 piece in individual blister pack	piece				0	0				0	0				0	0				0	0	10	259.23	2,592.30

	Item & Specifications	Unit of Measure	Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	Price Catalogue as of January 24, 2018	TOTAL AMOUNT
17	FOLDER, FANCY, legal, 50 pieces per bundle	bundle				0	0				0	0				0	0				0	0	2	299.94	599.87
18	GLUE, all purpose, gross weight: 200 grams min	jars				0	0				0	0				0	0				0	0	10	49.25	492.54
19	GROUND COFFEE, 1 kl / pack	pack				0	0				0	0				0	0				0	0	70	412.00	28,840.00
20	HANDBOOK ON RA 9184, latest edition (2016)	book				0	0				0	0				0	0				0	0	15	47.67	715.03
21	INDEX TAB, 5 sets per box	box				0	0				0	0				0	0				0	0	100	53.22	5,322.01
22	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0				0	0				0	0				0	0	24	141.40	3,393.56
23	MARKER, PERMANENT, bullet type, black	piece				0	0				0	0				0	0				0	0	48	9.94	477.10
24	MARKER, PERMANENT, bullet type, blue	piece				0	0				0	0				0	0				0	0	48	9.94	477.10
25	MARKER, WHITEBOARD, black	piece				0	0				0	0				0	0				0	0	36	11.24	404.54
26	MARKER, WHITEBOARD, blue	piece				0	0				0	0				0	0				0	0	36	11.24	404.54
27	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0				0	0				0	0				0	0	1	109.26	109.26
28	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in individual box	unit				0	0				0	0				0	0				0	0	20	139.04	2,780.79
29	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0				0	0				0	0				0	0	50	12.40	620.06
30	PAPER CLIP, 33MM, 100 pieces per box or 52 grams (min.) (net of box)	box				0	0				0	0				0	0				0	0	100	6.84	683.92
31	PAPER CLIP, 50MM, 100 pieces per box or 120 grams (min.) (net of box)	box				0	0				0	0				0	0				0	0	60	13.91	834.30
32	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	ream				0	0				0	0				0	0				0	0	550	136.34	74,987.61
33	PENCIL, LEAD WITH ERASER, 12 dozens per box	box				0	0				0	0				0	0				0	0	12	20.21	242.50
34	PHILIPPINE NATIONAL FLAG	piece				0	0				0	0				0	0				0	0	4	316.00	1,264.02
35	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	0				0	0				0	0				0	0	10	122.23	1,222.30
36	RAGS, ALL COTTON, 32 pieces per kilo per bundle	bundle				0	0				0	0				0	0				0	0	5	51.18	255.90
37	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0				0	0				0	0				0	0	40	62.13	2,485.18
38	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	0				0	0				0	0				0	0	40	96.41	3,856.32
39	RECORD BOX, with JHMC logo	box				0	0				0	0				0	0				0	0	80	515.00	41,200.00
40	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0				0	0				0	0				0	0	2	96.11	192.22
41	RULER, PLASTIC, 450MM, 1 piece in individual plastic	piece				0	0				0	0				0	0				0	0	10	15.94	159.44
42	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0	0				0	0				0	0				0	0	500	35.65	17,824.15
43	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0				0	0				0	0				0	0	20	35.65	712.97
44	SUGAR, Brown / kl	kilo				0	0				0	0				0	0				0	0	80	72.10	5,768.00
45	STAMP PAD INK, purple or violet, 50ml (min.)	bottle				0	0				0	0				0	0				0	0	15	25.37	380.53
46	STAPLE REMOVER, PLIER TYPE	piece				0	0				0	0				0	0				0	0	15	22.50	337.43
47	STAPLE WIRE, HEAVY DUTY, 23/13	box				0	0				0	0				0	0				0	0	7	21.30	149.10
48	STAPLER, STANDARD TYPE, load cap: 200 staples min, 1 piece in individual box	piece				0	0				0	0				0	0				0	0	10	84.62	846.25
49	TAPE DISPENSER, TABLE TOP	piece				0	0				0	0				0	0				0	0	10	51.08	510.78
50	TAPE, ELECTRICAL	roll				0	0				0	0				0	0				0	0	20	18.75	374.92
51	TOILET TISSUE PAPER 2-plys sheets, 150 pulls, 12 rolls in a pack	packs				0	0				0	0				0	0				0	0	300	123.60	37,080.00
52	TRASHBAG, plastic, gusseted type, transparent, 10 pcs per roll/pack	roll				0	0				0	0				0	0				0	0	80	144.08	11,526.11
53	TWINE, PLASTIC	roll				0	0				0	0				0	0				0	0	4	51.42	205.67
	OTHERS					0	0				0	0				0	0				0	0			-
54	SENSITIZED FILM, A4	pack				0	0				0	0				0	0				0	0	40	123.60	4,944.00
55	BALLPEN, BLUE, ordinary	piece				0	0				0	0				0	0				0	0	144	8.24	1,186.56
56	BALLPEN, BLUE, with String	piece				0	0				0	0				0	0				0	0	60	41.20	2,472.00
57	BATTERY 9V	piece				0	0				0	0				0	0				0	0	50	103.00	5,150.00
59	BINDER, Ibico, 1"	piece				0	0				0	0				0	0				0	0	150	15.45	2,317.50
60	BINDER, Ibico, 1/2"	piece				0	0				0	0				0	0				0	0	150	7.21	1,081.50
61	BINDER, Ibico, 3/4"	piece				0	0				0	0				0	0				0	0	150	12.36	1,854.00
62	BOND PAPER, A3	ream				0	0				0	0				0	0				0	0	15	441.63	6,624.50
63	BOOK STAPLER, Heavy Duty, 210 sheets, front-end jam clearing mechanism, precision staple alignment guide, a full 2-5/8" throat depth	piece				0	0				0	0				0	0				0	0	5	772.50	3,862.50
64	CHOCOLATE DRINK, kg	pack				0	0				0	0				0	0				0	0	110	772.50	84,975.00
65	CLOTH BINDING TAPE, Black, 1", 25 meters, set of 3	piece				0	0				0	0				0	0				0	0	10	515.00	5,150.00

Item & Specifications	Unit of Measure	Quantity Requirement																					Price Catalogue as of January 24, 2018	TOTAL AMOUNT
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66 CLOTH BINDING TAPE, Black, 2", 25 meters, set of 3	piece				0	0				0	0				0	0				0	0	10	515.00	5,150.00
67 CORK BOARD, 4 x 3 with frame	piece				0	0				0	0				0	0				0	0	5	2,060.00	10,300.00
68 CREAMER, 200G	piece				0	0				0	0				0	0				0	0	150	61.80	9,270.00
69 CUTTING MAT, Large Format	piece				0	0				0	0				0	0				0	0	7	216.30	1,514.10
70 DISWASHING LIQUID	gallon				0	0				0	0				0	0				0	0	70	257.50	18,025.00
71 ELECTRIC TYPEWRITER INK CARTRIDGE	cart				0	0				0	0				0	0				0	0	6	309.00	1,854.00
72 ELECTRIC TYPEWRITER LIFT-OFF TAPE, 6pcs per box	piece				0	0				0	0				0	0				0	0	1	123.60	123.60
73 ENVELOPE, EXPANDABLE, Legal 100 pcs/box (Brown envelope)	box				0	0				0	0				0	0				0	0	1	633.81	633.81
74 FASTENER SCREW, 1"	piece				0	0				0	0				0	0				0	0	200	2.06	412.00
75 FASTENER SCREW, 2"	piece				0	0				0	0				0	0				0	0	200	3.09	618.00
76 Folder, Green, A4, with transparent plastic front	piece				0	0				0	0				0	0				0	0	200	18.54	3,708.00
77 HARD BOUND FOLDERS for 201 File	piece				0	0				0	0				0	0				0	0	500	206.00	103,000.00
78 INK CART, CANON 88, Black	cart				0	0				0	0				0	0				0	0	40	800.00	32,000.00
79 INK CART, CANON 98, Black	cart				0	0				0	0				0	0				0	0	40	900.00	36,000.00
80 PHOTO PAPER, A4, 10 pcs per pack	pack				0	0				0	0				0	0				0	0	40	82.40	3,296.00
81 MEFENAMIC ACID, 500G	capsule				0	0				0	0				0	0				0	0	160	123.60	19,776.00
82 MULTIVITAMINS with IRON bottles	botttle				0	0				0	0				0	0				0	0	20	123.60	2,472.00
83 ANTIHISTAMINE (anti-allergy)	tablet				0	0				0	0				0	0				0	0	100	103.00	10,300.00
84 LOPERAMIDE	capsule				0	0				0	0				0	0				0	0	84	61.80	5,191.20
85 PARACETAMOL (biogesic)	tablet				0	0				0	0				0	0				0	0	120	123.60	14,832.00
86 Calculator, compact, electronic, 12 digits cap	piece				0	0				0	0				0	0				0	0	5	200.00	1,000.00
87 Data File box, made of chipboard, with closed end	box				0	0				0	0				0	0				0	0	100	80.00	8,000.00
88 Medicine Kit	set				0	0				0	0				0	0				0	0	5	1,500.00	7,500.00
89 Ceiling fan, heavy duty	unit																					1	2,800.00	2,800.00
90 Candle Light - warm white - 9W	pc				0	0				0	0				0	0				0	0	30	250.00	7,500.00
91 Candle Light - daylight - 9W	pc				0	0				0	0				0	0				0	0	30	250.00	7,500.00
92 Tube LED daylight - 18W	pc				0	0				0	0				0	0				0	0	20	770.00	15,400.00
93 Tube LED warm white - 7W	pc				0	0				0	0				0	0				0	0	15	100.00	1,500.00
94 TAPE, Electrical (3M)	roll				0	0				0	0				0	0				0	0	5	40.00	200.00
95 TAPE, Teflone (big)	roll				0	0				0	0				0	0				0	0	10	20.00	200.00
96 Flexible Hose (1/2 to 1/2) with rubber coated	pc				0	0				0	0				0	0				0	0	15	200.00	3,000.00
97 Elbow, 1/2 " - 90 degrees	pc				0	0				0	0				0	0				0	0	10	15.00	150.00
98 Elbow, 1/2 " - 45 degrees	pc				0	0				0	0				0	0				0	0	10	15.00	150.00
99 Coupling, 1/2"	pc				0	0				0	0				0	0				0	0	10	25.00	250.00
100 Nipple, 2" x 1/2"	pc				0	0				0	0				0	0				0	0	10	15.00	150.00
101 Union, 1/2"	pc				0	0				0	0				0	0				0	0	10	40.00	400.00
102 Expansion Bolt (10 mm x 3")	pc				0	0				0	0				0	0				0	0	6	200.00	1,200.00
103 Flood LED light (Spotlight)	pc				0	0				0	0				0	0				0	0	1	4,000.00	4,000.00
104 Label tape, 12 mm 0.47", black ink, laminated, white tape	ea				0	0				0	0				0	0				0	0	60	1,000.00	60,000.00
105 Label tape, 12 mm 0.47", black ink, laminated, yellow tape	ea				0	0				0	0				0	0				0	0	10	1,000.00	10,000.00
106 Label tape, fits compact desktop labeller with up to 18 mm width, black ink, laminated, white tape	ea				0	0				0	0				0	0				0	0	10	1,200.00	12,000.00
107 Compact Desktop Labeller, up to 18mm label width, 14 fonts, 99 frames, 617 symbols	unit				0	0				0	0				0	0				0	0	1	14,000.00	14,000.00
108 Label maker, dimensions: approx. 157 (W) x 150 (D) x 68 (H)mm, print up to 2-lines on labels up to 12mm wide	unit				0	0				0	0				0	0				0	0	8	8,000.00	64,000.00
109 Highback leatherette chair with armrest - chrome	unit				0	0				0	0				0	0				0	0	5	7,000.00	35,000.00
110 Conference tables, 8-seaters 241Lx120Wx75Hcm) MFC finish laminates	unit				0	0				0	0				0	0				0	0	2	14,500.00	29,000.00
111 Computer Table - 120W x 60D x 75Hcm	unit				0	0				0	0				0	0				0	0	8	14,000.00	112,000.00
112 Wall shelf 120-Black 120x23.5x3.8 cm	pc				0	0				0	0				0	0				0	0	20	700.00	14,000.00
113 Stainless steel wall shelf corner brackets L-Shaped Right angle braces - 12 inch	pair				0	0				0	0				0	0				0	0	20	1,000.00	20,000.00
CONSUMABLES																								
114 Ink Cart, HP CN692AA, (HP704), Black	ea				0	0				0	0				0	0				0	0	20	358.80	7,176.00
115 Ink Cart, HP CN693AA, (HP704), Tri-color	ea				0	0				0	0				0	0				0	0	10	358.80	3,588.00
116 Toner Cartridge, HP CF400A (HP201A) Black LaserJet	ea				0	0				0	0				0	0				0	0	6	5,000.00	30,000.00

	Item & Specifications	Unit of Measure	Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	Price Catalogue as of January 24, 2018	TOTAL AMOUNT
117	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	ea				0	0				0	0				0	0				0	0	3	5,000.00	15,000.00
118	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJet	ea				0	0				0	0				0	0				0	0	3	5,000.00	15,000.00
119	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJet	ea				0	0				0	0				0	0				0	0	3	5,000.00	15,000.00
120	Toner Cart, Brother (TN 261) Black	ea				0	0				0	0				0	0				0	0	6	4,000.00	24,000.00
121	Toner Cart, Brother (TN 261) Cyan	ea				0	0				0	0				0	0				0	0	3	4,000.00	12,000.00
122	Toner Cart, Brother (TN 261) Yellow	ea				0	0				0	0				0	0				0	0	3	4,000.00	12,000.00
123	Toner Cart, Brother (TN 261) Magenta	ea				0	0				0	0				0	0				0	0	3	4,000.00	12,000.00
124	Ink Cart, CANON CL-811, Colored	ea				0	0				0	0				0	0				0	0	20	1,029.60	20,592.00
125	Ink Cart, CANON PG-810, Black	ea				0	0				0	0				0	0				0	0	30	780.00	23,400.00
126	Ink Cart, HP C8767WA, (HP96), Black	ea				0	0				0	0				0	0				0	0	20	1,430.00	28,600.00
127	Ink Cart, HP C9363WA, (HP97), Tri-color	ea				0	0				0	0				0	0				0	0	10	1,492.40	14,924.00
128	Ink Cart, HP CD887AA, (HP703), Black	ea				0	0				0	0				0	0				0	0	20	358.80	7,176.00
129	Ink Cart, HP CD888AA, (HP703), Tri-color	ea				0	0				0	0				0	0				0	0	10	358.80	3,588.00
130	Ink Cart, HP CD975AA, (HP 920XL), Black	ea				0	0				0	0				0	0				0	0	10	1,242.80	12,428.00
131	Ink Cart, HP CD974AA, (HP 920XL), Yellow	ea				0	0				0	0				0	0				0	0	5	629.20	3,146.00
132	Ink Cart, HP CD972AA, (HP 920XL), Cyan	ea				0	0				0	0				0	0				0	0	5	629.20	3,146.00
133	Ink Cart, HP CD973AA, (HP 920XL), Magenta	ea				0	0				0	0				0	0				0	0	5	629.20	3,146.00
134	Ink Cart, Canon 88, Black	ea				0	0				0	0				0	0				0	0	30	700.00	21,000.00
135	Ink Cart, Canon 98, Tri-Color	ea				0	0				0	0				0	0				0	0	20	800.00	16,000.00
136	Epson Ink Refill, Black	ea				0	0				0	0				0	0				0	0	60	600.00	36,000.00
137	Epson Ink Refill, Yellow	ea				0	0				0	0				0	0				0	0	30	600.00	18,000.00
138	Epson Ink Refill, Cyan	ea				0	0				0	0				0	0				0	0	30	600.00	18,000.00
139	Epson Ink Refill, Magenta	ea				0	0				0	0				0	0				0	0	30	600.00	18,000.00
	C. TOTAL (A + B):																								1,580,161.42
	D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								158,016.14
	E. GRAND TOTAL (C + D)																								1,738,177.56
	F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	ONE MILLION SEVEN HUNDRED THIRTY-EIGHT THOUSAND ONE HUNDRED SEVENTY-SEVEN PESOS & 56/100 ONLY																							
	G. MONTHLY CASH REQUIREMENTS																								
	G.1 Available at Procurement Service Stores					0					0					0					0				0
	G.2 Other Items not available at PS but regulary purchased from other sources					0					0					0					0				0
	TOTAL MONTHLY CASH REQUIREMENTS					0					0					0					0				0

**Other categories that are not indicated herein*

***Prices are FOB Manila/Applicable 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.

Procurement Service
Baguio City Depot
Received
3/28/18

Prepared by:

LEA C. QUISOBEN-MAGULAO
General Services Division Manager

Certified Funds Available / Certified Appropriate Funds Available:

JENNYLYN A. ESPOSO
Budget Officer

JOSEPHINE Q. TECAN
Accountant

Approved by:

ALLAN RAZON GARCIA
President and CEO