



Office of the President of the Philippines
COOPERATIVE DEVELOPMENT AUTHORITY
Department of Finance



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Calamba Extension Office

2/F Hectan Penthouse, Chipeco Ave., Halang, 4027 Calamba City

November 16, 2015

HON. JULIAN LL. PACIFICADOR, JR.

Director IV

Department of Budget and Management - Regional Office IV-A
PLJ Bldg., Gen. Solano St.,
San Miguel, Manila

Dear Director Pacificador:

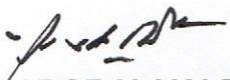
Greetings!

We are pleased to submit herewith hard copy of our 2016 Annual Procurement Plan.

Please acknowledge receipt hereof.

Thank you very much.

Very truly yours,


SALVADOR V. VALEROSO
Regional Director

Cc: **Mr. Ray R. Elevazo**
Executive Director
Cooperative Development Authority
#827 Aurora Boulevard,
Brgy. Immaculate Concepcion,
Cubao, Quezon City



ANNUAL PROCUREMENT PLAN FOR 2016 For Common-Use Supplies and Equipment

Department/Bureau/Office: COOPERATIVE DEVELOPMENT AUTHORITY - CALAMBA EXTENSION OFFICE,
Region: IV
Address: 27 HECTAR PENTHOUSE BLDG., CHIPECO AVE., BRGY. HALANG, CALAMBA CITY

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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				2								2				2	8	137.12
5 FLUORESCENT LAMP, tubular, 36 watts	tube				5								5				5	20	830.00
TAPE, electrical	roll				1								1				1	4	72.80
COMMON OFFICE SUPPLIES																			
2 AIR FRESHENER, 280ml/can	can				6								6				6	24	1,946.88
3 ALCOHOL, 70%, ethyl, 500ml	bottle				10								10				10	40	1,725.60
4 CARBON FILM, A4 size, 100 sheets per box	box				1								1				1	4	223.60
10 CLIP, backfold, 19mm, 12 pieces per box	box				1								1				1	4	29.12
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				50								50				50	200	8,216.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				1								1				1	4	2,486.84
22 ENVELOPE, MAILING, with window, 500 pieces per box	box				3								3				3	12	2,344.32
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				1								1				1	4	3,743.56
38 LOOSELEAF COVER, 50sets per bundle	bundle				1								1				1	4	2,159.04
44 MARKER, permanent, bullet type, black	piece				10								10				10	40	386.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				5								5				5	20	624.00
51 PAD PAPER, Ruled	pad				10								10				10	40	698.80
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				75								75				75	300	30,717.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				10								10				10	40	4,594.80
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				5								5				5	20	392.40
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				50								50				50	65	3,920.80
65 RUBBER BAND, 70mm min lay flat length (#18)	box				3								3				3	12	1,270.20
71 SIGN PEN, black	piece				102								102				102	408	17,956.08
72 STAMP PAD INK, violet, 50ml	bottle				5								5				5	20	457.60
73 STAPLE WIRE, Standard	box				50								50				50	100	1,892.00
74 TAPE, masking, 24mm, 50 meters length	roll				10								10				10	40	2,204.80
76 TAPE, transparent, 24mm, 50 meters	roll				10								10				10	40	694.80
78 TAPE, packaging, 48mm, 50 meters length	roll				10								10				10	40	1,331.20
80 TWINE, plastic, one kilo per roll	roll				5								5				5	20	1,081.60
COMMON OFFICE DEVICES																			
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				3								3				3	12	23.55
2 CUTTER KNIFE, heavy duty	piece				3								3				3	12	58.29
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				3								3				3	12	370.29
6 SCISSORS, (6")	pair				3								3				3	12	46.59
7 STAPLER, standard	piece				3								3				3	12	276.69
9 STAPLE REMOVER, plier type	piece				15								15				15	60	264.45
COMMON JANITORIAL SUPPLIES																			
3 BROOM, soft (lambo)	piece				3								3				3	12	1,248.00

Item & Specifications		Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT			
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
2 BROOM, stick (tingting)		piece				2				2				2			2	8	191.36
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap		bottle				3				3				3			3	12	499.20
4 CLEANSER, scouring powder, 350grams/can		can				5				5				5			5	20	364.00
6 DISINFECTANT SPRAY, 400-550 grams		can				5				5				5			5	20	2,288.00
7 DUST PAN, non-rigid plastic		piece				1				0				1			0	2	72.56
8 FLOOR WAX, Paste, red		can				2				2				2			2	8	1,830.40
9 FURNITURE CLEANER, aerosol, 300ml/can		can				5				5				5			5	20	1,695.20
10 INSECTICIDE, aerosol type, 600ml/can		can				5				5				5			5	20	2,350.40
12 MOPHANDLE, screw type, aluminum handle		piece				1				0				1			0	2	260.00
13 MOPHEAD, made of rayon		piece				1				1				1			1	4	395.20
14 RAG, all cotton, 32 pieces per kilo per bundle		bundle				5				5				5			5	20	873.60
16 TRASHBAG, plastic, transparent, 10pcs/roll		roll				6				6				6			6	24	3,357.12
COMMON OFFICE EQUIPMENT																			
DVD REWRITABLE, 4x speed, 4.7GB capacity		piece				10				10				10			10	40	854.80
9 FLASH DRIVE, 16GB, USB 2.0, plug and play		piece				3				3				3			3	12	2,808.00
10 MOUSE, optical, USB connection type		unit				2				2				2			2	8	1,098.24
HANDBOOK ON PROCUREMENT																			
CONSUMABLES																			
13 INK CART, CANON PG-810, Black		cart				5				5				5			5	20	619.84
17 INK CART, CANON CL-811, Colored		cart				5				0				5			0	10	819.52
109 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300		cart				3				3				3			3	12	76.75
																			921.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
COMMON OFFICE EQUIPMENT																			
COMMON OFFICE SUPPLIES																			
13 PAPER, Thermal, 210mm x 30m		roll				5				5				5			5	20	599.00
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case		case				1				1				1			1	4	99.84
15 RING BINDER, Plastic 25mm, 10 pieces per bundle		bundle				1				1				1			1	4	603.20
TIME CARD, for Amano Bundy Clock, 100 pieces bundle		bundle				2				2				2			2	8	555.76
COMMON JANITORIAL SUPPLIES																			
CONSUMABLES																			
Office Equipment and Accessories																			
Office Supplies																			
1 Ball Pen Black					102					102							102	408	4,080.00
2 Ball Pen Red					5					5				5			5	20	200.00
3 Correction Tape Pen					51					51				51			51	204	4,080.00
4 Adhesive Tape					10					10				10			10	40	800.00

COOPERATIVE DEVELOPMENT AUTHORITY
CALAMBA EXTENSION OFFICE
Annual Procurement Plan for CY 2016

	Name of Project/Procurement	End-user Unit	Mode of Procurement	Schedule of Procurement Activities	Source of Fund	Estimated Budget	General Description of the Project/Remarks
1	Procurement of Office Supplies - Common	CDA Calamba Employees	Negotiation (Common-Use Supplies)	Quarterly	GAA2015	194,000.00	Common use of supplies
2	Procurement for Office Rental	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	845,000.00	Office Space Rental
3	Procurement of Purified Water	CDA Calamba Employees	Shopping	Monthly	GAA2015	25,000.00	For the consumption of CDA-CEO
4	Procurement of Utility Water	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	25,000.00	For the consumption of CDA-CEO
5	Procurement of Electricity	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	330,000.00	For the consumption of CDA-CEO
6	Procurement of Mailing & Courier Services	CDA Calamba Clients	Shopping	Quarterly	GAA2015	40,000.00	For mailing purposes
7	Procurement of Fuel, Oil	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	105,000.00	For CDA-CEO Transportation
8	Procurement of Mobile & Landline Communication	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	114,000.00	For CDA-CEO Communication
9	Procurement of Internet	CDA Calamba Employees	Direct Contracting	Monthly	GAA2015	64,000.00	For CDA-CEO Internet