

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

Department/Bureau/Office: COOPERATIVE DEVELOPMENT AUTHORITY TACLOBAN EXTENSION OFFICE
Region: Region VIII
Address: 783 Real St. Seaside Fatima Village, Tacloban City

Contact Person: _____
Position: _____
E-mail: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	Mar ch	Q1	TOTAL PER QRT	April 1	May	June	Q2	TOTAL PER QRT	July	Aug	Sept	Q3	TOTAL PER QRT	Oct	Nov	Dec	Q4	TOTAL PER QRT			Total
COMMON ELECTRICAL SUPPLIES																								
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			1	1	16.1595			1	1	16.1595			1	1	16.1595				0	0	3	16.16	48.48
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0	0			1	1	15.183			1	1	15.183				0	0	2	15.18	30.37
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set	2			2	808.08	2			2	808.08	2			2	808.08	2			2	808.08	8	404.04	3,232.32
13. STARTER, 4-40 watts	piece			1	1	5.46			3	3	16.38			1	1	5.46				0	0	5	5.46	27.30
14. TAPE, electrical	roll		3		3	55.5345		2		2	37.023				0	0				0	0	5	18.51	92.56
COMMON COMPUTER SUPPLIES/CONSUMABLES																								
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	6			6	109.746			6	6	109.746			6	6	109.746				0	0	18	18.29	329.24
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	5			5	17411.9				0	0				0	0				0	0	5	3,482.39	17,411.94
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	2			2	4946.76				0	0				0	0				0	0	2	2,473.38	4,946.76
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	3			3	35.2485	3			3	35.2485	4			4	46.998				0	0	10	11.75	117.50
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10	10		20	8037.12				0	0				0	0				0	0	20	401.86	8,037.12
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	5	5		10	3013.92				0	0				0	0				0	0	10	301.39	3,013.92
20. DISKETTE, floppy disk, 3.5", double sided, high density, formatted 105/pack	pack	1			1	56.5635	1			1	56.5635	1			1	56.5635				0	0	3	56.56	169.69
392. RIBBON CARTRIDGE, Epson C135015505 for printer DFX-9000	cart				0	0				0	0				0	0				0	0	0	1,208.84	
399. RIBBON CARTRIDGE, Epson Part No. C135015632, black for printer LX310	cart	3			3	239.148	3			3	239.148	2			2	159.432				0	0	8	79.72	637.73
415. MOUSE, optical, USB connection type	piece	5			5	756.21	5			5	756.21				0	0				0	0	10	151.24	1,512.42

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COMMON OFFICE SUPPLIES																								
2. AIR FRESHENER, 280ml/can	can	2			2	170.352	2			2	170.352	2		2	170.352	2			2	170.352	8	85.18	681.41	
3. ALCOHOL, 70%, ethyl	bottle	15			15	586.845	15			15	586.845	10		10	391.23	10			10	391.23	50	39.12	1,956.15	
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1			1	266.616	1			1	266.616			0	0				0	0	2	266.62	533.23	
9. CARTOLINA, assorted color, 20s/pack	pack	1			1	74.256		2		2	148.512			0	0				0	0	3	74.26	222.77	
10. CARTOLINA, white, 20s/pack	pack				0	0		2		2	109.2			0	0				0	0	2	54.60	109.20	
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min thickness of pocket, with twenty(20) clear transparent plastic pocket	piece	50			50	2184	10			10	436.8			0	0				0	0	60	43.68	2,620.80	
14. CLIP, backfold, 19mm, 12s/box	box		10		10	76.44				0	0			0	0				0	0	10	7.64	76.44	
15. CLIP, backfold, 25mm, 12s/box	box		10		10	114.66				0	0			0	0				0	0	10	11.47	114.66	
16. CLIP, backfold, 32mm, 12s/box	box		10		10	171.465				0	0			0	0				0	0	10	17.15	171.47	
18. CLIP, bulldog, 73mm (3")	piece	20			20	174.72	10			10	87.36			0	0				0	0	30	8.74	262.08	
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	20			20	253.05	20			20	253.05	20		20	253.05				0	0	60	12.65	759.15	
24. DATA FILE BOX, (5"x9"x15-3/4")	box				0	0		20		20	1464.33			0	0				0	0	20	73.22	1,464.33	
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece		30		30	2423.93				0	0			0	0				0	0	30	80.80	2,423.93	
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1		1	630.924		1		1	630.924			0	0				0	0	2	630.92	1,261.85	
30. ENVELOPE, mailing white, 500s/box	box		2		2	292.656				0	0	2		2	292.656				0	0	4	146.33	585.31	
31. ENVELOPE, mailing white with window, 500s	box		3		3	615.384		3		3	615.384	2		2	410.256				0	0	8	205.13	1,641.02	
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box				0	0				0	0			0	0				0	0	0	114.11	-	
33. ENVELOPE, expanding, plastic, legal size	piece				0	0				0	0			0	0				0	0	0	30.58	-	
35. ERASER, felt, for blackboard/whiteboard	piece	2			2	20.706				0	0			0	0				0	0	2	10.35	20.71	
36. ERASER, rubber	piece		1		1	2.268				0	0			0	0				0	0	1	2.27	2.27	
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0			0	0				0	0	0	76.11	-	
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set				0	0				0	0			0	0				0	0	0	17.47	-	
41. FOLDER, tagboard, legal size, 100s/box	pack	3			3	861.588	3			3	861.588	4		4	1148.78				0	0	10	287.20	2,871.96	
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1			1	162.708				0	0			0	0				0	0	1	162.71	162.71	
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1			1	184.548				0	0			0	0				0	0	1	184.55	184.55	
47. GLUE, all purpose, 300 grams min.	jar		5		5	251.055				0	0			0	0				0	0	5	50.21	251.06	
59. MAP PIN, round head, 100s/case	case	10	10		20	847.35	10			10	423.675			0	0				0	0	30	42.37	1,271.03	
60. MARKER, fluorescent, 3 colors/set	set	10			10	345.975				0	0			0	0				0	0	10	34.60	345.98	
61. MARKING PEN, whiteboard, bullet type, black	piece	5	5		10	128.835	10			10	128.835			0	0				0	0	20	12.88	257.67	
62. MARKING PEN, whiteboard, bullet type, blue	piece	5		5	10	128.835				0	0			0	0				0	0	10	12.88	128.84	

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63. MARKING PEN, whiteboard, bullet type, red	piece	2				2	25.767				0	0				0	0				0	0	2	12.88	25.77
64. MARKER, permanent, bullet type, black	piece	10	10			20	255.15	20			20	255.15	20			20	255.15				0	0	60	12.76	765.45
65. MARKER, permanent, bullet type, blue	piece	10	10			20	255.15	20			20	255.15	20			20	255.15				0	0	60	12.76	765.45
66. MARKER, permanent, bullet type, red	piece					0	0				0	0				0	0				0	0	0	12.76	-
67. MARKER, permanent, chisel type, black	piece	5				5	63.7875	5			5	63.7875	5			5	63.7875				0	0	15	12.76	191.36
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad	15				15	600.863	15			15	600.863	15			15	600.863				0	0	45	40.06	1,802.59
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad	15				15	849.87	15			15	849.87	15			15	849.87				0	0	45	56.66	2,549.61
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad	15				15	1555.79	15			15	1555.79	15			15	1555.79				0	0	45	103.72	4,667.36
74. NOTE PAD, (2"x3"), 100 sheets/pad	pad	15				15	491.085	15			15	491.085	15			15	491.085				0	0	45	32.74	1,473.26
75. OIL, for general purpose, 120 mL	bottle					0	0				0	0				0	0				0	0	0	38.75	-
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	5				5	612.255	5			5	612.255				0	0				0	0	10	122.45	1,224.51
82. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	11				11	201.779				0	0				0	0				0	0	11	18.34	201.78
83. PAPER, thermal, 210mmx30M, 1/2" core	roll	10				10	360.36	10			10	360.36	10			10	360.36				0	0	30	36.04	1,081.08
84. PAPER, thermal, 216mmx30M, 1/2" core	roll	10				10	368.025	10			10	368.025	10			10	368.025				0	0	30	36.80	1,104.08
85. PARCHMENT PAPER, A4 size, 80 gsm, 100sheets/pack	ream		1			1	92.82	1			1	92.82				0	0				0	0	2	92.82	185.64
86. PAPER FASTENER, for paper, metal, 50 sets/box	box	20	20			40	2751	10			10	687.75	20			20	1375.5				0	0	70	68.78	4,814.25
87. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	20	20			40	567.84				0	0	20			20	283.92				0	0	60	14.20	851.76
88. PAPER CLIP, gem type, 32mm, 100s/box	box	20	20			40	257.04				0	0	20			20	128.52				0	0	60	6.43	385.56
89. PENCIL, lead, w/eraser, one(1) dozen per box	box	10				10	206.01				0	0	10			10	206.01				0	0	20	20.60	412.02
91. PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	piece		1			1	314.496				0	0				0	0				0	0	1	314.50	314.50
92. PUSH PIN, flat head type, assorted colors, 100s/case	case		15			15	300.51		5		5	100.17				0	0				0	0	20	20.03	400.68
93. RECORD BOOK, 300 pages, smythe sewn	book	10				10	568.89	10			10	568.89	10			10	568.89				0	0	30	56.89	1,706.67
94. RECORD BOOK, 500 pages, smythe sewn	book	10				10	911.925	10			10	911.925	10			10	911.925				0	0	30	91.19	2,735.78
95. RIBBON, nylon, manual typewriter	spool	5				5	84.63	5			5	84.63				0	0				0	0	10	16.93	169.26
110. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		10			10	111.143				0	0				0	0				0	0	10	111.14	1,111.43
112. RULER, plastic, 450mm	piece	10	10	10		30	448.875				0	0				0	0				0	0	30	14.96	448.88
116. SIGN PEN, black	piece	36				36	1663.58				0	0				0	0				0	0	36	46.21	1,663.58
117. SIGN PEN, blue	piece	36				36	1663.58				0	0				0	0				0	0	36	46.21	1,663.58
118. SIGN PEN, red	piece	5				5	231.053				0	0	5			5	231.053				0	0	10	46.21	462.11
119. STAMP PAD INK, violet, 50mL	bottle		5			5	109.2	5			5	109.2				0	0				0	0	10	21.84	218.40
120. STAMP PAD, felt pad, min 60mm x 100mm	piece		15			15	327.6				0	0				0	0				0	0	15	21.84	327.60
121. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	20				20	499.8	20			20	499.8	10			10	249.9				0	0	50	24.99	1,249.50
122. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box	10				10	251.16				0	0				0	0				0	0	10	25.12	251.16
126. TAPE, masking, 24mm, 50 meters length	roll		20			20	1113.84	10			10	556.92				0	0				0	0	30	55.69	1,670.76
127. TAPE, masking, 48mm, 50 meters length	roll		10			10	1081.08	10			10	1081.08				0	0				0	0	20	108.11	2,162.16

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128. TAPE, transparent, 24mm, 50 meters	roll		50		50	911.925				0	0				0	0				0	0	50	18.24	911.93
129. TAPE, transparent, 48mm, 50 meters	roll		50		50	1747.2				0	0				0	0				0	0	50	34.94	1,747.20
130. TAPE, packaging, 48mm, 50 meters length	roll		50		50	1747.2				0	0				0	0				0	0	50	34.94	1,747.20
133. TOILET TISSUE, 12 rolls/pack	pack		3		3	238.046	3			3	238.046	3			3	238.046	3			3	238.046	12	79.35	952.18
134. TWINE, plastic, one kilo per roll	roll				0	0	5			5	238.298				0	0	10			10	476.595	15	47.66	714.89
COMMON OFFICE DEVICES																								
1. BLADE, heavy duty cutter, 10 pcs./pack	pack				0	0	15			15	122.063	10			10	81.375				0	0	25	8.14	203.44
2. CUTTER, heavy duty	piece		25		25	573.3				0	0				0	0				0	0	25	22.93	573.30
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch	piece	1			1	577.542	2			2	1155.08				0	0				0	0	3	577.54	1,732.63
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece			30	30	917.28				0	0				0	0				0	0	30	30.58	917.28
5. PUNCHER, heavy duty	piece		15		15	1637.69				0	0				0	0				0	0	15	109.18	1,637.69
6. SCISSORS, (6")	pair		15		15	244.598	10			10	163.065				0	0				0	0	25	16.31	407.66
7. SHARPENER, single cutterhead	piece		1		1	185.64	1			1	185.64				0	0				0	0	2	185.64	371.28
8. STAMPING DATER, self-inking stamp	piece	1	1	1	3	1506.9	1			1	502.299				0	0				0	0	4	502.30	2,009.20
9. STAPLER, heavy duty, standard	piece	5	5		10	1140.93	5	5		10	1140.93				0	0				0	0	20	114.09	2,281.86
10. STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece		1		1	1112.75				0	0				0	0				0	0	1	1,112.75	1,112.75
11. STAPLE REMOVER, plier type	piece	5	5	5	15	274.68				0	0				0	0				0	0	15	18.31	274.68
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece				0	0	2	1		3	104.832				0	0				0	0	3	34.94	104.83
14. WASTE BASKET, plastic	piece		10		10	283.92				0	0				0	0				0	0	10	28.39	283.92
COMMON JANITORIAL SUPPLIES																								
1. BATHROOM SOAP, 90gms.	piece	1	1	1	3	67.158	1	1	1	3	67.158	1	1	1	3	67.158	1	2		3	67.158	12	22.39	268.63
2. BROOM, soft (tambo)	piece	1			1	103.74	1			1	103.74	1			1	103.74	1			1	103.74	4	103.74	414.96
3. BROOM, STICK (tingting)	piece	1	1		2	50.232	1			1	25.116	1			1	25.116	1			1	25.116	5	25.12	125.58
4. CLEANSER, scouring powder, 350gms.	canister	1	1	1	3	45.36	1	1	1	3	45.36	1	1	1	3	45.36	1	2		3	45.36	12	15.12	181.44
5. DETERGENT POWDER, all purpose, 500gms.	pouch	1	1	1	3	78.624	1	1	1	3	78.624	1	1	1	3	78.624	1	2		3	78.624	12	26.21	314.50
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1	1	1	3	54.558	1	1	1	3	54.558	1	1	1	3	54.558	1	1		2	36.372	11	18.19	200.05
7. DISINFECTANT SPRAY, 400 grams net content	can	1	1	1	3	360.36	1	1	1	3	360.36	1	1	1	3	360.36	1	2		3	360.36	12	120.12	1,441.44
8. DUST PAN, non-rigid plastic, with detachable handle	piece	2			2	76.188	2			2	76.188	2			2	76.188				0	0	6	38.09	228.56
9. FLOOR WAX, paste, natural, 2kgs.	can	1		1	2	469.56	1		1	2	469.56	1		1	2	469.56	1		1	2	469.56	8	234.78	1,878.24
12. FURNITURE CLEANER, 300ml/can min	can	1			1	88.998	1			1	88.998	1			1	88.998	1			1	88.998	4	89.00	355.99
13. INSECTICIDE, 600ml/can	can	1	1	1	3	370.188	1	1	1	3	370.188	1	1	1	3	370.188	1	1	1	3	370.188	12	123.40	1,480.75

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14. MOP BUCKET, heavy duty, hard plastic, min: 370mm(L), 475mm(W), 245mm(H); 30L capacity, with 4 wheel ball caster, with squeeze, with precautionary markings	piece	1			1	1965.6				0	0				0	0				0	0	1	1,965.60	1,965.60
15. MOPHANDLE, screw type, aluminum handle	piece	1			1	131.04				0	0				0	0				0	0	1	131.04	131.04
16. MOPHANDLE, screw type, wooden handle	piece				0	0				0	0				0	0				0	0		98.28	-
17. MOPHEAD, 100% rayon, 400g	piece	2			2	174.72	2			2	174.72	1			1	87.36	1			1	87.36	6	87.36	524.16
18. RAG, COTTON, (7") in diameter, assorted colors	kilo	2			2	91.728	2			2	91.728	2			2	91.728				0	0	6	45.86	275.18
19. SCOURING PAD, economy size	pack	1	1	1	3	369.684	1	1	1	3	369.684	1	1	1	3	369.684	1	2		3	369.684	12	123.23	1,478.74
20. TOILET BOWL & URINAL CLEANER, 900ml	bottle	1	1		2	87.36	1		1	2	87.36	1		1	2	87.36	1	1		2	87.36	8	43.68	349.44
21. TOILET DEODORANT CAKE, deodorizer/moth proofer 50gms, 3 pcs/pack	box	1	1	1	3	73.71	1	1	1	3	73.71	1	1	1	3	73.71	1	1		2	49.14	11	24.57	270.27
22. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	1		1	2	303.24	1		1	2	303.24	1		1	2	303.24	1	1		2	303.24	8	151.62	1,212.96
23. Water Container	pc	4			4	800				0	0				0	0				0	0	4	200.00	800.00
LEGAL SIZE PAPER																								
9-PAPER, multicopy, legal, for laser printing	ream	15	15		30	4128.39	15	15		30	4128.39	15	15		30	4128.39	15			15	2064.2	105	137.61	14,449.37
COMMON OFFICE EQUIPMENT																								
1. AIRPOT, 3-8 liters, w/ dispenser	unit	1			1	1310.4				0	0				0	0				0	0	1	1,310.40	1,310.40
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	5	5		10	1561.56				0	0				0	0				0	0	10	156.16	1,561.56
6. CHAIR, monobloc, without armrest, beige	unit	30			30	8845.2				0	0				0	0				0	0	30	294.84	8,845.20
8. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit	1			1	6497.4				0	0				0	0				0	0	1	6,497.40	6,497.40
9. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 16 times, (1600x) consecutive zoom, PC and Doc Cam VS	unit	1			1	26426.4				0	0				0	0				0	0	1	26,426.40	26,426.40
10. ELECTRIC FAN, orbit type	unit				0	0				0	0				0	0				0	0	0	1,308.22	-
11. ELECTRIC FAN, with stand	unit	2			2	1720.99	2			2	1720.99				0	0				0	0	4	860.50	3,441.98
12. ELECTRIC FAN, wall type	unit	2			2	1961.23				0	0				0	0				0	0	2	980.62	1,961.23
14-FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec. transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit	1			1	3677.86	1			1	3677.86				0	0				0	0	2	3,677.86	7,355.71
15. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	3		1	4	5442.53				0	0				0	0				0	0	4	1,360.63	5,442.53

Item & Specifications	Unit of Measure	Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014		TOTAL AMOUNT
		Jan	Feb	Mar ch	Q1	TOTAL PER QRT	April 1	May	June	Q2	TOTAL PER QRT	July	Aug	Sept	Q3	TOTAL PER QRT	Oct	Nov	Dec	Q4	TOTAL PER QRT	Total		
17. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit	1			1	2839.2				0	0				0	0				0	0	1	2,839.20	2,839.20
18. MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1			1	19546.8				0	0				0	0				0	0	1	19,546.80	19,546.80
20. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	1			1	3276				0	0				0	0				0	0	1	3,276.00	3,276.00
26. 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			1	1	10918.9				0	0				0	0				0	0	1	10,918.91	10,918.91
HANDBOOKS ON PROCUREMENT																								
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 300 pages,	piece	3			3	91.035				0	0				0	0				0	0	3	30.35	91.04
B. OTHER ITEMS NOT AVAILABLE AT PCS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Not - Please indicate price of items)																								
Office Equipment and Accessories																								
1. STEEL FILING CABINET, 4 drawers, Lateral	unit	4			4	47580				0	0				0	0				0	0	4	11,895.00	47,580.00
2. STEEL FILING CABINET, 2 drawers	unit	4			4	24000				0	0				0	0				0	0	4	6,000.00	24,000.00
3. STEEL FILING CABINET, 3 drawers, Lateral	unit	3			3	24000				0	0				0	0				0	0	3	8,000.00	24,000.00
4. CLERICAL OFFICE TABLE	unit	5			5	17475				0	0				0	0				0	0	5	3,495.00	17,475.00
5. Sala Set for clients	set	1			1	15000				0	0				0	0				0	0	1	15,000.00	15,000.00
6. Stainless Metal Link Chairs (5 chairs in a row)	set	4			4	24000				0	0				0	0				0	0	4	6,000.00	24,000.00
Office Supplies																								
1. CARBON PAPER, Black	box	2			2	760	2			2	760				0	0				0	0	4	380.00	1,520.00
2. RUBBER BAND, jumbo	box	5			5	1600	5			5	1600				0	0				0	0	10	320.00	3,200.00
3. PENCIL, "Monggol" #2 (12 pcs/box)	box	5			5	400	5			5	400	2			2	160				0	0	12	80.00	960.00
4. BROWN ENVELOPE, long (500 pcs/box)	box	1			1	890	1			1	890	1			1	890				0	0	3	890.00	2,670.00
5. RECORD BOOK, 300pp	pc				0	0	5			5	350	5			5	350				0	0	10	70.00	700.00
6. PAPER CLIP, big	box	10			10	400	10			10	400				0	0				0	0	20	40.00	800.00
7. PAPER CLIP, small	box	10			10	400				0	0				0	0				0	0	10	40.00	400.00
8. MASKING TAPE, 1"	roll	5			5	2280				0	0				0	0				0	0	5	456.00	2,280.00
9. YELLOW RULED PAD	pad	5			5	1080				0	0	5			5	1080				0	0	10	216.00	2,160.00
10. PAPER FASTENER plastic coated	box	5			5	2400				0	0				0	0				0	0	5	480.00	2,400.00
11. STAPLE WIRE, big, #35	box	10			10	4200	10			10	4200	10			10	4200				0	0	30	420.00	12,600.00
12. FILING FOLDER, green, long (100 pcs/box)	box	5			5	7000	5			5	7000				0	0				0	0	10	1,400.00	14,000.00
13. NOTARIAL SEAL #24	box	1			1	780	1			1	780				0	0				0	0	2	780.00	1,560.00
14. Big Heavy Duty Stapler					0	0				0	0				0	0				0	0	0		
Audio Visual Presentation and composing Equipment																								
Sound System	unit	1			1	80000				0	0				0	0				0	0	1	80,000.00	80,000.00

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Item & Specifications	Unit of Measure	Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	Mar ch	Q1	TOTAL PER QRT	Apr i	May	June	Q2	TOTAL PER QRT	July	Aug	Sept	Q3	TOTAL PER QRT	Oct	Nov	Dec	Q4			TOTAL PER QRT	Total
Presenter	unit	1			1	2500				0	0				0	0				0	0	1	2,500.00	2,500.00
Wireless Microphone	unit	2			2	6000	2			2	6000				0	0				0	0	4	3,000.00	12,000.00
LCD Screen	unit				0	0	1			1	3000				0	0				0	0	1	3,000.00	3,000.00
Podium	unit	1			1	15000				0	0				0	0				0	0	1	15,000.00	15,000.00
Cleaning Equipment and Supplies																								
Electric Floor Polisher					0					0					0						0			
Vacuum Cleaner	unit		1		1	25000				0	0				0	0				0	0	1	25,000.00	25,000.00
Toilet Brush	unit		1		1	8000				0	0				0	0				0	0	1	8,000.00	8,000.00
Wall Scrub with Handle	pc	1			1	55				0	0	1			1	55				0	0	2	55.00	110.00
	pc	1			1	40				0	0	1			1	40				0	0	2	40.00	80.00
Paper Materials and Products																								
1 RING BINDER - 2 RING, 3INCH SPINE, LEGAL SIZE					0					0					0						0			
Premium Bond Paper 80gsm	pc	10			10	1500	10			10	1500				0	0				0	0	20	150.00	3,000.00
Colored Bond Paper Legal Size	ream	20			20	3600	20			20	3600	20			20	3600				0	0	60	180.00	10,800.00
Notebook 80 pages	ream				0	0	3			3	600				0	0				0	0	3	200.00	600.00
	pc	30			30	900				0	0	30			30	900				0	0	60	30.00	1,800.00
Lighting and fixtures and accessories																								
Computer Supplies																								
INK REFILL, Black					0					0					0						0			
INK REFILL, Yellow	bottles	5			5	450	10			10	900	10			10	900	10			10	900	35	90.00	3,150.00
INK REFILL, Cyan	bottles	5			5	450	5			5	450	5			5	450	5			5	450	20	90.00	1,800.00
INK REFILL, Magenta	bottles	5			5	450	5			5	450	5			5	450	5			5	450	20	90.00	1,800.00
WINDOWS 8	bottles	5			5	450	5			5	450	5			5	450	5			5	450	20	90.00	1,800.00
OPTICAL MOUSE	pc	4			4	18000	4			4	18000				0	0				0	0	8	4,500.00	36,000.00
Keyboard USB	pc	5			5	1000	5			5	1000	1			1	200				0	0	11	200.00	2,200.00
	pc	5			5	1250	5			5	1250	1			1	250				0	0	11	250.00	2,750.00
Computer Equipment and Accessories					0	0				0	0				0	0				0	0	0		
ASUS LAPTOP					0					0					0						0			
ACER ASPIRE V5	unit	3			3	48600	3			3	48600				0	0				0	0	6	16,100.00	97,200.00
EPSON L 210 PRINTER	unit	1			1	18890	1			1	18890				0	0				0	0	2	18,890.00	37,780.00
EPSON L110 PRINTER	unit	1			1	8162				0	0				0	0				0	0	1	8,162.00	8,162.00
EXTERNAL FLOPPY DRIVE	unit	1			1	5995	2			2	11990	2			2	11990				0	0	5	5,995.00	29,975.00
Uninterruptible Power Supply (3 in 1)	unit				0	0				0	0	1			1	980				0	0	1	980.00	980.00
Desktop Computer Set	unit	5	5	5	15	30000				0	0				0	0				0	0	15	2,000.00	30,000.00
Computer Sound Output Connector (10 meters)	set	1			1	20000	1			1	20000				0	0				0	0	2	20,000.00	40,000.00
	pc		1		1	1500				0	0				0	0				0	0	1	1,500.00	1,500.00
*Other Categories					0					0					0						0			
Cork Board	pc	6			6	9000				0	0				0	0				0	0	6	1,500.00	9,000.00
First Aid Kit	set	2			2	4000				0	0				0	0				0	0	2	2,000.00	4,000.00
Air Freshener (Glade)	bottle	2	2	2	6	2340	2	2	2	6	2340	2	2	2	6	2340	2	2		4	1560	22	390.00	8,580.00
Window Blinds	set	2			2	80000				0	0				0	0				0	0	2	40,000.00	80,000.00
Information Board (8' x 5')	pc	1			1	9000				0	0				0	0				0	0	1	9,000.00	9,000.00
Air Conditioning Units	unit	7			7	175000	7			7	175000				0	0				0	0	14	25,000.00	350,000.00

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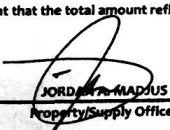
Item & Specifications	Unit of Measure	Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	Mar	Q1	TOTAL PER QRT	April	May	June	Q2	TOTAL PER QRT	July	Aug	Sept	Q3	TOTAL PER QRT	Oct	Nov	Dec	Q4	TOTAL PER QRT			Total
Air humidifier purifier	unit		1		1	1500				0	0				0	0				0	0	1	1,500.00	1,500.00
Intercom	set	1			1	25000				0	0				0	0				0	0	1	25,000.00	25,000.00
Full Length Mirror	pc	2			2	4000				0	0				0	0				0	0	2	2,000.00	4,000.00
Smoked Glass as White Board (8' x 5')	pc	1			1	10000				0	0				0	0				0	0	1	10,000.00	10,000.00
Dish Rack	unit	1			1	1500				0	0				0	0				0	0	1	1,500.00	1,500.00
Lockers (30 compartments)	unit			1	1	50000				0	0				0	0				0	0	1	50,000.00	50,000.00
Whiteboard 1/2 size	pc	2			2	2000				0	0				0	0				0	0	2	1,000.00	2,000.00
Vehicle Maintenance(Fan Belt, Tie Rod, Ball Joint etc)			1		1	50000	1			0	0				0	0				0	0	1	50,000.00	50,000.00
Tool Set	set				0	0	1			1	25000				0	0					0	1	25,000.00	25,000.00
Mechanical Pencil Sharpener	pc		2		2	1000				0	0				0	0				0	0	2	500.00	1,000.00
Office Vehicle	pc	1			1	1200000				0	0				0	0				0	0	1	1,200,000.00	1,200,000.00
Motorcycle	pc	6			6	480000				0	0				0	0				0	0	6	80,000.00	480,000.00
Tire for Government Vehicle	pc				0	0				0	0	3			3	12000	3			3	12000	6	4,000.00	24,000.00
C. TOTAL (A + B):																							3,235,752.57	
D. ADDITIONAL PROVISION FOR INFLATION (4% of TOTAL):																							313,376.26	
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words):																							One Million One Hundred Ninety One Thousand Six Hundred Sixty Seven (1,191,660.00)	
F. MONTHLY CASH REQUIREMENTS (In Figures and Words):																								
F.1 Available at Procurement Service Stores					208542.82					34596.51					19840.49					6690.7575			269670.5705	
F.2 Other Items not available at PS but regularly purchased from other sources					2579377					355400					41285					15810			2988872	
TOTAL MONTHLY CASH REQUIREMENTS					2784919.8					389996.5					61125.49					22500.758			3,258,542.57	

*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.

Prepared by:


JORDAN P. MADRUS
Property/Supply Officer

Certified Funds Available
Certified Appropriate Funds Available:


DARBY A. LUMBRES
Accountant/
Local Budget Officer

Approved by:


ARMONIO P. PAA
Head of Office/Agency

Date Prepared: November 15, 2014

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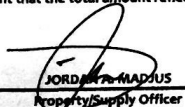
Item & Specifications	Unit of Measure	Quantity Requirement																				** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	Mar	Q1	TOTAL PER QRT	April	May	June	Q2	TOTAL PER QRT	July	Aug	Sept	Q3	TOTAL PER QRT	Oct	Nov	Dec	Q4	TOTAL PER QRT			Total	
Air humidifier purifier	unit		1		1	1500				0	0				0	0				0	0	1	1,500.00	1,500.00	
Intercom	set	1			1	25000				0	0				0	0				0	0	1	25,000.00	25,000.00	
Full Length Mirror	pc	2			2	4000				0	0				0	0				0	0	2	2,000.00	4,000.00	
Smoked Glass as White Board (8' x 5')	pc	1			1	10000				0	0				0	0				0	0	1	10,000.00	10,000.00	
Dish Rack	unit	1			1	1500				0	0				0	0				0	0	1	1,500.00	1,500.00	
Lockers (30 compartments)	unit			1	1	50000				0	0				0	0				0	0	1	50,000.00	50,000.00	
Whiteboard 1/2 size	pc	2			2	2000				0	0				0	0				0	0	2	1,000.00	2,000.00	
Vehicle Maintenance(Fan Belt, Tie Rod, Ball Joint etc)	pc		1		1	50000	1			0	0				0	0				0	0	1	50,000.00	50,000.00	
Tool Set	set				0	0	1			1	25000				0	0					0	1	25,000.00	25,000.00	
Mechanical Pencil Sharpener	pc		2		2	1000				0	0				0	0				0	0	2	500.00	1,000.00	
Office Vehicle	pc	1			1	1200000				0	0				0	0				0	0	1	1,200,000.00	1,200,000.00	
Motorcycle	pc	6			6	480000				0	0				0	0				0	0	6	80,000.00	480,000.00	
Tire for Government Vehicle	pc				0	0				0	0	3			3	12000	3			3	12000	6	4,000.00	24,000.00	
C. TOTAL (A + B):																							3,735,762.57		
D. ADDITIONAL PROVISION FOR INFLATION (AGENCY TOTAL):																							333,376.26		
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words):																							One Million One Hundred Ninety One Thousand Six Hundred Sixty Three Only 1,991,656.00		
F. MONTHLY CASH REQUIREMENTS (in Pesos):																									
F.1 Available at Procurement Service Stores					208542.82					34596.51					19840.49					6690.7575					269670.5705
F.2 Other Items not available at PS but regularly purchased from other sources					2579377					355400					41285					15810					2988872
TOTAL MONTHLY CASH REQUIREMENTS					2784919.8					389996.5					61125.49					22500.758					3,258,542.57

*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.

Prepared by:


JORDAN MADRUS
Property/Supply Officer

Certified Funds Available
Certified Appropriated Funds Available:


DARBY A. LUMBRES
Accountant/
Local Budget Officer

Approved by:


ARMONIO P. PAA
Head of Office/Agency

Date Prepared: November 15, 2014