

**ANNUAL PROCUREMENT PROGRAM FOR 2014**  
For Common-Use Supplies and Equipment

Department/ Bureau/ Office: DEPARTMENT OF BUDGET AND MANAGEMENT  
Region: VI  
Address: 251-A GEN. HUGHES ST., ILOILO CITY

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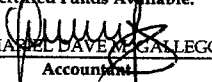
Item & Specifications	Unit	Quantity Requirement												Price as of 10-1-2013	Total Amount		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			Yearly	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1. LED Bulb 10w	piece	180													180	750.00	135,000.00
2. Pinlight Socket 6"	piece	165													165	105.00	17,325.00
<b>COMMON COMPUTER SUPPLIES</b>																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box, BKP 20	box	5	4	5	4	5	4	5	4	4	4	4	4	4	52	500.00	26,000.00
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box, BKP 20	box	6		1	6	1		1		1			1		17	710.00	12,070.00
3. FLASH DRIVE, 4GB, USB 2.0 and play, Imation	piece	12													12	300.00	3,600.00
4. CD REWRITABLE, high speed, 700MB/80 minutes capacity, compatible with 4x - 12x CD drivers, slaim case	piece	2	2	2	2	2	2	2	2	2	2	2	2	2	24	25.00	600.00
5. INK CARTRIDGE, CANON (820PGBK)	piece	11	3	3	11	3	3	11	3	3	11	3	3	3	68	600.00	40,800.00
5. INK CARTRIDGE, CANON (821BK)	piece	11	3	3	11	3	3	11	3	3	11	3	3	3	68	580.00	39,440.00
7. INK CARTRIDGE, CANON (821M)	piece	8	3	3	8	3	3	8	3	3	8	3	3	3	56	580.00	32,480.00
8. INK CARTRIDGE, CANON (821C)	piece	8	3	3	8	3	3	8	3	3	8	3	3	3	56	580.00	32,480.00
9. INK CARTRIDGE, CANON (821Y)	piece	8	3	3	8	3	3	8	3	3	8	3	3	3	56	580.00	32,480.00
10. Printer Ink, HP CE505A/5A	piece	4	4	2	3	2	2	4	2	2	3	2	2	32	3,950.00	126,400.00	
11. Canon PG 40, Black	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	985.00	23,640.00	
12. TONER CARTRIDGE, Konika Minolta 9100 # 4563	piece	1				1				1				3	11,150.00	33,450.00	
13. RIBBON, Epson RN SO 15083/ SO 15086	ca	6	6	6	5	5	5	5	5	5	5	5	5	63	750.00	47,250.00	
14. RIBBON, Epson RN SO 15083/ SO 15086, refill	spool	6	4	4	5	4	4	5	4	4	5	4	4	53	350.00	18,550.00	
15. Toner # AR 021FT	piece	1				1				1				3	8,200.00	24,600.00	
16. Canon PG 41, Colored	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	1,225.00	29,400.00	
17. AR-205SD Developer, for Photocopying Machine	piece	1						1						2	2,080.00	4,160.00	
18. AR-205DR Drumkit, for Photocopying Machine	set	1						1						2	4,800.00	9,600.00	
19. HP Laserjet 80A	piece	1		1		1		1		1		1		6	5,250.00	31,500.00	
20. Canon Pixma IP4970 Ink-CL1 726BK	piece	6			6			6			6			24	625.00	15,000.00	
21. Canon Pixma IP4970 Ink-CL1 726M	piece	6			6			6			6			24	625.00	15,000.00	
22. Canon Pixma IP4970 Ink-CL1 726C	piece	6			6			6			6			24	625.00	15,000.00	
23. Canon Pixma IP4970 Ink-CL1 726PGBK	piece	6			6			6			6			24	625.00	15,000.00	
24. Canon Pixma IP4970 Ink-CL1 726Y	piece	6			6			6			6			24	625.00	15,000.00	

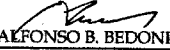
25. RIBBON, Epson RN SO 15632	piece	3				3									12	520.00	6,240.00
26. RIBBON, Epson RN SO 15632, refill	piece	3				3									12	220.00	2,640.00
27. INK CARTRIDGE, HP 704 TRI-COLOR (CN693AA)	piece	3				3									12	390.00	4,680.00
28. INK CARTRIDGE, HP 704 BLACK CARTRIDGE (CN692AA)	piece	3				3									12	390.00	4,680.00
29. INK CARTRIDGE, HP 703 TRI-COLOR (CN693AA)	piece	3				3									12	390.00	4,680.00
30. INK CARTRIDGE, HP 703 BLACK CARTRIDGE (CN692AA)	piece	3				3									6	390.00	2,340.00
31. Toner, Kyocera TK-454	piece	1				1									3	4,500.00	13,500.00
32. UPS Battery, 12 volts, 7.2 ah	unit	10							10						20	500.00	10,000.00
33. Ribbon for Checkwriter	piece	1													3	3,500.00	10,500.00
<b>COMMON OFFICE SUPPLIES</b>																	
1. AIR FRESHENER, 280ml/can,	can	8				7											
2. ALCOHOL, 70% isopropyl	bottle	19				19									30	185.00	5,550.00
3. ENVELOPE, mailing white with window, 500s	box	5													76	70.00	5,320.00
4. BALLPEN, (black)	piece	19			5	19		5							10	300.00	3,000.00
5. BALLPEN, (blue)	piece	16			5	16		5			5				86	7.00	602.00
6. BALLPEN, (red)	piece	16			5	16		5			5				74	7.00	518.00
7. FOLDER, pressboard, plain, legal, 100s/box	pack	5													5	920.00	4,600.00
8. FOLDER, tagboard, legal size, 100s/box	pack	5													5	450.00	2,250.00
9. Correction Fluid, water base, white opaque, 15 ml.	bottle	9				5									24	18.00	432.00
10. PAPER, book 20, Cactus, letter size	ream	11	2			11	2								52	130.00	6,760.00
11. PAPER, book 20, Cactus, legal size	ream	15				13									53	160.00	8,480.00
12. PAPER, book 20, Cactus, 8.3 x 11.7	ream	10	10	10	10	10	10	10	10	10	10	10	10	10	120	160.00	19,200.00
13. PAPER, BOOK 20, Cactus, 8 1/2 x 14	ream	10	10	10	10	10	5	5	5	5	5	5	5	5	85	190.00	16,150.00
14. Glue, Multi-Purpose, 130g	bottle	4	3	4	3	5	4	4	3	5	3	3	4	45	45.00	2,025.00	
15. RUBBER BAND, #18, min.445 grams/box	box	6				1	1	1	1	2				1	13	110.00	1,430.00
16. PAPER, thermal, 216mmx30M, Crocofax	roll	15	15	15	15	15	15	15	15	15	15	15	15	15	180	60.00	10,800.00
17. PAPER FASTENER, plastic, 50 sets/box	box	8				2	4			4	2			24	30.00	720.00	
18. PAPER CLIP, gem type, jumbo, 50mm, 100s/box, Prince	box	11	1	5	2	5	1	11	1	5	2	5	1	50	20.00	1,000.00	
19. PAPER CLIP, gem type, 33mm, 100s/box, UK	box	6	1	5	2	5	1	6	1	5	2	5	1	40	15.50	620.00	
20. PUSH PIN, hammer head type, 100s/box, Your Office	box	1												1	23.00	23.00	
21. RECORD BOOK, 500 pages/300 pages	book	5				2				4				2	13	95.00	1,235.00
22. SIGN PEN, black, Pentel	piece	17	7	9	9	13	7	13	7	13	9	9	5	118	55.00	6,490.00	
23. SIGN PEN, blue, Pentel	piece	12	5	5	13	10	5	10	5	10	13	5	5	98	55.00	5,390.00	
24. SIGN PEN, red, Pentel	piece	12	5	5	13	10	5	10	5	10	13	5	5	98	55.00	5,390.00	
25. MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide,	piece	5			3	5				3				24	60.00	1,440.00	
26. MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide,	piece	5			3	5				3				24	60.00	1,440.00	
27. MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide,	piece	5			3	5				3				24	60.00	1,440.00	
28. PENCIL, lead, with eraser, medium size	piece	6	4	4	4	4	4	6	4	4	4	4	4	52	25.00	1,300.00	
29. PENCIL, mechanical, for 0.5mm lead	piece	10												10	40.00	400.00	
30. ERASER, rubber, soft, pencil/draft writing, 60mm x 20mm	piece	25								25				50	6.00	300.00	
31. LEAD, for mechanical pencil, 0.5mm, 12 pcs./tube,	piece	20								20				40	15.00	600.00	
32. SHARPENER, single cutterhead, one-hole guide	piece	3												3	190.00	570.00	
33. STAPLE REMOVER, twin jaws	piece	6												6	20.00	120.00	
34. Stamp Pad, long	piece	4												4	50.00	200.00	
35. STAMP PAD INK, violet, 50ml.	bottle	4	1	1	1	1	1	4	1	1	1	1	1	18	30.00	540.00	
36. STAPLE WIRE, standard, #35	box	10			10	2	10			10				64	40.00	2,560.00	
37. TOILET TISSUE, 12 rolls/ pack	packs	6	1	1	3	2	1	3	1	2	3	1	1	25	170.00	4,250.00	

38. Marker, fluorescent, assorted colors, 3 colors/set, Stabilo	set	12			8	4		8		4	8			44	42.00	1,848.00
39. Stapler Heavy Duty	each	15												15	130.00	1,950.00
40. Tape, transparent, 24mm, (1") width, usable length of 50 m	roll	13		1	2	1		13		1	2	1		34	25.00	850.00
41. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width, 0.02mm(min) thickness, white opaque,	piece	15			15			15			15			60	25.00	1,500.00
42. ENVELOPE, brown, short	piece				6							10		16	7.00	112.00
43. ENVELOPE, brown, long	piece				6							10		16	10.00	160.00
44. SCISSORS, size, 15cm(6")	piece	1												1	45.00	45.00
<b>COMMON JANITORIAL SUPPLIES</b>																
1. DISINFECTANT SPRAY, 340 gm.	can	9			9			9			9			36	350.00	12,600.00
2. FURNITURE CLEANER, 400ml/can	can	9			9			9			9			36	270.00	9,720.00
3. INSECTICIDE, 600ml.(420g)/can	can	3			3			3			3			12	340.00	4,080.00
4. Multi-insect killer, 396 gms.	can	9			9			9			9			36	340.00	12,240.00
<b>COMMON OFFICE EQUIPMENT</b>																
1. PHOTOCOPYING MACHINE	unit						1							1	70,000.00	70,000.00
2. AIRCON, 3TONS	unit			3										3	70,000.00	210,000.00
3. Wifi Router	unit				4									4	10,000.00	40,000.00
4. Ergonomic Mousepad	piece	19												19	400.00	7,600.00
5. Checkwriter	unit			1										1	40,000.00	40,000.00
6. Pointer	unit			5										5	3,000.00	15,000.00
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																-
																-

GRAND TOTAL: ..... 1,406,453.00  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 140,645.30  
APPROVED BUDGET: ..... 1,547,098.30

Prepared by:  
  
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BAE Secretariat

Certified Funds Available:  
  
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Accountant

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Head of Office/Agency

Date Prepared: November 15, 2013