ANNUAL PROCUREMENT PROGRAM FOR 2014
For Office Maintenance and Repairs & Capital Outlays
(Non-Common Used Office Supplies)

Department: Department of Budget and Management
Region : X
Address: Zone 1 National Highway, Bulua,
Cagayan de Oro City

Item & Specifications	Quantity Requirement						Total
	UNIT	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	Yearly	Amount
VEHICLE AND GENSET MAINTENANCE (Isuzu Sportivo, Toyota Hi-Ace Van & Honda Bravo Motorcycle)							
Diesoline (for Isuzu Sportivo)	lit.	400	400	400	400	1,600	
Diesoline (for Toyota Hi-Ace Van)	lit.	420	420	420	420	1,680	
Diesoline (for Generator)	lit.	100	100	100	100	400	
Gasoline (for Honda Bravo Motorcycle)	lit.	36	36	36	36	144	
Tire Interior (for Honda Motorcycle)	pcs			2		2	
Tires (for Honda Motorcycle)	pcs			2		2	
Engine Oil (for Honda Motorcycle)	lit	1	1	1	1	4	
Freon Charging (for Isuzu Sportivo)	job		1			1	
Engine Oil (for Isuzu Sportivo)	lit	5	5	5	5	20	
Change Oil & Oil Filter (for Isuzu Sportivo)	job	1	1	1	1	4	
Engine Tune-Up (for Isuzu Sportivo)	job		1		1	2	
Oil Filter (for Isuzu Sportivo)	pc	1	1	1	1	4	
Fuel Filter (for Isuzu Sportivo)	pc	1			1	2	
Differential Gear Oil (for Isuzu Sportivo)	lit	3			3	6	
Engine Oil (for Toyota Hi-Ace Van)	lit	6	6	6	6	24	
Change Oil & Oil Filter (for Toyota Hi-Ace Van)	job	1	1	1	1	4	
Engine Tune-Up (for Toyota Hi-Ace Van)	job		1		1	2	
Freon Charging (for Toyota Hi-Ace Van)	job		1			1	
Fuel Filter (for Toyota Hi-Ace Van)	pc	1			1	2	
Change Oil & Oil Filter (for Generator Set)	job		1		1	2	
SERVICES							
1-Year Contract of Janitorial Services	Job		1			1	
1-Year Contract of Messengerial Services	Job		1			1	
1-Year Contract of Security Services	Job		1			1	
1-Year Aircon Maintenance	Job			1		1	
1-Year Water Supply w/Free Dispenser Use	Job					1	
1-Year Contract-Termites Treatment	Job			1		1	
1-Year Contract of Internet Services	job			1		1	
Repair of CPU RedFox (MMC)	job		1			1	
Repair of CPU Intex Supernova, (EBV)	job		1			1	
Repair of CPU Intex Supernova, (JBA)	job		1			1	
Repair of CPU Virtuo (CPRU)	job		1			1	
Repair of CPU RedFox (AAP)	job		1			1	
Repair of Printer EPSON LQ-2180 (DCK)	job	1				1	
Repair of Printer EPSON LQ-2180 (LRL)	job	1				1	
CAPITAL OUTLAY PER APPROVED AEPP							
Office Equipment, Furniture & Fixtures:							
Typewriter, electronic heavy duty with LCD Display	unit	2				2	
Refrigetator, 9.6 cu.m.	unit	1				1	
Conference Tables & Chairs, hard plastic,	lot	1				1	
white color rectangular, foldable/stackable							
Other Property, Plant & Equipment:							
Replacement of Entrance Gate	job	1				1	
Motor Vehicle	unit		1			1	

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	UNIT	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	Yearly	Amount
OTHERS							
DBM Building Insurance	lot				1	1	
Meals and Snacks for Monthly In-House		3	3	3	3	12	
Training							
Meals, Snacks and Accomodation for 2014				1		1	
Planning Session							
Meals and Snacks for monthly meeting		3	3	3	3	12	
Meals and Snacks for Year-End Assessment					1	1	
Meals and Snacks for Quarterly Meeting		1	1	1	1	4	
with GSBs							
Meals and Snacks for Quarterly Meeting		1	1	1	1	4	
with LBOs							
Meals and Snacks for the conduct of SPMS	pax	23				23	
Briefing & Workshop for DBM X Personnel							
Catering of Meals and Snacks for the conduct	pax	35				23	
of PFM Rollout							
POLO Shirt Tailoring and Printing for Women's	pc	23				23	
Month							
POLO Shirt Tailoring and Printing 2014 DBM	pc	23				23	
Team Building Activity							
Reading Eyeglasses	pc	17				23	
Rehabilitation of Two (2) Basketball Goal	job		1			1	
Basketball Jersey Shirt for DBM Anniversary	pc		15			15	
T Shirt for DBM Anniversary (Female)	pc		11			11	
Case for External Hard Drive	pc		17			17	
Diagnostic Repair of Old Genset Battery	job		1			1	
Installation of New Battery, 17 Plates	job		1			1	
Battery for Generator Set, 17 plates	pc		1			1	
Rechargeable LED Lamp	pc		14			14	
Mini Desk Fan, 5.5"	pc		18			18	
Gym Equipments							
AB Wheel, professional	pc		1			1	
Medicine Ball, 6lbs	pc		1			1	
Skipping Rope, leather	pc		2			2	
Dumbell, 3 lbs, rubber coated	pc		6			6	
Dumbell, 5 lbs, rubber coated	pc		10			10	
Dumbell, 10 lbs, rubber coated	pc		6			6	
Kettle Bell, 15 lbs, plastic coated	pc		1			1	
Dumbell Plate, 10 lbs	pc		10			10	
Dumbell Plate, 15 lbs	pc		6			6	
Dumbell Plate, 25 lbs	pc		6			6	
Punching Bag, L30, heavy duty	pc		1			1	
Punching Gloves, 8 oz, heavy duty	pair		2			2	
Yoga Mat, thick	pc		2			2	
Elliptical Machine, heavy duty	pc		1			1	
Buffet Dinner for DBM Region 13 guests	pax		15			15	
on May 24, 2014 (Eat all you can)							
Buffet Dinner for DBM Region 9 guests	pax		30			30	
on May 28, 2014 (Eat all you can)							
Packed Breakfast for DBM Region 9 guests	pax		30			30	
on May 30, 2014							

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	UNIT	1st QTR.	2nd QTR.	3rd QTR.	4th QTR.	Yearly	Amount
Materials for Construction of Bunk House							
Cement	sack		5			5	
Ply Board, 3/4	pc		6			6	
GI Sheet, 26x12	pc		6			6	
Nails, 4"	kilo		4			4	
Nails, 2"	kilo		1			1	
Nails, 3"	kilo		3			3	
Finishing Nails, 2"	kilo		1/2			1/2	
Fastener Wire	kilo		1			1	
Corrogated Iron Bar (Kabilya), 10mm	pc		2			2	
Cocolumber, 2x2x8	pc		25			25	
Cocolumber, 2x2x10	pc		10			10	
Cocolumber, 2x3x12	pc		18			18	
Cocolumber, 2x4x12	pc		6			6	
Cocolumber, 2x4x10	pc		6			6	
Pesticide, for termites	bot		1			1	
Labor for Construction of Bunk House for	job		1			1	
Records Storage							
Replacement of Spare Parts for	job		1			1	
1 HP Window Type Aircon							
Meals for Christmas Party					1	1	

PREPARED BY:

MARK ANTHONY T. CAYLO
Property/ Supply Officer Des.

CERTIFIED FUNDS AVAILABLE:

JEZREEL MARK C. BALTAZAR
Accountant III

APPROVED:

ANNABELLE M. ATILLO
Regional Director