

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

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

Contact Person: JEREMIAS MANLAPAS
 Position: ADMIN AIDE VI
 E-mail :
 Telephone/Mobile Nos: 335-1235, 338-0864

Item & Specifications	Unit	Quantity Requirement												Price as of 10-1-2014	Total Amount		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec			Yearly	
COMMON ELECTRICAL SUPPLIES																	
1 COMPACT BULB, (Pinlight) 8 watts/11 watts	piece	80			40			40					40		200	180.00	36,000.00
COMMON COMPUTER SUPPLIES																	
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box, BKP 20	box	15			11			12					10		48	700.00	33,600.00
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box, BKP 20	box	4						3							7	1,100.00	7,700.00
3 FLASH DRIVE, 4GB, USB 2.0 and play	piece	7						8							15	350.00	5,250.00
4 FLASH DRIVE, 8GB, USB 2.0 and play	piece	7						8							15	600.00	9,000.00
5 Canon PG 40, Black	piece	7			5			6					6		24	1,200.00	28,800.00
6 Canon PG 41, Colored	piece	4			4			5					5		18	1,350.00	24,300.00
7 HP Laserjet 80A	piece	3						3							6	6,250.00	37,500.00
8 Printer Ink, HP CE505A/5A	piece	6			6			6					4		22	5,000.00	110,000.00
9 INK CARTRIDGE, CANON (820PGBK)	piece	6						6							12	750.00	9,000.00
10 INK CARTRIDGE, CANON (821BK)	piece	6						6							12	680.00	8,160.00
11 INK CARTRIDGE, CANON (821M)	piece	4						2							6	680.00	4,080.00
12 INK CARTRIDGE, CANON (821C)	piece	4						2							6	680.00	4,080.00
13 INK CARTRIDGE, CANON (821Y)	piece	4						2							6	680.00	4,080.00
14 Canon Pixma 725 PGBK	piece	3			3			3							6	680.00	4,080.00
15 Canon Pixma 725BK	piece	3			3			3					3		12	650.00	7,800.00
16 INK CARTRIDGE, HP 704 TRI-COLOR (CN693AA)	piece	3			3			3					3		12	625.00	7,500.00
17 INK CARTRIDGE, HP 704 BLACK CARTRIDGE (CN692AA)	piece	3			3			3					3		12	450.00	5,400.00
18 Toner, Kyocera TK-454, black	piece	2			2			3					2		9	12,500.00	112,500.00
19 Toner, Kyocera TK-584Y	piece	4			4			4					1		13	12,500.00	162,500.00
20 Toner, Kyocera TK-584C	piece	3			3			4					1		11	12,500.00	137,500.00
21 Toner, Kyocera TK-584M	piece	3			3			4					1		11	12,500.00	137,500.00
22 Toner, Kyocera TK-584K	piece	3			3			4					1		11	12,500.00	137,500.00
23 RIBBON, Epson RN SO 15083/ SO 15086	ca	14			8			14					3		39	800.00	31,200.00
24 RIBBON, Epson RN SO 15083/ SO 15086, refill	spool	6						6							12	250.00	3,000.00
25 RIBBON, Epson RN SO 15632	piece	2						3							5	130.00	650.00
26 RIBBON, Epson RN SO 15632, refill	piece														0		
27 TONER CARTRIDGE, Konika Minolta 9100 # 4563	piece	1						1							2	13,000.00	26,000.00
28 Toner # AR 021FT	piece	1			1			1					1		4	8,200.00	32,800.00

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29 AR-205SD Developer, for Photocopying Machine	piece				1									1			3	2,500.00	7,500.00	
30 AR-205DR Drumkit, for Photocopying Machine	set				1									1			3	5,000.00	15,000.00	
31 UPS Battery, 12 volts, 7.2 ah	unit	3			3									3			12	1,000.00	12,000.00	
COMMON OFFICE SUPPLIES																				
1 AIR FRESHENER, 280ml/can,	can	5			5									5			20	190.00	3,800.00	
2 ALCOHOL, 70% isopropyl	bottle	21			21									16			74	70.00	5,180.00	
3 BALLPEN, (black)	piece	51			51									45			198	10.00	1,980.00	
4 BALLPEN, (blue)	piece	32			32									33			130	10.00	1,300.00	
5 BALLPEN, (red)	piece	29			29									30			18	10.00	1,060.00	
6 SIGN PEN, black	piece	45			4									21			4	25.00	1,850.00	
7 SIGN PEN, blue	piece	42			4									18			4	25.00	1,700.00	
8 SIGN PEN, red	piece	16			4									13			4	25.00	1,700.00	
9 MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide, black	piece	8			2									9			22	35.00	770.00	
10 MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide, blue	piece	8			2									9			22	35.00	770.00	
11 MARKING PEN, permanent, felt tip, bullet tip, 1.00mm wide, red	piece	8			2									9			22	35.00	770.00	
12 PENCIL, lead, with eraser, medium size	piece	8			5									8			26	25.00	650.00	
13 MARKER, fluorescent, assorted colors, 3 colors/set	set	14			5									11			35	50.00	1,750.00	
14 INDEX TABS	piece	100			20									30			150	60.00	9,000.00	
15 ENVELOPE, mailing white with window, 500s	box	4			1									1			7	350.00	2,450.00	
16 PAPER, thermal, 216mmx30M	roll	6			6									6			24	50.00	1,200.00	
17 Expandable Folder, Specifications: Legal, hard, light green, piece	pack	600			100									200			50	950	20.00	19,000.00
18 FOLDER, tagboard, legal size, 100s/box (white)	box	2															2	500.00	1,000.00	
19 FOLDER, tagboard, legal size, 100s/box (green)	box	1												1			1	500.00	500.00	
20 FOLDER, tagboard, legal size, 100s/box (red)	box	1												1			1	500.00	500.00	
21 ENVELOPE, brown, long	piece	25			25									25			100	10.00	1,000.00	
22 PLASTIC ENVELOPE COVER, ready made	piece	50															50	20.00	1,000.00	
23 PAPER, book 20, Cactus, letter size	ream	41			4									16			65	170.00	11,050.00	
24 PAPER, book 20, Cactus, 8 1/2 x 13	ream	6												6			12	160.00	1,920.00	
25 PAPER, book 20, Cactus, 8.3 x 11.7	ream	51			39									41			160	160.00	25,600.00	
26 PAPER, BOOK 20, Cactus, 8 1/2 x 14	ream	30			17									25			84	200.00	16,800.00	
27 RECORD BOOK, 500 pages/300 pages	book	6												3			9	100.00	900.00	
28 Glue, Multi-Purpose, 130g	bottle	8			4									7			4	23	60.00	1,380.00
29 RUBBER BAND, #18, min.445 grams/box	box	6			4									5			15	130.00	1,950.00	
30 PAPER FASTENER, plastic, 50 sets/box	box	8												8			16	50.00	800.00	
31 PAPER CLIP, gem type, jumbo, 50mm, 100s/box	box	13												11			24	35.00	840.00	
32 PAPER CLIP, gem type, 33mm, 100s/box	box	21												13			34	25.00	850.00	
33 ERASER, rubber, soft, pencil/draft writing, 60mm x 20mm	piece	8												8			16	12.00	192.00	
34 SHARPENER, single cutterhead, one-hole guide	piece	1															1	250.00	250.00	
35 STAPLE REMOVER, twin jaws	piece	3												2			5	30.00	150.00	
36 STAPLE WIRE, standard, #35	box	9			4									6			23	40.00	920.00	
37 CORRECTION FLUID, water base, white opaque, 15 ml.	bottle	7												7			14	35.00	490.00	
39 CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width, 0.02mm(min) thickness, white opaque, with protective cap,	piece	16			5									17			43	30.00	1,290.00	

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40 STAMP PAD, long	piece	2						3						5	40.00	200.00
41 STAMP PAD INK, violet, 50ml.	bottle	2						2						4	40.00	160.00
42 TAPE, transparent, 24mm, (1") width, usable length of 50 m	roll	28			10			18				10		66	25.00	1,650.00
43 STAPLER, Heavy Duty	each	3												3	150.00	450.00
44 PUNCHER, heavy duty	piece	2												2	300.00	600.00
45 TOILET TISSUE, 12 rolls/ pack	packs	10			4			8				4		26	180.00	4,680.00
COMMON JANITORIAL SUPPLIES																
1 DISINFECTANT SPRAY, 340 gm.	can	5			5			5				5		20	400.00	8,000.00
2 FURNITURE CLEANER, 400ml/can	can	8			8			8				8		32	300.00	9,600.00
3 INSECTICIDE, 600ml.(420g)/can	can	5			5			5				5		20	350.00	7,000.00
4 MULTI-INSECT KILLER, 396 gms.	can	5			5			5				5		20	350.00	7,000.00
COMMON OFFICE EQUIPMENT																
														0		-
														0		-
																-
																-
																-

GRAND TOTAL: 1,326,677.00
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 132,667.70
APPROVED BUDGET: 1,459,344.70

Prepared by: LEAH PAREDES-DESLATE
BAC SECRETARIAT

Certified Funds Available:
MARIEL DAVE M. CALLEGO
Accountant

Approved: ALFONSO B. BEDONIA JR.
Head of Office/Agency

Date Prepared: November 15, 2014