

SUMMARY
CY 2015 ANNUAL PROCUREMENT PLAN
Common-Use Office Supplies and Equipment

ANNUAL PROCUREMENT PLAN - January 15, 2015

DEPARTMENT OF BUDGET AND MANAGEMENT

Regional Office No. VIII

QTY	UNIT	NAME/DESCRIPTION	Div A	Div B	Div C	FAS Section	total	UNIT COST	TOTAL COST
1	packet	BATTERY, size AA, alkaline, 2 pcs. / packet, GP brand	-	-	10	15	25	20.15	503.75
2	packet	BATTERY, size AAA, alkaline, 2 pcs. / packet, GP LR03 brand	-	-	-	15	15	15.85	237.75
3	roll	TAPE, electrical, 19mm x 16M, assorted colors, Armak brand	-	-	-	5	5	20.20	101.00
4	box	COMPUTER CONTINUOUS FORMS, 1 ply, '(11" x 9-1/2")	4	-	8	-	12	543.15	6,517.80
5	box	COMPUTER CONTINUOUS FORMS, 1 ply, '(11" X 14-7/8")	4	-	4	-	8	814.95	6,519.60
6	box	COMPUTER CONTINUOUS FORMS, 2 ply, '(11" x 9-1/2")	-	-	-	-	-	652.05	-
7	box	COMPUTER CONTINUOUS FORMS, 2 ply, '(11" X 14-7/8")	-	-	-	-	-	947.05	-
8	box	COMPUTER CONTINUOUS FORMS, 3 ply, '(11" x 9-1/2")	-	-	-	-	-	543.73	-
9	box	COMPUTER CONTINUOUS FORMS, 3 ply, '(11" X 14-7/8")	4	-	-	-	4	816.25	3,265.00
10	piece	COMPACT DISC RECORDABLE, minimum of 650MB, 70 min.	-	-	-	-	-	10.90	-
11	piece	COMPACT DISC REWRITABLE, high speed, 700MB/80 minutes	-	-	-	-	-	17.75	-
12	box	DVD RECORDABLE, 16X speed, 4.7GB capacity, 120 minutes	-	-	-	-	-	11.75	-
13	each	DVD REWRITABLE, 4X speed, 4.7 GB capacity, 120 minutes	-	-	-	-	-	22.15	-
14	each	EDP BINDER, plastic, size 11" x 9-1/2" computer forms	-	-	-	-	-	48.95	-
15	piece	EDP BINDER, plastic, size 11" x 14-7/8" computer forms	20	-	-	-	20	57.80	1,156.00
16	ca	RIBBON, for Epson LX300/FX80 printer(s), RN 8750,	-	-	-	8	8	80.00	640.00
17	ca	RIBBON, for Epson LQ 2190/2070 printer(s), RN SO 15083/SO15086	20	6	7	-	33	761.00	25,113.00
18	roll	ACETATE, gauge #3, transparent, 50m in length	-	-	-	1	1	652.00	652.00
19	bottle	ALCOHOL, rubbing, 70% Ethyl, 500ml.	48	36	20	100	204	40.00	8,160.00
20	each	BALLPOINT PEN, fine point, black	-	-	-	36	36	20.00	720.00
21	each	BALLPOINT PEN, fine point, blue	-	-	-	36	36	20.00	720.00

22	each	BALLPOINT PEN , fine point, red	-	-	-	14	14	20.00	280.00
23	box	CARBON PAPER , ordinary, 210mm x 297mm (A-4), 100s/box,	-	-	-	-	-	234.35	-
24	box	CARBON PAPER , ordinary, 216mm x 330mm legal size	-	-	-	-	-	266.15	-
25	pack	CARTOLINA , assorted colors, 20 pcs/pack	-	-	-	2	2	75.00	150.00
26	pack	CARTOLINA , white, 20 pcs/pack	-	-	-	1	1	55.00	55.00
27	bottle	CORRECTION FLUID , water base, white opaque, 20 ml.,	16	-	-	36	52	30.00	1,560.00
28	box	DATA FILE BOX , with closed ends and finger ring	16	-	-	162	178	74.00	13,172.00
29	each	DATA FOLDER , with finger ring and clear plastic pockets	40	-	-	300	340	82.00	27,880.00
30	box	ENVELOPE , documentary, kraft, (10" x 15"), 500s/box	-	-	-	16	16	531.95	8,511.20
31	box	ENVELOPE , expanding, legal size/documents, 100 pcs./box	-	1	-	8	9	651.60	5,864.40
32	box	ENVELOPE , mailing, white, ordinary	-	-	-	1	1	146.10	146.10
33	box	ENVELOPE , mailing, white, with window	-	-	-	30	30	204.80	6,144.00
34	box	ENVELOPE , pay, kraft, for payroll	-	-	-	2	2	113.95	227.90
35	box	ENVELOPE , documentary, for A4 size paper, 500pcs/box	-	-	-	14	14	422.95	5,921.30
36	each	ERASER , rubber, soft, pencil/draft writing	4	4	4	8	20	2.30	46.00
37	each	FILE ORGANIZER , expanding, with 13 inside pockets	-	4	-	12	16	81.65	1,306.40
38	box	FOLDER , expanding , plain, for legal size papers, 100pcs/box	1	1	1	8	11	980.90	10,789.90
39	pack	FOLDER , file, tagboard, for legal size, 100pcs/pack	-	1	2	8	11	314.40	3,458.40
40	pack	ENVELOPE , expanding plastic	-	-	-	-	-	45.00	-
41	pack	FOLDER , file, tagboard, for A4 size, 100pcs/pack	-	-	2	8	10	305.20	3,052.00
42	bundle	FOLDER , morocco/fancy, with plastic grip, legal, 50pcs/pack	-	-	-	-	-	298.45	-
43	pack	FOLDER , fancy, for A4 size paper, 50pcs/pack	-	-	-	-	-	305.20	-
44	pack	FOLDER , clear plastic, L-type, A4 size, 50 pieces per pack	-	-	-	1	1	162.45	50.15
45	pack	FOLDER , clear plastic, L-type, legal size, 50 pieces per pack	-	-	-	1	1	184.25	184.25
46	pack	GLUE , all purpose, in jar w/ applicator, min. of 300 grams,	1	1	-	10	12	50.15	601.80
47	jar	INDEX TAB , self-adhesive, assorted colors, 5 sets/box	-	-	-	-	-	54.50	-
48	box	LEAD , for mechanical pencil, 0.5mm, 12 pcs./tube,	-	-	-	-	-	7.65	-
49	tube	MAP PIN , round head, assorted colors, 100's/box,	-	-	-	1	1	43.60	43.60
50	box	MARKER , fluorescent, assorted colors, 3 colors/set,	4	-	10	10	24	34.55	829.20
51	set	MARKING PEN , for whiteboard, black	-	-	-	4	4	12.90	51.60
52	each	MARKING PEN , for whiteboard, blue	-	-	-	-	-	12.90	-


53	each	MARKING PEN , for whiteboard, red	-	-	-	-	-	12.90	-
54	each	MARKING PEN , bullet tip, non-toxic, medium point, black	1	-	4	10	15	12.75	191.25
55	each	MARKING PEN , bullet tip, non-toxic, medium point, blue	1	-	4	10	15	12.75	191.25
56	each	MARKING PEN , bullet tip, non-toxic, medium point, red	1	-	4	2	7	12.75	89.25
57	each	MARKING PEN , for transparency film, fine point, 6 colors	-	-	-	-	-		-
58	set	NOTEBOOK , stenographer's, GSP bond, 40 leaves, ruled,	8	-	4	25	37	10.00	370.00
59	each	NOTE PAD , 76mm x 76mm (3" x 3"), Stickee brand	4	4	-	36	44	40.00	1,760.00
60	pad	NOTE PAD , 75mm x 102mm (3" x 4"), 3M Note brand	4	-	-	36	40	56.55	2,262.00
61	pad	NOTE PAD , 51mm x 51mm (2" x 2"), 400 sheets per pad,	4	-	-	36	40	103.55	4,142.00
62	pad	NOTE PAD , 102mm x 152mm (4" x 6"), 100 sheets per pad,	4	4	-	36	44	32.70	1,438.80
63	pad	NOTE PAD , 51mm x 76mm (2" x 3"), 100 sheets per pad,	4	-	-	36	40	32.70	1,308.00
64	pad	PAPER , bond, Premium Grade, 210mm x 297mm (A-4), 70 gsm.	-	-	-	-	-		-
65	ream	PAPER , bond, Premium Grade, 216mm x 330mm legal	-	-	-	-	-	118.20	-
66	ream	PAPER , ruled pad, 216mm x 330mm, 100 sheets,	-	-	-	2	2	19.00	38.00
67	pad	PAPER , multicopy, A4	16	80	24	320	440	124.00	54,560.00
68	ream	PAPER , multicopy, Legal	16	80	24	260	380	137.40	52,212.00
69	ream	PAPER , for PPC, 216mm x 330mm (8-1/2" x 13"), legal,	-	-	-	50	50	120.00	6,000.00
70	box	PAPER FASTENER , non-rust metal, holds 25mm thick file	16	-	4	30	50	68.65	3,432.50
71	box	PAPER CLIP , paper, Gem type, jumbo, vinyl coated,	8	12	-	30	50	14.85	742.50
72	box	PAPER CLIP , paper, Gem type, 33mm, vinyl coated, 100s/box,	4	12	-	30	46	7.10	326.60
73	box	PASTE , solid, with water well and applicator, 200 gms.	1	2	-	10	13		-
74	each	PENCIL , lead, with eraser, medium size, Apsara brand	-	-	-	8	8	24.00	192.00
75	dozen	PUSH PIN , hammer head type, assorted colors, 100s/box,	-	-	-	10	10	45.00	450.00
76	box	RECORD BOOK , 300 pages, 215mm x 275mm., 55 gsm.	2	2	1	42	47	56.00	2,632.00
77	book	RECORD BOOK , 500 pages, 215mm x 275mm, 55 gsm.,	-	-	-	42	42	95.00	3,990.00
78	book	RIBBON , nylon, for manual typewriter, Steve brand	1	-	-	-	1		-
79	spool	RUBBER BAND , #18, approx. 445gms./box, Pointer brand	4	2	1	30	37	112.00	4,144.00
80	box	RULER , plastic, 305mm (12"), Prince brand	2	4	1	13	20	5.00	100.00
81	each	RULER , plastic, 457mm (18"), Joy brand	-	-	1	19	20	18.00	360.00
82	each	SIGN PEN , high tech pen, black, Pentel brand	72	48	60	80	260	48.65	12,649.00
83	each	SIGN PEN , high tech pen, blue, Pentel brand	60	-	60	20	140	48.65	6,811.00

84	each	SIGN PEN , high tech pen, red, Pentel brand	20	-	10	10	40	48.65	1,946.00
85	each	STAMP PAD INK , violet, 50 ml.,w/applicator, Padmate brand	1	1	-	10	12	24.00	288.00
86	bottle	STAMP PAD , felt pad, 70mm 100mm, Joy brand	1	1	-	8	10	32.60	326.00
87	each	STAPLE WIRE , standard, #35, 5000s/box, Joy brand	2	-	4	50	56	25.00	1,400.00
88	box	TAPE , adding machine, 57mm(2-1/4") width,whitebond,55 gsm.	-	-	-	-	-	8.50	-
89	roll	TAPE , masking,24mm (1")width, usable length of 50m,	-	-	-	50	50	55.60	2,780.00
90	roll	TAPE , masking, 48mm (2") width, usable length of 50m	-	4	-	50	54	107.95	5,829.30
91	roll	TAPE , transparent, 24mm (1") width, usable length of 50M,	2	9	2	50	63	18.20	1,146.60
92	roll	TAPE , transparent, 48mm (2") width, usable length of 50m,	1	-	2	30	33	34.90	1,151.70
93	roll	TAPE , packaging, 48mm (2") width, 50m in length,	-	4	4	30	38	34.90	1,326.20
94	roll	TOILET TISSUE , 200 twin-ply sheets, 12 rolls/package	16	36	20	80	152	80.00	12,160.00
95	pack	TRANSPARENCY FILM , for OHP/PPC, (A-4), 100s/box	-	-	-	-	-	-	-
96	box	TRANSPARENCY FILM , for colored presentations, A4, 50s/box	-	-	-	-	-	-	-
97	box	BLADE , for heavy duty cutter, (L500),10 pcs/pack	-	4	-	6	10	24.00	240.00
98	pack	CUTTER , heavy duty, retractable, L500, Yoka brand	-	-	-	10	10	32.60	326.00
99	each	PUNCHER , heavy duty, w/two-hole guide, Prince brand	-	2	1	5	8	25.00	200.00
100	each	SCISSORS , 15cm (6")	1	3	5	15	24	10.00	240.00
101	each	SHARPENER , single cutterhead, one-hole guide, UK brand	-	-	-	3	3	23.00	69.00
102	pc	STAPLER , heavy duty, Peace brand	-	3	1	4	8	109.00	872.00
103	each	TAPE DISPENSER , heavy duty for 24mm(1") width	1	-	-	2	3	17.00	51.00
104	each	WASTEBASKET , plastic, assorted colors, non-rigid	4	4	3	30	41	186.00	7,626.00
105	each	BATHROOM SOAP , regular size, 70gms.	-	12	-	60	72	22.35	1,609.20
106	each	BROOM , soft, (tambo), wooden or rattan handle, std. size	-	-	-	12	12	109.00	1,308.00
107	each	BROOM , stick (tingting), standard size	-	-	-	12	12	25.10	301.20
108	each	CLEANSER , powder, 350 gms./can	-	-	-	40	40	17.45	698.00
109	each	DETERGENT BAR , laundry soap, Surf brand	-	-	-	40	40	19.15	766.00
110	can	DETERGENT POWDER , 500gms., Penguin brand	-	-	-	60	60	26.20	1,572.00
111	bar	DISINFECTANT SPRAY , asstd. scents, 340gm., Endbac brand	-	-	-	12	12	126.45	1,517.40
112	pouch	DUST PAN , plastic, w/ handle, large	-	-	-	16	16	38.05	608.80
113	can	FURNITURE CLEANER , aerosol type, multi-purpose,	4	-	-	12	16	98.10	1,569.60
114	each	INSECTICIDE , aerosol type, 500ml.(420g)/can, Raid Germkill/	-	-	-	75	75	123.20	9,240.00


115	can	MOPHANDLE , screw type, heavy duty, wooden handle	-	-	-	24	24	136.25	3,270.00
116	can	MOPHEAD , all cotton, twisted, 400 grams	-	-	-	36	36	98.10	3,531.60
117	each	RAG , cotton, approx. 203mm (8") in diameter	-	-	-	28	28	45.80	1,282.40
118	each	TOILET DEODORANT CAKE , (deodorizer moth proofer), 99%	-	-	-	40	40	26.20	1,048.00
119	kilo	TOILET BOWL AND URINAL CLEANER , bactericidal, 900ml	-	-	-	24	24	43.60	1,046.40
120	box	OFFICE STATIONARY	-	-	-	-	-	-	-
121	bottle	CALCULATOR L 122	-	-	-	4	4	160.00	640.00
122	ream	RUBBER BAND , small (for bills) approx. 445gms./box	-	-	-	13	13	70.00	910.00
123	btl	DISHWASHING SOAP LIQUID , Joy Brand	-	-	-	120	120	80.00	9,600.00
124	pc	DISHWASHING SPONGE , Scotchbrite Brand	-	-	-	40	40	38.00	1,520.00
125	PC	MURIATIC ACID	-	-	-	48	48	70.00	3,360.00
126	pc.	AIR FRESHNER, (LEMON)	-	-	-	8	8	200.00	1,600.00
127	boxes	STAPLE Remover	-	4	3	32	39	15.00	585.00
128	box	Mailing Stamp	-	-	-	6,000	6,000	-	21,000.00
129	piece	CHARGEABLE Flashlight	-	-	-	2	2	250.00	500.00
130	pack	Stand Fan	-	-	-	-	-	980.00	-
131	ltrs.	UPS Haevy Dudy, 500 watts	-	-	-	2	2	2,500.00	5,000.00
132	dozen	Glass Cleanser spray & Wiper	-	-	-	5	5	250.00	1,250.00
133	dozen	Padlock	-	-	-	-	-	800.00	-
134	pc	Trash Bag	-	-	-	96	96	152.00	14,592.00
135	roll	Desk Organizer	-	4	1	4	9	260.00	2,340.00
136	cart	Kyocera TK 454 Toner	-	-	-	-	-	8,400.00	-
137	pc	external Hard Disk 500gb	-	-	-	1	1	2,565.85	2,565.85
138	pc	Corection Tape	16	-	20	40	76	13.00	988.00
139	cart	Brother (HL-5450DN) Toner	8	8	7	2	25	3,820.00	95,500.00
140	cart	Develop ineo 363 (TN414)	-	-	-	4	4	4,600.00	18,400.00
141	cart	Epson L550 (Black)	6	12	4	-	22	300.00	6,600.00
142	cart	Epson L550 (Cyan)	4	12	4	-	20	300.00	6,000.00
143	cart	Epson L550 (Yellow)	4	12	4	-	20	300.00	6,000.00
144	cart	Epson L550 (Magenta)	4	12	4	-	20	300.00	6,000.00
145	cart	Brother (MFC-1810) Toner TN1000	-	-	-	12	12	2,000.00	24,000.00
146	can	CLIP, bulldog, 76mm (3"), Prince brand	-	50	-	20	70	8.75	612.50

147	pc.	CLIP, backfold, 25mm., 12 pcs. per box, Prince brand	-	50	-	80	130	11.45	1,488.50
148	ltrs.	CLIP, backfold, 50mm., 12 pcs. per box, Prince brand	-	-	-	80	80	45.80	3,664.00
149	ltrs.	CLIP, backfold, 19mm (3/4"), 12 pcs per box, Prince brand	-	50	-	80	130	7.65	994.50
150	pc	CLIP, backfold, 32mm (1-1/4"). 12 pcs/box, Prince brand	-	-	-	92	92	21.70	1,996.40
151	pc	COMPACT FLUORESCENT LIGHT (CFL), 18 watts, daylight	-	-	-	104	104	104.55	10,873.20
152	pcs	USB 16gb, flash drive	-	-	-	4	4	570.00	2,280.00
153	btl	OIL , for gegeral purpose, 120 ml., Eveready brand	-	-	-	2	2	38.70	77.40
		Epson LQ 2180, impact dot matrix, 24 pins, 136 columns	1	1	1		3	40,000.00	120,000.00
		Fire extinguisher				6	6	1,358.00	8,148.00
		TOTAL							751,455.00


Prepared by:


Romeo R. Ang
 BMS II/Designated Supply Officer

Recommended by:


Liberace N. Limsiaco
 CBMS/OIC FAS

Approved by:


Imelda C. Laceras, CESO III
 Director IV