

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

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



Item & Specifications	UNIT	1ST QTR	2ND QTR	3RD QTR	4TH QTR	GRAND TOTAL
COMMON OFFICE SUPPLIES						
BALLPEN, Blue, Retractable	pc	31	31	31	31	124
BALLPEN, Black, Retractable	pc	29	29	29	29	116
BALLPEN, Red, Retractable	pc	5	3	5	3	16
Battery, AA, Long Lasting	pck	20	20	20	20	80
Clips,Backfold,25mm,12s/box, 1"	box	4	4	4	0	12
Clips,Backfold,50mm,12s/box, 2"	box	2	0	2	0	4
Compact Fluorescent Lamp, 18W	bulb	15	15	15	15	60
Correction Tape	pc	47	41	47	41	176
DATA FILE BOX, Single, w/o Cover	pc	114	4	8	4	130
ERASER, Rubber	pc	22	11	11	11	55
ENVELOPE, Expanding " Legal Size "	pc	155	30	30	30	245
ENVELOPE, Brown, " Legal Size "	pc	165	90	115	85	455
ENVELOPE, Brown, " A4 Size "	pc	90	70	90	65	315
ENVELOPE, Mailing, White w/o Window	box	1	0	0	0	1
ENVELOPE, Mailing, w/ Window	box	1	0	1	0	2
FOLDER, Tagboard, Legal Size	pc	275	125	125	125	650
FOLDER, Tagboard, A4 Size	pc	75	50	75	50	250
FOLDER, Green w/ Tab	pc	50	50	75	65	240
FOLDER, Pressboard, Legal	pc	20	20	20	20	80
Glue, All Purpose, W/ Applicator	bot	1	0	1	0	2
INDEX CARD, 100s	pck	1	0	0	0	1
MARKING PEN, WB, Blue Color	pc	5	2	2	2	11
MARKING PEN, WB, Black Color	pc	5	2	2	2	11
MARKING PEN, WB, Red Color	pc	2	2	2	2	8
MARKING PEN, Blue Color	pc	22	14	17	14	67
MARKING PEN, Black Color	pc	22	14	17	14	67
MARKING PEN, Red Color	pc	7	2	2	2	13
MARKER, Highlighter	pc	23	11	23	161	218
MOUSE, Optical, USB Connection Type	pc	1	0	0	0	1
MDS CHECKBOOKLET	stub	0	0	0	0	0
TONER for Kyocera Copier KM-1620	bot	2	2	2	2	8
TONER for Konica Minolta Pagepro PP9100 Coper	tube	0	0	0	0	0
TONER for Kyocera FS-6970DN Printer	bot	4	4	4	4	16
NOTEBOOK, Steno, 40 Leaves	pc	18	17	17	17	69
Note Pad (Stick Notes) 2 x 2	pad	18	18	18	168	222
Note Pad (Stick Notes) 3 x 3	pad	10	0	10	150	170
PAPER, Clips, Regular Size	box	4	2	4	2	12
PAPER, Clips, Big Size	box	6	6	6	6	24
PAPER FASTENER, Non-rust metal	box	2	2	2	2	8
PAPER FASTENER, Plastic	box	16	10	16	10	52
PAPER, Bond, A4 Size, 80gsm, Sub24	ream	72	72	74	74	292
PAPER, Bond, Legal Size, 80gsm, Sub24	ream	25	25	27	27	104

PAPER, Bond, Yellow Color, A4 Size, 80gsm, Sub24	ream	5	5	5	5	20
PAPER, Parchment, A4 Size, 80gsm, 100 sheets/pa	pack	5	0	0	0	5
PAPER, White Ruled Pad, 216mmx330mm	pad	8	7	7	7	29
PAPER, Thermal, 210mm	roll	4	4	4	4	16
PAPER, Letterhead, A4 size	ream	8	6	6	6	26
PENCIL, Mechanical Lead	tube	3	1	1	1	6
PENCIL, w/ eraser	pc	2	2	2	2	8
PENCIL, Mechanical	pc	3	3	3	3	12
RECORD BOOK, 300pgs	book	8	5	5	5	23
RECORD BOOK, 500pgs	book	7	7	7	7	28
RIBBON, Typewriter	spool	1	0	1	0	2
SIGNPEN, Blue, 0.5mm	pc	45	45	45	90	225
SIGNPEN, Black, 0.5mm	pc	43	43	43	88	217
SIGNPEN, Red, 0.5mm	pc	13	12	13	57	95
STAMP PAD INK, 50ml	bot	2	2	2	2	8
STAPLER #35, Heavy Duty	box	1	0	0	0	1
STAPLEWIRE #35	box	14	6	8	6	34
STAPLEWIRE #10	box	12	8	10	8	38
SCISSOR, Heavy Duty	pair	4	0	4	0	8
STAPLER, Heavy Duty	pc	0	0	0	0	0
TAPE, Masking, 1"	roll	21	12	19	12	64
TAPE, Masking, 2"	roll	5	0	5	0	10
TAPE, Transparent 1"	roll	43	28	43	28	142
TAPE, Packaging, 2"	roll	17	9	15	9	50
CUTTER, Small, Heavy Duty	pc	3	0	0	0	3
CUTTER, Big, Heavy Duty	pc	9	0	8	0	17
CUTTER BLADE	pc	2	2	2	2	8

COMMON JANITORIAL SUPPLIES						
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AIR FRESHENER, gel type, 70g	can	50	50	50	50	200
AIR FRESHENER, Aerosol Type, 330ml	can	5	5	5	5	20
DETERGENT POWDER, 500g	each	10	10	10	10	40
DETERGENT BAR, 90g	each	7	7	7	7	28
DISINFECTANT SPRAY, 500ml	can	7	7	7	7	28
DISWASHING PASTE, 400g	can	10	10	10	10	40
INSECTICIDE, 600ml	can	7	7	7	7	28
FLOORWAX, Complete	gal	12	12	12	12	48
FLOORWAX, Stepoff	gal	3	3	3	3	12
FURNITURE CLEANER, 330ml	can	12	12	12	12	48
GLASS CLEANER, 500ml	bot	7	7	7	7	28
MOPHEAD, Cotton	pc	2	2	2	2	8
MOPHANDLE, Heavy Duty	pc	2	0	2	0	4
RAGS, COTTON, (8") in diameter	kl	5	5	5	5	20
SCOURING PAD w/ SPONGE, Heavy Duty	pc	5	5	5	5	20
TOILET TISSUE, 2 Ply	pck	71	71	71	71	284
TOILET BOWL & URINAL CLEANER	lit	20	20	20	20	80
TOILET DEODORANT CAKE	pc	3	3	3	3	12
TRASHBAG, XL, HEAVY DUTY	pack	15	15	15	15	60
LIQUID HAND SOAP	gal	1	1	1	1	4


COMMON COMPUTER SUPPLIES						
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DISKETTE, 3.25"	box	0	0	0	0	0
COMPACT DISK RW, HIGH SPEED, 700mb	pcs	2	2	2	2	8

DVD-RW, 4x SPEED, 4.7GB	pcs	2	2	8	2	14
COMP. CONT. FORMS, 9 1/2 X 11, 1 Ply	box	1	0	0	0	1
COMP. CONT. FORMS, 9 1/2 X 11, 2 Ply	piece	1	1	1	1	4
COMP. CONT. FORMS, 9 1/2 X 11, 3 Ply	box	0	0	0	0	0
COMP. CONT. FORMS, 11 X 14 7/8 1 Ply	box	2	0	2	0	4
COMP. CONT. FORMS, 11 X 14 7/8 2 Ply	box	0	0	0	0	0
COMP. CONT. FORMS, 11 X 14 7/8 3 Ply	box	1	0	0	0	1
COMP. RIBBON,#SO15086 LQ2170/2180	pc	5	5	9	5	24
COMP. RIBBON, LQ-300+II	pc	6	2	5	7	20
Printer Ink, HP Deskjet Ink#, D2660, Colored	pc	5	5	5	5	20
Printer Ink, HP Deskjet Ink#, D2660, Black	pc	5	5	5	5	20
Printer Ink, Canon Pixma Inkjet #98, colored	pc	1	1	1	1	4
Printer Ink, Canon Pixma Inkjet #88, black	pc	1	1	1	1	4
USB, 16GB	pc	4	1	1	46	52
Toner, Brother HL 5450DN (8,000 page Yield)	pc	4	4	4	4	16

MEDICINE:						
Alcohol, 500ml	bot	28	17	28	17	90
Analgesic, 500mg	tab	30	30	30	30	120
Paracetamol, 500mg	tab	30	30	30	30	120
Band Aide	box	1	0	1	0	2
Betadine	bot	1	1	1	1	4
Cotton	pack	1	1	1	1	4
Decongestant, 500mg	tab	20	20	20	20	80
Loperamide	tab	15	15	15	15	60
Efficascent Oil	bot	1	0	1	0	2
Antacid	tab	20	20	20	20	80
Gauze Roll	roll	1	1	1	1	4
Antibacterial Ointment	tube	1	0	1	0	2

PREPARED BY:


NEAL BRYAN L. RENDAL
 Property/Supply Officer Des.

CERTIFIED FUNDS AVAILABLE:


JEZREEL MARK C. BALTAZAR
 Accountant III

APPROVED:


ANNABELLE M. ATILLO
 Director IV