

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

Department/Bureau/Office: DEPARTMENT_OF_BUDGET_AND_MANAGEMENT

Region: VIII

Address: Villa Ruiz, Marasbaras, Tacloban City

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ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																			Price Catalogue	TOTAL AMT				
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4			Q4 Amt	Total Qty		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																										
COMMON ELECTRICAL																										
1. BALLAST, 18 watts	piece																									
2. BALLAST, 36 watts	piece																									
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	30.00				540.00	30								540.00	30.00							540.00	30	18.00	2,160.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	10.00				157.50	10								157.50	10.00							157.50	10	15.75	630.00
5. BATTERY, size D, alkaline, 2 pcs./packet	packet																									
6. FLUORESCENT LIGHTING FIXTURE, 1 x 18W	set																									
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set																									
8. FLUORESCENT LAMP, tubular, 18 watts	piece																									
9. FLUORESCENT LAMP, tubular, 36 watts	piece																									
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece																									
11. FUSE, 30 amperes	piece																									
12. FUSE, 60 amperes	piece																									
13. STARTER, 4-40 watts	piece																									
14. TAPE, electrical	roll	10.00				220.00									220.00	10.00									22.00	440.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																										

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		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	5				3,154.25																	630.85	3,154.25
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	5				4,980.00																	996.00	4,980.00
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box																							
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box																							
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box																							
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box																							
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	10			10	120.00																	12.00	120.00
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece																							
9. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	2				400.00																	200.00	400.00
10. DRUM UNIT, Brother DR3000	cart																							
11. DRUM UNIT, Brother DR7000	cart	5				28,000.00																	5,600.00	28,000.00
12. DRUM UNIT, Brother DR3115	cart																							
13. DRUM UNIT, Brother DR4000	cart																							

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14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	10				47,000.00																	4,700.00	47,000.00
15. EXTERNAL HARD DRIVE, 500GB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece																							
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																							
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece																							
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10				1,950.00																	195.00	1,950.00
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece																							
347. TONER CARTRIDGE, TN-3320, for printer 5450DN	cart																							
399. RIBBON CARTRIDGE, Epson Part No. C13SO15632, black for printer LX310	cart																							
400. RIBBON, Epson RN 8755	cart																							
401. RIBBON, Epson RN 8750	cart																							
402. RIBBON, Epson RN 7754	cart																							
403. RIBBON, Epson RN SO 15083/SO 15086	cart																							

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404. RIBBON, Epson RN SO 15327	cart																									
405. RIBBON CARTRIDGE, for Fujitsu DL3850	cart																									
406. PRINTHEAD, HP 11, black, C4810A, 8 ml, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart																									
407. PRINTHEAD, HP 11, cyan, C4811A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart																									
408. PRINTHEAD, HP 11, magenta C4812A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart																									
409. PRINTHEAD, HP 11, yellow C4813A, 8 ml, HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2230, 2280 printer series 2300 printer series, 2600 printer series, HP Colour Printer cp1700 series	cart																									

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410. Photoconductor Kit, Lexmark PN 12A8302	cart																																			
411. Photoconductor Kit, Lexmark PN E260X22G	cart																																			
412. Photoconductor Kit, Lexmark PN E250X22G	cart																																			
413. Photoconductor Kit, HP CE3114A, color, HP Laserjet M175nw, Laserjet Pro CP1025nw/M275	cart																																			
414. PHOTOCOnductor UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart																																			
415. MOUSE, optical, USB connection type	piece																																			
COMMON OFFICE SUPPLIES																																				
1. ACETATE, gauge #3, 50m in length	roll																																			
2. AIR FRESHENER, 280mL/can	can		5			425.25																				85.05	425.25									
3. ALCOHOL, 70%, ethyl	bottle		25			1,131.25	22								995.50	50										2,262.50	25							1,131.25	45.25	5,520.50
4. AUDIO CASSETTE TAPE, 90min. recording time	piece																																			
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair																																			
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair																																			
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box																																			
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box																																			
9. CARTOLINA, assorted color, 20s/pack	pack																																			
10. CARTOLINA, white, 20s/pack	pack																																			

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11. CHALK, white, dustless, 100 pcs/box	box																											
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece																											
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece																											
14. CLIP, backfold, 19mm, 12s/box	box	20				153.00																					7.65	153.00
15. CLIP, backfold, 25mm, 12s/box	box	20				349.00																					17.45	349.00
16. CLIP, backfold, 32mm, 12s/box	box	20				434.00																					21.70	434.00
17. CLIP, backfold, 50mm, 12s/box	box	20				916.00																					45.80	916.00
18. CLIP, bulldog, 73mm (3")	piece																											
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad																											
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad																											
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad																											

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22. COLUMNAR NOTEBOOK, 12 cols	piece																										
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	50				2,155.00																			43.10	2,155.00	
24. DATA FILE BOX, (5"x9"x15-3/4")	box	50				3,655.00					50				3,655.00										73.10	7,310.00	
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	100				8,065.00					100				8,065.00										80.65	16,130.00	
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece																										
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece	20				804.00																			40.20	804.00	
28. ENVELOPE, documentary (10"x15"), 500s/box	box	10				5,319.50																			531.95	5,319.50	
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	10				6,516.00																			651.60	6,516.00	
30. ENVELOPE, mailing white, 500s/box	box	2				292.20																			146.10	292.20	
31. ENVELOPE, mailing white with window, 500s	box	5				1,024.00																			204.80	1,024.00	
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	5				601.25																			120.25	601.25	
33. ENVELOPE, expanding, plastic, legal size	piece																										
34. ENVELOPE, documentary, A4, 500s/box	box																										
35. ERASER, felt, for blackboard/whiteboard	piece																										
36. ERASER, rubber	piece	10				23.00																			2.30	23.00	
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece																										
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set																										

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39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM, 0.22mm (min) thickness, five(5) colors per set	set																								
40. FOLDER, pressboard, plain, legal, 1005/box	pack	10				9,810.00																		981.00	9,810.00
41. FOLDER, tagboard, legal size, 1005/box	pack	5				1,572.00																		314.40	1,572.00
42. FOLDER, tagboard, A4 size, 1005/box	pack																								
43. FOLDER, morocco/fancy, legal size, 505/pack	pack																								
44. FOLDER, morocco/fancy, A4 size, 505/pack	bundle																								
45. FOLDER, clear plastic, L-type, A4 size, 505/pack	pack																								
46. FOLDER, clear plastic, L-type, legal size, 505/pack	pack																								
47. GLUE, all purpose, 300 grams min.	jar	20				1,025.00																		51.25	1,025.00
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																								
49. INDEX CARD, 3" x 5", ruled both sides, 5005/pack	pack																								
50. INDEX CARD, 5" x 8", ruled both sides, 5005/pack	pack	20				1,016.80																		50.84	1,016.80
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box																								
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box																								
53. INDEX TAB, self-adhesive, 5 set/box, assorted colors	box																								
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube																								
55. LOOSELEAF COVER, 216mm x 355mm, 50 pcs/bundle	bundle																								

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56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve																									
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece																									
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece																									
59. MAP PIN, round head, 100s/case	case																									
60. MARKER, fluorescent, 3 colors/set	set	10				373.00																		37.30		373.00
61. MARKING PEN, whiteboard, bullet type, black	piece																									
62. MARKING PEN, whiteboard, bullet type, blue	piece																									
63. MARKING PEN, whiteboard, bullet type, red	piece																									
64. MARKER, permanent, bullet type, black	piece	20				203.00																			10.15	203.00
65. MARKER, permanent, bullet type, blue	piece	20				203.00																			10.15	203.00
66. MARKER, permanent, bullet type, red	piece	20				203.00																			10.15	203.00
67. MARKER, permanent, chisel type, black	piece																									
68. MARKER, permanent, chisel type, blue	piece																									
69. MARKER, permanent, chisel type, red	piece																									
70. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	100				1,090.00																			10.90	1,090.00
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad	30				1,272.00																			42.40	1,272.00
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad	30				1,701.00																			56.70	1,701.00
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad	20				2,071.00																			103.55	2,071.00

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74. NOTE PAD, (2"x3"), 100 sheets/pad	pad	20				654.00																		32.70	654.00
75. OIL, for general purpose, 120 mL	bottle	10				387.00																		38.70	387.00
76. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream																								
77. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream																								
78. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream																								
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	200				22,090.00	100				11,045.00	200			22,090.00	100					11,045.00		110.45	66,270.00	
80. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream																								
81. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream																								
82. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	20				383.00																		19.15	383.00
83. PAPER, thermal, 210mmx30M, 1/2" core	roll																								
84. PAPER, thermal, 216mmx30M, 1/2" core	roll																								
85. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream																								
86. PAPER FASTENER, for paper, metal, 50 sets/box	box	30				1,795.50																		59.85	1,795.50
87. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	30				426.00																		14.20	426.00
88. PAPER CLIP, gem type, 32mm, 100s/box	box	30				213.00																		7.10	213.00
89. PENCIL, lead, w/eraser, one(1) dozen per box	box	5				103.00																		20.60	103.00
90. PENCIL, mechanical, for 0.5mm lead	piece																								

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91. PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	piece																									
92. PUSH PIN, flat head type, assorted colors, 100s/case	case																									
93. RECORD BOOK, 300 pages, Smythe sewn	book	20				1,265.00																			63.25	1,265.00
94. RECORD BOOK, 500 pages, Smythe sewn	book	20				1,821.00																			91.05	1,821.00
95. RIBBON, nylon, manual typewriter	spool																									
96. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece																									
97. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
98. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
99. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
100. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
101. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece																									
102. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
103. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
104. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic, 10 pcs/	bundle																									
105. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle																									
106. RING BINDER, 25mm x 1.12m (1"x44"), plastic, 10 pcs/bundle	bundle																									
107. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece																									
108. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece																									
109. RING BINDER, 50mm x 1.12m(2" x 44"), plastic, 10 pcs/bundle	piece																									

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110. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box																										
111. RULER, plastic, 300mm	piece	20				300.00																				15.00	300.00
112. RULER, plastic, 450mm	piece																										
113. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm	piece																										
114. SCHOOL FORM, DEPED FORM 137-E (Grade 1 to K12), Bristol board size (min): 214mm (W) x 340mm (L), Thickness (min) 0.25mm, Weight (min) 220gsm, Offset (back to back) printing, 100s/ pack	pack																										
115. SCHOOL FORM, DEPED FORM 1 (SF1), Bristol Board, 214mmx340mm, min 220gsm, offset printing, 100 pcs/pack	pack																										
116. SIGN PEN, black	piece	60				2,769.00					60.00				2,769.00											46.15	5,538.00
117. SIGN PEN, blue	piece	40				1,846.00					40				1,846.00											46.15	3,692.00
118. SIGN PEN, red	piece	36				1,661.40																				46.15	1,661.40
119. STAMP PAD INK, violet, 50mL	bottle	15				360.00																				24.00	360.00
120. STAMP PAD, felt pad, min 60mm x 100mm	piece	10				326.00																				32.60	326.00
121. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	20				393.00					30				589.50											19.65	982.50

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122. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box	10				324.20																		32.42	324.20
123. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box																								
124. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire																								
125. TAPE, adding machine, GSP bond	roll																								
126. TAPE, masking, 24mm, 50 meters length	roll			10		578.00																		57.80	578.00
127. TAPE, masking, 48mm, 50 meters length	roll			10		1,101.00																		110.10	1,101.00
128. TAPE, transparent, 24mm, 50 meters	roll	100				1,820.00																		18.20	1,820.00
129. TAPE, transparent, 48mm, 50 meters	roll	10				349.00																		34.90	349.00
130. TAPE, packaging, 48mm, 50 meters length	roll	10				349.00																		34.90	349.00
131. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle																								
132. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle																								
133. TOILET TISSUE, 12 rolls/pack	pack	100				7,920.00						100			7,920.00									79.20	15,840.00
134. TWINE, plastic, one kilo per roll	roll																								

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT				
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty			
135. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll																										
COMMON OFFICE DEVICES																											
1. BLADE, heavy duty cutter, 10 pcs./pack	pack																										
2. CUTTER, heavy duty	piece																										
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch	piece																										
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece																										
5. PUNCHER, heavy duty	piece	10				1,294.00																				129.40	1,294.00
6. SCISSORS, (6")	pair	30				490.50																				16.35	490.50
7. SHARPENER, single cutterhead	piece																										
8. STAMPING DATER, self-inking stamp	piece																										
9. STAPLER, heavy duty, standard	piece	10				967.00																				96.70	967.00
10. STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece																										
11. STAPLE REMOVER, plier type	piece	20				370.00																				18.50	370.00
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece																										

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT		
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty	
13. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece	5				250.00																	50.00	250.00	
14. WASTE BASKET, plastic	piece	10				322.00																	32.20	322.00	
COMMON JANITORIAL SUPPLIES																									
1. BATHROOM SOAP, 90gms.	piece																								
2. BROOM, soft (tambo)	piece	12				1,308.00																	109.00	1,308.00	
3. BROOM, STICK (tingting)	piece	12				301.20																	25.10	301.20	
4. CLEANSER, scouring powder, 350gms.	canister	30				573.00																	19.10	573.00	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	75				1,965.00																	26.20	1,965.00	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar																								
7. DISINFECTANT SPRAY, 400 grams net content	can	10				1,253.50																	125.35	1,253.50	
8. DUST PAN, non-rigid plastic, with detachable handle	piece																								
9. FLOOR WAX, paste, natural, 2kgs.	can																								
10. FLOOR WAX, paste, red, 2kgs.	can																								
11. FLOOR WAX, liquid type, 3.75-5.0L/ plastic container	container																								
12. FURNITURE CLEANER, 300mL/can min	can	10				888.50																	88.85	888.50	
13. INSECTICIDE, 600mL/can	can	48				5,913.60																	123.20	5,913.60	
14. MOP BUCKET, heavy duty, hard plastic, min: 370mm(L), 475mm(W), 245mm(H); 30L capacity, with 4 wheel ball caster, with squeezer, with precautionary markings	piece																								
15. MOPHANDLE, screw type, aluminum handle	piece																								

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT	
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty
16. MOPHANDLE, screw type, wooden handle	piece	4				597.40																	149.35	597.40
17. MOPHEAD, 100% rayon, 400g	piece	20				2,071.00																	103.55	2,071.00
18. RAG, COTTON, (7") in diameter, assorted colors	kilo	9				407.70																	45.30	407.70
19. SCOURING PAD, economy size	pack																							
20. TOILET BOWL & URINAL CLEANER, 900ml	bottle	20				1,200.00																	60.00	1,200.00
21. TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	box	50				1,310.00																	26.20	1,310.00
22. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	30				4,540.50																	151.35	4,540.50
LEGAL SIZE PAPER																								
1. PAPER, bond, Premium Grade	ream																							
2. PAPER, mimeograph, Groundwood	ream																							
3. PAPER, mimeograph, Whitewove	ream																							
4. PAPER, for Plain Paper Copier	ream	100				11,070.00																	110.70	11,070.00
5. PAPER, multicopy, legal, for laser printing	ream	250				34,600.00																	138.40	34,600.00
COMMON OFFICE EQUIPMENT																								
1. AIRPOT, 3.8 liters, w/ dispenser	unit																							
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit																							

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT		
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty	
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit																								
4. CALCULATOR, scientific, 10 digits, casedot matrix, solar/cell type power source	unit																								
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	10				1,613.50																		161.35	1,613.50
6. CHAIR, monobloc, without armrest, beige	unit																								
7. CHAIR, monobloc, without armrest, white	unit	45				12,825.00																		285.00	12,825.00
8. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit	1				6,500.00																		6,500.00	6,500.00
9. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 16 times, (1600%) consecutive zoom, PC and Doc Cam VS	unit																								
10. ELECTRIC FAN, orbit type	unit																								
11. ELECTRIC FAN, with stand	unit																								
12. ELECTRIC FAN, wall type	unit																								
13. ELECTRIC FAN, industrial, 18" metal blade	unit																								

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT			
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty		
14. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit																									
15. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit																									
16. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, stored pressure type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit																									
17. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with buyilt-in siren, red or blue color	unit																									
18. MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit																									
19. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit																									

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT			
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty		
20. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit																									
21. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit																									
22. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-310+ II	unit																									
23. PRINTER, laser, 24ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit																									
24. PRINTER, impact dot matrix, 24-pins, 136 columns, 480 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit																									
25. PRINTER, inkjet, wireless capable, 55 ppm speed, with 2.0" MGD display, 512 MB memory, 500 sheets input tray, duplex printing capable	unit																									

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT	
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			Total Qty
26. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit																							
27. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit																							
28. TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit																							
29. ELECTRONIC TIME RECORDER, (bundy clock), electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit	1			1	2,629.00																	2,629.00	2,629.00
30. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit	2				4,000.00																	2,000.00	4,000.00
HANDBOOKS ON PROCUREMENT																								
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT- RA 9184(6th Edition), 6" x 9", 300 pages,	piece	5				334.50																	66.90	334.50
SUB-TOTAL						287,754.00					60,238.00					50,114.50						12,873.75		410,980.25

ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																			Price Catalogue	TOTAL AMT
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4		

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price)

Office Supplies																					0				
1 Sign pen (1.0) Gel Black	pcs	25			25	1,125.00				0	0									0	0	25	45.00	1,125.00	
2. Photo Paper	pack	5			5	430.00																	86.00	430.00	
3. Yellow Paper, size A4	ream	15			15	2,340.00																	156.00	2,340.00	
Cleaning Equipment and Supplies					0	0				0	0										0	0	0	-	
1 Muriatic Acid 500 ml btl	btl	25			25	1700				0	0										0	0	25	68.00	1,700.00
2					0	0				0	0										0	0	0	-	
3					0	0				0	0										0	0	0	-	
Lighting and fixtures and accessories					0	0				0	0											0	0	0	-
1 LED 9W bulb	pcs	150			150	35700				0	0										0	0	150	238.00	35,700.00
2 LED 12W bulb	pcs	50			50	13400				0	0										0	0	50	268	13,400.00
3					0	0				0	0										0	0	0	-	
Computer Supplies					0	0				0	0											0	0	0	-
1. Toner for Kyocera MFP-TK-454	cartridge	18			18	53,838																		2,991	53,838.00
2. Toner for Kyocera FS-6970 (CPRU)	cartridge	1			1	8,400				0	0										0	0	1	8,400	8,400.00
3. Ink for Epson L550 (Black)	tank	14	0	0	14	4,200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	300	4,200.00
4. Ink for Epson L550 (Cyan)	tank	11	0	0	11	3,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	300	3,300.00
5. Ink for Epson L550 (Yellow)	tank	11	0	0	11	3,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	300	3,300.00
6. Ink for Epson L550 (Magenta)	tank	11	0	0	11	3,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	300	3,300.00
7. Toner for Brother (MFC-1810) Toner TN1000	cartridge	11			11	19,305				0	0										0	0	11	1,755	19,305.00
8. Toner for Kyocera FS-2100DN	cartridge	15			15	70,500				0	0										0	0	15	4,700	70,500.00
						0				0	0											0	0	0	-
Sub-Total						220,838.00																		220,838.00	

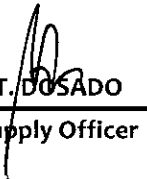
ITEM & SPECIFICATIONS	UNIT OF MEASURE	Quantity Requirement																				Price Catalogue	TOTAL AMT
		Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt		
C. TOTAL (A + B):		508,592				60,238				50,115				12,874					631,818.25				
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		50,859				6,024				5,011				1,287					63,181.75				
E. GRAND TOTAL (C + D)		559,451				66,262				55,126				14,161					695,000.00				
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		SIX HUNDRED NINETY FIVE THOUSAND PESOS ONLY																					695,000.00
G. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores		X		316,529		X		66,262		X		55,126		X		14,161		X					
G.2 Other Items not available at PS but regularly purchased				242,922				-				-				-							
TOTAL MONTHLY CASH REQUIREMENTS				-				559,451				-				66,262				-		55,126	


We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within

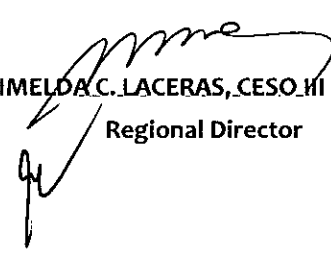
Prepared by:

Certified Funds Available

Approved by:


SOLIE T. DOSADO
 AO III/Supply Officer
 Date Prepared: 11/29/16


KIM B. MUEVA
 Accountant III


IMELDA C. LACERAS, CESO III
 Regional Director