

Department of Budget and Management - Regional Office for Cordillera Administrative Region Annual Procurement Plan for FY 2019

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
Maintenance and Operating Expenses												
A. Training and Scholarship Expenses												
									1,026,100.00	1,026,100.00		
A.1	Conduct of One (1) Day Forum on Budget Execution and Fund Release Guidelines for NGAs	Technical Division B	Negotiated Procurement - Lease of Venue	January	January	January	January	GoP	90,000.00	90,000.00		Lease of venue including snacks (2) and meals (1) for 140 pax @ P700.00 per head/day.
A.2	Conduct of One (1) Day Budget Forum for LGUs	Technical Division A	Negotiated Procurement - Lease of Venue	June	June	June	June	GoP	245,000.00	245,000.00		Two (2) Batches Lease of venue including snacks (2) and meals (1) for 175 pax @ P700.00 per head/day.
A.3	Meeting with Full-Time Delivery Units of Delegated Agency Coverages	Technical Divisions A,B and C	NP-53.10 Lease of Real Property and Venue/NP-53.9 - Small Value Procurement	Quarterly	Quarterly	Quarterly	Quarterly	GoP	355,100.00	355,100.00		<ul style="list-style-type: none"> FDU meetings with TESDA, DEPED, SUCs & CHED, DOH, and DPWH (inclusive of snacks and meals) Mode of procurement shall be Lease of Venue, if with venue. Otherwise, Small Value Procurement shall be used for snacks/meals only.
A.4	Conduct regular in-house GAD-related trainings/briefings for all personnel.	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	56,000.00	56,000.00		P2,000.00/pax/day; 28 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.5	Conduct of year-end assessment on the implementation of the GAD Plan and Workshop on the Preparation of the Proposed Annual GPB for the ensuing budget year	FAD	Negotiated Procurement - Lease of Venue	To be determined by the BAC				GoP	112,000.00	112,000.00		P2,000.00/pax/2days; 28 DBM Officials and Staff Meals and accomodation, Honoraria of four (4) Resource Speakers and other miscellaneous expenses. (venue, materials, transportation, communication, other supplies)
A.6	Conduct of Three (3) Day Year-End Assessment for CY 2019	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	168,000.00	168,000.00		P2,000.00/pax/3 days; 28 DBM Officials and Staff
B. Supplies and Materials Expenses												
									515,297.18	515,297.18		
B.1	Common Use Office Supplies, (Regionwide)	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	323,297.18	323,297.18		Various regular office supplies per PS Price Catalogue
B.2	Common Use Office Supplies (Not available with PS)	FAD/ Technical Divisions A,B and C	Shopping (b)	Quarterly	Quarterly	Quarterly	Quarterly	GoP	108,000.00	108,000.00		Various office supplies (see Annex B).
B.3	Office Equipment	FAD/ Technical Divisions A,B and C	Agency-to-Agency (Procurement Service)	June	June	June	June	GoP	54,000.00	54,000.00		Binding Machine Paper Shredder (2 units) Heavy Duty Paper Cutter
B.4	Printers	FAD/Technical Divisions	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	10,000.00	10,000.00		2 Colored Ink Jet Printers

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B.6	Window Blinds	Technical Division B	Negotiated Procurement - Small Value Procurement	June	June	June	June	GoP	20,000.00	20,000.00		Venetian, Synthetic Fabric, Light Brown
C. General Services									1,018,000.00	1,018,000.00		
C.1	Janitorial Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	December 2018	December 2018	December 2018	December 2018	GoP	287,000.00	287,000.00		Provision of two (2) janitorial staff per approved technical specifications.
C.2	Security Services	FAD/ Technical Divisions A,B and C	Competitive Bidding	December 2018	December 2018	December 2018	December 2018	GoP	731,000.00	731,000.00		Provision of four(4) security personnel per approved technical specifications.
D. Repairs and Maintenance									143,000.00	143,000.00		
D.1	Repair and Maintenance of Building	FAD	Negotiated Procurement - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	43,000.00	43,000.00		-Labor and Materials for the installation of Bidet in all six (6) Comfort Rooms -Preventive maintenance and check-up of Electrical Wiring and Outlets of the DBM - CAR Office -Removal of Bathroom/Comfort Room Fixtures and Retiling of Floor at the Old Supply Room (3rd Floor) -Dorm Tiling and Painting
D.2	Preventive maintenance and Check-up for Generator Set (125KVA)	FAD	Negotiated Procurement - Small Value Procurement	To be determined by the BAC				GoP	10,000.00	10,000.00		Oil filter, fuel filter, 15W Multi Grade Oil, Labor.
D.3	Preventive maintenance and check-up of Motor Vehicles	FAD	Direct Contracting	To be determined by the BAC				GoP	90,000.00	90,000.00		Change oil, other lubricants & maintenance check-up for the Toyota Innova SAA 3746, Toyota Hi-Ace Grandia SLA 965, and Isuzu Sportivo LMC 791
E. Other Maintenance and Operating Expenses									325,855.00	325,855.00		
E.1	Participation in GAD-related Activities (Women's Month Celebration, Campaign Against VAWC, etc.)	FAD	Negotiated Procurement - Small Value Procurement	November	November	November	November	GoP	63,555.00	63,555.00		Specifications to be determined by appropriate committee (GADFPS/FAD). Jacket for GAD Activities
E.2	Conduct of Two (2)-Day Year-End Inventory Count of Supplies and PPE	FAD	Negotiated Procurement - Small Value Procurement	December	December	December	December	GoP	10,000.00	10,000.00		Meals and T-shirt for the Inventory Team
E.3	FY 2019 DBM Personnel Medical Check-up	FAD/ Technical Divisions A,B and C	Negotiated Procurement - Small Value Procurement	3rd Qtr	3rd Qtr	3rd Qtr	3rd Qtr	GoP	84,000.00	84,000.00		Medical laboratory examination package for 28 pax at ₱ 3,000.00/pax
E.4	Refill of Eight (8) 10 lbs Fire Extinguishers	FAD	Negotiated Procurement - Small Value Procurement	September	September	September	September	GoP	5,500.00	5,500.00		11 units
E.5	DBM Dormitory Furnishing	FAD	Negotiated Procurement - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	76,800.00	76,800.00		Double Deck Bed (3 units) Mattress, Bed Sheets (6 pieces) Pillows, Pillow Cases (12 pieces) Blankets (12 pieces)
E.6	Supply, Delivery and Installation of Glass-framed Bulletin Board	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	18,000.00	18,000.00		Size: 10ft (W) x 3ft (H) x 4 inch (T), with 1inch cork and fabric backing; with lock and keys
E.7	Fire Extinguisher	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	2,500.00	2,500.00		1 unit
E.8	Platform for Records Center Open Shelves	FAD	Negotiated Procurement - Small Value Procurement	2nd Quarter	2nd Quarter	2nd Quarter	2nd Quarter	GoP	22,500.00	22,500.00		15 pieces
E.10	Purchase of Tires of Isuzu Sportivo LMC 791	FAD	Negotiated Procurement - Small Value Procurement	4th Quarter	4th Quarter	4th Quarter	4th Quarter	GoP	28,000.00	28,000.00		4 pieces; size: 235/75R15
E.11	Labor and Materials for the Installation of Shelf to house TD forms and other documentary requirements	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	15,000.00	15,000.00		1 unit

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Capital Outlays												
F. Furniture, Fixtures and Books Outlay								270,000.00		270,000.00		
F.1	Furniture and Fixture								270,000.00		270,000.00	
F.1.1	Installation of Fire Escape Ladder/Emergency Exit	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	70,000.00		70,000.00	
F.1.2	Supply, Delivery and Installation of Modular Partition and Tables with Drawers and Storage	FAD	Negotiated Procurement - Small Value Procurement	July	July	July	July	GoP	200,000.00		200,000.00	6 sets modular tables (L-type) with mobile pedestal and storage, low partition
G. Machinery and Equipment Outlay								50,000.00		50,000.00		
G.1	Other Property, Plant and Equipment	FAD	Negotiated Procurement - Small Value Procurement	3rd Quarter	3rd Quarter	3rd Quarter	3rd Quarter	GoP	50,000.00		50,000.00	Dehumidifier, All in one PC
								3,348,252.18	3,028,252.18	320,000.00		
CONTINGENCY (4%)								121,130.09	121,130.09			
TOTAL								3,469,382.27	3,149,382.27	320,000.00		


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Schedule of Common Use Supplies and Materials Available at Procurement Services

Annex A

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL AMOUNT	
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4		
A. AVAILABLE AT PROCUREMENT SERVICE STORES													
COMMON ELECTRICAL SUPPLIES													
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	20.28	12					12	243.36	0.00	0.00	0.00	243.36
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	19.20	12					12	230.38	0.00	0.00	0.00	230.38
3 LED Linear Tube, 18 watts individually wrapped in carton	tube	40.97	4					4	163.86	0.00	0.00	0.00	163.86
4 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	75.39	10					10	753.90	0.00	0.00	0.00	753.90
5 TAPE, electrical	roll	18.93	2					2	37.86	0.00	0.00	0.00	37.86
Subtotal									1,429.36	0.00	0.00	0.00	1,429.36
COMMON OFFICE SUPPLIES													
1 AIR FRESHENER, 280mL/150g min	can	88.69	8					8	709.52	0.00	0.00	0.00	709.52
2 ALCOHOL, 70%, ethyl, 500ml	bottle	49.73	30			30	15	75	1,491.90	0.00	1,491.90	745.95	3,729.75
3 CARTOLINA, assorted color, 20 pieces per pack	pack	67.06	2					2	134.12	0.00	0.00	0.00	134.12
4 CLIP, backfold, 19mm, 12 pieces per box	box	7.87	20			20		40	157.40	0.00	157.40	0.00	314.80
5 CLIP, backfold, 25mm, 12 pieces per box	box	13.94	12	5		11		28	167.28	69.70	153.34	0.00	390.32
6 CLIP, backfold, 32mm, 12 pieces per box	box	19.88	5	2		5		12	99.40	39.76	99.40	0.00	238.56
7 CLIP, backfold, 50mm, 12 pieces per box	box	41.10	7	4		7		18	287.70	164.40	287.70	0.00	739.80
8 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	18.26	15	14		14		43	273.90	255.64	255.64	0.00	785.18
9 DATA FILE BOX, made with chipboard, with closed ends	box	72.57	18	17		13	12	60	1,306.26	1,233.69	943.41	870.84	4,354.20
10 DATA FOLDER, made with chipboard, taglia lock	piece	71.39	17	7		12	7	43	1,213.63	499.73	856.68	499.73	3,069.77
11 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	424.47	1			1		2	424.47	0.00	424.47	0.00	848.94
12 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	538.80	1			1		2	538.80	0.00	538.80	0.00	1,077.60
13 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	667.84	2			2		4	1,335.68	0.00	1,335.68	0.00	2,671.36
14 ENVELOPE, MAILING, white, 80gsm	box	341.79	1			1		2	341.79	0.00	341.79	0.00	683.58
15 ERASER, felt, for blackboard/whiteboard	piece	11.55	1			1		2	11.55	0.00	11.55	0.00	23.11
16 ERASER, plastic or rubber	piece	6.23	10					10	62.30	0.00	0.00	0.00	62.30
17 FASTENER, for paper, metal, 50 sets per box	box	59.37	4	3		4	3	14	237.49	178.12	237.49	178.12	831.23
18 FILE ORGANIZER, expanding, plastic, 12 pockets	box	73.59	3	3		3	3	12	220.77	220.77	220.77	220.77	883.08
19 FOLDER, Fancy, A4, 50s/ bundle	bundle	258.50	2					2	517.00	0.00	0.00	0.00	517.00
20 FOLDER, Fancy, Legal, 50s/ bundle	bundle	302.85	1					1	302.85	0.00	0.00	0.00	302.85
21 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	776.59	3			3		6	2,329.77	-	2,329.77	-	4,659.54
22 FOLDER, Tagboard, A4, 100 pieces per pack	pack	226.05	1			1	1	3	226.05	-	226.05	226.05	678.15

	Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL AMOUNT
				Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
23	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	208.38	1		1		2	208.38	-	208.38	-	416.76
24	GLUE, all purpose, 200 grams min.	jar	49.73			2		2	0.00	0.00	99.46	0.00	99.46
25	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	53.74	4	4	2	2	12	214.96	214.96	107.48	107.48	644.88
26	MARKER, fluorescent, 3 colors per set	set	36.97	3	4	3	3	13	110.92	147.89	110.92	110.92	480.64
27	MARKER, whiteboard, bullet type, black	piece	10.69	2	3	2	2	9	21.38	32.07	21.38	21.38	96.22
28	MARKER, permanent, bullet type, black	piece	10.04	3	5	3	2	13	30.11	50.18	30.11	20.07	130.47
29	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	12.52	12	7	6	6	31	150.24	87.64	75.12	75.12	388.12
30	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	32.45	21	16	15	20	72	681.45	519.20	486.75	649.00	2,336.40
31	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	44.32					-	0.00	0.00	0.00	0.00	-
32	PAD PAPER, Ruled	pad	18.99	2				2	37.98	0.00	0.00	0.00	37.98
33	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	14.04	7	6	6	5	24	98.28	84.24	84.24	70.20	336.96
34	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	6.91	7	4	6	3	20	48.37	27.64	41.46	20.73	138.20
35	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	137.66	70	50	100		220	9,636.54	6,883.24	13,766.48	0.00	30,286.26
36	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	160.94	25	20	30		75	4,023.50	3,218.80	4,828.20	0.00	12,070.50
37	PAPER, THERMAL, 55gsm	roll	34.29	5	5	5	5	20	171.45	171.45	171.45	171.45	685.80
38	PENCIL, lead, w/eraser, one(1) dozen per box	box	20.40	1	1		1	3	20.40	20.40	0.00	20.40	61.20
39	PHILIPPINE NATIONAL FLAG	piece	278.72					-	0.00	0.00	0.00	0.00	-
40	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	62.73	2	1	2	1	6	125.46	62.73	125.46	62.73	376.38
41	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	97.34	2	1	2		5	194.68	97.34	194.68	0.00	486.70
42	RUBBER BAND, 70mm min lay flat length (#18)	box	97.04	4				4	388.16	0.00	0.00	0.00	388.16
43	RULER, plastic, 450mm, 1 piece in individual plastic	piece	16.10	2				2	32.20	0.00	0.00	0.00	32.20
44	SIGN PEN, black	piece	35.99	36				36	1,295.64	0.00	0.00	0.00	1,295.64
45	SIGN PEN, blue	piece	35.99	72				72	2,591.28	0.00	0.00	0.00	2,591.28
46	SIGN PEN, red	piece	35.99	24				24	863.76	0.00	0.00	0.00	863.76
47	STAMP PAD INK, violet, 50mL	bottle	25.62	1		1		2	25.62	0.00	25.62	0.00	51.24
48	STAMP PAD, felt pad, min 60mm x 100mm	piece	28.77	1	2	1	1	5	28.77	57.54	28.77	28.77	143.85
49	STAPLE WIRE, Heavy duty, 23/13	box	21.51					-	0.00	0.00	0.00	0.00	-
50	STAPLE WIRE, Standard	box	19.68	6		6		12	118.08	0.00	118.08	0.00	236.16
51	TAPE, masking, 24mm, 50 meters length	roll	57.32	6		12		18	343.92	0.00	687.84	0.00	1,031.76
52	TAPE, masking, 48mm, 50 meters length	roll	109.24	6		6		12	655.44	0.00	655.44	0.00	1,310.88
53	TAPE, transparent, 24mm, 50 meters	roll	11.36	24	24	12	12	72	272.64	272.64	136.32	136.32	817.92
54	TAPE, transparent, 48mm, 50 meters	roll	27.58	4	3	4	3	14	110.32	82.74	110.32	82.74	386.12
55	TAPE, packaging, 48mm, 50 meters length	roll	29.08	2	2	2	2	8	58.16	58.16	58.16	58.16	232.64

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL AMOUNT
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
56 TOILET TISSUE, 12 rolls per pack	pack	70.30	16	16	16	16	64	1,124.80	1,124.80	1,124.80	1,124.80	4,499.20
57 TWINE, plastic, one kilo per roll	roll	51.92	1	1	1	1	4	51.92	51.92	51.92	51.92	207.68
58 WRAPPING PAPER, kraft, 50 sheets per pack	pack	124.80					-	0.00	0.00	0.00	0.00	-
Subtotal								36,124.44	15,927.39	33,260.69	5,553.65	90,866.17
COMMON OFFICE DEVICES												
1 CUTTER BLADE, for heavy duty cutter	tube	10.22	1		1		2	10.22	0.00	10.22	0.00	20.44
2 CUTTER KNIFE, heavy duty	piece	20.55	2	2	1		5	41.10	41.10	20.55	0.00	102.75
3 DATING AND STAMPING MACHINE	piece	497.52	1		1		2	497.52	0.00	497.52	0.00	995.04
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	194.69		1			1	0.00	194.69	0.00	0.00	194.69
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	123.42	1		1		2	123.42	0.00	123.42	0.00	246.84
6 SCISSORS, (6")	pair	14.28	1		1		2	14.28	0.00	14.28	0.00	28.56
7 STAPLER, standard	piece	85.45	2		2		4	170.90	0.00	170.90	0.00	341.80
8 STAPLE REMOVER, plier type	piece	18.91	3	3	3	3	12	56.73	56.73	56.73	56.73	226.92
9 TAPE DISPENSER, table top	piece	51.57	1		1		2	51.57	0.00	51.57	0.00	103.14
10 WASTE BASKET, non-rigid plastic	piece	25.96	6				6	155.76	0.00	0.00	0.00	155.76
Subtotal							-	1,121.50	292.52	945.19	56.73	2,415.94
COMMON JANITORIAL SUPPLIES												
1 BROOM, soft (tambo)	piece	91.94	2		2		4	183.88	0.00	183.88	0.00	367.76
2 BROOM, stick (tingting)	piece	24.88	3		3		6	74.64	0.00	74.64	0.00	149.28
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	43.26	3		3		6	129.78	0.00	129.78	0.00	259.56
4 CLEANSER, scouring powder, 350grams/can	can	24.88	10				10	248.80	0.00	0.00	0.00	248.80
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	38.93	25		25		50	973.25	0.00	973.25	0.00	1,946.50
6 DISINFECTANT SPRAY, 400-550 grams	can	125.20	5		2	2	9	626.00	0.00	250.40	250.40	1,126.80
7 DUST PAN, non-rigid plastic	piece	27.96					-	0.00	0.00	0.00	0.00	-
8 FLOOR WAX, Paste, red	can	280.13	2	3	2	3	10	560.26	840.39	560.26	840.39	2,801.30
9 FURNITURE CLEANER, aerosol, 300mL/can	can	90.85	8	8	8	8	32	726.80	726.80	726.80	726.80	2,907.20
10 INSECTICIDE, aerosol type, 600mL/can	can	142.77	3	3	3	3	12	428.31	428.31	428.31	428.31	1,713.24
11 MOPBUCKET	piece	1,987.44				1	1	0.00	0.00	0.00	1,987.44	1,987.44
12 MOPHANDLE, screw type, aluminum handle	piece	148.18	3		3		6	444.54	0.00	444.54	0.00	889.08
13 MOPHEAD, made of rayon	piece	110.32	5	5	5	5	20	551.60	551.60	551.60	551.60	2,206.40
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	51.68	20		15		35	1,033.60	0.00	775.20	0.00	1,808.80
15 SCOURING PAD, 5 pieces per pack	pack	107.08	10		10		20	1,070.80	0.00	1,070.80	0.00	2,141.60
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	145.48	20		30		50	2,909.60	0.00	4,364.40	0.00	7,274.00
17 DISINFECTANT, bleaching solution	cont	101.82					-	0.00	0.00	0.00	0.00	-
18 DETERGENT BAR, 140g as packed	bar	7.57	10				10	75.70	0.00	0.00	0.00	75.70
Subtotal								10,037.56	2,547.10	10,533.86	4,784.94	27,903.46

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL AMOUNT	
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4		
COMMON OFFICE EQUIPMENT													
1	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	140.61	2				2	281.22	0.00	0.00	0.00	281.22
Subtotal									281.22	0.00	0.00	0.00	281.22
COMMON COMPUTER SUPPLIES													
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	1,070.78	2				2	2,141.56	0.00	0.00	0.00	2,141.56
2	FLASH DRIVE, 16gb	piece	261.75		10	10		20	0.00	2,617.50	2,617.50	0.00	5,235.00
3	MOUSE, optical, USB Connection type	unit	140.39	6				6	842.34	0.00	0.00	0.00	842.34
Subtotal									2,983.90	2,617.50	2,617.50	0.00	8,218.90
CONSUMABLES													
1	INK CART, HP CZ107AA, (HP678), Black	cart	379.64		10			10	0.00	3,796.40	0.00	0.00	3,796.40
2	INK CART, HP CZ108AA, (HP678), Tricolor	cart	379.64		10			10	0.00	3,796.40	0.00	0.00	3,796.40
3	TONER CART, HP CB435A, Black	cart	2,914.91	4		4		8	11,659.64	0.00	11,659.64	0.00	23,319.28
4	TONER CART, HP CE285A, Black	cart	3,009.01	5		5		10	15,045.05	0.00	15,045.05	0.00	30,090.10
5	TONER CART, HP CE505A, Black	cart	4,158.75	3		3		6	12,476.25	0.00	12,476.25	0.00	24,952.50
6	TONER CART, SAMSUNG MLT-D203L, Black	cart	4,802.30	3	5	3	5	16	14,406.90	24,011.50	14,406.90	24,011.50	76,836.80
Subtotal									53,587.84	31,604.30	53,587.84	24,011.50	162,791.48
Total									105,565.82	52,988.81	100,945.08	34,406.82	293,906.53
10 % adjustment for the TRAIN									10,556.58	5,298.88	10,094.51	3,440.68	29,390.65
									116,122.40	58,287.69	111,039.58	37,847.50	323,297.18

Schedule of Common Use Supplies and Materials Not Available at PS but Regularly Purchased from other Sources

Item & Specifications	Unit of Measure	Unit Cost						Financial Requirement				TOTAL AMOUNT
			Q1	Q2	Q3	Q4	Total Quantity	Q1	Q2	Q3	Q4	
A. Shopping (b)												
Office Supplies												
1 Ballpen, Blue	pcs	19.50	20				20	390.00	0.00	0.00	0.00	390.00
2 Ballpen, Black	pcs	19.50	20				20	390.00	0.00	0.00	0.00	390.00
3 Ballpen, Red	pcs	14.92	10				10	149.20	0.00	0.00	0.00	149.20
4 Cartolina, White	pcs	2.66	20				20	53.20	0.00	0.00	0.00	53.20
5 Envelope, Pay, Kraft	box	135.95	2				2	271.90	0.00	0.00	0.00	271.90
6 Illustration Board, 30" x 40"	pcs	39.79	4				4	159.16	0.00	0.00	0.00	159.16
7 Paper, Coloured (Yellow), Short	reams	250.00	20				20	5,000.00	0.00	0.00	0.00	5,000.00
8 Push Pin, hammer head type	box	19.55	4				4	78.20	0.00	0.00	0.00	78.20
Subtotal							-	6,491.66	0.00	0.00	0.00	6,491.66
Computer Supplies												
2 Toner, Samsung ML- D2850, Black	cart	4,836.00	6				6	29,016.00	0.00	0.00	0.00	0.00
Subtotal							-	29,016.00	0.00	0.00	0.00	29,016.00
Total								35,507.66	0.00	0.00	0.00	35,507.66
B. Direct Contracting												
Computer Supplies												
1 Toner, Kyocera FS-C5150DN, TK584K, Black	cart	4,900.00			3		3	0.00	0.00	14,700.00	0.00	14,700.00
2 Toner, Kyocera FS-C5150DN, TK584C, Cyan	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
3 Toner, Kyocera FS-C5150DN, TK584M, Magenta	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
4 Toner, Kyocera FS-C5150DN, TK584Y, Yellow	cart	5,250.00			2		2	0.00	0.00	10,500.00	0.00	10,500.00
5 Risograph Ink, CZ Black	tube	1,335.00	4				4	5,340.00	0.00	0.00	0.00	5,340.00
6 Toner Cartridge (Toner TN 118)	cart	3,125.00	4				4	12,500.00	0.00	0.00	0.00	12,500.00
7 Risograph Master Roll	roll	2,780.00	3				3	8,340.00	0.00	0.00	0.00	8,340.00
Total								26,180.00	0.00	46,200.00	0.00	72,380.00