

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

Department/Bureau/Office: PROCUREMENT SERVICE
 Region: NATIONAL CAPITAL REGION (NCR)
 Address: RR Road, Cristobal Street, Paco, Manila

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	50			50	50			50	50			50	50			50	200	17.14	3,428.00	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	50			50	50			50	50			50	50			50	200	14.77	2,954.00	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	5			5	5			5	5			5	5			5	20	76.44	1,528.80	
7 TAPE, electrical	roll	20			20	20			20	20			20	20			20	80	18.20	1,456.00	
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll	20			20	20			20	20			20	20			20	80	624.00	49,920.00	
2 AIR FRESHENER, 280mL/can	can	30			30	30			30	30			30	30			30	120	81.12	9,734.40	
3 ALCOHOL, 70%, ethyl, 500ml	bottle	300			300	300			300	300			300	300			300	1200	43.14	51,768.00	
4 CARBON FILM, A4 size, 100 sheets per box	box	3			3	3			3	3			3	3			3	12	223.60	2,683.20	
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	3			3	3			3	3			3	3			3	12	253.92	3,047.04	
6 CARTOLINA, assorted color, 20 pieces per pack	pack	5			5	5			5	5			5	5			5	20	70.50	1,410.00	
8 CLEARBOOK, A4 size	piece	12			12	12			12	12			12	12			12	48	37.44	1,797.12	
9 CLEARBOOK, Legal size	piece	20			20	20			20	20			20	20			20	80	41.60	3,328.00	
10 CLIP, backfold, 19mm, 12 pieces per box	box	150			150	150			150	150			150	150			150	600	7.28	4,368.00	
11 CLIP, backfold, 25mm, 12 pieces per box	box	150			150	150			150	150			150	150			150	600	16.64	9,984.00	
12 CLIP, backfold, 32mm, 12 pieces per box	box	150			150	150			150	150			150	150			150	600	20.68	12,408.00	
13 CLIP, backfold, 50mm, 12 pieces per box	box	150			150	150			150	150			150	150			150	600	43.68	26,208.00	
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	140			140	140			140	140			140	140			140	560	41.08	23,004.80	
15 DATA FILE BOX, made with chipboard, with closed ends	box	120			120	120			120	120			120	120			120	480	69.73	33,470.40	
16 DATA FOLDER, made with chipboard, taglia lock	piece	350			350	350			350	350			350	350			350	1400	76.95	107,730.00	
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	10			10	10			10	10			10	10			10	40	403.52	16,140.80	
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box	10			10	10			10	10			10	10			10	40	507.40	20,296.00	
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	15			15	15			15	15			15	15			15	60	621.71	37,302.60	
20 ENVELOPE, EXPANDING, plastic	piece	10			10	10			10	10			10	10			10	40	35.03	1,401.20	
21 ENVELOPE, MAILING, 500 pieces per box	box	5			5	5			5	5			5	5			5	20	139.36	2,787.20	
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	2			2	2			2	2			2	2			2	8	195.36	1,562.88	
23 ERASER, felt, for blackboard/whiteboard	piece	12			12	12			12	12			12	12			12	48	10.07	483.36	
24 ERASER, plastic or rubber	piece	50			50	50			50	50			50	50			50	200	2.16	432.00	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
25 FASTENER, for paper, metal, 50 sets per box	box	300			300	300			300	300			300	300				300	1200	57.09	68,508.00
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	50			50	50			50	50			50	50				50	200	82.87	16,574.00
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	40			40	40			40	40			40	40				40	160	12.48	1,996.80
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	10			10	10			10	10			10	10				10	40	16.64	665.60
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	10			10	10			10	10			10	10				10	40	234.00	9,360.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	10			10	10			10	10			10	10				10	40	291.20	11,648.00
31 FOLDER, L-type, A4, 50 pieces pack	pack	30			30	30			30	30			30	30				30	120	166.40	19,968.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	20			20	20			20	20			20	20				20	80	182.00	14,560.00
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	15			15	15			15	15			15	15				15	60	935.89	56,153.40
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	2			2	2			2	2			2	2				2	8	248.56	1,988.48
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	10			10	10			10	10			10	10				10	40	299.98	11,999.20
36 GLUE, all purpose, 300 grams min.	jar	15			15	15			15	15			15	15				15	60	48.88	2,932.80
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	20			20	20			20	20			20	20				20	80	50.84	4,067.20
38 LOOSELEAF COVER, 50sets per bundle	bundle	5			5	5			5	5			5	5				5	20	539.76	10,795.20
39 MAGAZINE FILE BOX, LARGE	piece	30			30	30			30	30			30	30				30	120	43.84	5,260.80
40 MARKER, fluorescent, 3 colors per set	set	100			100	100			100	100			100	100				100	400	35.55	14,220.00
41 MARKER, whiteboard, bullet type, black	piece	100			100	100			100	100			100	100				100	400	11.80	4,720.00
42 MARKER, whiteboard, bullet type, blue	piece	100			100	100			100	100			100	100				100	400	11.80	4,720.00
43 MARKER, whiteboard, bullet type, red	piece	100			100	100			100	100			100	100				100	400	11.80	4,720.00
44 MARKER, permanent, bullet type, black	piece	100			100	100			100	100			100	100				100	400	9.65	3,860.00
45 MARKER, permanent, bullet type, blue	piece	100			100	100			100	100			100	100				100	400	9.65	3,860.00
46 MARKER, permanent, bullet type, red	piece	100			100	100			100	100			100	100				100	400	9.65	3,860.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	120			120	120			120	120			120	120				120	480	10.30	4,944.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	110			110	110			110	110			110	110				110	440	31.20	13,728.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	110			110	110			110	110			110	110				110	440	38.38	16,887.20
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	110			110	110			110	110			110	110				110	440	54.06	23,786.40
51 PAD PAPER, Ruled	pad	30			30	30			30	30			30	30				30	120	17.47	2,096.40
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	120			120	120			120	120			120	120				120	480	13.52	6,489.60
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	120			120	120			120	120			120	120				120	480	6.76	3,244.80
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	350			350	350			350	350			350	350				350	1400	117.83	164,962.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	200			200	200			200	200			200	200				200	800	132.02	105,616.00
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	350			350	350			350	350			350	350				350	1400	102.39	143,346.00
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	200			200	200			200	200			200	200				200	800	114.87	91,896.00
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	15			15	15			15	15			15	15				15	60	92.04	5,522.40
59 PAPER, Thermal, 216mm x 30m	roll	25			25	25			25	25			25	25				25	100	35.67	3,567.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	70			70	70			70	70			70	70				70	280	19.62	5,493.60
61 PHILIPPINE NATIONAL FLAG	piece	3			3	3			3	3			3	3				3	12	299.52	3,594.24
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	30			30	30			30	30			30	30				30	120	60.32	7,238.40
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	30			30	30			30	30			30	30				30	120	86.85	10,422.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	25			25	25			25	25			25	25				25	100	256.87	25,687.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
65 RUBBER BAND, 70mm min lay flat length (#18)	box	20			20	20			20	20			20	20				20	80	105.85	8,468.00
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	40			40	40			40	40			40	40				40	160	15.60	2,496.00
67 SIGN PEN, black	piece	300			300	300			300	300			300	300				300	1200	44.01	52,812.00
68 SIGN PEN, blue	piece	300			300	300			300	300			300	300				300	1200	44.01	52,812.00
69 SIGN PEN, red	piece	150			150	150			150	150			150	150				150	600	44.01	26,406.00
70 STAMP PAD INK, violet, 50mL	bottle	35			35	35			35	35			35	35				35	140	22.88	3,203.20
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	20			20	20			20	20			20	20				20	80	31.08	2,486.40
72 STAPLE WIRE, Heavy duty, 23/13	box	20			20	20			20	20			20	20				20	80	30.42	2,433.60
73 STAPLE WIRE, Standard	box	125			125	125			125	125			125	125				125	500	18.92	9,460.00
74 TAPE, masking, 24mm, 50 meters length	roll	170			170	170			170	170			170	170				170	680	55.12	37,481.60
75 TAPE, masking, 48mm, 50 meters length	roll	80			80	80			80	80			80	80				80	320	105.04	33,612.80
76 TAPE, transparent, 24mm, 50 meters	roll	100			100	100			100	100			100	100				100	400	17.37	6,948.00
77 TAPE, transparent, 48mm, 50 meters	roll	80			80	80			80	80			80	80				80	320	33.28	10,649.60
78 TAPE, packaging, 48mm, 50 meters length	roll	80			80	80			80	80			80	80				80	320	33.28	10,649.60
79 TOILET TISSUE, 12 rolls per pack	pack	300			300	300			300	300			300	300				300	1200	75.57	90,684.00
80 TWINE, plastic, one kilo per roll	roll	40			40	40			40	40			40	40				40	160	54.08	8,652.80
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	5			5	5			5	5			5	5				5	20	112.72	2,254.40
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	30			30	30			30	30			30	30				30	120	7.85	942.00
2 CUTTER KNIFE, heavy duty	piece	30			30	30			30	30			30	30				30	120	19.43	2,331.60
3 DATING AND STAMPING MACHINE	piece	0			0	0			0	0			0	0				0	0	478.38	-
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	5			5	5			5	5			5	5				5	20	187.20	3,744.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	15			15	15			15	15			15	15				15	60	123.43	7,405.80
6 SCISSORS, (6")	pair	50			50	50			50	50			50	50				50	200	15.53	3,106.00
7 STAPLER, standard	piece	35			35	35			35	35			35	35				35	140	92.23	12,912.20
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	3			3	3			3	3			3	3				3	12	1,059.76	12,717.12
9 STAPLE REMOVER, plier type	piece	75			75	75			75	75			75	75				75	300	17.63	5,289.00
10 TAPE DISPENSER, table top	piece	10			10	10			10	10			10	10				10	40	47.72	1,908.80
11 WASTE BASKET, non-rigid plastic	piece	25			25	25			25	25			25	25				25	100	30.68	3,068.00

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COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (tambo)	piece	20			20	20			20	20			20	20				20	80	104.00	8,320.00
2 BROOM, stick (tingting)	piece	20			20	20			20	20			20	20				20	80	23.92	1,913.60
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	5			5	5			5	5			5	5				5	20	41.60	832.00
4 CLEANSER, scouring powder, 350grams/can	can	5			5	5			5	5			5	5				5	20	18.20	364.00
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	70			70	70			70	70			70	70				70	280	41.60	11,648.00
6 DISINFECTANT SPRAY, 400-550 grams	can	12			12	12			12	12			12	12				12	48	114.40	5,491.20
7 DUST PAN, non-rigid plastic	piece	10			10	10			10	10			10	10				10	40	36.28	1,451.20
8 FLOOR WAX, Paste, red	can	5			5	5			5	5			5	5				5	20	228.80	4,576.00
9 FURNITURE CLEANER, aerosol, 300mL/can	can	20			20	20			20	20			20	20				20	80	84.76	6,780.80
10 INSECTICIDE, aerosol type, 600mL/can	can	20			20	20			20	20			20	20				20	80	117.52	9,401.60
11 MOPBUCKET	piece	5			5	5			5	5			5	5				5	20	1,872.00	37,440.00
12 MOPHANDLE, screw type, aluminum handle	piece	5			5	5			5	5			5	5				5	20	130.00	2,600.00
13 MOPHEAD, made of rayon	piece	5			5	5			5	5			5	5				5	20	98.80	1,976.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	60			60	60			60	60			60	60				60	240	43.68	10,483.20
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	30			30	30			30	30			30	30				30	120	139.88	16,785.60
COMMON OFFICE EQUIPMENT																					
1 BINDING AND PUNCHING 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	2			2	2			2	2			2	2				2	8	10,398.96	83,191.68
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	30			30	30			30	30			30	30				30	120	153.92	18,470.40
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	5			5	5			5	5			5	5				5	20	413.92	8,278.40
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	4			4	4			4	4			4					0	12	6,229.60	74,755.20
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	4			4				0				0					0	4	25,168.00	100,672.00
8 ELECTRIC FAN, industrial	unit	3			3	3			3	3			3	3				3	12	1,144.00	13,728.00
10 ELECTRIC FAN, stand type	unit	5			5	5			5	5			5	5				5	20	1,036.88	20,737.60
12 FACSIMILE MACHINE, 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 switchove	unit	4			4	4			4	4			4	4				4	16	3,502.72	56,043.52
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	7			7				0				0					0	7	41,116.70	287,816.90
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	3			3				0				0					0	3	7,956.00	23,868.00

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17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	3			3				0	3			3	3			3	9	5,491.20	49,420.80
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit	5			5	5			5	5			5	5			5	20	18,417.17	368,343.40
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit	5			5	5			5	5			5	5			5	20	5,831.52	116,630.40
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	5			5	5			5	5			5	5			5	20	1,653.60	33,072.00
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	10			10	10			10	10			10	10			10	40	601.90	24,076.00
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	100			100	100			100	100			100	100			100	400	21.37	8,548.00
8 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, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	7			7	7			7	7			7	7			7	28	3,092.96	86,602.88
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	40			40	40			40	40			40	40			40	160	234.00	37,440.00
10 MOUSE, optical, USB connection type	unit	20			20	20			20	20			20	20			20	80	137.28	10,982.40
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	136			136				0				0				0	136	28.90	3,930.40
CONSUMABLES																				
28 INK CART, EPSON C13T6664100 (T6641), Black	cart	8			8	7			7	8			8	7			7	30	254.80	7,644.00
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart	8			8	7			7	8			8	7			7	30	254.80	7,644.00
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart	8			8	7			7	8			8	7			7	30	254.80	7,644.00
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart	8			8	7			7	8			8	7			7	30	254.80	7,644.00
98 TONER CART, BROTHER TN-3320, Black	cart	1			1	1			1	1			1	1			1	4	3,336.32	13,345.28
99 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU	cart	2			2	2			2	2			2	2			2	8	4,971.20	39,769.60
105 TONER CART, HP CB540A, Black	cart	1			1	1			1	1			1	1			1	4	3,266.64	13,066.56
106 TONER CART, HP CB541A, Cyan	cart	1			1	1			1	1			1	1			1	4	2,970.24	11,880.96
107 TONER CART, HP CB542A, Yellow	cart	1			1	1			1	1			1	1			1	4	2,970.24	11,880.96
108 TONER CART, HP CB543A, Magenta	cart	1			1	1			1	1			1	1			1	4	2,970.24	11,880.96
116 TONER CART, HP CE285A (HP85A), Black	cart	2			2	2			2	2			2	2			2	8	2,707.12	21,656.96

Handwritten mark or signature.

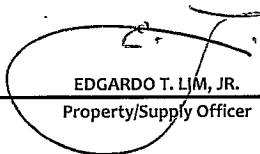
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
130 TONER CART, HP CE410A, (HP305), Black	cart	1			1				0	1			1					0	2	3,640.00	7,280.00
131 TONER CART, HP CE411A, (HP305), Cyan	cart	1			1				0	1			1					0	2	5,392.40	10,784.80
132 TONER CART, HP CE412A, (HP305), Yellow	cart	1			1				0	1			1					0	2	5,392.40	10,784.80
133 TONER CART, HP CE413A, (HP305), Magenta	cart	1			1				0	1			1					0	2	5,392.40	10,784.80
134 TONER CART, HP CE505A, Black	cart	2			2	2			2	2			2	2				2	8	3,660.80	29,286.40
164 TONER CART, SAMSUNG MLT-D203L, Black	cart	8			8	7			7	8			8	7				7	30	5,512.00	165,360.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
Office Equipment and Accessories																					
1 Basic laptop	units	24			24				0				0					0	24	50,000.00	1,200,000.00
2 Basic Desktop	units	24			24				0				0					0	24	50,000.00	1,200,000.00
C. TOTAL (A + B):																				6,103,036.10	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				610,303.61	
E. GRAND TOTAL (C + D)																				6,713,339.71	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					1259622				800512				843334					792068			
G.2 Other Items not available at PS but regularly purchased from other sources					2407500				0				0					0			
TOTAL MONTHLY CASH REQUIREMENTS					3667122			800512				843334					792068				

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

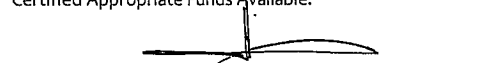
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



EDGARDO T. LJM, JR.
 Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:


ALLAN RAUL M. CATALAN
 Accountant /
 Local Budget Officer

Approved by:


DIR. BINGLE B. GUTIERREZ
 Head of Office/Agency