

**ANNUAL PROCUREMENT PLAN FOR 2012
For Common-Use Supplies and Equipment**

Department/Bureau/Office: Department of the Interior and Local Government
Region: Cordillera Administrative Region
Address: Barangay Center Engineers Hill, Corner North Drive, Baguio City

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece	2					2							2	6	67.27	403.62
2. BATTERY, size AA, alkaline, 2 pcs./packet	packet	11	10	3	8	3	7	8	3	3	12	5	3	76	36.40	2,766.40	
3. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	2			2			2			2			8	14.56	116.48	
4. BATTERY, size D, alkaline, 2 pcs./packet	packet	1			1			1			1			4	68.12	272.48	
5. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	5			5			5						15	280.54	4,208.10	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	24			10						10			44	368.94	16,233.36	
7. FLUORESCENT TUBE, 18 watts	piece	13	1		1		4	10	1		1		1	32	32.14	1,028.48	
8. FLUORESCENT TUBE, 36 watts	piece	16	3		10		10	10			12			61	33.85	2,064.85	
9. COMPACT FLUORESCENT LIGHT, 17 watts	piece	6		1		1		6		1		1		16	103.79	1,660.64	
10. FUSE, 30 amperes	piece	6					1	5					1	13	10.90	141.70	
11. FUSE, 60 amperes	piece	9					1	5					1	16	25.48	407.68	
12. STARTER, 4-40 watts	piece	9	4		10		8	10			4		5	50	3.73	186.50	
13. TAPE, electrical	roll	5			2		1	3						11	18.20	200.20	
COMMON COMPUTER SUPPLIES																	
1. COMPACT DISK CASE	piece	1	3	1	1	1	3	1	1	1	3	1	1	18	50.84	915.12	
2. CD DRIVE CLEANER	piece	2			1		3	1						7	64.22	449.54	
3. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece	130	20	23	120	20	23	70	20	23	120	20	23	612	8.79	5,379.48	
4. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece	50	20	3	60		23	50	10	3	70		13	302	16.62	5,019.24	
5. DISKETTE, 3.5", DS,DD, 10s/box	box	2			2			2						6	135.00	810.00	
6. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	70			70			30			80			250	11.70	2,925.00	
7. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	30			30			30			30			120	20.02	2,402.40	
8. FLASH DRIVE, 4GB, USB 2.0 and play	piece	27					11							38	292.08	11,099.04	

33. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	24	2		3			3			3			35	247.52	8,663.20
34. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	24	28	1	4	1	1	4	1	1	4	3	1	73	202.68	14,795.64
35. GLUE, all purpose, 300 grams min.	jar	30	14	1	12	1	2	14	1	1	14	3	1	94	37.43	3,518.42
36. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	3		1	5		1				5			15	32.97	494.55
37. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	13		8		8		8		13		8		58	11.44	663.52
38. MAGAZINE FILE BOX, large	piece	5	5		10			10			10			40	44.61	1,784.40
39. MARKER, fluorescent, 3 colors/set	set	6		1	6			6			9	2		30	41.60	1,248.00
40. MARKING PEN, whiteboard, black	piece	30	7	5	25	5	10	20	5	5	22	10	8	152	15.08	2,292.16
41. MARKING PEN, whiteboard, blue	piece	2			7			2			2	5		18	15.08	271.44
42. MARKING PEN, whiteboard, red	piece	7			4			2			2	2		17	15.08	256.36
43. MARKING PEN, permanent, black	piece	31	4	2	20	2	7	25	2	2	19	4	5	123	14.32	1,761.36
44. MARKING PEN, permanent, blue	piece	20			9			14				5		48	14.32	687.36
45. MARKING PEN, permanent, red	piece	14			2			8				2		26	14.32	372.32
46. NOTE PAD, (2"x2"), 400 sheets/pad	pad	13			5						5			23	112.32	2,583.36
47. NOTE PAD, (2"x3")	pad	13			13		8				13			47	31.20	1,466.40
48. OIL, 120ml., for typewriter	bottle	4			1		1	2		1			1	10	30.99	309.90
49. PAPER, bond, Premium Grade,A4	ream	45			45			45			45			180	104.80	18,864.00
50. PAPER, mimeo,WhiteWove, A4	ream	10			10			10			10			40	102.44	4,097.60
51. PAPER, PPC, A4	ream	42	2	2	42	2	2	42	2	2	42	2	2	184	144.35	26,560.40
52. PAPER, PPC, B4	ream			1							1			2	194.66	389.32
53. PAPER, ruled pad,216mmx330mm,100s/pad	pad	25	2	5	12	5	2	20	2	5	7	5	2	92	20.57	1,892.44
54. PAPER, thermal,210mmx30M	roll	13	4	4	5	4	4	13	4	4	5	4	4	68	36.40	2,475.20
55. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream	1						1						2	161.20	322.40
56.PAPER FASTENER,non-rust metal,50 sets/box	box	18		2	6	1	5	6		1	10		3	52	82.04	4,266.08
57. PAPER CLIP, gem type,jumbo,48mm,100s/box	box	44	17	10	20	10	15	34	10	10	25	10	13	218	15.60	3,400.80
58. PAPER CLIP, gem type, 32mm, 100s/box	box	36	15	8	18	8	24	32	8	8	24	8	11	200	8.84	1,768.00
59. PENCIL, lead, w/eraser	dozen	14.5	4.5	6.5	10.5	4.5	7.5	16.5	4.5	6.5	12.5	4.5	5.5	98	24.89	2,439.22
60. PENCIL, mechanical, 0.5mm lead	piece	43		18	10			18	13		18	5		143	18.20	2,602.60
61. PUSH PIN, hammer head type, 100s/box	box	11			3	1	2			1	3		1	22	30.00	660.00
62. RECORD BOOK, 300 pages	book	86	7	5	11	2	3	10	2	2	15	2	2	147	50.44	7,414.68
63. RECORD BOOK, 500 pages	book	14	1	1	7	1	3	3	1	1	1	1	2	36	77.98	2,807.28
64. RIBBON, nylon, manual typewriter	spool	11	2	2	4	2	8	8	2	2	4	2	2	49	15.81	774.69
65. RING BINDER, (1/2"x44"), plastic	piece	10												10	4.37	43.70
66. RING BINDER, (3/4"x44"), plastic	piece	10	10		10			10						40	12.48	499.20
67. RING BINDER, (1" x 44"), plastic	piece	6												6	12.48	74.88
68. RING BINDER, (2" x 44"), plastic	piece		10					10				15		35	28.13	984.55
69. RUBBER BAND, #18, min.445 gms./box	box	6	2					5						13	132.68	1,724.84
70. RULER, plastic, 12"	piece	41			6			15			4			66	3.64	240.24
71. SIGN PEN, black	piece	74	17	21	53	15	23	41	15	20	42	14	22	357	41.48	14,808.36
72. SIGN PEN, blue	piece	16	9	9	14	9	9	9	9	9	15	9	9	126	41.48	5,226.48
73. SIGN PEN, red	piece	10						6						16	41.48	663.68
74. STAMP PAD INK, violet, 50ml.	bottle	7	3	3	4		2	8			4			31	27.04	838.24
75. STAMP PAD, felt pad	piece	7	1	3	2		2	3		2	1			21	24.96	524.16
76. STAPLE WIRE, standard, #35	box	27	2	7	12	1	5	14	1	11	14	1	3	98	25.98	2,546.04

77. TAPE, adding machine	roll	1	3	1	2		2	5						14	10.66	149.24
78. TAPE, masking (1"), 24mm, 50 meters length	roll	37	4	5	14	1	3	30	1	9	12	1	1	118	41.60	4,908.80
79. TAPE, masking (2"), 48mm, 50 meters length	roll	14	1	1	3		2	7			3			31	83.82	2,598.42
80. TAPE, transparent, (1"), 24mm, 50 meters	roll	45	17	5	19	3	8	28	3	10	22	3	3	166	41.60	6,905.60
81. TAPE, transparent, (2"), 48mm, 50 meters	roll	9	1	1	6		2	7			4			30	20.38	611.40
82. TAPE, packaging, 48mm, 50 meters length	roll	15	2	1	6		3	7			8			42	19.24	808.08
83. TOILET TISSUE, 12 rolls/pack	pack	9	7	5	10	3	7	7	3	4	7	3	5	70	61.15	4,280.50
84. TWINE, plastic, one kilo per roll	roll	5	1		4			4			5	3		22	57.20	1,258.40
85. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll	4			2			2			3			11	166.40	1,830.40
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	8	2	1	6	1	3	6		1	6			34	10.40	353.60
2. CUTTER, heavy duty,	piece	24	6	2	7		3	6			1			49	27.04	1,324.96
3. PUNCHER, heavy duty	piece	8	1	1	1		1	1			1			14	114.40	1,601.60
4. SCISSORS, (6")	pair	20	5	2	5		2	5			2			41	18.72	767.52
5. SHARPENER, single cutterhead	piece	1												1	147.35	147.35
6. STAMPING DATER, self-inking stamp	piece	3		1										4	436.80	1,747.20
7. STAPLER, heavy duty, standard	piece	27	3	2	3			5			2			42	162.84	6,839.28
8. STAPLE REMOVER, twin jaws	piece	32		3	5			6			2			48	19.64	942.72
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	3	1		2			2			1			9	40.23	362.07
10. WASTE BASKET, plastic	piece	25			2			3			2			32	20.99	671.68
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	15	10	10	15	10	10	15	10	10	15	10	10	140	14.56	2,038.40
2. BROOM, soft (tambo)	piece	7	1	2	3	2	3	5	1	2	6	2	1	35	119.60	4,186.00
3. BROOM, STICK (tingting)	piece	12	2	2	6	2	2	12	1	2	12	2	1	56	19.76	1,106.56
4. CLEANSER, powder, 350gms.	canister	19	11	1	14	1	1	24	1	1	21	24	1	119	17.32	2,061.08
5. DETERGENT POWDER, 500gms.	pouch	32	13	2	24	2	3	27	2	4	33	2	17	161	18.61	2,996.21
6. DETERGENT BAR	bar	4	2	1	4	1	2	4	1	1	2	4	1	27	18.72	505.44
7. DISINFECTANT SPRAY, 340 gm.	can	5	1	2	3	2	1	5	1	2	3	3	1	29	190.63	5,528.27
8. DUST PAN, plastic w.handle,large	piece	7		1	3		2	2			3			18	26.00	468.00
9. FLOOR WAX, paste, natural,2kg.	can	6	2	3	3	2	2	5	2	2	2	3	3	35	218.40	7,644.00
10. FLOOR WAX, paste, red, 2kg.,	can	3			3			2		1	2			11	306.80	3,374.80
11. FLOOR WAX, liquid type, 3.75li.	can	3	1	1	3	1	1	3	1	1	3	1	1	20	331.50	6,630.00
12. FURNITURE CLEANER, 400ml/can	can	2	1	2	2	1	1	2	1	1	1	1	1	16	122.72	1,963.52
13. INSECTICIDE, 600ml.(420g)/can	can	5	3	2	5	2	4	3	2	2	5	2	2	37	116.48	4,309.76
14. MOPHANDLE, screw type, wooden handle	piece	5	3	2	3	1	1	4	1	1	3	1	1	26	83.20	2,163.20
15. MOPHEAD, 100% rayon, 400g	piece	7	3	2	3	1	1	4	1	1	3	1	1	28	71.76	2,009.28
16. RAG, COTTON, (7") in diameter	kilo	7	3	1	4	1	6	7	1	1	6	1	3	41	43.68	1,790.88
17. SCOURING PAD, economy size	pack	2	1	1	2		2	1						9	131.96	1,187.64
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	13	7	2	13	2	2	18	2	2	17	13	2	93	62.40	5,803.20
19. TOILET DEODORANT CAKE, 99%, 50gms.	box	13	18	3	13	3	3	18	3	3	18	3	3	101	33.28	3,361.28

20. TRASHBAG, plastic, black, (XL)	roll	41	21	2	27	1	2	41	1	2	41	41	7	227	103.79	23,560.33
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	45		3	45		3	45		3	45		3	192	119.22	22,890.24
2. PAPER, mimeo, Whitewove	ream	16			11			16			11			54	120.02	6,481.08
3. PAPER, for PPC	ream	29	4	4	39	4	4	34	4	9	44	24	4	203	173.33	35,185.99
4. PAPER, multicopy, legal, for laser printing	ream	32	14	8	33	14	8	28	12	8	11	31	12	211	174.72	36,865.92
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit	2												2	1,144.00	2,288.00
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	4												4	7,953.92	31,815.68
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	1												1	9,399.52	9,399.52
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit	1												1	13,497.12	13,497.12
5. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit	8												8	1,892.80	15,142.40
6. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit	8												8	925.60	7,404.80
7. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit	9												9	341.12	3,070.08
8. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit	6	1		5			3			1			16	161.08	2,577.28
9. CHAIR, monobloc, without armrest,beige/ white	unit	44												44	239.20	10,524.80
10. ELECTRIC FAN, orbit type	unit	5												5	1,028.56	5,142.80
11. ELECTRIC FAN, with stand	unit	8					1				1			10	764.40	7,644.00
12. ELECTRIC FAN, wall type	unit	4												4	745.68	2,982.72
13. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	1												1	1,130.48	1,130.48
14. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit	2	1											3	24,939.20	74,817.60
15. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit			2					2					4	16,640.00	66,560.00
16. RADIO CASSETTE RECORDER, with AM/FM Radio	unit	1	1		2									4	1,653.60	6,614.40
17. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	11	1	3							1			16	2,038.40	32,614.40

13. Printer, Canon IP 1880	unit			1							1			2	2,900.00	5,800.00
14. Photo copier machine,	unit													8		700,000.00
15. Photo copier, heavy duty w/ adjustable reducer	unit	1												1	100,000.00	100,000.00
16. digital camera 10MP or higher	unit	1							1					2	12,000.00	24,000.00
17. Audio recorder, 2GB Philips Go Gear MP3 player	unit					1								1	2,500.00	2,500.00
18. desktop keyboard	piece	7			3				3					13	320.00	4,160.00
19. Typewriter	unit													2	15,000.00	30,000.00
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Office Supplies																
1. ballpen, assorted color	piece	178	26	60	106	26	48	118	26	26	136	26	26	802	10.00	8,020.00
2. board paper, short(assorted color)	piece	150		3	50									203	2.50	507.50
3. book tape, 2"	roll			1							1			2	70.00	140.00
4. card envelope, white, 8-3/4"x6" (10/pack)	pack	10			10			10			10			40	25.00	1,000.00
5. catalogue envelope, 9"x12" (100s)	box	2			1			1			1			5	175.00	875.00
6. correction tape, small	piece	48		3	43		2	43			45	20		204	28.00	5,712.00
7. double sided tape, 1"	roll	10						10						20	34.00	680.00
8. envelope, kraft, short (100/box)	box	2		1				0.5			1			5	125.00	562.50
9. imaging film for sharp FO-9CR	box	8			8			8			8			32	795.00	25,440.00
10. Picture frame 8-1/2"x11"	piece	25		3	25		3	25			5			86	158.00	13,588.00
11. RECORD BOOK, 200 pages	piece	10			10									20	28.00	560.00
12. Columnar notebook, 4 columns	piece	10												10	30.00	300.00
13. Folder, transparent, short	piece	100	125		100					25	100			450	5.00	2,250.00
14. Folder, white, glossy, short	piece	100	25					50		25				200	3.00	600.00
15. Folder, white, glossy, long	piece		25							25				50	4.00	200.00
16. Folder, green, long	piece		25	5			5			30			5	70	8.50	595.00
17. Paper fastener, plastic, colored, 50set/box	box	23	3	3	13	3	13	23	3	3	13	3	3	106	30.00	3,180.00
18. record book, 300 pages (small, notebook size)	piece	4												4	30.00	120.00
19. sign pen, refill, 12s/box	box	1								1				2	420.00	840.00
20. facsimile film, 2 rolls/box	box				2					2				4	532.00	2,128.00
21. ballpen (pilot, assorted color) 12s/box	box	2			2			2			2			8	240.00	1,920.00
22. paste (7 oz)	piece	1			1			1			1			4	240.00	960.00
23. fax film, sharp	piece			2			2			2			2	8	495.00	3,960.00
24. xerox copier toner (AR 168FT)	box	1			1			1					1	4	2,200.00	8,800.00
25. Steel ruler, 12 inches	piece			2							2			4	75.00	300.00
26. Stapler, heavy duty with staple remover	piece			2							2			4	275.00	1,100.00
27. Facsimile ink film, Panasonic KX-152 2pcs/box	box		1			1			1				1	4	980.00	3,920.00
28. ink cartridge (HP 60 black)	cartridge	2	2	2	2	2	2	3	2	2	2	2	3	26	1,100.00	28,600.00
29. ink cartridge (HP 60 colored)	cartridge	1			1			1			1			4	1,200.00	4,800.00
30. Counpon bond 81/2x 11"	reams			15			15			15			15	60	140.00	8,400.00
Photographic or filming or video equipment																
1. Digicam	unit	2												2	12,000.00	24,000.00
2. Gestetner toner for 2721z copier	cartridge	2	2			2		2			2	2		12	2,750.16	33,001.92
3. developer type 3 black(Copier 2721-Gestetner)	piece		1											1	3,900.40	3,900.40

4. hot roller (Copier 2721-Gestetner)	piece			1											1	4,570.00	4,570.00
5. bushing; heat roller (Copier 2721-Gestetner)	piece			2											2	560.00	1,120.00
6. bushing pressure roller (Copier 2721-Gestetner)	piece			2											2	69.00	138.00
7. Stripper pawl (Copier 2721-Gestetner)	piece			2											2	164.00	328.00
8. Thermistor (Copier 2721-Gestetner)	piece			1											1	1,182.00	1,182.00
																	-
Cleaning Equipment and Supplies																	
1. doormat, thick	piece	30			30			30				30			120	35.00	4,200.00
2. Magic mop (mop with foam)	piece	5			3			5				3			16	225.00	3,600.00
3. pail, big (water container)	piece	4			5			4				7			20	298.00	5,960.00
4. toilet bowl brush, plastic	piece	5			5			5				5			20	98.00	1,960.00
5. Zonrox	gallon	10			8			15				5	5		43	150.00	6,450.00
6. coconut husk	piece							3							3	25.00	75.00
Paper Materials and Products																	
1. bond paper, short (8-1/2" x 11")	ream	25	17	14	21	17	14	16	15	19	14	15	18		205	138.00	28,290.00
2. linen paper, long (500/box)	box	4			2			2				2			10	850.00	8,500.00
3. linen paper, short (500/box)	box	2			2			2				2			8	625.00	5,000.00
4. photo paper, A4 (glossy)	piece	70	10	40	20	30	30	50	10	40	30	30	10		370	7.50	2,775.00
5. sticker paper, short	piece	100													100	4.25	425.00
6. board paper, long	piece	200			50			50				50			350	4.50	1,575.00
7. paper, mimeo, letter size, 8-1/2"x11"	ream	1			1			1				1			4	117.00	468.00
8. paper, onion skin, short	ream				5										5	100.00	500.00
9. paper, onion skin, short	piece	10													10	30.00	300.00
10. Copier paper-8-1/2x11"(ultra white, subs. 20)	ream	15			15			15					15		60	200.00	12,000.00
																	-
Electrical equipment and components and supplies																	
1. battery AA, rechargeable	piece	5			4							4			13	220.00	2,860.00
2. tape, for micro-cassette recorder, 90mins	piece	6			6		6						6		24	28.00	672.00
3. broadband	piece	1													1	1,250.00	1,250.00
4. Electric outlet 6" m	piece	6													6	62.50	375.00
Computer Supplies																	
1. ink, canon refill, 100ml (B,C,Y,M)	set	6		1	5	1	1	6		1	5	1	1		28	400.00	11,200.00
2. ink, HP#21	piece							2					1		3	850.00	2,550.00
3. ink, HP 21 refill kit	box							2					2		4	350.00	1,400.00
4. Ink, HP#22	piece							2					1		3	950.00	2,850.00
5. ink, Epson refill, 100ml(B,C,Y,M)	set	1		1		1	1	1		1		1	1		8	400.00	3,200.00
6. Ink cartridge Canon #40	piece		1									1			2	1,200.00	2,400.00
7. UV dye ink (B,C,Y,M)	set	3	1	1	3	1	1	3	1	1	1	1	1		18	520.00	9,360.00
Computer Equipment and Accessories																	
1. antivirus software	piece	1													1	2,084.00	2,084.00
2. Licensed Windows Operating System (latest version)	piece	1													1	7,405.00	7,405.00
3. Licensed Microsoft Office Software (latest version)	piece	1													1	9,140.00	9,140.00

4. Wireless Hub	piece	1												1	2,020.00	2,020.00
5. Office table	piece	10												10	3,500.00	35,000.00
6. Whiteboard	piece	3												3	750.00	2,250.00
7. Mouse with wheel, USB, optical	piece	5			3			3					3	14	250.00	3,500.00
8. IT repair and maintenance															50,000.00	50,000.00
9. IT Equipment															400,000.00	400,000.00
10. IT Accessories															50,000.00	50,000.00
*Other Categories																
1. T-shirts with customized print	piece			50		30				10				90	250.00	22,500.00
2. Tarpaulin	piece	15			15			15	6		15			66	1,200.00	79,200.00
3. Thematic plaques	piece	15	1	1				15						32	1,685.00	53,920.00
4. Photo frames	piece	50			50			50			50			200	158.00	31,600.00
5. Electric mosquito repellent	piece	2												2	150.00	300.00
6. padlock, heavy duty	piece	8												8	75.00	600.00
7. hasp, heavy duty, 2"	pair	8												8	25.00	200.00
8. copy holder w/ arm (attachable to computer table)	piece	4												4	180.00	720.00
9. Notebook, 2012 planner	piece	24												24	150.00	3,600.00
10. Notebook, 2013 planner	piece											24		24	250.00	6,000.00
11. card case, transparent, legal size	piece				10					10				20	60.00	1,200.00
12. smart load, 300	piece	1			1		1			1			1	5	315.00	1,575.00
13. Local Government Code (1991 book)	piece	2												2	1,000.00	2,000.00
14. SCRA	piece			2									2	4	2,000.00	8,000.00
MOTOR VEHICLE MAINTENANCE																
1. Repair & maintence of Motor Vehicle															400,000.00	400,000.00
2. Motor Vehicle Spareparts															100,000.00	100,000.00
IT SERVICES																
1. Web Hosting & Training															30,000.00	30,000.00
BUILDING MAINTENANCE & IMPROVEMENT															1,000,000.00	1,000,000.00

*****GRAND TOTAL:** **4,621,414.12**
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION 5,083,555.53
APPROVED BUDGET: 5,083,555.53

**Other categories that are not indicated herein*
***Prices are FOB Manila/Applicable for items under A.*
****Grand total 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:

DEXTER L. IDOS
Admin. Aide VI

Reviewed by:

EVELYN M. SAINGAN
Admin. Officer V

Certified Funds Available:

JENNIFER S. CHAOKAS
Accountant

Approved:

CORAZON P. GURAY, CESO III
Head of Office/Agency

Date Prepared:
