

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

Department/Bureau/Office: Department of the Interior and Local Government
 Region: Cordillera Administrative Region (CAR)
 Address: Upper Session Rd., Cor North Drive, Baguio City

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	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 watts	piece	4	2	2	2	2	4	2	2	2	2	2	2	4	30	75.58	2,267.51
2. BALLAST, 36 watts	piece	2	2	2	2	2	2	2	2	2	2	2	2	2	24	71.37	1,712.90
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	11	13	5	8	4	11	9	5	4	14	5	4	93	37.31	3,469.83	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6	2	2	4	2	2	6	2	2	4	2	2	36	15.98	575.27	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	3	2	2	3	2	2	3	2	2	3	2	2	28	74.14	2,075.87	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	2	2	2	2	2	2	2	2	2	2	2	2	24	335.79	8,058.96	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	12	2	2	2	2	2	2	2	2	2	2	2	34	426.40	14,497.60	
8. FLUORESCENT LAMP, tubular, 18 watts	piece	20	1		11		7	10	1		11		1	62	35.13	2,177.86	
9. FLUORESCENT LAMP, tubular, 36 watts	piece	16	3		10		9	10			13			61	37.26	2,272.78	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	6	1	2	1	2	1	6	1	2	1	2	1	26	106.38	2,766.00	
11. FUSE, 30 amperes	piece	1					1						1	3	10.61	31.83	
12. FUSE, 60 amperes	piece	1					1						1	3	26.12	78.35	
13. STARTER, 4-40 watts	piece	17	4		10		8	10			14		5	68	4.00	271.83	
14. TAPE, electrical	roll	6			2			4			2		1	15	18.66	279.83	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	133	23	26	123	23	26	123	23	26	123	23	26	698	10.66	7,440.68	
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	53	22	6	8	3	15	3	8	6	12	3	11	150	18.63	2,795.18	
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	6	1	2	1	1	2	1	1	1	1	1	1	19	54.37	1,032.95	
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	35	5	5	35	5	5	35	5	5	35	5	5	180	14.37	2,586.69	
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	53	5	5	5	5	5	5	5	5	5	5	5	108	22.90	2,473.04	
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	42	13				24	10					1	90	381.63	34,346.52	

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22. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart	5	1	2	4	2	1	5	1	2	4	2	2	31	762.17	23,627.25
23. INK CARTRIDGE, HP C8728AA (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart	2	1	1	2	1	1	2	1	1	2	1	1	16	894.95	14,319.17
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	8	4	4	6	4	4	4	6	4	4	6	4	58	630.44	36,565.32
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	3	1	1	3	1	1	1	3	1	1	3	1	20	726.62	14,532.45
74. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	603.25	21,717.13
76. INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	1	1	2	1	1	2	1	1	2	1	1	2	16	724.53	11,592.50
88. INK CARTRIDGE, HP CN692AA (HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	9			9			9			9			36	330.38	11,893.61
89. INK CARTRIDGE, HP CN693AA (HP 704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	1			1			1			1			4	330.38	1,321.51
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	4	1	3	2	3	1	4	1	3	2	3	1	28	1,008.91	28,249.41
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	4		2	1	2		4		2	1	2		18	1,202.33	21,641.85
164. MOUSE, optical, USB connection type	piece	3		2	3		2	3		5	3		2	23	179.09	4,119.02
166. TONER CARTRIDGE, HP C4096A, black, for HP Laserjet 2100, 2200 printer series	cart	1			1			1			1			4	5,381.19	21,524.75
309. TONER CARTRIDGE, Samsung Part No. MLTD105L, for printer ML 2580n	cart	1			1			1			1			4	2,875.13	11,500.50
329. RIBBON, Epson RN 8750	cart	1	4		1		4	1			5			16	77.16	1,234.59
332. RIBBON, Epson RN SO 15327	cart	1							1					2	336.65	673.30
COMMON OFFICE SUPPLIES																
2. AIR FRESHENER, 280mL/can	can	11	2	1	11	1	3	8	5	1	10	2	3	58	91.68	5,317.21
3. ALCOHOL, 70%, ethyl	bottle	53	36	23	61	22	37	43	46	23	53	30	39	466	41.04	19,125.11
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1		1		1		1		1		1		6	335.79	2,014.74
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	5		2	1	1	1	2	1	1	1	1	1	17	339.79	5,776.39
9. CARTOLINA, assorted color, 20s/pack	pack	2	4	1	1		2	3		2	1	2		18	71.64	1,289.47
10. CARTOLINA, white, 20s/pack	pack		1	1			1	1		1		1		6	42.64	255.84
12. CLIP, bulldog (3")	piece	28	3	1	16	1	1	13	16	1	1	1	1	83	7.87	653.38
13. CLIP, backfold, 25mm, 12s/box	box	4	6		1			2	1		1			15	14.92	223.86
14. CLIP, backfold, 50mm, 12s/box	box	2	3		1			2	1		1			10	43.17	431.73
15. CLIP, backfold, 19mm, 12s/box	box	2	3					1						6	7.73	46.37
16. CLIP, backfold, 32mm, 12s/box	box	1	1											2	17.06	34.11

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20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	3						3						6	73.02	438.13
21. COLUMNAR NOTEBOOK, 12 cols	piece	1		1			1							3	20.25	60.76
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	28	13		24	9	4	24	9	4	28	5		148	21.27	3,147.78
23. DATA FILE BOX, (5"x9"x15-3/4")	box	61	80		12			31			12			196	62.89	12,327.22
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	10	25					10						45	68.22	3,070.08
26. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece														34.11	-
27. ENVELOPE, documentary (10"x15"), 500s/box	box	4	1	1	1	1	1	2	1	2	1	1	1	17	600.16	10,202.69
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	6	2	1	3	1	1	4	1	1	1	1	1	23	666.83	15,337.19
29. ENVELOPE, mailing white, 500s/box	box	3	2	2	1	3	1	2	1	3	1	1	2	22	156.40	3,440.90
30. ENVELOPE, mailing white with window, 500s	box	1						1						2	200.94	401.88
32. ENVELOPE, expanding, plastic, legal size	piece	20	70		5			20	30		5			150	46.90	7,035.60
33. ENVELOPE, documentary, A4, 500s/box	box	3	1		1			1	1		1			8	472.14	3,777.08
34. ERASER, blackboard/whiteboard	piece	5	1		3		1	4			3			17	10.85	184.53
35. ERASER, rubber	piece	25	14		20			20	10		20			109	5.31	578.74
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	23	20	20	20	20	20	20	20	20	20	20	20	243	81.02	19,686.89
37. FOLDER, pressboard, plain, legal, 100s/box	pack	5	2	1	4	2	1	2	2	2	2	2	1	26	872.93	22,696.21
38. FOLDER, tagboard, legal size, 100s/box	pack	8	1		4	1		5	1		4	1		25	335.79	8,394.75
39. FOLDER, tagboard, A4 size, 100s/box	pack	6	2		4	1		6	1		5	1		26	303.81	7,899.06
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	2	1		1			1	1		1	1		8	264.37	2,114.94
41. FOLDER, morocco/fancy, A4 size, 50s/pack	pack	4	2	1	2	1	1	3	2	1	2	2	1	22	261.17	5,745.74
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	3	1		1			2	1		1			9	201.47	1,813.27
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	4	2	1	2	1	1	3	2	1	2	1	1	21	214.27	4,499.59
44. GLUE, all purpose, 300 grams min.	jar	25	7		4	2		21	2	2	4			67	46.90	3,142.57
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	1	2	1				1			1		1	7	33.58	235.05
46. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack		1											1	42.00	42.00
47. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack		1											1	95.94	95.94
51. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	10			10			10			10			40	13.30	532.18
55. MAP PIN, round head, 100s/case	case	1	3						2					6	37.31	223.86
56. MARKER, fluorescent, 3 colors/set	set	5	5		5		1	5		1	5			27	42.11	1,136.89
57. MARKING PEN, whiteboard, black	piece	28	18	15	25	12	18	23	17	16	19	18	17	226	12.16	2,747.37
58. MARKING PEN, whiteboard, blue	piece	7	3		11			7	2		5	6		41	12.16	498.42
59. MARKING PEN, whiteboard, red	piece	5	3		7			5	2		5	2		29	12.16	352.54
60. MARKER, permanent, black	piece	29	13	15	14	5	13	29	10	9	14	5	10	166	12.56	2,084.34
61. MARKER, permanent, blue	piece	14	5		2			14	2		2			39	12.56	489.69
62. MARKER, permanent, red	piece	13	5		2			13	2		2			37	12.56	464.58
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	10	10					10	100		100			230	7.89	1,815.28
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad	10			10			10			10			40	35.18	1,407.12
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad	13			13			13			13			52	31.98	1,662.96

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69. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	32	21	11	30	11	17	14	24	17	16	26	21	240	101.15	24,275.28
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	23	3		23			23			33			105	71.83	7,542.36
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	72	31	5	68	20	13	72	20	13	77	20	5	416	112.87	46,955.17
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	10	3	3	10		3	10		3	10		3	55	199.53	10,973.96
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	24	4	14	9	9	4	24	9	9	9	9	4	128	20.04	2,564.96
74. PAPER, thermal,210mmx30M, 1/2" core	roll	5	3	3	2	2	2	3	2	2	3	2	2	31	36.99	1,146.76
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	3	2	2	3	2	2	3	2	2	3	2	2	28	36.99	1,035.78
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	2	3	1	1	1	1	1	1	1	1	1	1	15	165.23	2,478.45
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	1	2		1			3			1		3	11	84.09	925.00
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	35	21	16	23	15	19	25	20	16	23	15	19	247	14.39	3,554.58
80. PAPER CLIP, gem type, 32mm, 100s/box	box	46	19	15	34	13	18	31	38	15	19	13	18	279	8.00	2,230.61
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	27	19	8	11	7	9	26	17	8	11	7	9	159	21.04	3,345.88
82. PENCIL, mechanical, for 0.5mm lead	piece	39		23	10			23	12		23	10		23	19.19	3,127.64
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	11	4	1	1	1	3	3	7	2	1		2	36	38.38	1,381.54
84. RECORD BOOK, 300 pages, smythe sewn	book	64	17	3	10	3	5	16	13	3	6	23	3	166	58.63	9,732.58
85. RECORD BOOK, 500 pages, smythe sewn	book	7	2	1	5		3	6		1	3	1	2	31	90.61	2,808.91
86. RIBBON, nylon, manual typewriter	spool	10	2	2	7	2	2	8	2	2	2	2	2	43	14.90	640.85
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece		5		5				5		5			20	4.63	92.66
95. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece		5		5				5		5			20	11.67	233.50
97. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece		4				4			4			2	14	12.53	175.36
100. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece		2				2			2			2	8	29.85	238.78
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		1							1				2	136.00	271.99
102. RULER, plastic, 300mm	piece	31	11		4			8			4			58	3.73	216.40
104. SIGN PEN, black	piece	67	37	49	50	37	39	74	37	39	49	42	39	559	44.22	24,718.14
105. SIGN PEN, blue	piece	6	2			2		6	2			2		20	44.22	884.37
106. SIGN PEN, red	piece	6						6						12	44.22	530.62
107. STAMP PAD INK, violet, 50mL	bottle	6	3	1	4		2	2			2			20	22.39	447.72
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	10	3	1	2		2	1						19	25.58	486.10
109. STAPLE WIRE, standard, #35	box	23	5	10	15	4	4	16	9	5	8	16	4	119	24.18	2,877.39
111. TAPE, adding machine, GSP bond	roll	2			2		1	1			1			7	7.95	55.68
112. TAPE, masking, 24mm, 50 meters length	roll	24	14	7	10	11	6	12	11	9	7	20	3	134	46.90	6,285.14
113. TAPE, masking, 48mm, 50 meters length	roll	7	3	1	5	2	2	4	2	3	4	5		38	93.59	3,556.52
114. TAPE, transparent, 24mm, 50 meters	roll	27	14	13	16	13	11	20	13	16	15	25	6	189	14.92	2,820.64
115. TAPE, transparent, 48mm, 50 meters	roll	7	3	1	5	2	2	5	2	3	4	5		39	30.86	1,203.65
116. TAPE, packaging, 48mm, 50 meters length	roll	14	9	2	18	8	3	12	8	2	11	14	1	102	30.86	3,148.00
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	84.75	-
118. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	85.28	-

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119. TOILET TISSUE, 12 rolls/pack	pack	16	5	6	14	5	6	9	11	6	8	11	6	103	74.62	7,685.86
120. TWINE, plastic, one kilo per roll	roll	4	2		3			5	1		3	1		19	46.78	888.84
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll		1		1				1		1			4	149.24	596.96
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	9	3	1	5	1	4	5		3	3		2	36	9.59	345.38
2. CUTTER, heavy duty	piece	13	10	1	2		5	3		4		2	2	42	28.68	1,204.54
3. PUNCHER, heavy duty	piece	7	5				2	1		2			2	19	101.27	1,924.13
4. SCISSORS, (6")	pair	26	6	3			3			3				41	17.78	729.13
5. SHARPENER, single cutterhead	piece	3												3	175.89	527.67
6. STAMPING DATER, self-inking stamp	piece	2	1	1										4	453.05	1,812.20
7. STAPLER, heavy duty, standard	piece	30	5	2				4				2		43	147.84	6,356.94
8. STAPLE REMOVER, twin jaws	piece	31	5		1			2			1			40	16.93	677.32
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	6	2					1						9	53.30	479.70
10. WASTE BASKET, plastic	piece	10					2	6						18	26.65	479.70
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	20.25	243.05
2. BROOM, soft (tambo)	piece	13	1	1	9	1	1	12		1	10	2		51	122.59	6,252.09
3. BROOM, STICK (tingting)	piece	13	1	2	10	2	1	12	1	2	11	3		58	18.12	1,051.08
4. CLEANSER, powder, 350gms.	canister	31	2	1	31	1	2	31	1	1	32	1	1	135	16.31	2,201.55
5. DETERGENT POWDER, all purpose, 500gms.	pouch	34	6	3	34	3	6	33	4	6	33	4	6	172	23.45	4,033.74
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	2	1	1	2	1	1	2	1	1	1	2	1	16	18.66	298.48
7. DISINFECTANT SPRAY, 400 grams net content	can	5	1	2	4	2	1	5	1	2	3	3	1	30	156.70	4,701.06
8. DUST PAN, non-rigid plastic, with detachable handle	piece	8	1	1	5		2	6	1		7			31	34.11	1,057.47
9. FLOOR WAX, paste, natural, 2kgs.	can	5	3	2	3	2	2	4	2	2	2	3	3	33	314.47	10,377.51
10. FLOOR WAX, paste, red, 2kgs.	can	3			3			2	1		2	1		12	319.80	3,837.60
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	2	1	2	2	1	1	2	1	1	2	1	1	17	353.38	6,007.44
12. FURNITURE CLEANER, 300mL/can min	can	1	1	2	1	1	1	1	1	1	1	1	1	13	103.40	1,344.23
13. INSECTICIDE, 600mL (420g) /can	can	8	3	2	9	2	2	7	2	2	8	2	2	49	117.26	5,745.74
14. MOPHANDLE, screw type, wooden handle	piece	5	1	2	5	1	1	5	2	1	6	1	1	31	90.61	2,808.91
15. MOPHEAD, 100% rayon, 400g	piece	11	1	2	12	1	1	11	2	1	11	1	2	56	79.95	4,477.20
16. RAG, COTTON, (7") in diameter	kilo	8	1	1	7	1	1	7	2	1	6	2	1	38	47.97	1,822.86
17. SCOURING PAD, economy size	pack	6			5		2	4			3			20	138.58	2,771.60
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	18	4	2	18	2	4	18	2	2	17	5	2	94	69.29	6,513.26
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	9	1	2	8	2	1	9	1	2	8	2	1	46	29.85	1,373.01
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	20	4	2	20	4	2	14	10	2	14	10	2	104	147.11	15,299.23
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	44	12	14	41	13	11	41	10	12	51	13	16	278	116.94	32,509.95
2. PAPER, mimeo, Groundwood	ream	20	2		20	2		20	2		30	2		98	79.47	7,787.89

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4. PAPER, for PPC	ream	50	24	5	45	15	14	35	30	14	30	30	5	297	117.16	34,795.78
5. PAPER, multicopy, legal, for laser printing	ream		2			2			2				2	8	147.64	1,181.13
															0.00	
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit	1	1											2	1,364.48	2,728.96
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit	13												13	1,918.80	24,944.40
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit	2												2	903.97	1,807.94
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit	13												13	404.01	5,252.18
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	7												7	159.78	1,118.44
6. CHAIR, monobloc, without armrest,beige/white	unit	12												12	255.84	3,070.08
7. 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	2	3	1										6	9,572.68	57,436.08
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit	1												1	20,040.80	20,040.80
10. ELECTRIC FAN, with stand	unit	7						1						8	1,097.98	8,783.84
11. ELECTRIC FAN, wall type	unit	3												3	1,055.34	3,166.02
16. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	4	1											5	23,420.02	117,100.10
17. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit		1											1	9,059.93	9,059.93
23. 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		1											1	10,658.93	10,658.93
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:															0.00	
a. Procurement of Goods & Services, 110-115 pages	piece	1												1	33.05	33.05

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
b. Procurement of Civil Works, 139-149 pages	piece	1													1	38.59	38.59
c. Procurement of Consulting Services, 139-149 pages	piece	1													1	22.92	22.92
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece	1													1	90.61	90.61
e. for LGUs	piece															116.19	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece	1													1	40.51	40.51
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece	1													1	13.86	13.86
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set	1													1	133.25	133.25
Volume I (103 pages) - white color																	-
Volume II (138 pages) - light blue color																	-
Volume III (124 pages) - light yellow color																	-
Volume IV (118 pages) - light green color																	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1 Fax machine, uses plain paper	unit	1													1	10,000.00	10,000.00
2 Drum, Sharp copier 153E	piece			1											1	4,000.00	4,000.00
3 Developer, Sharp copier	piece			1											1	4,000.00	4,000.00
4 Drum kit, for copier AR-152 DR	piece	2			2			2				2			8	1,500.00	12,000.00
5 Developer, for copier AR-152 SD	box	2			2			2				2			8	3,500.00	28,000.00
6 Office table	unit	4													4	5,500.00	22,000.00
7 Paper Shredder	unit	1													1	7,000.00	7,000.00
8 Table top glass	piece	4						3							7	1,260.00	8,820.00
9 Filing cabinet 4 drawers, steel	unit	1													1	11,000.00	11,000.00
10 Filing cabinet 3 drawers, steel	unit	1													1	15,000.00	15,000.00
11 Filing cabinet 4 drawers, lateral	unit	1													1	14,000.00	14,000.00
12 Photo copier/xerox machine	unit	1		1											2	85,000.00	170,000.00
13 Toner, for copier	piece			2			2			2			2		8	3,500.00	28,000.00
14 Drum, for copier	piece			1				1							2	3,500.00	7,000.00
15 ink, for mimeo machine	tube			1				1							2	1,500.00	3,000.00
17 film, for mimeo machine	roll			1				1							2	750.00	1,500.00
Office Supplies																	
1 Planner, large size, cy 2013	set	9													9	400.00	3,600.00
2 Planner, medium size, cy 2013	set	4													4	200.00	800.00
3 Planner, notebook cy 2013	piece	43													43	200.00	8,600.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4 Post-it note, 2x2", 2x3"	pad	18	5		18	5		18	5		18	5		92	40.00	3,680.00
5 Ballpen, black, red, blue	piece	136	20	20	95	20	8	100	56	8	71	44	8	586	8.00	4,688.00
6 Ruler,12", steel	piece	2	7											9	30.00	270.00
7 Battery, size AA, NiMH, rechargeable, 2pcs./pack	pack	2	2		2			2			2			10	200.00	2,000.00
8 Battery, size AAA, NiMH, rechargeable, 2pcs/pack	pack	2			2			2			2			8	150.00	1,200.00
9 Fax toner, for Panasonic KX-FL422	cartridge	6			6			6			6			24	3,000.00	72,000.00
10 Staple wires #10	box	3			3			3			3			12	15.00	180.00
11 sign pen refill, for Parker Pen	piece	8			8			8			8			32	80.00	2,560.00
12 Paper fastener, plastic coated	box	34	7	3	24	7	3	19	7	3	9	27	3	146	85.00	12,410.00
13 Rubber stamp	piece	1			1			1			1			4	150.00	600.00
14 Folder, expanding short	piece	30			10					10				50	3.50	175.00
15 Picture frame, 8½x11"	piece		20			10	2		10	2		10	5	59	100.00	5,900.00
16 Picture frame, A4 size	piece		5			5			5			5		20	100.00	2,000.00
17 Correction fluid,	bottle	27	11	8	12	11	11	12	18	11	12	8	12	153	56.25	8,606.25
18 Paper cutter	piece	2												2	850.00	1,700.00
19 Paste	jar	1			1			1			1			4	62.00	248.00
20 Toner, Sharp copier 153E	piece			1						1				2	4,000.00	8,000.00
21 Fax film, Sharp	piece			2			2			2			2	8	495.00	3,960.00
22 Sign pen refill, Roller ball	piece	2			2				2			2		8	157.00	1,256.00
23 Fax film, facsimile, 2 rolls/50 meters	pack	2			2				2			2		8	600.00	4,800.00
25 Lead, mechanical pencil refill, 0.5, 12's/tube	tube	4												4	21.00	84.00
26 Toner, for copier machine	box	2			2			2			2			8	3,000.00	24,000.00
27 Book tape, 2"	roll		1					1						2	40.00	80.00
28 CD Case	piece		2											2	5.00	10.00
29 Toner, for Samsung ML 2540	piece		2			2			2			2		8	3,500.00	28,000.00
Audio and visual presentation and composing equipment																
1 Radio Cassette recorder w/ fm/am band	unit	1												1	1,500.00	1,500.00
2 Blank tape, micro cassette recorder 60min	pack	1					1							2	110.00	220.00
3 Component	set		1											1	5,500.00	5,500.00
Photographic or filming or video equipment																
1 Digital Camera	unit	1	1											2	9,000.00	18,000.00
2 Battery, Samsung BP70A	piece		1							1				2	450.00	900.00
Cleaning Equipment and Supplies																
1 Rubber gloves, heavy duty	pair	3	3	3	3	3	3	3	3	3	3	3	3	36	75.00	2,700.00
2 Nose & Mouth protective mask, heavy duty	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	150.00	5,400.00
3 Coconut husk	piece	1			1				1			1		4	30.00	120.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4 Liquid soap, 500ml.	bottle		2	5		2	5		2	5		2	5	28	75.00	2,100.00
5 Door mat/Foot rug	piece		2	6			8			6	2		6	30	35.00	1,050.00
6 Mop, quick drying foam	piece		2	3			5			3	2		3	18	225.00	4,050.00
7 Toilet bow brush, plastic	piece		2	10			12			10	2		10	46	60.00	2,760.00
8 Grass cutter, scissor	pair			2										2	750.00	1,500.00
9 Push brush, heavy duty	piece			3				3						6	350.00	2,100.00
Paper Materials and Products																
1 Paper, Mimeo whitewove, A4	ream	13	6		13	3		16	3		13	3		70	120.00	8,400.00
2 Paper, Mimeo whitewove, Folio, 8½x13"	ream	10	3		10	3		10	3		10	3		52	130.00	6,760.00
3 Laid paper, light green, short	box			1										1	1,500.00	1,500.00
4 Stationary paper, long 8½x13", 500pcs./ream	ream		10			5			5				5	25	1,500.00	37,500.00
5 Stationary paper, A4, 500pcs./ream	ream		5											5	1,500.00	7,500.00
6 Photo paper, A4/letter size, glossy, 10's/pack	pack	108	3	6	14	5	3	8	3	6	6	13	3	178	120.00	21,360.00
7 Parchment/linen paper, letter 8½x11", 500's/box	box	1	2		1			1			1			6	650.00	3,900.00
8 Parchment/linen paper, folio 8½x13", 500's/box	box		2											2	750.00	1,500.00
9 Board paper, letter 8½x11", 10's/pack	pack		10			10			10			10		40	30.00	1,200.00
10 Board paper, folio 8½x13", 10's/pack	pack		10			10			10			10		40	35.00	1,400.00
11 Columnar notebook, 4 columns	piece	10												10	27.00	270.00
12 Paper, onion skin, short	ream				5									5	88.00	440.00
13 Journal ledger	piece	3			2				3			2		10	60.00	600.00
14 Record book, 200 pages	piece		5					5		5			5	20	50.00	1,000.00
15 Bond Paper, letter 8½x11	ream		8	10				18		18			10	64	185.00	11,840.00
16 colored paper, glossy, assorted color	pack		4			4			4			4		16	40.00	640.00
Lighting and fixtures and accessories																
1 Flourescent bulb, 20w	piece	6			6			6			6			24	150.00	3,600.00
2 Extension cord	piece	1												1	375.00	375.00
Electrical equipment and components and supplies																
1 Convenience outlet 2 gang	set	1												1	250.00	250.00
Computer Supplies																
1 Lan cable, heavy duty	box				1									1	1,500.00	1,500.00
2 RJ-45 clip	piece				50					50				100	7.50	750.00
3 Printer ink, universal, black & 3 colors	liter	31	8	14	13	14	4	22	12	14	10	14	4	160	650.00	104,000.00
4 Printer ink, universal, black & 3 colors, small bottle	bottle	10	4	4	4	4	4	4	4	4	4	4	4	54	130.00	7,020.00
5 Copy Holder w/ arm	piece	4												4	350.00	1,400.00
6 Floppy Diskette 1.44mb, 10's/box	box	2			1			1			1			5	50.00	250.00
7 CD Drive cleaner	piece							1						1	64.22	64.22

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
8 Ink cartridge, Canon 810	cartridge	3	2		3		2		3		2	3		18	755.00	13,590.00
9 Ink cartridge, Canon 811	cartridge	1	1		1		1		1		1	1		7	985.00	6,895.00
Computer Equipment and Accessories																
T245	unit	5	3		1		1					2		12	4,500.00	54,000.00
2 IT Equipment tool set, complete, heavy duty	set				1									1	4,000.00	4,000.00
3 Router, dual band, 4port gigabit ethernet, usb port	unit				1									1	3,500.00	3,500.00
4 Desktop HDD backup, wifi, usb, 1tb-up	unit			1										1	4,500.00	4,500.00
5 Desktop computer, specs as per dbm memo or higher	set	3	5	1	1		1							11	25,000.00	275,000.00
6 CPU upgrade	unit	1			2									3	13,000.00	39,000.00
7 Memory, Desktop compatible	piece	6			2									8	1,500.00	12,000.00
8 Memory, Laptop/Notebook compatible	piece	3												3	2,000.00	6,000.00
8 Optical mouse, PS/2 connection	piece	11	2				9	4		7	2		8	43	179.09	7,700.87
9 Monitor, LED 17"	unit	1												1	4,000.00	4,000.00
10 Laptop/Notebook	unit	4	1	1				2						8	30,000.00	240,000.00
11 Laptop/Notebook	unit	2												2	45,000.00	90,000.00
12 Anti-virus Software	piece	4												4	1,700.00	6,800.00
13 Wireless Hub	piece	1												1	3,000.00	3,000.00
14 Printer with built in 4 ink cartridge	unit	2												2	4,500.00	9,000.00
15 Keyboard, usb 2.0-up	piece	6	4	2			2			2			2	18	300.00	5,400.00
16 Uninterruptible Power Supply (UPS) 600VA-up	unit	8	2		2									12	2,500.00	30,000.00
17 Uninterruptible Power Supply (UPS) 1600VA-up	unit	1												1	5,000.00	5,000.00
18 Laser pointer presenter, usb remote	unit		1											1	2,500.00	2,500.00
19 External HDD, USB 3.0, 1TB-up	unit		2	1										3	3,500.00	10,500.00
20 Flash drive, usb 2.0-up, 4gb	piece	29					23							52	350.00	18,200.00
21 Automatic Voltage Regulator (AVR) 500w	unit	2												2	500.00	1,000.00
22 Licensed Microsoft Windows 7, Ultimate	piece	1												1	9,050.00	9,050.00
23 Licensed Microsoft Windows 7, Home Premium 32bit	piece	36												36	4,960.00	178,560.00
24 Licensed Microsoft Office 2012, Home & Student Ed.	piece	36												36	3,200.00	115,200.00
25 Licensed Microsoft Office 2012, Business Ed.	piece	1												1	8,930.00	8,930.00
26 Licensed Norton 360 Antivirus AP, 3PC	piece	12												12	2,065.00	24,780.00
27 CD Cabinet with lock/padlock	piece	2												2	600.00	1,200.00
*Other Categories																
1 Umbrella, big, heavy duty, thick metal frame	piece				4									4	350.00	1,400.00
2 Rubber Boots, heavy duty	pair				6									6	700.00	4,200.00
3 Rain coat, heavy duty	piece				5									5	350.00	1,750.00
4 Bullet, Shot gun, 12 guage	piece	20			20			20			20			80	45.00	3,600.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
5 Bullet, Pistol, 9mm	piece	40			40			40			40			160	25.00	4,000.00
6 Gun cleaning set, complete for shutgun & pistol	set	1												1	3,500.00	3,500.00
7 Flash light, rechargeable, heavy duty	unit	1												1	1,000.00	1,000.00
8 Check booklet	booklet										20			20	545.00	10,900.00
9 Tarpaulin	piece		1	2	1	1	1	2	1	1	5	1	1	17	300.00	5,100.00
10 First Aide Kit	set		1											1	1,500.00	1,500.00
11 Digital weighing scale	set		1											1	600.00	600.00
12 Drinking water, 6gal/container	container	40	40	40	40	40	40	40	40	40	40	40	40	480	30.00	14,400.00
13 Local Government Code of 1991 book (annotated)	piece	2												2	1,000.00	2,000.00
14 Philippine flag	piece	4												4	250.00	1,000.00
15 Stethoscope	Pc.		1											1	500.00	500.00
16 BP Apparatus	Pc.		1											1	1,500.00	1,500.00

***GRAND TOTAL: **3,187,281.84**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION **3,506,010.02**

APPROVED BUDGET:

**Other categories that are not indicated herein*

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

****Grand total for items under A and B*

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:

ROLLY B. BRIONES

 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

JENNIFER S. CHAOKAS

 Accountant /
 Local Budget Officer

Approved:

JOHN M. CASTAÑEDA, CESO III

 Head of Office/Agency