

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

Department/Bureau/Office: DENR-CENRO BAYOMBONG
Region: 02
Address: MAGSAYSAY, BAYOMBONG, NUEVA VIZCAYA

Contact Person: CONSTANTE L. ESPIRITU
Position: CENR Officer
E-mail : cenrobaynv@yahoo.com
Telephone/Mobile Nos: 805-1031/09178782558
0

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																	
															0	-	
2. BALLAST, 36 watts	piece			1			1			1				1	4	71.72	286.88
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5		5						5					5	37.49	937.30
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	16.06	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	74.50	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	337.43	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set			1				1			1			1	4	428.48	1,713.92
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	35.30	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece														0	37.44	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece														0	106.90	-
11. FUSE, 30 amperes	piece														0	10.66	-
12. FUSE, 60 amperes	piece	1		1				2			2			2	8	26.24	209.96
13. STARTER, 4-40 watts	piece			1											1	4.02	4.02
14. TAPE, electrical	roll	5													5	18.75	93.73
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
15. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box			5				5			5			55	70	476.15	33,330.39
16. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box			5				5			5			5	20	736.99	14,739.71
17. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece			10				10			10			10	40	14.44	577.62
18. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece			20				20			20			20	80	23.01	1,840.82
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece			5				5			5			5	20	383.49	7,669.79
20. INK CARTRIDGE, CANON tricolor, 810 AND 811	cart			10						10					20	1,288.04	25,760.71
21. MOUSE, optical, USB conection type	piece			5				5			5			5	20	179.96	3,599.23

22. TONER CARTRIDGE, HP Laser Jet P1102 All-in-One	cart			5			5			5			5	20	3,236.90	64,737.97
23. RIBBON, Epson LX-300	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	85.62	1,027.49
COMMON OFFICE SUPPLIES																
24. AIR FRESHENER, 280mL/can	can	1	1	1	1	1	1	1	1	1	1	1	1	12	92.12	1,105.48
25. ALCOHOL, 70%, ethyl	bottle	5		5			5			5			5	25	41.20	1,030.00
26. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair						10						10	20	117.83	2,356.60
27. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair						10						10	20	123.19	2,463.80
28. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box			5			5			5			5	20	337.43	6,748.56
29. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box			5			5			5			5	20	341.45	6,828.90
30. CARTOLINA, assorted color, 20s/pack	pack			5			5			5			5	20	71.99	1,439.73
31. CARTOLINA, white, 20s/pack	pack														42.85	-
32. CHALK, white, dustless, 100 pcs/box	box			1										1	35.35	35.35
33. COLUMNAR PAD, 18 cols, 50 gsm min.	pad			2										2	73.38	146.75
34. COLUMNAR NOTEBOOK, 12 cols	piece			2										2	20.35	40.71
35. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	21.35	1,281.00
36. DATA FILE BOX, (5"x9"x15-3/4")	box			20			20			20			20	80	63.20	5,056.06
37. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece			2			2			2			2	8	68.56	548.45
38. ENVELOPE, brown (10"x15"), 500s/box	box	1		1			1			1			1	5	603.09	3,015.43
39. ENVELOPE, brown, legal size, 100s/box	piece			50			50			50			50	200	6.95	1,390.00
40. ENVELOPE, mailing white, 500s/box	box	1		1			1			1			1	5	157.17	785.84
41. ERASER, blackboard/whiteboard	piece	4												4	10.85	43.40
42. ERASER, rubber	piece			5			5			5			5	20	5.31	106.20
43. FOLDER, pressboard, plain, legal, 100s/box	piece	50												50	9.90	495.00
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	5		5			5			5			5	25	265.00	6,625.00
41. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	20	20	20	20	20	20	20	20	20	20	20	20	240	114.20	27,408.00
42. PAPER FASTENER, for paper, metal, 50 sets/box	box	10		10			10			10			10	50	84.09	4,204.50
43. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	5		5			5			5			5	25	14.45	361.25
44. PAPER CLIP, gem type, 32mm, 100s/box	box			5			5			5			5	20	8.05	161.00
45. PENCIL, lead, w/eraser, one(1) dozen per box	box			10			10			10			10	40	24.50	980.00
46. SIGN PEN, black	piece	10		10			10			10			10	50	44.22	2,211.00
47. SIGN PEN, blue	piece	10		10			10			10			10	50	44.22	2,211.00
48. STAMP PAD INK, violet, 50mL	bottle	1		1			1			1			1	5	22.39	111.95
49. STAPLE WIRE, standard, #35	box	1	1	1	1	1	1	1	1	1	1	1	1	12	24.18	290.16
50. TAPE, masking, 24mm, 50 meters length	roll			5			5			5			5	20	15.35	307.00

51. TOILET TISSUE, 12 rolls/pack	pack	5	5	5	5	5	5	5	5	5	5	5	5	5	60	74.98	4,498.80
COMMON OFFICE DEVICES																	
52. PUNCHER, heavy duty	piece	3													3	101.27	303.81
53 SCISSORS, (6")	pair	5													5	17.78	88.90
54. SHARPENER, single cutterhead	piece	4													4	175.00	700.00
55 STAMPING DATER, self-inking stamp	piece	5													5		-
56 STAPLER, heavy duty, standard	piece	5													5	147.84	739.20
57. STAPLE REMOVER, twin jaws	piece	5													5	187.84	939.20
58. WASTE BASKET, plastic	piece	5													5	26.65	133.25
59. Flashdrive (USB) 8 GB	piece			5				5			5			5	20	545.70	6,548.40
COMMON JANITORIAL SUPPLIES																	
60. BROOM, soft (tambo)	piece	10													10	20.00	200.00
61 BROOM, STICK (tingting)	piece	10													10	122.00	1,220.00
62 CLEANSER, powder, 350gms.	canister	1	1	1	1	1	1	1	1	1	1	1	1	1	12	16.00	192.00
63 DETERGENT POWDER, all purpose, 500gms.	pouch	1	1	1	1	1	1	1	1	1	1	1	1	1	12	23.57	282.84
64. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1	1	1	1	1	1	1	1	1	1	1	1	1	12	18.75	225.00
65 DISINFECTANT SPRAY, 400 grams net content	can	2		2				2			2			2	10		-
66. DUST PAN, non-rigid plastic, with detachable handle	piece	5													5	34.00	170.00
67. FLOOR WAX, paste, natural, 2kgs.	can	5													5	314.00	1,570.00
68. INSECTICIDE, 600mL (420g) /can	can		3												3	117.70	353.10
LEGAL SIZE PAPER																	
69. PAPER, bond, Premium Grade	ream	10	10	10	10	10	10	10	10	10	10	10	10	10	120	117.51	14,101.52
70. PAPER, mimeo, Groundwood	ream	5	5	5	5	5	5	5	5	5	5	10	10	70			
71. PAPER, for PPC	ream			20			20			20			20	80		79.86	6,388.47
72. PAPER, multicopy, legal, for laser printing	ream	10	10	10	10	10	10	10	10	10	10	10	10	120		117.73	14,127.48
																0.00	
COMMON OFFICE EQUIPMENT																	
73. AIRPOT, 4.0 liters, w/ dispenser	unit	2													2	1,371.14	2,742.27
74. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit			3				3			3			3	12	405.98	4,871.82
75. ELECTRIC FAN, orbit type	unit														0	1,446.12	-
76. ELECTRIC FAN, with stand	unit	5													5	1,103.34	5,516.68

77. 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	1,069.06	1,069.06
78. FIRE EXTINGUISHER, pure HCFC 123, with fire, rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit	2												2	3,822.04	7,644.08
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
79. ABC Fire Extinguisher	unit	1												1	4,200.00	4,200.00
80. 2HP Aircondition-Carrier	unit	1												1	26,700.00	26,700.00
Common Office Supplies																
81 Ball pen (HBW) black	box	5	5	5	5	5	5	5	5	5	5	5	5	60	153.00	9,180.00
82Pilot Ink refill	pcs.		5											5	22.50	112.50
83 Post-it long	pcs.	5	5	5	5	5	5	5	5	5	5	5	5	60	11.50	690.00
84 Fly & free notebook	pcs.	50												10	105.00	1,050.00
85 Masking tape	pcs.	10					10						10	30	40.50	1,215.00
86. White board 3 x 6	pcs.	5												2	2,220.00	4,440.00
87. Pentel pen	pcs.	10					10						10	2	39.50	79.00
88. Mongol Pencil	box	10					10						10	30	126.00	3,780.00
89 A4 Bond paper S-24	ream			10			10			10			10	40	238.00	9,520.00
90 Bond paper long S-16	ream	10			10			10			10			40	156.00	6,240.00
91. Bond Paper Long S-20	ream	10			10			10			10			40	195.00	7,800.00
92. Bond paper short S-16	ream	15			15			15			15			60	130.00	7,800.00
93. Bond paper short S-20	ream	15			15			15			15			60	165.00	9,900.00
94. Envelope long-Brown	piece	100	500		100			100	500		100			1300	2.25	2,925.00
95. Envelope Mailing	box	1						1						2	246.00	492.00
96. Envelope short- Brown	piece	200												200	2.00	400.00
97. Envelope with handle-Plastic	piece	5							5					10	60.00	600.00
98. Fastener-Plastic	box	5			5			5			5			20	29.00	580.00
99. Snopake	bottle	15			15			15			15			60	36.00	2,160.00
100. Stabilo	piece	15			15			15			15			60	36.00	2,160.00
101. Signpen- G-2	piece	12			12			12			12			48	66.00	3,168.00

														0		-
Lighting and fixtures and accessories																
114. Flash light	piece	1				1								1	340.00	340.00
Communication Equipments																
115. Cellphone- Planned Samsung Galaxy Y	unit		3											3	14,376.00	43,128.00

***GRAND TOTAL: 646,703.50
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 711,373.85
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:

ELNORA B. DALLORAN
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

ELMA G. GALIGUIS

Accountant /
Local Budget Officer

Approved:

CONSTANTE L. ESPIRITU
Head of Office/Agency

Date Prepared:

12-Nov-13
