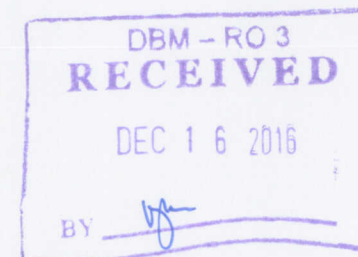


ANNUAL PROCUREMENT PLAN FOR 2017

For Common-Use Supplies and Equipment



Department/Bureau/Office: **BATAAN PENINSULA STATE UNIVERSITY**

Region: **III (Central Luzon)**

Address: **Capitol Compound, Tenejero, City of Balanga, Bataan, Philippines 2100**

Agency Account Code: **F093**

Contact Person: **Desiree M. Gruela/ Maricris Q. Garcia**

Position: **Procurement Staff**

E-mail : **bpsu.procurementunit@gmail.com**

Telephone/Mobile Nos: **(047)-237-9213**

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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	76	34	30	140	35	45	55	135	40	51	54	145	48	52	34	134	554	17.42	9,650.68
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	21	12	13	46	20	11	21	52	22	11	13	46	179	11	13	203	347	15.03	5,215.41
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack	9	7	2	18	7	7	2	16	7	7	2	16	9	7	2	18	68	77.56	5,274.08
4	FLUORESCENT LAMP, tubular, 28 watts	tube	13	10	20	43	22	10	20	52	13	10	20	43	32	10	20	62	200	114.40	22,880.00
5	FLUORESCENT LAMP, tubular, 36 watts	tube	13	11	20	44	22	11	20	53	13	11	20	44	24	11	20	55	196	280.80	55,036.80
6	TAPE, electrical	roll	15	6	11	32	8	6	11	25	8	6	11	25	19	6	11	36	118	18.20	2,147.60
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll	12	1	1	14	2	1	1	4	10	1	1	12	33	1	1	35	65	624.00	40,560.00
2	AIR FRESHENER, 280mL/can	can	65	23	26	114	46	21	20	87	68	18	28	114	312	32	23	367	682	83.20	56,742.40
3	ALCOHOL, 70%, ethyl, 500ml	bottle	114	67	65	246	205	64	62	331	218	63	66	347	258	67	64	389	1313	47.82	62,787.66
4	CARBON FILM, A4 size, 100 sheets per box	box	2	30	1	33	30		1	31	30		1	31	30		1	31	126	197.58	24,895.08
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1	1	16	18	16	1		17	16	1		17	16	1		17	69	202.80	13,993.20
6	CARTOLINA, assorted color, 20 pieces per pack	pack	55	7	4	66	10	5	4	19	24	7	4	35	9	5	4	18	138	64.48	8,898.24
7	CHALK, white, dustless, 100 pieces per box	box	70	3	3	76	36	3	3	42	10	63	3	76	22	3	3	28	222	25.86	5,740.92
8	CLEARBOOK, A4 size	piece	149	7	28	184	44	3	24	71	92	7	28	127	53	23	24	100	482	39.52	19,048.64
9	CLEARBOOK, Legal size	piece	111	5	26	142	64	3	22	89	74	9	30	113	56	1	22	79	423	43.68	18,476.64
10	CLIP, backfold, 19mm, 12 pieces per box	box	145	21	11	177	119	14	13	146	171	10	8	189	108	10	9	127	639	7.28	4,651.92
11	CLIP, backfold, 25mm, 12 pieces per box	box	57	23	13	93	29	16	15	60	31	12	10	53	22	12	11	45	251	10.40	2,610.40
12	CLIP, backfold, 32mm, 12 pieces per box	box	75	23	15	113	30	15	18	63	30	12	11	53	21	12	11	44	273	19.12	5,219.76
13	CLIP, backfold, 50mm, 12 pieces per box	box	55	17	13	85	29	14	13	56	28	10	10	48	22	10	8	40	229	36.38	8,331.02
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	146	33	37	216	91	30	42	163	100	33	46	179	81	39	34	154	712	31.20	22,214.40
15	DATA FILE BOX, made with chipboard, with closed ends	box	425	5	10	440	34	55	10	99	56	5	12	73	31	5	2	38	650	69.78	45,357.00

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
16	DATA FOLDER, made with chipboard, taglia lock	piece	115	11	76	202	86	36	26	148	117	61	51	229	39	11	25	75	654	68.64	44,890.56
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	11	4	1	16	4	4	3	11	11	4	1	16	4	4	1	9	52	381.54	19,840.08
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	91	27	51	169	28	50	24	102	29	54	25	108	51	25	50	126	505	507.40	256,237.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	18	22	3	43	6	2	4	12	44	2	1	47	10	2	1	13	115	621.71	71,496.65
20	ENVELOPE, EXPANDING, plastic	piece	198	16	66	280	65	66	16	147	99	71	66	236	65	16	16	97	760	27.61	20,983.60
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1			1	1			1	1			1	1			1	4	499.20	1,996.80
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2			2	1			1	1			1	1			1	5	561.60	2,808.00
23	ERASER, felt, for blackboard/whiteboard	piece	48	5	1	54	16	14	1	31	34	63	12	109	5	2	6	13	207	11.11	2,299.77
24	ERASER, plastic or rubber	piece	90	3	7	100	38	8	4	50	70	3	4	77	32	3	5	40	267	2.29	611.43
25	FASTENER, for paper, metal, 50 sets per box	box	48	8	9	65	31	6	12	49	28	4	13	45	27	4	13	44	203	57.09	11,589.27
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	94	25	16	135	80	30	15	125	103	14	31	148	72	19	15	106	514	70.67	36,324.38
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	49	6	6	61	26	14	6	46	51	6	16	73	26	6	6	38	218	12.48	2,720.64
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	231	11	7	249	27	16	10	53	58	6	17	81	27	6	7	40	423	16.64	7,038.72
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	9	1	3	13	12	2	3	17	11	13	7	31	7	1	3	11	72	234.00	16,848.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	34	3	7	44	19	6	6	31	23	8	13	44	16	2	7	25	144	291.20	41,932.80
31	FOLDER, L-type, A4, 50 pieces pack	pack	27	7	29	63	15	10	10	35	26	47	11	84	18	7	30	55	237	166.40	39,436.80
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	73	83	29	185	71	57	30	158	62	103	30	195	111	61	21	193	731	203.84	149,007.04
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	23	1	5	29	7	4	3	14	12	2	5	19	7	2	4	13	75	746.72	56,004.00
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	15	1	12	28	14		3	17	14		5	19	14		4	18	82	179.28	14,700.96
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	32	2	3	37	31		4	35	27	1	4	32	24	1	4	29	133	200.37	26,649.21
36	GLUE, all purpose, 300 grams min.	jar	113	23	13	149	44	16	8	68	48	30	15	93	46	22	14	82	392	44.18	17,318.56
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	54	7	3	64	27	15	3	45	29	15	11	55	19	5	4	28	192	47.90	9,196.80
38	LOOSELEAF COVER, 50sets per bundle	bundle	19	1	1	21	6	1	1	8	4	3	2	9	6	1	1	8	46	539.76	24,828.96
39	MAGAZINE FILE BOX, LARGE	piece	353	16	17	386	44	20	80	144	110	268	70	448	281	19	28	328	1306	41.60	54,329.60
40	MARKER, fluorescent, 3 colors per set	set	34	11	16	61	22	8	11	41	32	9	11	52	25	8	11	44	198	35.55	7,038.90
41	MARKER, whiteboard, bullet type, black	piece	158	32	28	218	49	31	30	110	196	37	23	256	72	32	36	140	724	10.28	7,442.72
42	MARKER, whiteboard, bullet type, blue	piece	69	22	20	111	55	21	20	96	71	20	20	111	55	21	20	96	414	10.28	4,255.92
43	MARKER, whiteboard, bullet type, red	piece	72	21	21	114	57	20	20	97	166	20	21	207	57	21	20	98	516	10.28	5,304.48
44	MARKER, permanent, bullet type, black	piece	108	23	23	154	95	25	23	143	79	35	34	148	95	36	24	155	600	9.65	5,790.00
45	MARKER, permanent, bullet type, blue	piece	64	25	23	112	74	25	23	122	66	23	24	113	66	24	23	113	460	9.65	4,439.00
46	MARKER, permanent, bullet type, red	piece	61	20	20	101	65	20	21	106	61	20	21	102	60	21	21	102	411	9.65	3,966.15
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	29		2	31	25	1	1	27	25	4	1	30	25	1	1	27	115	10.40	1,196.00
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	46	6	8	60	51	3	3	57	59	4	3	66	41	4	3	48	231	31.20	7,207.20
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	41	4	8	53	41	3	4	48	40	5	4	49	30	5	3	38	188	40.54	7,621.52
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	67	22	12	101	71	16	8	95	85	22	7	114	257	17	6	280	590	54.06	31,895.40
51	PAD PAPER, Ruled	pad	66	1	3	70	16	1	3	20	11	3	3	17	11	5	1	17	124	18.26	2,264.24
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	74	13	19	106	63	10	15	88	70	15	12	97	65	11	15	91	382	12.85	4,908.70
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	71	11	27	109	54	12	16	82	63	13	33	109	62	12	15	89	389	6.43	2,501.27
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	145	46	145	336	119	42	115	276	136	49	204	389	141	67	96	304	1305	109.50	142,897.50

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	183	70	194	447	139	67	203	409	174	151	244	569	+	102	180	282	1707	135.65	231,554.55
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	220	46	116	382	83	56	116	255	106	31	146	283	78	81	82	241	1161	98.90	114,822.90
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	378	60	210	648	143	65	129	337	285	40	264	589	143	90	178	411	1985	109.24	216,841.40
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	13	11	4	28	12	3	4	19	16	7	5	28	19	3	5	27	102	88.40	9,016.80
59	PAPER, Thermal, 216mm x 30m	roll	35	10	10	55	35	10	10	55	38	10	15	63	32	10	10	52	225	31.15	7,008.75
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	139	23	22	184	49	31	13	93	71	106	16	193	77	26	14	117	587	19.62	11,516.94
61	PHILIPPINE NATIONAL FLAG	piece	12			12				0	11		1	12				0	24	278.72	6,689.28
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	57	10	9	76	28	6	9	43	51	8	19	78	37	6	9	52	249	60.32	15,019.68
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	81	10	15	106	42	13	10	65	63	10	22	95	50	23	11	84	350	86.85	30,397.50
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	91	5	6	102	51	2	5	58	64	2	4	70	51	8	5	64	294	256.87	75,519.78
65	RUBBER BAND, 70mm min lay flat length (#18)	box	46	7	4	57	31	2	4	37	42	5	4	51	36	3	2	41	186	93.31	17,355.66
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	51	6	2	59	14	2	1	17	29	11	1	41	9	1	1	11	128	15.48	1,981.44
67	SIGN PEN, black	piece	215	41	69	325	130	43	54	227	148	39	69	256	86	55	49	190	998	38.10	38,023.80
68	SIGN PEN, blue	piece	180	35	49	264	108	28	44	180	112	29	43	184	96	38	33	167	795	38.10	30,289.50
69	SIGN PEN, red	piece	169	26	43	238	83	22	37	142	104	23	42	169	76	27	10	113	662	38.10	25,222.20
70	STAMP PAD INK, violet, 50mL	bottle	35	9		44	25	8	6	39	28	8	5	41	14	14	5	33	157	24.63	3,866.91
71	STAMP PAD, felt pad, min 60mm x 100mm	piece	26	7		33	7	6		13	18	7	5	30	8	1		9	85	27.66	2,351.10
72	STAPLE WIRE, Heavy duty, 23/13	box	108	4	11	123	37	10	9	56	43	4	12	59	37	7	5	49	287	23.40	6,715.80
73	STAPLE WIRE, Standard	box	172	19	44	235	66	29	35	130	94	21	50	165	84	49	28	161	691	18.92	13,073.72
74	TAPE, masking, 24mm, 50 meters length	roll	56	8	4	68	369	5	9	383	62	9	8	79	47	7	6	60	590	55.12	32,520.80
75	TAPE, masking, 48mm, 50 meters length	roll	57	3	21	81	41	3	6	50	35	5	16	56	32	5	4	41	228	105.04	23,949.12
76	TAPE, transparent, 24mm, 50 meters	roll	85	16	38	139	55	25	18	98	96	27	32	155	92	18	16	126	518	10.92	5,656.56
77	TAPE, transparent, 48mm, 50 meters	roll	49	11	12	72	37	11	18	66	41	13	18	72	40	15	17	72	282	26.52	7,478.64
78	TAPE, packaging, 48mm, 50 meters length	roll	121	3	6	130	42	3	6	51	65	4	8	77	49	10	2	61	319	32.74	10,444.06
79	TOILET TISSUE, 12 rolls per pack	pack	154	93	94	341	133	92	91	316	146	93	93	332	137	95	85	317	1306	67.60	88,285.60
80	TWINE, plastic, one kilo per roll	roll	2			2				0				0	5			5	7	49.92	349.44
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack	4			4	3			3	4			4	3			3	14	128.84	1,803.76
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	29	2	2	33	8	7	1	16	10	2	3	15	14	1		15	79	9.19	726.01
2	CUTTER KNIFE, heavy duty	piece	38	8	1	47	8	7	1	16	13	1	2	16	9			9	88	19.76	1,738.88
3	DATING AND STAMPING MACHINE	piece	19	2	1	22	2	1	1	4	5	1	1	7	2			2	35	478.38	16,743.30
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	28	5	1	34	8	1	1	10	12	3	1	16	6	1		7	67	187.20	12,542.40
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	27	5		32	6	1		7	12	11	3	26	7			7	72	114.28	8,228.16
6	SCISSORS, (6")	pair	43	8	7	58	14	2	1	17	25	6	8	39	16	2	1	19	133	13.73	1,826.09
7	STAPLER, standard	piece	46	5	2	53	18	8	2	28	20	2	2	24	61	2	2	65	170	82.16	13,967.20
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	12	4	1	17	3			3	6			6	3	1		4	30	878.80	26,364.00
9	STAPLE REMOVER, plier type	piece	18	1	11	30	4	1	1	6	16	1	1	18	3	1		4	58	18.18	1,054.44
10	TAPE DISPENSER, table top	piece	34	5		39	2		1	3	20	3		23	4		2	6	71	47.72	3,388.12
11	WASTE BASKET, non-rigid plastic	piece	58	26	20	104	28	20	20	68	36	20	20	76	25	20	20	65	313	23.90	7,480.70

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	195	87	10	292	131	15	31	177	34	16	31	81	80	16	32	128	678	88.40	59,935.20
2	BROOM, stick (tingting)	piece	153	31	10	194	145	31	10	186	44	10	31	85	40	31	10	81	546	23.92	13,060.32
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	71	47	43	161	63	45	43	151	68	45	43	156	61	50	43	154	622	41.60	25,875.20
4	CLEANSER, scouring powder, 350grams/can	can	70	44	43	157	70	44	43	157	70	44	43	157	68	49	43	160	631	21.27	13,421.37
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	315	289	222	826	277	308	222	807	329	259	272	860	299	288	224	811	3304	37.43	123,668.72
6	DISINFECTANT SPRAY, 400-550 grams	can	54	24	22	100	51	23	22	96	52	23	22	97	49	22	22	93	386	119.60	46,165.60
7	DUST PAN, non-rigid plastic	piece	82	60	4	146	10	10	4	24	21	7	4	32	61	11	4	76	278	24.96	6,938.88
8	FLOOR WAX, Paste, red	can	3	2	2	7	2	2	2	6	3	2	2	7	2	2	2	6	26	202.80	5,272.80
9	FURNITURE CLEANER, aerosol, 300mL/can	can	14	6	3	23	16	5	3	24	14	5	3	22	13	4	3	20	89	84.76	7,543.64
10	INSECTICIDE, aerosol type, 600mL/can	can	69	35	31	135	43	61	31	135	72	35	30	137	43	42	57	142	549	124.80	68,515.20
11	MOPBUCKET	piece	22	10	10	42	15	11	10	36	12	10	10	32	17	13	10	40	150	1,911.00	286,650.00
12	MOPHANDLE, screw type, aluminum handle	piece	46	12	11	69	14	37	11	62	44	12	11	67	15	12	36	63	261	142.48	37,187.28
13	MOPHEAD, made of rayon	piece	56	22	21	99	24	47	21	92	53	22	21	96	24	22	46	92	379	98.80	37,445.20
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	69	12	11	92	55	13	10	78	58	12	11	81	57	13	10	80	331	49.69	16,447.39
15	SCOURING PAD, 5 pieces per pack	pack	18	6	6	30	13	6	5	24	16	6	5	27	11	6	5	22	103	102.96	10,604.88
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	80	60	46	186	67	58	45	170	73	45	58	176	67	57	46	170	702	139.88	98,195.76
17	DISINFECTANT, bleaching solution	cont	43	8		51	7	44	1	52	7	45		52	8	45		53	208	101.82	21,178.56
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	5	3		8	2			2		1		1			3	3	14	10,400.00	145,600.00
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	23	2	5	30			2	2	5	2	2	9	3		1	4	45	135.20	6,084.00
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	21		3	24	1		1	2	4		1	5				0	31	258.84	8,024.04
4	CHAIR, monobloc, without armrest, beige	piece	29		12	41				0	25		22	47				0	88	254.68	22,411.84
5	CHAIR, monobloc, without armrest, white	piece	25		12	37				0	25		12	37				0	74	254.80	18,855.20
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	17			17	1		4	5	2	1		3				0	25	6,229.60	155,740.00
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	6	1		7				0	4			4			2	2	13	25,272.00	328,536.00
8	ELECTRIC FAN, industrial	unit	14	1	1	16	9	1	1	11	7	1	1	9	6	1	1	8	44	956.80	42,099.20
9	ELECTRIC FAN, orbit type	unit	14	8	8	30	18	8	8	34	15	4	4	23	9	4	4	17	104	1,248.00	129,792.00
10	ELECTRIC FAN, stand type	unit	16	4	6	26	13	5	4	22	12	4	5	21	9	4	6	19	88	967.10	85,104.80
11	ELECTRIC FAN, wall type	unit	14	4	5	23	12	5	5	22	14	5	5	24	9	5	5	19	88	790.40	69,555.20
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 switch	unit	5		1	6				0	2			2				0	8	3,502.72	28,021.76

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	16	5	9	30	9	5	5	19	7	5	5	17	6	5	5	16	82	1,080.56	88,605.92
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit	11	5	6	22	9	5	5	19	7	5	5	17	6	5	5	16	74	4,992.00	369,408.00
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	25			25	2			2	18			18	2			2	47	26,483.60	1,244,729.20
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	11			11	1	1		2		1		1				0	14	7,488.00	104,832.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	10		1	11		1	1	2				0				0	13	5,699.20	74,089.60
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit	1			1			1	1				0				0	2	18,709.60	37,419.20
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit	4		2	6			1	1	1		1	2				0	9	10,000.00	90,000.00
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit	2			2				0	1			1				0	3	1,237.60	3,712.80
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	2			2				0	1			1				0	3	1,289.60	3,868.80
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	4			4				0	1			1				0	5	1,289.60	6,448.00
24 Desktop and Laptop	unit				0				0				0				0	0		-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	3			3	1			1	1	1		2	1			1	7	630.76	4,415.32
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	4			4	2			2	4			4	2			2	12	716.04	8,592.48
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	596.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	200	42	38	280	151	29	23	203	211	24	28	263	124	29	23	176	922	21.79	20,090.38
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	21	1	5	27	2		1	3	5	4	1	10				0	40	2,818.40	112,736.00
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	65	2	1	68	7		1	8	10		1	11	3			3	90	194.48	17,503.20
10 MOUSE, optical, USB connection type	unit	39	5		44	3	1	5	9	12	1	1	14	5	5	1	11	78	127.80	9,968.40

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	4	1		5				0	1		1				0	6	61.83	370.98	
CONSUMABLES																					
13	INK CART, CANON PG-810, Black	cart	7	1		8	3	3		6	2		3	5	3		3	22	774.80	17,045.60	
14	INK CART, CANON PG-740, Black	cart	11			11	10	1		11	10		1	11	10		10	43	754.00	32,422.00	
15	INK CART, CANON PGI-725, Black	cart	1			1		1		1			1	1			0	3	574.08	1,722.24	
16	INK CART, CANON CLI-726, Black	cart	1			1		1		1			1	1			0	3	534.56	1,603.68	
17	INK CART, CANON CL-811, Colored	cart	5	1		6	3	3		6	2		3	5	3		3	20	1,022.32	20,446.40	
18	INK CART, CANON CL-741, Colored	cart	1			1		1		1			1	1			0	3	1,001.52	3,004.56	
19	INK CART, CANON CLI-726, Cyan	cart	8			8	7	1		8	7		1	8	7		7	31	535.60	16,603.60	
20	INK CART, CANON CLI-726, Magenta	cart	8			8	7	1		8	7		1	8	7		7	31	535.60	16,603.60	
21	INK CART, CANON CLI-726, Yellow	cart	8			8	7	1		8	7		1	8	7		7	31	535.60	16,603.60	
22	INK CART, EPSON C13T038190 (To 38), Black	cart	1			1		1		1			1	1			0	3	491.92	1,475.76	
23	INK CART, EPSON C13T039090 (To 39), Colored	cart	1			1		1		1			1	1			0	3	770.64	2,311.92	
24	INK CART, EPSON C13T105190(73N)/(91N),Black	cart	1			1		1		1			1	1			0	3	426.40	1,279.20	
25	INK CART, EPSON C13T105290(73N)/(91N),Cyan	cart	1			1		1		1			1	1			0	3	426.40	1,279.20	
26	INK CART, EPSON C13T105390(73N)/(91N),Magenta	cart	1			1		1		1			1	1			0	3	426.40	1,279.20	
27	INK CART, EPSON C13T105490(73N)/(91N),Yellow	cart	2			2	1	1		2	1		1	2	1		1	7	426.40	2,984.80	
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	50	27	16	93	29	22	16	67	32	22	16	70	33	28	15	76	306	254.80	77,968.80
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	33	30	15	78	31	17	12	60	30	17	15	62	20	38	14	72	272	254.80	69,305.60
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	48	22	15	85	26	17	12	55	30	19	15	64	27	21	12	60	264	254.80	67,267.20
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	40	30	15	85	26	17	12	55	30	19	15	64	27	21	12	60	264	254.80	67,267.20
78	INK CART, HP CH561WA, (HP61), Black	cart		10		10	10			10				0	10			10	30	644.80	19,344.00
79	INK CART, HP CH562WA, (HP61), Tricolor	cart		5		5	10			10				0	5			5	20	826.80	16,536.00
85	INK CART, HP CN693AA, (HP704), Tri-color	cart		10		10	10			10				0	10			10	30	358.80	10,764.00
86	INK CART, HP CZ107AA, (HP678), Black	cart		5		5	10			10				0	10			10	25	358.80	8,970.00
116	TONER CART, HP CE285A (HP85A), Black	cart	8	5		13	10	8		18	5	8		13	10	8		18	62	2,756.00	170,872.00
C. TOTAL (A + B):																					7,489,045.95
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					748,904.60
E. GRAND TOTAL (C + D)																					8,237,950.55
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			Eight Million Two Hundred Thirty Seven Thousand Nine Hundred Fifty Pesos & Fifty Five Centavos																		
G. MONTHLY CASH REQUIREMENTS																					

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
G.1 Available at Procurement Service Stores					2,917,223.65				1,319,513.74				1,000,000.00				1,280,161.24	1,233.35		
G.2 Other Items not available at PS but regularly purchased from other sources					-				-				-				-	-		
TOTAL MONTHLY CASH REQUIREMENTS					2,917,223.65				1,319,513.74				1,000,000.00				1,280,161.24	1,233.35		

*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:

DESIREE M. GRUELA / MARICRIS Q. GARCIA

Procurement Staff

Certified Funds Available /
Certified Appropriate Funds Available:

ERLITA Z. LACSON / ERLINDA C. SALVADOR

Accountant /
Local Budget Officer

Approved by:

GREGORIO J. RODIS, Ph.D.

Head of Office/ Agency

Date Prepared: