

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

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item
2. Do not delete any field in the APP Form.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: University of Rizal System-Antipolo Campus
 Region: IV-A
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Antipolo 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													0	67.27	-
2. BALLAST, 36 watts	piece						12		12					24	72.54	1,740.96
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet						5		2			3		10	36.40	364.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet													0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set						6							6	368.94	2,213.64
8. FLUORESCENT TUBE, 18 watts	piece						12							12	32.14	385.68
9. FLUORESCENT TUBE, 36 watts	piece						24		12			12		48	33.85	1,624.80
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece						12					12		24	103.79	2,490.96
11. FUSE, 30 amperes	piece													0	10.90	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece						20		5			5		30	3.73	111.90
14. TAPE, electrical	roll													0	18.20	-
COMMON COMPUTER SUPPLIES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-

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4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE	piece													0	50.84	-
10. CD DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece						12		12				12	36	8.79	316.44
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece						12		12				12	36	16.62	598.32
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece						12		12				12	36	11.70	421.20
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece						12		12				12	36	20.02	720.72
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece						3						3	6	468.00	2,808.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727A (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728A (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656A (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657A (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351A (HP 21)	cart						6		6				6	18	615.06	11,071.08
29. INK CARTRIDGE, HP C9352A (HP 22)	cart						3		3				3	9	708.90	6,380.10
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	piece													0	755.82	-
42. MOUSE, PS/2 type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
16. COLUMNAR PAD, 4 cols, 55gsm	pad														0	21.84	-
17. COLUMNAR PAD, 14 cols, 55 gsm	pad														0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad														0	45.76	-
19. COLUMNAR PAD, 18 cols, 55 gsm	pad														0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece														0	19.64	-
21. CORRECTION FLUID, 15mL.	bottle														0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box						12		12				12		36	64.47	2,320.92
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece														0	70.72	-
24. ENVELOPE,documentary(10"x15"),500s/box	box						2		1				2		5	577.20	2,886.00
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box														0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box						1						1		2	159.78	319.56
27. ENVELOPE, mailing white with window,500s	box														0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box														0	196.04	-
29. ENVELOPE, expanding, plastic, legal size	piece														0	41.36	-
30. ENVELOPE,documentary, A4, 500s/box	box														0	526.24	-
31. ERASER, blackboard/whiteboard	piece						12		12				12		36	11.44	411.84
32. ERASER, rubber	piece						5		5				5		15	4.68	70.20
33. FILE ORGANIZER, expanding, legal, assorted colors	piece														0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack														0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack						2		2				2		6	413.92	2,483.52
36. FOLDER, tagboard, A4 size, 100s/box	pack														0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/ pack	pack														0	301.60	-
38. FOLDER, morocco/fancy, A4 size, 50s/ pack	bundle														0	312.00	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/ pack	pack														0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/ pack	pack														0	202.68	-
41. GLUE, all purpose, 300 grams min.	jar						6		6				6		18	37.43	673.74
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece														0	32.97	-
43. INDEX CARD,3"x 5",ruled both sides,500s/ pack	pack														0	44.45	-
44. INDEX CARD, 5" x 8",ruled both side,500s/ pack	pack														0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box														0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box														0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box														0	67.60	-
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube						3		3				3		9	11.44	102.96
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/ pack	pack														0	493.54	-
50. MAGAZINE FILE BOX, medium	piece														0	49.56	-
51. MAGAZINE FILE BOX, large	piece														0	44.61	-
52. MAP PIN, round head, 100s/box	box														0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set						6		6				6		18	41.60	748.80
54. MARKING PEN, whiteboard, black	piece						12		12				12		36	15.08	542.88
55. MARKING PEN, whiteboard, blue	piece														0	15.08	-
56. MARKING PEN, whiteboard, red	piece														0	15.08	-
57. MARKING PEN, permanent, black	piece						12		12				12		36	14.32	515.52
58. MARKING PEN, permanent, blue	piece						12		12				12		36	14.32	515.52
59. MARKING PEN, permanent, red	piece						6		6				6		18	14.32	257.76
60. MARKING PEN, transparency film	set														0	84.24	-
61. NOTE BOOK, stenographer's	piece														0	7.49	-
62. NOTE PAD, (3"x3")	pad						24		24				24		72	36.40	2,620.80
63. NOTE PAD, (3"x4")	pad														0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/ pad	pad														0	112.32	-
69. NOTE PAD, (2"x3")	pad														0	31.20	-

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66. OIL, 120ml., for typewriter	bottle						3		3				3		9	30.99	278.91
67. PAPER, bond, Premium Grade,A4	ream						5		5				5		15	104.80	1,572.00
68. PAPER, mimeo, Groundwood, A4	ream														0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream														0	102.44	-
71. PAPER, PPC, A4	ream														0	144.35	-
72. PAPER, PPC, B4	ream														0	194.66	-
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad														0	20.57	-
74. PAPER, thermal,210mmx30M	roll						2		1				2		5	36.40	182.00
75. PAPER, thermal, 216mmx30M	roll														0	37.44	-
76. PAPER,multicopy, A4	ream						15		15				15		45	139.32	6,269.40
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream														0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box						12		12				12		36	82.04	2,953.44
79. PAPER CLIP, gem type,jumbo,48mm,100s/box	box						12		6				6		24	15.60	374.40
80. PAPER CLIP, gem type, 32mm, 100s/box	box														0	8.84	-
81. PENCIL, lead, w/eraser	dozen						12		12				12		36	24.89	896.04
82. PENCIL, mechanical, 0.5mm lead	piece						6						6		12	18.20	218.40
83. PUSH PIN, hammer head type, 100s/box	box						3		3				3		9	30.00	270.00
84. RECORD BOOK, 300 pages	book						10		5				10		25	50.44	1,261.00
85. RECORD BOOK, 500 pages	book						6						6		12	77.98	935.76
86. RIBBON, nylon, manual typewriter	spool														0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece														0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece														0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece						24		24				24		72	4.37	314.64
90. RING BINDER, (3/4"x44"), plastic	piece						24		24				24		72	12.48	898.56
91. RING BINDER, (1" x 44"), plastic	piece						24		24				24		72	12.48	898.56
92. RING BINDER, (2" x 44"), plastic	piece						12		12				12		36	28.13	1,012.68
92. RUBBER BAND, #18, min.445 gms./box	box						3		3				3		9	132.68	1,194.12
93. RULER, plastic, 12"	piece						3		3				3		9	3.64	32.76
94. RULER, plastic, 18"	piece						2		2				2		6	36.40	218.40
95. SIGN PEN, black	piece						15		15				15		45	41.48	1,866.60
96. SIGN PEN, blue	piece														0	41.48	-
97. SIGN PEN, red	piece						3		3				3		9	41.48	373.32
98. STAMP PAD INK, violet, 50ml.	bottle						3		3				3		9	27.04	243.36
99. STAMP PAD, felt pad	piece														0	24.96	-
100. STAPLE WIRE, standard, #35	box						12		12				12		36	25.98	935.28
101. TAPE, adding machine	roll														0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll						6		6				6		18	41.60	748.80
103. TAPE, masking (2"), 48mm, 50 meters length	roll						3		3				3		9	83.82	754.38
104. TAPE, transparent, (1"), 24mm, 50 meters	roll						12		12				12		36	41.60	1,497.60
105. TAPE, transparent, (2"), 48mm, 50 meters	roll						3						3		6	20.38	122.28
106. TAPE, packaging, 48mm, 50 meters length	roll						3		3						6	19.24	115.44
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle														0	97.76	-
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle														0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack														0	61.15	-
122. TWINE, plastic, one kilo per roll	roll						3						3		6	57.20	343.20
109. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll														0	166.40	-
COMMON OFFICE DEVICES																	

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1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack						3						3	6	10.40	62.40
2. CUTTER, heavy duty,	piece						6						6	12	27.04	324.48
3. PUNCHER, heavy duty	piece						3						3	6	114.40	686.40
4. SCISSORS, (6")	pair						6						6	12	18.72	224.64
5. SHARPENER, single cutterhead	piece						3						3	6	147.35	884.10
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece						5						5	10	162.84	1,628.40
8. STAPLE REMOVER, twin jaws	piece						5						5	10	19.64	196.40
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece						3						3	6	40.23	241.38
10. WASTE BASKET, plastic	piece						6						6	12	20.99	251.88
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece						6		3				6	15	119.60	1,794.00
3. BROOM, STICK (tingting)	piece						6		3				6	15	19.76	296.40
4. CLEANSER, powder, 350gms.	canister						24		24				24	72	17.32	1,247.04
5. DETERGENT POWDER, 500gms.	pouch						24		24				24	72	18.61	1,339.92
6. DETERGENT BAR	bar						12		12				12	36	18.72	673.92
7. DISINFECTANT SPRAY, 340 gm.	can													0	190.63	-
8. DUST PAN, plastic w.handle,large	piece						6						6	12	26.00	312.00
9. FLOOR WAX, paste, natural,2kg.	can						12		12				12	36	218.40	7,862.40
10. FLOOR WAX, paste, red, 2kg.,	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75li.	can													0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can						6		6				6	18	122.72	2,208.96
13. INSECTICIDE, 600ml.(420g)/can	can						12		12				12	36	116.48	4,193.28
14. MOPHANDLE, screw type, wooden handle	piece						3						3	6	83.20	499.20
15. MOPHEAD, 100% rayon, 400g	piece						6		6				6	18	71.76	1,291.68
16. RAG, COTTON, (7") in diameter	kilo						6		6				6	18	43.68	786.24
17. SCOURING PAD, economy size	pack						6		6				6	18	131.96	2,375.28
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle						24		24				24	72	62.40	4,492.80
19. TOILET DEODORANT CAKE, 99%, 50gms.	box						12		12				12	36	33.28	1,198.08
20. TRASHBAG, plastic, black, (XL)	roll						24		24				24	72	103.79	7,472.88
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream						5		5				5	15	119.22	1,788.30
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream						5		5				5	15	120.02	1,800.30
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream						20		15				15	50	174.72	8,736.00
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit						3			2				5	7,953.92	39,769.60
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-

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4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest,beige/ white	unit							100						100	239.20	23,920.00
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit							12		12				24	1,028.56	24,685.44
13. ELECTRIC FAN, with stand	unit							3		3				6	764.40	4,586.40
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit							1		1				2	934.84	1,869.68
16. FACSIMILE TRANSCIEIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/ tel switchover	unit													0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
18. 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													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit							1						1	24,939.20	24,939.20
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80	unit							2		1				3	7,124.00	21,372.00

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		
columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+																		
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable	unit															0	4,139.20	-
software drivers and complete documentation, ML-2250																		
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190																	30,992.00	-
27. 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															0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit															0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit															0	6,188.00	-
30. TYPEWRITER, manual, 15" carriage, pica/elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N	unit								10							10	17,000.00	170,000.00
31. TYPEWRITER, manual, 18" carriage, pica/elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N	unit																	
32. TYPEWRITER, manual, 24" carriage, pica/elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N	unit																	
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit															0	2,038.40	-
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:																		
a. Procurement of Goods & Services, 110-115 pages	piece															0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece															0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece															0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece															0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece															0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece															0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set															0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																		
(4) volumes as follows:																		

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		
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 Standard Office Table	pc/s						4						4			8	6,000.00	48,000.00
2 Swivel Chair (Jr. executive size)	pc/s						4		2				4			10	3,500.00	35,000.00
3 Couch with cabinet	pc/s															0	20,000.00	-
4 Water Dispenser (hot and cold)	unit						2		2				2			6	5,500.00	33,000.00
5 Microwave Oven	unit															0	4,000.00	-
6 Airconditioning Unit Window type 1.5 HP	unit						2		1							3	24,000.00	72,000.00
7 PVC ID Printer Dual sided color	unit															0	140,000.00	-
8 Teacher Table w/ Chair	set						12									12	6,000.00	72,000.00
9 Steel shelving, open type, with five adjustable shelves	pc/s						6		4							10	6,500.00	65,000.00
10 Sala Set	set						2					1				3	9,000.00	27,000.00
11 Arm Chair	pc/s						100									100	450.00	45,000.00
12 Steel Cabinet, close type, with adjustable shelves	pc/s						3						2			5	8,000.00	40,000.00
13 Television	unit						2						1			3	8,000.00	24,000.00
14 Wireless Telephone	unit						1									1	2,000.00	2,000.00
																0		-
																0		-
																0		-
																0		-
																0		-
Office Supplies																		
1 Monoblock chair	pc/s															0	250.00	-
2 Drawing Ink Pad mate black	pc/s															0	55.00	-
3 Thumb Tacks	box															0	5.00	-
4 Ballpen, ballpoint, black	pc/s						24			24		24			72	7.00	504.00	
5 Ballpen, ballpoint, red	pc/s						12			12		12			36	7.00	252.00	
6 Paste	jar						10			10		10			30	30.00	900.00	
7															0		-	
8															0		-	
9															0		-	
10															0		-	
															0		-	
															0		-	
															0		-	
Audio and visual presentation and composing equipment																		
1															0		-	
2															0		-	
3															0		-	
4															0		-	
5															0		-	
6															0		-	
7															0		-	
8															0		-	
9															0		-	

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	
															0		-
Sports Supplies & Equipment																	
1. Ball, basketball, official size	pc/s						5					5			10	2,200.00	22,000.00
2. Ball, Volleyball, official size, tri-color	pc/s						5					5			10	1,700.00	17,000.00
3. Ball, Baseball, professional size	pc/s														0	350.00	-
4. Ball, Softball, professional size	pc/s														0	450.00	-
5. Chess, tournament size	pc/s						4					4			8	500.00	4,000.00
6. Chess Clock, analog, tournament	pc/s						2					2			4	1,500.00	6,000.00
7. Dart Board, professional size	pc/s						1					1			2	1,900.00	3,800.00
8. Dartpin	set						1					1			2	1,300.00	2,600.00
9. Table, Table Tennis, tournament specification	table						2					1			3	5,000.00	15,000.00
10. Racket, table tennis	pc/s						2					2			4	350.00	1,400.00
11. Racket, Badminton	pc/s						3					3			6	500.00	3,000.00
12. Bat, Baseball, aluminum made	pc/s						1					1			2		-
13. Net, Volleyball net,	pc/s						2					2			4	900.00	3,600.00
14. Net, Table Tennis	pc/s						2					2			4	350.00	1,400.00
15. Net, Badminton	pc/s						2					2			4	500.00	2,000.00
16. Rubber mat	pc/s						15					15			30	200.00	6,000.00
17. Shuttlecock	tube						5					5			10	350.00	3,500.00
18. Stop watch	pc/s						3					3			6	180.00	1,080.00
19. Whistle	pc/s						6					6			12	25.00	300.00
20. Portable sound system	unit						1					1			2	8,000.00	16,000.00
															0		-
Lighting and fixtures and accessories																	
1 Bulb Socket	pc/s						24					24			48	35.00	1,680.00
2 Heavy Duty Flashlights	unit						2								2	1,500.00	3,000.00
3 Flat Cord, size 10	roll						1								1	3,000.00	3,000.00
4 TW Wire, size 14	box						1								1	3,500.00	3,500.00
5 TW Wire, size 12	box						1								1	3,900.00	3,900.00
6 Doorlocks, double deadbolt	pc/s						10								10	420.00	4,200.00
7															0		-
8															0		-
9															0		-
10															0		-
Electrical equipment and components and supplies																	
1	pack/s														0		-
2	pack/s														0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
Computer Supplies																	
1 Keyboard							3						3		6	350.00	2,100.00
2 Mouse							6								6	300.00	1,800.00
3 Inkjet Printer with CISS															0	4,200.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (08.23.2011)	Total Amount		
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4 TONER CARTRIDGE,HP CB436A							2							2		4	3,200.00	12,800.00
5 Extenal Hardrive 250 GB																0	3,600.00	-
6 Windows 7 Home Basic O.S. 32bit																0	6,000.00	-
7 Printer, inkjet, multifunction with CISS							1									1	4,500.00	4,500.00
8 Ink, HP, C639W							6		6					6		18	800.00	14,400.00
9 Ink, HP, C642w							6		6					6		18	700.00	12,600.00
10																0		-
Computer Equipment and Accessories																		
1 Computer set	set/s						5									5	35,000.00	175,000.00
2 Laptop	set/s						4									4	32,000.00	128,000.00
3 Ncomputing Device	set/s															0	24,000.00	-
4 LCD Monitor 19", wide screen	set/s															0	7,500.00	-
5 Server Computer	set/s															0	198,000.00	-
6 Wireless Router	unit						2		1							3	3,500.00	10,500.00
7 Access point	unit															0	3,700.00	-
8 Printer, laser	unit						3		1							4	5,500.00	22,000.00
9																0		-
10																0		-
*Other Categories																		
1 Medical/Dental Supplies							1									1	36,765.00	36,765.00
2 Textbooks/Instructional Materials							1									1	90,882.00	90,882.00
3 Repair & Maintenance - Building & Structure							1									1	191,200.00	191,200.00
4 Repair & Maintenance - Equipment							1									1	80,278.00	80,278.00
5 Repair & Maintenance - Furniture & Fixtures							1									1	19,874.00	19,874.00
																0		-
																0		-
																0		-
																0		-
																0		-

***GRAND TOTAL: 1,995,613.75
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET: 1,995,472.00

*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: **BILLY T. BERDAN** Property/Supply Officer
Certified Funds Available: _____ Accountant
Approved: _____ Head of Office/Agency

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		

Date Prepared: May 22, 2012