


Republic of the Philippines  
**UNIVERSITY OF RIZAL SYSTEM**  
Morong, Rizal

SUMMARY OF ANNUAL PROCUREMENT PROGRAM  
CY 2012


**MOOE**

<b>ITEM &amp; SPECIFICATION</b>	<b>SUB TOTAL</b>
Instruction	
Supplies and Materials	
Office Supplies	1,706,662.00
Medical/Dental & Lab. Supplies	226,760.00
Textbook/Instructional Materials	291,742.00
R/M Building & Structures	742,500.00
R/M Machineries & Equipment	843,510.00
R/M Furniture & Fixtures	89,758.00
Research Services	1,666,553.00
Extension Services	113,774.00
Plant, Property & Equipment	1,685,189.00
<b>GRAND TOTAL - -</b>	<b>7,366,448.00</b>


Prepared by:

  
Domingo F. de la Cruz, Jr.  
Property/ Supply Officer

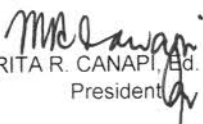
Budget Allotment Certified Available:

  
RENATO F. DE LEON, Ph. D.  
Budget Officer

Recommending Approval:

  
DEMETRIA A. SAN JUAN, Ed. D.  
Chancellor, Cluster II

Approved:

  
MARITA R. CANAPI, Ed. D.  
President

**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 in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
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 - Morong Campus  
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
<b>A. Available at Procurement Service Stores</b>																		
<b>COMMON ELECTRICAL SUPPLIES</b>																		
1. BALLAST, 18/20 watts	piece															0	67.27	-
2. BALLAST, 1 x 40 watts	piece															0		-
2. BALLAST, 36 watts	piece															0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet				10				10				10			30	36.40	1,092.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				10				10				6			26	14.56	378.56
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				2				6				2			10	68.12	681.20
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set															0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set															0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece															0	32.14	-
9. FLUORESCENT TUBE, 36 watts	piece															0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece															0	103.79	-
11. FUSE, 30 amperes	piece															0	10.90	-
12. FUSE, 60 amperes	piece															0	25.48	-
13. STARTER, 4-40 watts	piece															0	3.73	-
14. TAPE, electrical	roll															0	18.20	-
15. Battery, size C, alkaline, 2 pcs./packet	packet				2				2				2			6	58.50	351.00
																		2,502.76
<b>COMMON COMPUTER SUPPLIES</b>																		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-	box															0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-	box															0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-	box															0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-	box															0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2",	box															0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-	box															0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2",	box															0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-	box															0	722.80	-
9. COMPACT DISK CASE	piece				5				5				5			15	50.84	762.60
10. CD DRIVE CLEANER	piece				3				3				3			9	64.22	577.98

11. COMPACT DISK RECORDABLE, min. of 650MB, 70	piece											0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min.	piece											0	16.62	-
13. DISKETTE, 3.5", DS,DD, 10s/box	box											0		-
14. DISKETTE STORAGE CASE, for 89mm (3.5") diskettes,	piece											0		-
15. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	70										70	11.70	819.00
16. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece			20		20		20				60	20.02	1,201.20
17. EDP BINDER, for 11" x 9-1/2" computer forms, top	piece											0		-
18. EDP BINDER, for 11" x 14-7/8" computer forms, top	piece											0		-
19. FLASH DRIVE, 128MB, USB 2.0 and play, brand new	piece											0		-
20. FLASH DRIVE, 2GB, USB 2.0 and play	piece							5				5	200.00	1,000.00
21. FLASH DRIVE, 4GB, USB 2.0 and play	piece			4		5		5				14	292.08	4,089.12
22. FLASH DRIVE, 8GB, USB 2.0 and play	piece			5		5		5				15	468.00	7,020.00
23. INK CARTRIDGE, HP 51645A (HP 45)	cart			1		7		1				9	1,216.86	10,951.74
24. INK CARTRIDGE, HP C6615A (HP 15)	cart											0	1,149.54	-
25. INK CARTRIDGE, HP C1823D (HP 23)	cart											0	1,489.20	-
26. INK CARTRIDGE, HP C6625A (HP 17)	cart			3		3		3				9	1,250.52	11,254.68
27. INK CARTRIDGE, HP C6578A/D (HP 78)	cart			3		4		3				10	1,352.52	13,525.20
28. INK CARTRIDGE, HP C6614D (HP 20)	cart											0	1,344.36	-
29. INK CARTRIDGE, HP C4844A (HP 10)	cart											0	1,402.50	-
30. INK CARTRIDGE, HP C8727A (HP 27)	cart											0	743.58	-
31. INK CARTRIDGE, HP C8728A (HP 28)	cart											0	873.12	-
32. INK CARTRIDGE, HP C6656A (HP 56)	cart							1				1	810.90	810.90
33. INK CARTRIDGE, HP C6657A (HP 57)	cart							1				1	1,352.52	1,352.52
34. INK CARTRIDGE, HP C9351A (HP 21)	cart			20		20		20				60	615.06	36,903.60
35. INK CARTRIDGE, HP C9352A (HP 22)	cart			10		10		10				30	708.90	21,267.00
36. INK CARTRIDGE, HP C8765WA (HP 94)	cart											0	820.08	-
37. INK CARTRIDGE, HP C8766WA (HP 95)	cart											0	984.30	-
38. INK CARTRIDGE, HP C9361WA (HP 93)	cart			1				1				2	787.44	1,574.88
39. INK CARTRIDGE, HP C9362WA (HP 92)	cart			3				3				6	588.54	3,531.24
40. INK CARTRIDGE, HP CB314A	cart											0	256.02	-
41. INK CARTRIDGE, HP CB315A	cart											0	329.46	-
42. INK CARTRIDGE, Epson TO17	cart											0		-
43. INK CARTRIDGE, Epson TO18	cart											0		-
44. INK CARTRIDGE, Lexmark # 27, colored	cart											0	1,173.00	-
45. INK CARTRIDGE, Lexmark # 17, black	cart											0	984.30	-
46. INK CARTRIDGE, Epson TO38	cart										3	3	482.46	1,447.38
47. INK CARTRIDGE, Epson TO39	cart										3	3	755.82	2,267.46
48. MONITOR FILTER, 15"	piece											0		-
49. MONITOR FILTER, 17"	piece											0		-
50. MOUSE, PS/2 type	piece					2						2	197.60	395.20
51. TONER CARTRIDGE,HP C3906A	cart											0	3,063.06	-
52. TONER CARTRIDGE,HP C3903A	cart											0	3,588.00	-
53. TONER CARTRIDGE,HP C4092A	cart											0	2,657.10	-
54. TONER CARTRIDGE,HP C4096A	cart											0	4,112.64	-
55. TONER CARTRIDGE,HP C7115A	cart			6		6		5				17	2,523.48	42,899.16
55. TONER CARTRIDGE,HP 92298A	cart											0	4,498.20	-
56. TONER CARTRIDGE,HP C4127X	cart											0	5,451.90	-
57. TONER CARTRIDGE, HP Q2613X	cart			1		1		1				3	4,026.96	12,080.88
58. TONER CARTRIDGE,HP Q2612A	cart										10	10	2,866.20	28,662.00
59. TONER CARTRIDGE,HP Q5942A	cart											0	6,105.72	-
60. TONER CARTRIDGE, HP Q6511A	cart											0	5,077.56	-
61. TONER CARTRIDGE, HP C9720A	cart											0	6,436.20	-
62. TONER CARTRIDGE, HP C9721A	cart											0	8,710.80	-
63. TONER CARTRIDGE, HP C9722A	cart											0	8,710.80	-

64. TONER CARTRIDGE, HP C9723A	cart								0	8,881.60	-
65. TONER CARTRIDGE, HP Q1338A	cart								0	6,489.60	-
66. TONER CARTRIDGE, HP Q2610A	cart								0	4,882.18	-
67. TONER CARTRIDGE, HP Q3960A	cart								0	3,468.00	-
68. TONER CARTRIDGE, HP Q3961A	cart								0	4,187.10	-
69. TONER CARTRIDGE, HP Q3962A	cart								0	4,187.10	-
70. TONER CARTRIDGE, HP Q3963A	cart								0	4,187.10	-
71. TONER CARTRIDGE, HP Q5949A	cart								0	2,928.42	-
72. TONER CARTRIDGE, HP Q7553A	cart			1		1		1	3	3,301.74	9,905.22
73. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart								0	4,621.62	-
74. TONER CARTRIDGE, Lexmark 1382920	cart								0	14,198.40	-
75. TONER CARTRIDGE, Brother TN3060	cart								0	4,559.40	-
76. TONER, for Kyocera Mita KM-1505/1510/1810	cart			4		5		5	14	3,843.84	53,813.76
77. TONER, TK 100, for Kyocera Mita KM-1500	cart	3							3	2,788.80	8,366.40
78. TONER CARTRIDGE, Samsung ML-2250D5	cart			3		3		3	9	4,029.00	36,261.00
79. TONER CARTRIDGE, Samsung ML-2010D3	cart			2		1		1	4	2,958.00	11,832.00
80. TONER CARTRIDGE, Kyocera TK-120	cart								0	5,254.02	-
81. RIBBON, Epson RN 8755	cart								0	84.76	-
82. RIBBON, Epson RN 8750	cart			5		5		5	15	76.75	1,151.25
83. RIBBON, Epson RN 7754	cart								0	127.50	-
84. RIBBON, Epson RN SO 15083/SO 15086	cart			5		5		5	15	724.88	10,873.20
85. RIBBON, Epson RN SO 15327	cart								0	328.44	-
86. INK CARTRIDGE BROTHER LC 38	cart								0	500.00	-
<b>COMMON OFFICE SUPPLIES</b>											<b>336,596.57</b>
1. ACETATE, gauge #3, 50m in length	roll								0	603.20	-
2. AIR FRESHENER, 280ml/can	can			30		30		30	90	92.56	8,330.40
3. ALCOHOL, 70% isopropyl	bottle			50		50		50	150	37.70	5,655.00
4. AUDIO CASSETTE TAPE, 90min.	piece								0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack			1		1		1	3	91.50	274.50
6. CARBON FILM, polyethylene, A-4, 100s/box	box								0	349.44	-
7. CARBON FILM, 216mm x 330mm, 100s/box	box			1		2		1	4	364.00	1,456.00
8. CARTOLINA, assorted color, 20s/pack	pack			3		3		3	9	72.80	655.20
9. CARTOLINA, white, 20s/pack	pack								0	57.20	-
10. CHALK, white enamel, approx. 140s/box	box			30		30		30	90	34.81	3,132.90
11. CLIP, bulldog (3")	piece			10		10		10	30	8.42	252.60
12. CLIP, backfold, 25mm, 12s/box	box			10		10		10	30	10.42	312.60
13. CLIP, backfold, 50mm, 12s/box	box			10		10		10	30	43.68	1,310.40
14 CLIP, backfold, 19mm, 12s/box	box			10		11		9	30	7.54	226.20
15. CLIP, backfold, 32mm, 12s/box	box			10		8		8	26	17.42	452.92
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					5			5	19.64	98.20
21. CORRECTION FLUID, 15mL.	bottle			20		18		20	58	9.82	569.56
22. DATA FILE BOX, (5"x9"x15-3/4")	box			30		20		20	70	64.47	4,512.90
23 DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece								0	70.72	-
24. DRAWING INK, black, 30ml.	bottle								0		-
25. ENVELOPE, documentary (10"x15"), 500s/box	box								0	577.20	-
26. ENVELOPE, expanding, kraft, legal size, 100s/box	box								0	675.86	-
27. ENVELOPE, mailing white, 500s/box	box			5		5		5	15	159.78	2,396.70
28. ENVELOPE, mailing white with window, 500s	box			2		2		2	6	207.58	1,245.48
29. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box			5		5		5	15	196.04	2,940.60

