

**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-Rodriguez Campus
Region:IV-A
Address: Amityville San Jose
Rodriguez, Rizal

Contact Person: SHERWIN C CABABAT
Position: CAMPUS SUPPLY COORDINATOR
E-mail : sherwincababat@yahoo.com
Telephone/Mobile Nos: 09213967841

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																		
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set												20			20	368.94	7,378.80
14. TAPE, electrical	roll												20			20	18.20	364.00
COMMON COMPUTER SUPPLIES																		
26. INK CARTRIDGE, HP C6656A (HP 56)	cart												5			5	810.90	4,054.50
27. INK CARTRIDGE, HP C6657A (HP 57)	cart												5			5	1,352.52	6,762.60
28. INK CARTRIDGE, HP C9351A (HP 21)	cart												5			5	615.06	3,075.30
29. INK CARTRIDGE, HP C9352A (HP 22)	cart												5			5	708.90	3,544.50
42. MOUSE, PS/2 type	piece												15			15	197.60	2,964.00
75. RIBBON, Epson RN 8750	cart												20			20	76.75	1,535.00
COMMON OFFICE SUPPLIES																		
1. ACETATE, gauge #3, 50m in length	roll												5			5	603.20	3,016.00
3. ALCOHOL, 70% isopropyl	bottle												10			10	37.70	377.00
9. CARTOLINA, white, 20s/ pack	pack												5			5	57.20	286.00
10. CHALK, white enamel, approx. 140s/ box	box												30			30	34.81	1,044.30
25. ENVELOPE, expanding, kraft, legal size, 100s/ box	box												3			3	675.86	2,027.58
35. FOLDER, tagboard, legal size, 100s/ box	pack												15			15	413.92	6,208.80
63. NOTE PAD, (3"x4")	pad												30			30	52.00	1,560.00
67. PAPER, bond, Premium Grade,A4	ream												30			30	104.80	3,144.00

COMMON JANITORIAL SUPPLIES															
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle										20		20	62.40	1,248.00
LEGAL SIZE PAPER															
1. PAPER, bond, Premium Grade	ream										40		40	119.22	4,768.80
5. PAPER, multicopy, legal, for laser printing	ream										30		30	174.72	5,241.60
COMMON OFFICE EQUIPMENT															
1. AIRPOT, 4.0 liters, w/ dispenser	unit										4		4	1,144.00	4,576.00
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit										1		1	1,892.80	1,892.80
11. 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	19,552.00	19,552.00
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit										4		4	4,139.20	16,556.80
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										1		1	10,398.96	10,398.96
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit										1		1	1,653.60	1,653.60
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	unit										1		1	6,000.00	6,000.00
2 Swivel Chair (Jr. executive size)	unit										2		2	3,500.00	7,000.00
4 Water Dispenser (hot and cold)	unit										2		2	5,500.00	11,000.00
10. KYOCERA,-Mita KM 2810	unit										1		1	44,500.00	44,500.00
11. Steel shelve, open type, 5 adjustable shelves	unit										4		4	7,600.00	30,400.00
12. Air conditioning unit window type, 2 HP	unit										2		2	26,000.00	52,000.00
13. Sala set, w/ center table, leatherette	set										1		1	15,000.00	15,000.00
14. Office table, 4 drawers, 24X48	unit										2		2	2,500.00	5,000.00
15. curtain, ready made, yellow or green, standard size	pcs										10		10	300.00	3,000.00
16. curtain rod	tube										6		6	500.00	3,000.00
Office Supplies															
1. Tape, double adhesive, 3M, 24mmx10m	roll										5		5	100.00	500.00
													0		-
Other tools and supplies															
1. plier	pc										1		1	235.00	235.00
2. plier, long nose	pc										1		1	200.00	200.00
3. screwdriver set	set										1		1	235.00	235.00
4. hammer	pc										1		1	200.00	200.00
5. hand saw	pc										1		1	200.00	200.00

6. hacksaw	pc										1			1	400.00	400.00
7. multi-tester	unit										1			1	639.00	639.00
8. Electric drill with hammer, Makita	unit										1			1	6,500.00	6,500.00
9. emergency light/lamp, 6hrs battery life, rechargeable	unit										1			1	2,500.00	2,500.00
10. automatic fire alarm	unit										1			1	380.00	380.00
Computer Supplies																
1. TONER, Kyocera, TK 135	cart										40			40	3,700.00	148,000.00
2. Ink cartridge, black, canon PG810	cart										2			2	800.00	1,600.00
3. Ink cartridge, colored, canon CL811	cart										3			3	1,300.00	3,900.00
4. ink cartridge, HP laserjet P1102w, CE 285A/85A	cart										20			20		-
5. 4 port router wire	pc/s										1			1	1,317.80	1,317.80
6. Wireless router	pc/s										4			4	5,607.80	22,431.20
7. UTP Cable	boxes										5			5	1,425.60	7,128.00
8. 16 port hub	pc/s										3			3	2,032.80	6,098.40
9. RJ45	pc/s										300			300	5.50	1,650.00
10. Cable clip	pc/s										300			300	7.00	2,100.00
Agricultural Tools and Supplies																
1. seedling tray	pc/s										1			1	70.00	70.00
2. pruning shear	pc/s										1			1	500.00	500.00
3. garden hose	roll/s										2			2	1,000.00	2,000.00
4. water sprinkler	pc/s										1			1	250.00	250.00
5. knapsack sprayer	unit										1			1	5,000.00	5,000.00
6. wheel barrow (heavy duty)	unit										1			1	3,500.00	3,500.00
7. budding knife	pc/s										1			1	600.00	600.00
Medical Equipments, Medicines and supplies																
1. Refrigerator (6 cu.ft.											1			1	7,500.00	7,500.00
2. Oxygen tank pin size, 10 psi											1			1	2,500.00	2,500.00
3. oxygen tank refill											1			1	150.00	150.00
4. half body size mirror											1			1	1,000.00	1,000.00
5. otoscope											1			1	2,000.00	2,000.00
Computer Equipment and Accessories																
1 Computer set	set										6			6	35,000.00	210,000.00
4 LED monitor	unit										10			10	5,000.00	50,000.00
5 keyboard	pc/s										10			10	600.00	6,000.00
6. mouse, optical	pc/s										10			10	350.00	3,500.00
7. external hard disk drive, 500GB Seagate	unit										4			4	4,000.00	16,000.00

***GRAND TOTAL:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

806,915.34

*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:

Certified Funds Available:

Approved:

SHERWIN C CABABAT
Property/Supply Officer

Accountant

Head of Office/Agency

Date Prepared: May 22, 2012