Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

2013 ANNUAL PROCUREMENT PLAN TANAY CAMPUS

Maintenance & Other Operating Expenses (MOOE)

Supplies and Materials/Office Supplies	456,247.91
Supplies and Materials/Textbook Instructional Materials and Laboratory Equipment	934,656.00
Sports Equipment/other Equipments	818,393.38
Furniture Fixture	717,881.81
Supplies and Materials /IT Equipment	1,050,000.00
Different Programs and Activities of URS Tanay	1,008,320.00
Dental & Medical Supplies & Materials	100,000.00
Accreditation Program	3,000,000.00
Rehabilitation of Fence/ Building repairs	2,800,000.00
TOTAL	**10,429,251.19**

Prepared by:

RENEE R CORDIAL
Campus Supply Officer

Noted by:

FE D BATOON, Ph D
Chancellor, Cluster I

Budget Allotment Certified Available

RENATO F DE LEMON, Ph D
Budget Officer

Recommending Approval:

RONNIE N PARICA,DPA
VP for Admin and Finance

Approved by:

MARITA R CANAPI, Ed D
President

ANNUAL PROCUREMENT PLAN FOR 20 13___
For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
   b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
   c. Surigao Del Norte - **Surigao Del Norte**
   d. Camiguin - **Camiguin**
3. 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.
4. Do not delete any field in the APP Form.
5. 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. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. 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.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office:_University of Rizal System Tanay Campus_____
Region: NCR Main_____
Address:___URS TANAY_____
_____

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	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 watts	piece													0	67.27	-
2. BALLAST, 36 watts	piece													0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet		25			20			20		20			85	36.40	3,094.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet													0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet		5			5			5		5			20	68.12	1,362.40
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set		20			20					20			60	280.54	16,832.40
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		20			20			15		10			65	368.94	23,981.10
8. FLUORESCENT LAMP, tubular, 18 watts	piece		50			20			25					95	32.14	3,053.30
9. FLUORESCENT LAMP, tubular, 36 watts	piece		50			50			25					125	33.85	4,231.25
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece		50			50			30		30			160	103.79	16,606.40
11. FUSE, 30 amperes	piece													0	10.35	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece		100						100					200	3.73	746.00
14. TAPE, electrical	roll		20		10				10					40	18.20	728.00

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COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-
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	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece		10			10			10		10			40	19.96	798.40
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece		3						3					6	292.08	1,752.48
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece													0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (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 C8727AA (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart		4			4			4		4			16	615.06	9,840.96
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart		4			4			4		4			16	708.90	11,342.40
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 (HP 900), black	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-

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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	cart													0	755.82	-
42. MOUSE, optical, USB conection 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	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart		30			30-			20		30			80	76.75	6,140.00
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll		3			3			3		3			12	603.20	7,238.40
2. AIR FRESHENER, 280mL/can	can		25			15			15		20			75	92.56	6,942.00
3. ALCOHOL, 70%, ethyl	bottle		25			20			15		20			80	37.70	3,016.00
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-

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5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box		5											5	364.00	1,820.00
8. CARTOLINA, assorted color, 20s/pack	pack		25			25			25		25			100	72.80	7,280.00
9. CARTOLINA, white, 20s/pack	pack		30			30			30		30			120	57.20	6,864.00
10. CHALK, white, dustless, 100 pcs/box	box		50			50			50		30			180	34.81	6,265.80
11. CLIP, bulldog (3")	piece													0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box													0	15.60	-
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14 CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, water based, min 15mL.	bottle		15			15			15		15			60	9.82	589.20
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box		4			4			4					12	560.56	6,726.72
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31. ERASER, blackboard/whiteboard	piece		30			30			20		20			100	11.44	1,144.00
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, 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													0	413.92	-
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	228.80	-
41. GLUE, all purpose, 300 grams min.	jar		25			25			25		25			100	37.43	3,743.00
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"(3" x 5")	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box		10						10					20	67.60	1,352.00
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-

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50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set		5			5			5					15	41.60	624.00
54. MARKING PEN, whiteboard, black	piece		50			100			25		25			200	15.08	3,016.00
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKER, permanent, black	piece		20			20			20		20			80	13.50	1,080.00
58. MARKER, permanent, blue	piece		20			20			20		20			80	13.50	1,080.00
59. MARKER, permanent, red	piece													0	13.50	-
60. MARKING PEN, for transparency	set													0	84.24	-
61. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.49	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad		10			10			5					25	36.40	910.00
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad		10			10			5					25	112.32	2,808.00
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream													0	104.80	-
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream		100			100			100		100			400	139.32	55,728.00
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	161.20	-
78.PAPER FASTENER, for paper, metal, 50 sets/box	box		20			30			10		20			80	82.04	6,563.20
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box													0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	24.89	-
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages, smyth sewn	book		30			30			15		15			90	50.44	4,539.60
85. RECORD BOOK, 500 pages, smyth sewn	book													0	88.40	-
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													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		5			5			5		5			20	132.68	2,653.60

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94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece		20			20			20		10			70	41.48	2,903.60
97. SIGN PEN, blue	piece													0	41.48	-
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50mL	bottle													0	27.04	-
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box		20			20			10		10			60	25.98	1,558.80
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-
105. TAPE, transparent, 24mm, 50 meters	roll													0	10.87	-
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
107. TAPE, packaging, 48mm, 50 meters length	roll		20			20			10		10			60	19.24	1,154.40
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
110. TOILET TISSUE, 12 rolls/pack	pack													0	61.15	-
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		10						10					20	10.40	208.00
2. CUTTER, heavy duty	piece		10						10					20	27.04	540.80
3. PUNCHER, heavy duty	piece													0	114.40	-
4. SCISSORS, (6")	pair		10						10					20	18.72	374.40
5. SHARPENER, single cutterhead	piece		5						5					10	147.35	1,473.50
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece		10			5			10					25	162.84	4,071.00
8. STAPLE REMOVER, twin jaws	piece		10			10			5		5			30	19.64	589.20
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		3			3			3		3			12	40.23	482.76
10. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece		20			20			20		20			80	14.56	1,164.80
2. BROOM, soft (tambo)	piece		30			30			30		30			120	119.60	14,352.00
3. BROOM, STICK (tingting)	piece		50			50			50		50			200	19.76	3,952.00
4. CLEANSER, powder, 350gms.	canister		25						25					50	17.32	866.00
5. DETERGENT POWDER, all purpose, 500gms.	pouch		15			15			15		15			60	17.16	1,029.60
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can		5			5			5		5			20	239.20	4,784.00
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
9. FLOOR WAX, paste, natural, 2kgs.	can		30			30			20		30			110	306.80	33,748.00
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
13. INSECTICIDE, 600mL (420g) /can	can		15			15			15		10			55	116.48	6,406.40
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece		10						10					20	71.76	1,435.20
16. RAG, COTTON, (7") in diameter	kilo		10			10			10		10			40	43.68	1,747.20
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		30			30			30		30			120	62.40	7,488.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		20			20			20		20			80	33.28	2,662.40
20. TRASHBAG, plastic, black, (XL)	roll		3			3			3		3			12	103.79	1,245.48
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream		100			100			50		100			350	91.52	32,032.00
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream		50			50			50		50			200	174.72	34,944.00
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit		1					1						2	1,144.00	2,288.00
2. FILING CABINET, four (4) drawers, steel, plain	unit													0	7,953.92	-
finish, w/ 8 ball bearing rollers, gauge 24																
3. FILING CABINET, four (4) drawers, steel, plain	unit													0	9,399.52	-
finish, w/ 8 ball bearing rollers, gauge 20																
4. FILING CABINET, four(4) drawers, three (3)	unit													0	13,497.12	-
drawers + one (1) safe, plain finish, gauge 20																
5. FILING CABINET, lateral, four (4) drawers, beige,	unit													0	12,155.52	-
plain finish, 55"x18"x35.5(HxWxL) body, 6" x																
16" x 32" (H x W x L), gauge 20																
6.. CALCULATOR, desktop, heavy duty printing,	unit													0	1,892.80	-
12 digits, two(2) color print/illuminated display																
AC power source, Canon																
7. CALCULATOR, desktop, mini-printer type,12 digits,	unit													0	925.60	-
AC/DC power source, with ink roller & adaptor																
8. CALCULATOR, scientific, 10 digits, dot	unit													0	341.12	-
matrix display, programmable, with case																
9. CALCULATOR, compact, electronic, LCD, desktop	unit													0	161.08	-
display, 12 digits, two-way power source																
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4)	unit													0	19,552.00	-
reference points demarcate viewing area, 8 times																
(800%) consecutive zoom, PC and Doc Cam VS																
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit													0	764.40	-
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
16. FACSIMILE TRANSCEIVER, uses thermal paper	unit													0	4,451.20	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
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																
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit													0	1,130.48	-
of fire, squeeze type,non-electrical conductor,non-																
toxic, non-corrosive, 4.5kg (10lbs.), brand new																
18. FIRE EXTINGUISHER, pure HCFC 123, with fire	unit													0	4,726.80	-
rating of 1A, 1BC for ABC class of fire, squeeze type																
non-electrical conductor, 4.5kg (10 lbs), brand new																
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,	unit													0	24,939.20	-
2000 hours lamp life, supports SVGA to SXGA																
(compressed) resolution																
20. PAPER TRIMMER/CUTTING MACHINE,	unit													0	8,838.96	-
350MM cutting size, 30 sheets cutting cap.																
automatic clamping, stationery blade guard,																
A4-A6 format indications																
21. PAPER SHREDDER, 220mm feed opening,	unit													0	6,238.96	-
4mm shred width, 0.06m/sec shred speed,																
6-8 sheets performance, approx 5kg in weight																
22. PRINTER, automatic data processing, impact	unit													0	28,672.80	-
dot matrix, 9-pins, 136 columns, complete w/																
ribbons, cables and manual, Epson FX-2190																
23. PRINTER, automatic data processing, impact	unit													0	35,859.20	-
dot matrix, 24-pins, 136 columns, complete w/																
ribbons, cables and manual, Epson LQ-2180																
24. PRINTER, impact dot matrix, 9-pin, 80	unit													0	7,124.00	-
columns, with ribbon, cables and manual																
ribbons, cables and manual, Epson LX-300+																
25. PRINTER, laser, 20ppm printing speed, 1200 x	unit													0	4,139.20	-
1200 dpi, with power cord, interface cable																
software drivers and complete documentation, ML-2250																
26. PRINTER, automatic data processing, impact	unit													0	30,992.00	-
dot matrix, 24-pins, 136 columns, complete w/																
ribbons, cables and manual, Epson LQ-2190																
27. PUNCHING/BINDING MACHINE, two(2) hand	unit													0	10,398.96	-
lever system, 34cm or 13" (24 holes) punching																
width adjustable to any format, binds 425 sheets																
or up to 2" thick, all metal construction																
28. RADIO CASSETTE RECORDER, with AM/	unit													0	1,653.60	-
FM Radio																
29. TIME RECORDER, (for attendance),	unit													0	6,188.00	-
electronic, stylish/compact design, large																
display, 2-color ribbon, with dot matrix printer,																
bell and buzzer, wall or desk mount, 220 volts																
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit		5						5					10	2,038.40	20,384.00
line interactive topology,with sealed maintenance																
free batteries, 520VA-600VA																

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart		4			4			4		4			16	2,491.86	39,869.76
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
***Other Categories**																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-

***GRAND TOTAL: 456,247.91

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

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:

RENEE R CORDIAL
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved:

Head of Office/Agency

Date Prepared: 03/11/2013

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		

ANNUAL PROCUREMENT PLAN FOR 20_13__
For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
   b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
   c. Surigao Del Norte - **Surigao Del Norte**
   d. Camiguin - **Camiguin**
3. 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.
4. Do not delete any field in the APP Form.
5. 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. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. 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.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office:_____
Region: _____
Address:____URS TANAY CAMPUS_____
_____

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. NOT AVAILABLE AT PROCUREMENT SERVICE STORES																
A. AUXILIARY SERVICES SUPPLIES																
1. GASOLINE, REGULAR (FOR GRASSCUTTER)	Liters	350			350				350		350			1400	55.00	77,000.00
2. GASOLINE, SPECIAL	Liters	10			10				10		10			40	56.00	2,240.00
3. 2T OIL	Liters	6			6				6		6			24	75.00	1,800.00
4. NYLON TAMSI	kgs	5			5				5		5			20	370.00	7,400.00
D. MOTORCYCLE SUPPLIES (O.P.)														0		-
1. TIRE W/ TUBE, FRONT TIRE	pcs	1			1									1	1,000.00	1,000.00
2. TIRE W/ TUBE, REAR TIRE		1			1									1	800.00	800.00
														0		-
C. O.P SUPPLIES														0		-
1. Liquified petrolium Gas refill	tank	1			1				1		1			4	700.00	2,800.00
														0		-
COMPUTER SUPPLIES/NOT AVAILABLE IN PROCUREMENT														0		-
SERVICE														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
														0		-
1. FLASH DRIVE, 4 GB USB	piece	5						5						10	350.00	3,500.00
2. FLASH DRIVE, 8 GB USB	piece	4						4						8	500.00	4,000.00
3. INK CARTRIDGE (HP 21)	cart	4			4				4					12	700.00	8,400.00
4. INK Cartridge (HP 22)	cart	4			4				4					12	750.00	9,000.00
5. Anti Virus , (3 users) Karspersky 2013	piece	10												10	1,800.00	18,000.00
6. HP Laserjet, (12 A)	toner	4			4			4			4			16	3,000.00	48,000.00
7. HP Laserjet, (35 A)	toner	5			5			5			5			20	3,000.00	60,000.00
8. HP Laserjet, (85 A)	toner	7			7			7			7			28	3,000.00	84,000.00
9. HP Officejet J 4460 colored	cart	2			2			2			2			8	1,000.00	8,000.00
10. HP Officejer J 460 black	cart	2			2			2			2			8	800.00	6,400.00
11. Duplo , Ink, Black DC 14	toner	15			15			15			15			60	750.00	45,000.00
12. Duplo, Master, DRC-12	rolls	5			5			5			5			20	3,600.00	72,000.00
13. Duplo Drum	drums	1						1						2	8,000.00	16,000.00
14. HP Ink (F4185), colored	cart	2			2			2			2			8	1,500.00	12,000.00
15. HP Ink (F4185), Black	cart	2			2			2			2			8	900.00	7,200.00
16. Toner Cartridge , KM 1820	toner	1			1			1			1			4	3,000.00	12,000.00
17. Drum Kit KM 1820	drum	1												1	7,000.00	7,000.00
18. Epson Ink Cartridge Series C79 Black TO 731	cart	1						1						2	900.00	1,800.00
19. Epson Ink Cartridge Series C79 Cyan TO 732	cart	1						1						2	900.00	1,800.00
20. Epson Ink Cartridge Series C79 Magenta TO 733	cart	1						1						2	900.00	1,800.00
21. Epson Ink Cartridge Series C79 Yellow TO 734	cart	1						1						2	900.00	1,800.00
22. HP Ink C4180, Black #98	cart	1			1			1			1			4	750.00	3,000.00
23. HP Ink (4180, colored #93	cart	1			1			1			1			4	900.00	3,600.00
24. Taskalfa, Kyocera, Toner	toner	2						2						4	6,500.00	26,000.00
25. Sharp Copier Toner	drum	1			1			1			1			4	4,000.00	16,000.00
26 Officejet 3608	cart	1			1			1			1			4	900.00	3,600.00
27.Hp Deskjet 2060 #704	cart	1			1			1			1			4	900.00	3,600.00
28. Canon Pixma Printer, #810, black	cart	10			10			10			10			40	900.00	36,000.00
29. Canon Pixma Printer, #811, colored	cart	10			10			10			10			40	1,100.00	44,000.00
30. Brother Ink, OP (4 colors)	cart	2			2			2			2			8	2,000.00	16,000.00
27.Hp Deskjet 2060 #704	cart	1			1			1			1			4	900.00	3,600.00
28. Canon Pixma Printer, #810, black	cart	8			8			8			8			32	900.00	28,800.00
29. Canon Pixma Printer, #811, colored	cart	8			8			8			8			32	1,100.00	35,200.00
30. Brother Ink, OP (4 colors)	cart	2			2			2			2			8	2,000.00	16,000.00
31. Ink Cartridge, HP Officerjet, Colored 22	cart	2			2			2			2			8	1,000.00	8,000.00
32. Toner, Kyocera KM-2810/2820, TK-135	cart	2			2			2			2			8	4,500.00	36,000.00
33. Toner, brother DCP-7065 DN	cart	2			2			2			2			8	3,200.00	25,600.00
34. Smart Bro Internet Connection	bill	1	1	1	1	1	1	1	1	1	1	1	1	12	1,000.00	12,000.00
35. Kaspersky , 2013	pcs	4												4	2,000.00	8,000.00
36. InK Cartridge HP Laserjet M1212 nf, MFP, black	cart	1			1			1			1			4	3,000.00	12,000.00
37. Risograph Master	master	1			1			1			1			4	4,000.00	16,000.00
SSEd Office																
1. Fabrication of Cabinet for Accreditation	lot	1												1	60,000.00	60,000.00
SAM ACCREDITATION																
1. Supplies and Materials (Estimated Cost)	packages	1												1	70,000.00	70,000.00
2. Fabrication of Cabinet for Accreditation	lot	1												1	60,000.00	60,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
HRDC (Supplies & Materials)																
1. Chopping Knife	pcs	2												2	400.00	800.00
2. Bed sheet	pcs	30												30	250.00	7,500.00
3. Pillow and Pillow case	pcs	30												30	100.00	3,000.00
4. blanket	pcs	30												30	300.00	9,000.00
5. curtain of the dinning & conference area	pcs	20												20	300.00	6,000.00
Dental & Medical Supplies & Materials																
1. Supplies & materials Packages	packages	1												1	100,000.00	100,000.00
CASHIER OFFICE SUPPLIES/MATERIALS																-
																-
1. MULTI COLOR COPY PAPER (blue)	reams	5									5			10	240.00	2,400.00
2. MULTI COLOR COPY PAPER (Yellow)	reams	5									5			10	240.00	2,400.00
3. MULTI COLOR COPY PAPER (green)	reams	5									5			10	240.00	2,400.00
														0		-
MAIN LIBRARY SUPPLIES/MATERIALS																
1. One year subcription of Journals, Books & MAGAZINES	packages	1			1			1			1			4	180,000.00	180,000.00
* For 3 Institute SAM, SSEd & CoA												P.R. # 13-05-34 TO 35; 13-05-037-044				175,239.00
2. One Year Subcription of Newpapers	packages	1			1			1			1			4	40,000.00	40,000.00
																-
REGISTRAR OFFICE SUPPLIES/MATERIALS																
1. BOOKPAPER METRO LONG SUBSTANCE 20	reams	20												20	240.00	4,800.00
2. BOOKPAPER METRO SHORT SUBSTANCE 20	reams	20												20	240.00	4,800.00
3. MULTI COLOR PAPER (blue)	reams	20												20	240.00	4,800.00
4. MULTI COLOR PAPER (YELLOW)	reams	20												20	240.00	4,800.00
5. MULTI COLOR PAPER (green)	reams	26												26	240.00	6,240.00
6. ClassCard	pcs	30000												30000	5.00	150,000.00
REGISTRAR OFFICE SUPPLIES/MATERIALS for graduation																-
1. Diploma Holder	pcs	600												600	50.00	30,000.00
2. Notarial Seal No. 23	boxes	20												20	100.00	2,000.00
3. Special Paper for Certificate	packs	10												10	100.00	1,000.00
4. Medals	pcs	10												10	200.00	2,000.00
5. Frames for Certificates	pcs	10												10	100.00	1,000.00
7. Plaque	pcs	4												750	4.00	3,000.00
7. Ribbon	pcs	1000												1000	5.00	5,000.00
8. Ribbon Special	pcs	10												10	5.00	50.00
9. Sticker Paper	packs	5												5	50.00	250.00
10 Parchment Paper 25 x 38"	pcs	500												500	15.00	7,500.00
Internet Connection																
1. Internet Connection for SAM, SSEd, ITC, LH, CoA &	unit	6												6	12,000.00	72,000.00
Chancellor Office														0		-
RESEARCH OFFICE SUPPLIES/MATERIALS														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
														0		-
1. Special Paper/ Board (for certificates)	pack	10			5			10			5			30	25.00	750.00
														0		-
SSEd/LS (Activities & Programs)																
														1	3,000.00	3,000.00
1. Municipal Meet	package	1												1	40,000.00	40,000.00
2. Provincial Meet	package	1												1	10,000.00	10,000.00
3. P. E Day	package	1												1	120,000.00	120,000.00
4. Tanay HANE Festival	package	1												1	20,000.00	20,000.00
5. Intrams (LS)	package	1												1	150,000.00	150,000.00
6. FFP/FAHP/FFTCC	package	1												1	2,000.00	2,000.00
7. NCAE	package	1												1	3,000.00	3,000.00
8. NAT	package	1												1	10,000.00	10,000.00
9. TEAM BUILDING/SCOUTING	package	1												1	50,000.00	50,000.00
10. BRIGADA ESKWELA	package	1												1	15,000.00	15,000.00
11. SSEd Foundation Day	package	1												1	10,520.00	10,520.00
12. Application for GRP Program Recognition	package	1												1	300,000.00	300,000.00
13. SCUAA	package	1												1	5,200.00	5,200.00
14. ROTC	package	1														
URS TANAY ACTIVITIES														1	100,000.00	100,000.00
														1	100,000.00	100,000.00
1. ICAM	package	1												1	90,000.00	90,000.00
2. Foundation Day	package	1														
3. Graduation Tanay (Lab School)	package	1														
SSEd Supplies & Materials														1	700.00	700.00
1. List of LET Passers and Certificate of LET Performance	package	1												1	1,000.00	1,000.00
2. Tarpauline for LET Passers	package	1														
3. Research Journal for faculty Researcher supplies riso/														1	10,000.00	10,000.00
Photocopy & bookbinding	package	1												1	14,400.00	14,400.00
4. Photocopy of documents (for office use)	package	1												1		-
(2000 pages/month x 0.60/page														0		-
Food Technology Center Supplies														4	700.00	2,800.00
1. Liquified petrolium Gas refill	tank	1			1				1		1					
SAM (Program Activities)														1	30,000.00	30,000.00
1. SAM Day	packages				1									1	10,000.00	10,000.00
2. UBIDA	packages				1									1	10,000.00	10,000.00
3. Business Week	packages				1											
CoA (Program Activities)														1	30,000.00	30,000.00
1. Foundation Day	packages				1									1	55,000.00	55,000.00
2. Participation of the College in different exhibit	packages				1									1	10,000.00	10,000.00
* Tanay Hane (Agri Products)	packages				1									1	20,000.00	20,000.00
* SM Megamall (Exhibit of Agri Products STARRDEC	packages				1									1	50,000.00	50,000.00
3. Accreditation of the Program GRP Accreditation for	packages				1											
Accreditation supplies																
PRINTING ROOM																

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
1. Repair of Duplo Machine	service							1						1	30,000.00	30,000.00
2. Extra Drum for Duplo machine (colored)	unit							1						1	40,000.00	40,000.00
3. Stabilizer (Duplo)	unit							1						1	9,000.00	9,000.00
4. Repair of Risograph	service							1						1	30,000.00	30,000.00
UPFDU (for steel & Wood working Equipment & Materials)																
1. sets Cross Saw	pcs	2												2	500.00	1,000.00
2. Claw Hammer	pcs	2												2	500.00	1,000.00
3. Craw Bar	pcs	2												2	500.00	1,000.00
4. Pushfull tape , 5 meter long	pcs	2												2	500.00	1,000.00
5. tinsnip	pcs	2												2	500.00	1,000.00
6. Hacksaw	pcs	2												2	500.00	1,000.00
7. JigSaw 220v	unit	1												2	500.00	1,000.00
8. Electric Hand drill	unit	1												1	10,000.00	10,000.00
9. Electric/ Portable grinder	unit	1												1	10,000.00	10,000.00
10. Cut/off wheel machine 220 volts	unit	1												1	25,000.00	25,000.00
11. Welding Machine	unit	1												1	15,000.00	15,000.00
LABORATORY MATERIALS & EQUIPMENT														0		-
(BIOLOGY, CHEMISTRY & PHYSIC)														0		-
1. MICROSCOPE W/ micrometer (mechanical stage) Manual	unit	10												10	14,987.00	149,870.00
2. Laboratory Thermometer, alcohol type	units	5												5	140.00	700.00
3. ph meter	units	1												1	18,350.00	18,350.00
4. Alcohol lamp, 250 ml	pcs	10												10	398.00	3,980.00
5. cover Slip, 100 pcs/box	boxes	10												10	146.00	1,460.00
6. litmus paper red & blue	boxes	5												5	98.00	490.00
7. filter paper	boxes	2												2	300.00	600.00
8. Gloves, disposable, 50 pairs	boxes	2												2	500.00	1,000.00
9. Botany (prepares slides) 5 pcs/set	set	2												2	1,285.00	2,570.00
10. Zoology (prepared slides) 5 pcs/set	set	2												2	1,285.00	2,570.00
11. Biology (Prepared Slides) 5 pcs/set	set	2												2	1,285.00	2,570.00
12.Microtome	unit	1												1	100,000.00	100,000.00
13. Fume Hood	unit	1												1	30,000.00	30,000.00
14. Distilling Apparatus	unit	1												1	30,000.00	30,000.00
ARTISAN WELL EQUIPMENT																-
														0		-
1. WATER PUMP, (1.5 HP)	unit	1												1	20,000.00	20,000.00
2. WATER PUMP, (1HP)	unit	1												1	10,000.00	10,000.00
3. WATER PUMP ,(2.0 HP)	unit	1												1	25,000.00	25,000.00
VIDEO EQUIPMENT														0		-
														0		-
1. VIDEO CAMERA W/ STAND	units	3												3	15,000.00	45,000.00
2. Digital Camera, sony 6.1 MP	units	1												1	9,000.00	9,000.00
3														0		-
IT EQUIPMENT														0		-
														0		-
1. PERSONAL COMPUTER w/ security license,	units	6												6	30,000.00	180,000.00
2. Laptop w/ security license, i8	units	2												2	35,000.00	70,000.00
3. DLP Projector	units	1												1	40,000.00	40,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
														0		-
MECHANICAL EQUIPMENT																
														0		-
														0		-
1. GRASSCUTTER	units	4												4	15,000.00	60,000.00
ELECTRONIC EQUIPMENT																
1. Sound System	set	1												1	100,000.00	100,000.00
SPORT EQUIPMENT																
FOR THE LABORATORY HIGH SCHOOL																
1. Badminton Racket	pairs							4						4	1,500.00	6,000.00
2. Badminton Net	pcs							2						2	500.00	1,000.00
3. Chess Clock	pcs							4						4	500.00	2,000.00
4. Rubber matt for Gymnastics/ Cheerdance	pcs							50						50	500.00	25,000.00
5. Sepak takraw ball	pcs							4						4	500.00	2,000.00
6. Soccer Ball	pcs							4						4	2,500.00	10,000.00
7. Soccer Net	pcs							2						2	2,000.00	4,000.00
8. Canvass bases for baseball/softball	pcs							6						6	500.00	3,000.00
9. Pitcher Plate (Rubber)	pcs							2						2	500.00	1,000.00
10. Baseball gloves # 11.5 inches size	dozen							1						1	5,000.00	5,000.00
11. Baseball Bat	pcs							2						2	1,000.00	2,000.00
12. Baseball Ball	dozen							1						1	3,000.00	3,000.00
13. Softball Ball	dozen							1						1	5,000.00	5,000.00
14. Baketball Ball	pcs							4						4	2,500.00	10,000.00
15. Basketball Net	pairs							3						3	500.00	1,500.00
16. Volleyball Ball	pcs							6						6	1,000.00	6,000.00
17. Starting Gun Cup	pcs							2						2	1,000.00	2,000.00
18. Table Tennis Table with nets	pcs							2						2	5,000.00	10,000.00
19. Table Tennis Racket	pcs							8						8	500.00	4,000.00
20. BaseBall Face Mask/Body Rest	pcs							2						2	1,500.00	3,000.00
														0		-
FURNITURE FIXTURE																
1. Teacher Table, wooden	pcs	20												20	3,000.00	60,000.00
2. Hanging Cabinet/Computer Table/Office Table, (Registrar)	pcs	14												14	8,000.00	112,000.00
3. Office Table Executive	unit	1														
4. WhiteBoard/blackboard	pcs	15												15	2,000.00	30,000.00
5. Executive Chair	unit	1												2	10,000.00	20,000.00
6. Office Table , for Faculty	unit	14												14	3,500.00	49,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
7. Executive Table (Pedestal)	unit				2									2	10,000.00	20,000.00
8. Junior Executive Table (Pedestal)	unit				2									2	6,000.00	12,000.00
9. Executive Chair	unit				2									2	4,000.00	8,000.00
10. Junior Executive chair	unit				2									2	4,000.00	8,000.00
11. Sala Set	unit				3									3	10,000.00	30,000.00
12. Cabinet w/ Glass (for Fire Extinguisher)	unit	50												50	1,000.00	50,000.00
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit		2				2							4	1,144.00	4,576.00
2. FILING CABINET, four (4) drawers, steel, plain	unit		10											10	7,953.92	79,539.20
finish, w/ 8 ball bearing rollers, gauge 24																
3. FILING CABINET, lateral, four (4) drawers, beige,	unit		4											4	12,155.52	48,622.08
plain finish, 55"x18"x35.5(HxWxL) body, 6" x																
16" x 32" (H x W x L), gauge 20																
4 CALCULATOR, desktop, heavy duty printing,	unit		5											5	1,892.80	9,464.00
12 digits, two(2) color print/illuminated display																
5. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	
6. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit		5											5	2,038.40	10,192.00
line interactive topology,with sealed maintenance																
free batteries, 520VA-600VA																
7. Binding Machine	unit		1											1	10,000.00	10,000.00
OTHER EQUIPMENT																
1. GENERATOR	unit	1												1	150,000.00	150,000.00
2. WATER DISPENSER, HOT & COLD	unit	4												4	7,000.00	28,000.00
3. COPIER , DIGITAL/Photo Machine	unit	2												2	100,000.00	200,000.00
4. STOVE , HEAVY DUTY	unit	2												2	10,000.00	20,000.00
5. AIRCONDITION, 2 HP	unit	3												3	35,000.00	105,000.00
6. Printer, LaserJet P1102, (85 A)	unit	5												5	7,000.00	35,000.00
College of Agriculture														0		-
Labor/ Materials														0		-
1, Contruction Supplies & Materials w/ Labor Cost	lots				3									3	300,000.00	300,000.00
* Re- tiles office of the Dean																
* Re-tiles office of the AVR Room																
* Re-tiles Faculty Lounge																
2 Replace, door, & Glass windows Broken	lot				1									1	50,000.00	50,000.00
3. Re- painting College of Agriculture Building	lot				1									1	50,000.00	50,000.00
4. Construction of 2.40 m x 4.0 m comfort room for Men &																
Women	lot				1									1	200,000.00	200,000.00
Administration building																
Labor/ Materials																
1. Rehabilitation of Admin. Building (Labor & Materials)	lot	1												1	200,000.00	200,000.00
2. Construct of Grills for Admin. Building (Labor Materials)	lot	1												1	50,000.00	50,000.00
Dumagat Hall																

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
1. Rehabilitation of Dumagat Building	lot	1												1	200,000.00	200,000.00
* Stage & Ceiling																
* Comfort Room (Men & Women)																
* Rooms																
* Ceiling and Roofing for the convenience from visitors																
SAM Building																
1. Rehabilitation of Faculty lounge, Ceiling & Floor tiles	lot	1												1	200,000.00	200,000.00
& Roofing repair & re-painting & Electrical repair																
* Replace, door, & Glass windows Broken																
Laboratory rooms, (Chem. Physic & biology)																
1. Laboratory Building	lot	1													100,000.00	200,000.00
* Repainting of Building																
* Repair Leaks of Roof																
* Repair of Ceiling & Electrical Fault																
* Repair of Comfort Room, (Faculty)																
SSEd Building																-
																-
1. Rehabilitation of SSEd Building	lot	1														-
* Repainting of Building														1	200,000.00	200,000.00
* Repair Leaks of Roof																
* Repair of Ceiling & Electrical Fault																
* Rehabilitation of Faculty Lounge																
* Fabrication of Blackboard/Whiteboard																
* Repair of Comfort Rooms, (Faculty & Men & Women)																
Education Hall Building																
1. Education Hall	lot	1													50,000.00	50,000.00
*. Repainting of Building																
*. Repair of Comfort rooms,(Men & Women)																
Laboratory rooms, (Chem. Physic & biology)																
1. Laboratory Building	lot	1													100,000.00	100,000.00
* Repainting of Building																
* Repair Leaks of Roof																
* Repair of Ceiling & Electrical Fault																
* Repair of Comfort Room, (Faculty)																
Accreditation Program for 3 College/School																
SSED/SAM/COA															3,000,000.00	3,000,000.00
											P.R. # 13-05-26 TO 033, 13-05-036					326,525.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
7														0		-
8														0		-
9														0		-
10														0		-

***GRAND TOTAL: 9,973,903.28

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

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

Prepared by:

RENEE R CORDIAL

Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved:

Head of Office/Agency

Date Prepared: 03/11/2013