

PILILLA CAMPUS
SUMMARY OF ANNUAL PROCUREMENT PLAN FOR 2014

A. AVAILABLE AT PROCUREMENTS SERVICE STORE

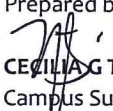
COMMON ELECTRICAL SUPPLIES	Php	50,652.16
COMMON COMPUTER SUPPLIES/CONSUMABLES		556,247.08
COMMON OFFICE SUPPLIES		95,084.76
COMMON OFFICE DEVICES		9,214.45
COMMON JANITORIAL SUPPLIES		41,765.75
LEGAL SIZE PAPER		20,600.60
COMMON OFFICE EQUIPMENT		298,763.92
HANDBOOKS ON PROCUREMENT		0.00
Sub-Total		1,072,328.72

B. OTHERS NOT AVAIL. AT PS BUT PURCHASE IN OTHER SOURCES

Office Equipment and Accessories	Php	136,400.00
Office Supplies		80,500.00
Audio and visual presentation and composing equipment		90,000.00
Photographic or filming or video equipment		40,000.00
Cleaning Equipment and Supplies		51,400.00
Paper Materials and Products		186,350.00
Lighting and fixtures and accessories		0.00
Electrical equipment and components and supplies		0.00
Computer Supplies		690,500.00
Computer Equipment and Accessories		195,000.00
*Other Categories		1,843,607.00
Sub-Total		3,313,757.00

Grand-Total	Php	4,386,085.72
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION		4,824,694.29

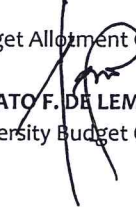
Prepared by:


CECILIA G. TIBAY
Campus Supply Officer

Noted by:


MA. HAYDEE C. CEBALLOS
Director

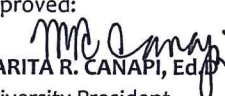
Budget Allotment Certified Available:


RENATO F. DE LEMON, Ph.D.
University Budget Officer

Recommending Approval:


RONNIE N. PARICA, DPA
VP-Admin. & Finance

Approved:


MARITA R. CANAPI, Ed.D.
University President

Received
1-24-14

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ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment

Pila

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.
- 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 soon as it is procured and made available by the Procurement Service.
- 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 or at app.psdgm@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: PILILLA
 Region: _____
 Address: _____

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

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct											
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece													0	66.77	-
2. BALLAST, 36 watts	piece													0	71.03	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	3												3	20.12	60.36
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet													0	15.08	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	10	5	5										20	74.88	1,497.60
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	312.00	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	60	30	30										120	364.00	43,680.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	35.36	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece	120												120	36.40	4,368.00
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	100.78	-
11. FUSE, 30 amperes	piece													0	12.48	-
12. FUSE, 60 amperes	piece	30												30	24.96	748.80
13. STARTER, 4-40 watts	piece	30												30	3.50	105.00
14. TAPE, electrical	roll	10												10	19.24	192.40

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct									Total		
COMMON COMPUTER SUPPLIES/CONSUMABLES																
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10												10	504.40	5,044.00
92. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart	10	10	10										30	572.00	17,160.00
93. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart	10	10	10										30	572.00	17,160.00
94. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart	10	10	10										30	572.00	17,160.00
95. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart	20	20	10										50	1,144.00	57,200.00
229. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart													0	2,837.12	-
230. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	cart	8	8	8										24	2,540.72	60,977.28
256. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart	5	5	5										15	3,070.08	46,051.20
257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	20	20	20										60	2,707.12	162,427.20
319. TONER CARTRIDGE, TN-3320, for printer 5450DN	cart	10	10	10										30	3,692.00	110,760.00
349. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
350. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart	20												20	2,899.31	57,986.20
382. MOUSE, optical, USB connection type	piece	30												30	144.04	4,321.20
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	561.60	-
2. AIR FRESHENER, 280mL/can	can	15	5	5										25	89.44	2,236.00
3. ALCOHOL, 70%, ethyl	bottle	20	10	10										40	38.22	1,528.80
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	21.48	-
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	20												20	109.20	2,184.00
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair	20												20	114.40	2,288.00
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	327.60	-
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	290.87	-
9. CARTOLINA, assorted color, 20s/pack	pack	10												10	70.72	707.20
10. CARTOLINA, white, 20s/pack	pack	5												5	45.66	228.30
11. CHALK, white, dustless, 100 pcs/box	box	1												1	28.03	28.03
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece													0	78.00	-
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece	20												20	83.20	1,664.00
14. CLIP, bulldog (3")	piece	50												50	7.18	359.00
15. CLIP, backfold, 25mm, 12s/box	box	5												5	10.92	54.60
16. CLIP, backfold, 50mm, 12s/box	box	5												5	41.60	208.00
17. CLIP, backfold, 19mm, 12s/box	box	10												10	7.59	75.90

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		Jan	Apr	July	Oct								Total		
18. CLIP, backfold, 32mm, 12s/box	box												0	17.68	-
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad												0	42.64	-
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad												0	42.64	-
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad												0	55.12	-
22. COLUMNAR NOTEBOOK, 12 cols	piece												0	19.76	-
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	30											30	13.00	390.00
24. DATA FILE BOX, (5"x9"x15-3/4")	box	100											100	61.36	6,136.00
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece												0	62.40	-
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece												0	46.70	-
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece												0	34.84	-
28. ENVELOPE, documentary (10"x15"), 500s/box	box												0	496.41	-
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	3											3	577.20	1,731.60
30. ENVELOPE, mailing white, 500s/box	box												0	139.24	-
31. ENVELOPE, mailing white with window, 500s	box												0	182.92	-
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box												0	104.62	-
33. ENVELOPE, expanding, plastic, legal size	piece	250											250	34.72	8,680.00
34. ENVELOPE, documentary, A4, 500s/box	box												0	403.52	-
35. ERASER, blackboard/whiteboard	piece	30											30	12.46	373.80
36. ERASER, rubber	piece	20											20	3.12	62.40
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	40											40	76.32	3,052.80
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set												0	12.48	-
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set	5											5	13.00	65.00
40. FOLDER, pressboard, plain, legal, 100s/box	pack	2	2	2									6	842.40	5,054.40
41. FOLDER, tagboard, legal size, 100s/box	pack	4											4	236.08	944.32
42. FOLDER, tagboard, A4 size, 100s/box	pack												0	296.40	-
43. FOLDER, morocco/fancy, legal size, 50s/pack	pack												0	336.54	-
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle												0	284.75	-
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack												0	180.63	-
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	20	20	20									60	201.43	12,085.80
47. GLUE, all purpose, 300 grams min.	jar	15	10	10									35	51.98	1,819.30
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	20											20	39.00	780.00
49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack												0	47.32	-
50. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack												0	128.96	-
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box												0	36.40	-
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box												0	52.00	-
53. INDEX TAB, self-adhesive, 10 pcs/box	box												0	52.00	-
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	5											5	9.36	46.80
55. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle												0	520.00	-
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve												0	26.00	-
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	100											100	40.72	4,072.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct								Total		
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece												0	36.40	-
59. MAP PIN, round head, 100s/case	case												0	41.60	-
60. MARKER, fluorescent, 3 colors/set	set	5											5	36.92	184.60
61. MARKING PEN, whiteboard, black	piece	50											50	12.27	613.50
62. MARKING PEN, whiteboard, blue	piece												0	12.27	-
63. MARKING PEN, whiteboard, red	piece												0	12.27	-
64. MARKER, permanent, black	piece	40											40	14.56	582.40
65. MARKER, permanent, blue	piece												0	14.56	-
66. MARKER, permanent, red	piece												0	14.56	-
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece												0	8.11	-
68. NOTE PAD, (3"x3"), 100 sheets/pad	pad	10	10	10									30	36.19	1,085.70
69. NOTE PAD, (3"x4"), 100 sheets/pad	pad												0	51.88	-
70. NOTE PAD, (2"x2"), 400 sheets/pad	pad	10	10	10									30	91.52	2,745.60
71. NOTE PAD, (2"x3"), 100 sheets/pad	pad												0	32.24	-
72. OIL, for general purpose, 120 mL	bottle												0	36.40	-
73. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream												0	93.83	-
74. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream												0	92.74	-
75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream												0	93.83	-
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	50	30	20									100	106.39	10,639.00
77. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream												0	95.63	-
78. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream												0	148.72	-
79. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad												0	17.47	-
80. PAPER, thermal, 210mmx30M, 1/2" core	roll												0	34.32	-
81. PAPER, thermal, 216mmx30M, 1/2" core	roll												0	34.84	-
82. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream	6		1									7	123.64	865.48
83. PAPER FASTENER, for paper, metal, 50 sets/box	box	10	10	10									30	65.36	1,960.80
84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	10	10	10									30	11.80	354.00
85. PAPER CLIP, gem type, 32mm, 100s/box	box	5	5	5									15	6.64	99.60
86. PENCIL, lead, w/eraser, one(1) dozen per box	box	5	5	5									15	23.82	357.30
87. PENCIL, mechanical, for 0.5mm lead	piece												0	20.80	-
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	10	10	10									30	20.23	606.90
89. RECORD BOOK, 300 pages, Smyth sewn	book	20	20	20									60	49.92	2,995.20
90. RECORD BOOK, 500 pages, Smyth sewn	book	20	20	20									60	83.20	4,992.00
91. RIBBON, nylon, manual typewriter	spool												0	15.60	-
92. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece												0	468.00	-
93. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	33.27	-
94. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	36.39	-
95. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	44.19	-
96. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	54.59	-
97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece												0	5.30	-
98. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	74.35	-
99. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	98.79	-
100. RING BINDER, 19mm x 1.12m (3/4"x44"), plastic	piece												0	11.39	-
101. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle												0	148.19	-
102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece	20	10	10									40	11.44	457.60

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
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103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece													0	227.23	-
104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece													0	256.87	-
105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece	30	20	10										60	26.00	1,560.00
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box													0	102.94	-
107. RULER, plastic, 300mm	piece													0	2.27	-
108. RULER, plastic, 450mm	piece	20												20	18.72	374.40
109. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm	piece													0	30.04	-
110. SIGN PEN, black	piece	30	10	10										50	42.52	2,126.00
111. SIGN PEN, blue	piece													0	42.52	-
112. SIGN PEN, red	piece													0	42.52	-
113. STAMP PAD INK, violet, 50mL	bottle													0	22.88	-
114. STAMP PAD, felt pad, min 60mm x 100mm	piece	10												10	22.76	227.60
115. STAPLE WIRE, standard, 5000 pcs/box	box	50	5	5										60	22.34	1,340.40
116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box													0	30.94	-
117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box													0	40.44	-
118. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire													0	182.00	-
119. TAPE, adding machine, GSP bond	roll													0	8.68	-
120. TAPE, masking, 24mm, 50 meters length	roll													0	47.84	-
121. TAPE, masking, 48mm, 50 meters length	roll													0	95.68	-
122. TAPE, transparent, 24mm, 50 meters	roll	25	10	10										45	15.39	692.55
123. TAPE, transparent, 48mm, 50 meters	roll	10	5	5										20	30.99	619.80
124. TAPE, packaging, 48mm, 50 meters length	roll													0	30.99	-
125. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle													0	82.68	-
126. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle													0	83.20	-
127. TOILET TISSUE, 12 rolls/pack	pack	10	5	5										20	67.60	1,352.00
128. TWINE, plastic, one kilo per roll	roll													0	41.58	-
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	148.72	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	8.30	-
2. CUTTER, heavy duty	piece	10												10	29.62	296.20
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	piece	2												2	550.04	1,100.08
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece													0	26.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
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5. PUNCHER, heavy duty	piece	5	2	2									9	91.78	826.02
6. SCISSORS, (6")	pair	5	5	5									15	12.77	191.55
7. SHARPENER, single cutterhead	piece	2	2	2									6	176.80	1,060.80
8. STAMPING DATER, self-inking stamp	piece	5	2	2									9	473.20	4,258.80
9. STAPLER, heavy duty, standard	piece	5	5	5									15	112.11	1,681.65
10. STAPLE REMOVER, twin jaws	piece	5	5	5									15	17.16	257.40
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	3	3	3									9	46.47	418.23
12. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece												0	40.23	-
13. WASTE BASKET, plastic	piece	10	5	5									20	26.00	520.00
COMMON JANITORIAL SUPPLIES															
1. BATHROOM SOAP, 70gms.	piece	30	30	30									90	22.88	2,059.20
2. BROOM, soft (tambo)	piece	10	10	10									30	88.40	2,652.00
3. BROOM, STICK (tingting)	piece	10	10	10									30	22.88	686.40
4. CLEANSER, powder, 350gms.	canister	30	20	20									70	15.44	1,080.80
5. DETERGENT POWDER, all purpose, 500gms.	pouch	50	30	30									110	22.36	2,459.60
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar												0	17.32	-
7. DISINFECTANT SPRAY, 400 grams net content	can	10	10	10									30	177.16	5,314.80
8. DUST PAN, non-rigid plastic, with detachable handle	piece	5	5	5									15	33.28	499.20
9. FLOOR WAX, paste, natural, 2kgs.	can												0	255.84	-
10. FLOOR WAX, paste, red, 2kgs.	can	5	5	5									15	218.40	3,276.00
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	2	2	2									6	370.50	2,223.00
12. FURNITURE CLEANER, 300mL/can min	can	15	15	15									45	98.80	4,446.00
13. INSECTICIDE, 600mL (420g) /can	can	10	10	10									30	114.40	3,432.00
14. MOPHANDLE, screw type, wooden handle	piece	5	5	5									15	93.60	1,404.00
15. MOPHEAD, 100% rayon, 400g	piece	20	20	20									60	83.20	4,992.00
16. RAG, COTTON, (7") in diameter	kilo	5	5	5									15	41.60	624.00
17. SCOURING PAD, economy size	pack	5	5	5									15	132.79	1,991.85
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	10	10	10									30	47.84	1,435.20
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	30	20	20									70	24.96	1,747.20
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	10											10	144.25	1,442.50
LEGAL SIZE PAPER															
1. PAPER, bond, Premium Grade	ream												0	98.28	-
2. PAPER, mimeograph, Groundwood	ream												0	81.00	-
3. PAPER, mimeograph, Whitewove	ream												0	106.50	-
4. PAPER, for Plain Paper Copier	ream												0	109.62	-
5. PAPER, multicopy, legal, for laser printing	ream	70	50	50									170	121.18	20,600.60
COMMON OFFICE EQUIPMENT															
1. AIRPOT, 4.0 liters, w/ dispenser	unit	2											2	1,300.00	2,600.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct									Total		
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit													0	2,059.20	-
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit	2												2	930.80	1,861.60
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit													0	331.64	-
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit													0	155.88	-
6. CHAIR, monobloc, without armrest, beige/white	unit	300												300	249.60	74,880.00
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit													0	6,188.00	-
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit	1										PR # 1409179		1	20,592.00	20,592.00
9. ELECTRIC FAN, orbit type	unit													0	1,190.80	-
10. ELECTRIC FAN, with stand	unit	5												5	884.00	4,420.00
11. ELECTRIC FAN, wall type	unit	15												15	777.92	11,668.80
12. INDUSTRIAL FAN, 18" metal blade	unit	5												5	932.88	4,664.40
13. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit	1												1	3,562.00	3,562.00
14. 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	1,089.92	-
15. 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	10										PR # 1409180		10	3,710.72	37,107.20
16. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit	2												2	2,485.60	4,971.20
17. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	4										PR # 1409183		4	20,020.00	80,080.00
18. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit	3												3	8,840.00	26,520.00
19. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	3,120.00	-
20. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit													0	16,640.00	-
21. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-300+ II	unit													0	7,124.00	-
22. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit													0	4,004.00	-
23. PRINTER, impact dot matrix, 24-pins, 136 columns, 465 cps print speed, parallel or USB interface, manual/tractor feeder paper handling, 220VAC/60Hz, with power cable, data cable, software driver (if any), manual and ribbon cartridge	unit													0	31,665.92	-

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct								Total		
10													0		-
Office Supplies															
1 toner, cartridge, kyocera, TK 479	cart	5											5	6,500.00	32,500.00
2 duplo master	roll	10											10	4,000.00	40,000.00
3 duplo ink	can	10											10	800.00	8,000.00
4													0		-
5													0		-
6													0		-
7													0		-
8													0		-
9													0		-
10													0		-
11													0		-
12													0		-
13													0		-
14													0		-
15													0		-
16													0		-
17													0		-
18													0		-
19													0		-
20													0		-
Audio and visual presentation and composing equipment															
1 48" LLED TV		6										PR F140LV2	6	15,000.00	90,000.00
2													0		-
3													0		-
4													0		-
5													0		-
6													0		-
7													0		-
8													0		-
9													0		-
10													0		-
Photographic or filming or video equipment															
1 DSLR Camera		1											1	40,000.00	40,000.00
2													0		-
3													0		-
4													0		-
5													0		-
6													0		-
7													0		-
8													0		-
9													0		-
10													0		-
Cleaning Equipment and Supplies															
1 bleach	ltr	20											20	50.00	1,000.00
2 insecticide spray	btl	20											20	120.00	2,400.00
3 Grasscutter	unit	3										3	16,000.00	48,000.00	
4													0		-

15,700 =
95,700

15,700 =
34,380

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct									Total		
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Paper Materials and Products																
1 bristol board, legal size	pc	100000												100000	1.50	150,000.00
2 TOR paper	pc	1500												1500	2.00	3,000.00
3 Seal	pack	5												5	150.00	750.00
4 Colored paper, assrtd	ream	52												52	150.00	7,800.00
5 Diploma Holder	pc	400												400	60.00	24,000.00
6 Ribbon, 1 1/2"	roll	4												4	200.00	800.00
7														0		-
8														0		-
9														0		-
10														0		-
Lighting and fixtures and accessories																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Electrical equipment and components and supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies																
1 Desktop	unit	10											10	10	35,000.00	350,000.00
2 N computing	set	2											2	2	17,000.00	34,000.00
3 monitor, led,	unit	10											10	10	6,200.00	62,000.00
4 avr	unit	5											5	5	300.00	1,500.00
5 CPU	unit	6											6	6	21,000.00	126,000.00
6 UPS	unit	6											6	6	2,000.00	12,000.00
7 laptop	unit	2											2	2	40,000.00	80,000.00
8 CPU, 22 inch monitor	unit	1											1	1	25,000.00	25,000.00
9														0		

Item & Specifications	Unit of Measure	Quantity Requirement											** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Apr	July	Oct									
10														
Computer Equipment and Accessories												0		-
1 keyboard	pc	10										10	250.00	2,500.00
2 mouse	pc	20										20	250.00	5,000.00
3 mouse pad	pc	15										15	200.00	3,000.00
4 CAT 5e	box	2										2	4,000.00	8,000.00
5 RJ 45	pc	100										100	5.00	500.00
6 Airconditioner, 3HP, inverter	unit	2										2	70,000.00	140,000.00
7 IYMCKO ID card printer ribbon, evolvis	set	10										10	3,600.00	36,000.00
8												0		-
9												0		-
10												0		-
*Other Categories														
1 Books	assrtd	1										1	602,607.00	602,607.00
2 Construction of buildings and repairs	lot	1										1	410,000.00	410,000.00
3 Psychological Testing Instrument	set	1										1	100,000.00	100,000.00
4 Drug & Medicines	lot	1										1	165,000.00	165,000.00
5 Sports Equipment X	assrtd	1										1	100,000.00	100,000.00
6 Foods	lot	1										1	150,000.00	150,000.00
7 Accreditation	lot	1										1	200,000.00	200,000.00
8 Foundation day	lot	1										1	100,000.00	100,000.00
9 Plaque	pc	10										10	1,500.00	15,000.00
10 Medal	pc	10										10	100.00	1,000.00
GRAND TOTAL														

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

4,386,085.72

APPROVED BUDGET:

4,824,694.29

*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:

Certified Funds Available /
Certified Appropriate Funds Available:

Approve
A.

CECILIA G TIBAY, MPA
Property/Supply Officer

Accountant /
Local Budget Officer

Head of Office/Agency

Date Prepared: October 11, 2013