

Republic of the Philippines
UNIVERSITY OF RIZAL SYSTEM
Tanay, Rizal

2014 ANNUAL PROCUREMENT PLAN TANAY CAMPUS

Maintenance & Other Operating Expenses (MOOE)

Common Office Supplies/ Various Supplies/Common Office Equipment	1,058,334.94
Supplies and Materials/Textbook Instructional Materials and Laboratory Equipment	934,656.00
Sports Equipment/IT Equipment	411,599.00
Furniture/ Fixture	117,000.00
General Services Equipments	125,000.00
Audio/Video Equipment	100,000.00
Dental & Medical Supplies & Materials	100,000.00
Computer Supplies	580,000.00
Other Equipment	209,000.00
Rehabilitation & Improvement	1,600,000.00
TOTAL	5,235,589.94

Prepared by:



RENEE R CORDIAL

Campus Supply Officer

Noted by:



FE D BATOON, Ph D

Campus Director

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

1/27/14 

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

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

- Department/Bureau/Office: URS_TANAY_(Academic)
 Region: IV
 Address: Tanay, Rizal

Telephone/Mobile Nos:

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
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	50			50			10			20			130	11.70	1,521.00	
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	50			50			10			20			130	19.96	2,594.80	
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	10												10	292.08	2,920.80	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	10												10	468.00	4,680.00	
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	3			3			3			3			12	615.06	7,380.72	
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart	3			3			3			3			12	708.90	8,506.80	
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		-	
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	-	

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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			
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	20			20			20			20			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									6	603.20	3,619.20	
2. AIR FRESHENER, 280mL/can	can	20			20			20			10			70	92.56	6,479.20	
3. ALCOHOL, 70%, ethyl	bottle	20			20			20			20			80	37.70	3,016.00	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-	
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													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack	10			10			10			10			40	72.80	2,912.00	

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9. CARTOLINA, white, 20s/pack	pack	10			10			10			10			40	57.20	2,288.00
10. CHALK, white, dustless, 100 pcs/box	box	30			20			20			20			90	34.81	3,132.90
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	10												10	9.82	98.20
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	5												5	560.56	2,802.80
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	30												30	39.81	1,194.30
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31. ERASER, blackboard/whiteboard	piece	50						50						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	40			10			10			10			70	413.92	28,974.40
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack	10			10			10			10			40	301.60	12,064.00
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	20			20			10			10			60	247.52	14,851.20
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	30			30			10			10			80	228.80	18,304.00
41. GLUE, all purpose, 300 grams min.	jar	20						20						40	37.43	1,497.20
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	20						20						40	32.97	1,318.80
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	30			20			20			20			90	67.60	6,084.00
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	-
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	10			10			10			10			30	41.60	1,248.00
54. MARKING PEN, whiteboard, black	piece													0	15.08	-
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece													0	15.08	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
47. MARKER, permanent, black	piece	20			20			20			20			80	13.50	1,080.00
48. MARKER, permanent, blue	piece													0	13.50	-
49. MARKER, permanent, red	piece													0	13.50	-
50. MARKING PEN, for transparency	set	10												10	84.24	842.40
51. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.49	-
52. NOTE PAD, (3"x3"), 100 sheets/pad	pad	20			10			10			10			50	36.40	1,820.00
53. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
54. NOTE PAD, (2"x2"), 400 sheets/pad	pad	20			10			10			10			50	112.32	5,616.00
59. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
56. OIL, for general purpose, 120 mL	bottle													0	30.99	-
57. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream													0	104.80	-
58. 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	150			75			75			75			375	139.32	52,245.00
77. PARCHEMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	30			20			30			30			110	82.04	9,024.40
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	50			10			10			10			80	24.89	1,991.20
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	20			5			5			5			35	30.00	1,050.00
84. RECORD BOOK, 300 pages, Smyth sewn	book	20												20	50.44	1,008.80
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	100						50						150	4.37	655.50
90. RING BINDER, (3/4"x44"), plastic	piece	100						50						150	12.48	1,872.00
91. RING BINDER, (1" x 44"), plastic	piece	100						50						150	12.48	1,872.00
92. RING BINDER, (2" x 44"), plastic	piece	50												50	28.13	1,406.50
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	10			5			5			5			25	132.68	3,317.00
94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece	20												20	36.40	728.00
96. SIGN PEN, black	piece	30												30	41.48	1,244.40
97. SIGN PEN, blue	piece													0	41.48	-
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50mL	bottle	10						10						20	27.04	540.80
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box	30						30						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	-

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04. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-	
05. TAPE, transparent, 24mm, 50 meters	roll	50			20						20			90	10.87	978.30	
06. TAPE, transparent, 48mm, 50 meters	roll	25			20						20			65	20.38	1,324.70	
07. TAPE, packaging, 48mm, 50 meters length	roll	20												20	19.24	384.80	
08. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-	
09. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-	
10. TOILET TISSUE, 12 rolls/pack	pack	20			12			12			12			56	61.15	3,424.40	
11. TWINE, plastic, one kilo per roll	roll													0	57.20	-	
12. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-	
2. CUTTER, heavy duty	piece	10						10						20	27.04	540.80	
3. PUNCHER, heavy duty	piece	10						10						20	114.40	2,288.00	
4. SCISSORS, (6")	pair	20						20						40	18.72	748.80	
5. SHARPENER, single cutterhead	piece	5						5						10	147.35	1,473.50	
6. STAMPING DATER, self-inking stamp	piece	10						10						20	436.80	8,736.00	
7. STAPLER, heavy duty, standard	piece	15						15						30	162.84	4,885.20	
8. STAPLE REMOVER, twin jaws	piece	20						20						40	19.64	785.60	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	5						5						10	40.23	402.30	
10. WASTE BASKET, plastic	piece	20						20						40	20.99	839.60	
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-	
2. BROOM, soft (tambo)	piece	40									40			80	119.60	9,568.00	
3. BROOM, STICK (tingting)	piece	50									50			100	19.76	1,976.00	
4. CLEANSER, powder, 350gms.	canister	30									30			60	17.32	1,039.20	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	30			30			50			50			160	17.16	2,745.60	
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													0	239.20	-	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	10			10						10			30	26.00	780.00	
9. FLOOR WAX, paste, natural, 2kgs.	can	30			20						20			70	306.80	21,476.00	
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	15									15			30	112.32	3,369.60	
13. INSECTICIDE, 600mL (420g) /can	can	10									10			20	116.48	2,329.60	
14. MOPHANDLE, screw type, wooden handle	piece	20									20			40	83.20	3,328.00	
15. MOPHEAD, 100% rayon, 400g	piece	30									25			55	71.76	3,946.80	
16. RAG, COTTON, (7") in diameter	kilo	20			10			10			20			60	43.68	2,620.80	
17. SCOURING PAD, economy size	pack	10			10			10			10			40	131.96	5,278.40	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	20			20			20			20			80	62.40	4,992.00	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, pcs/pack	box	20									20			40	33.28	1,331.20	
20. TRASHBAG, plastic, black, (XL)	roll	10									10			20	103.79	2,075.80	
LEGAL SIZE PAPER																	

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. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream	100			100			100			100			400	91.52	36,608.00
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream	300			50			50			50			450	174.72	78,624.00
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit	3												3	1,144.00	3,432.00
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit	3												3	13,497.12	40,491.36
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit	3												3	12,155.52	36,466.56
5.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display	unit													0	1,892.80	-
AC power source, Canon																
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit	10												10	925.60	9,256.00
3. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
3. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
0. CHAIR, monobloc, without armrest, beige/white	unit													0	239.20	-
1. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit	2												2	19,552.00	39,104.00
2. ELECTRIC FAN, orbit type	unit	10												10	1,346.26	13,462.60
3. ELECTRIC FAN, with stand	unit	10												10	764.40	7,644.00
4. ELECTRIC FAN, wall type	unit	10												10	745.68	7,456.80
5. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
6. FACSIMILE TRANSCIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-
7. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
8. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
9. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
0. PAPER TRIMMER/CUTTING MACHINE,	unit													0	8,838.96	-

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		
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	4												4	10,398.96	41,595.84
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	10												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		
89. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-
90. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
91. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
92. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 13xx series	cart													0	1,142.40	-
93. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
94. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
95. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
96. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX 100	cart													0	1,224.00	-
97. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
98. RIBBON CARTRIDGE, Epson C13SO15587, black for printer LQ-3000/3000+/3500	cart													0	1,030.20	-
99. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-
00. PRINTHEAD, HP 11, black, C4810A , 8 ml	cart													0	1,365.78	-
01. PRINTHEAD, HP 11, cyan, 8 ml	cart													0	1,365.78	-
02. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-
03. PRINTHEAD, HP 11 yellow, 8 ml	cart													0	1,365.78	-
04. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
05. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
06. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-
07. PHOTOCONDUCTOR UNIT, Epson C13SO51099, for printer PL 6200/6200L	cart													0	3,391.50	-
1. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Computer Supplies /Toner/cartridge																
Kyocera, toner, TK 439	toner	4						4			2			10	7,000.00	70,000.00
Kyocera, Toner, TK 135	toner	6			6			6			3			21	3,700.00	77,700.00
Kyocera Toner, TK 479	toner	5						5			2			12	8,500.00	102,000.00
HP Laserjet P1102. 85 A	toner	6			6			6			6			24	3,000.00	72,000.00
HP Laserjet, 35 A	toner	4			4			4			4			16	3,000.00	48,000.00
HP Laserjet 12 A	toner	4			4			4			4			16	3,000.00	48,000.00
Brother 3320	toner	3			3			3			3			12	3,692.00	44,304.00
Duplo Master, Ink, Black DC 14	toner	15			15			15			15			60	750.00	45,000.00
Duplo, Master, DRC-12	rolls	5			5			5			5			20	3,600.00	72,000.00
Duplo Drum	drum	1						1						2	8,000.00	16,000.00
Registrar office/Office Supplies																
BOOKPAPER METRO LONG SUBSTANCE 20	reams	20												20	300.00	6,000.00
BOOKPAPER METRO SHORT SUBSTANCE 20	reams	20												20	300.00	6,000.00
MULTI COLOR PAPER (blue)	reams	20												20	300.00	6,000.00
MULTI COLOR PAPER (YELLOW)	reams	20												20	300.00	6,000.00
MULTI COLOR PAPER (green)	reams	26												26	300.00	7,800.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
ClassCard	pcs	30000												30000	5.00	150,000.00
Diploma Holder	pcs	600												600	50.00	30,000.00
Notarial Seal No. 23	boxes	20												20	100.00	2,000.00
Special paper for Certificate	packs	10												10	100.00	1,000.00
Plaques	pcs	4												4	750.00	3,000.00
Cashier Office/ Office Supplies																
MULTI COLOR COPY PAPER (blue)	reams	20												20	300.00	6,000.00
MULTI COLOR COPY PAPER (Yellow)	reams	20												20	300.00	6,000.00
MULTI COLOR COPY PAPER (green)	reams	20												20	300.00	6,000.00
Ribbon Special	pcs	10												10	5.00	50.00
Ribbon	pcs	1000												1000	5.00	5,000.00
Sticker Paper	pack	5												5	50.00	250.00
Parchment paper, 25 x 38"	pcs	500												500	15.00	7,500.00
Ink Cartridge Laserjet (901 black)	cart	4			4									8	1,000.00	8,000.00
Ink Cartridge Laserjet (901 Tri color)	cart	4			4									8	1,500.00	12,000.00
														0		-
LHS/ Office Supplies																
Special Board Paper, legal , workx, white	pack	100												100	20.00	2,000.00
Special Board Paper, long, Cream	pack	100												100	20.00	2,000.00
Ribbon, Sunlight Lux Color ribbon (for ID)	rolls	3												3	6,000.00	18,000.00
Medical, Dental & Clinic Office														0		-
Drugs and Medicines	lot	1												1	100,000.00	100,000.00
Main Library														0		-
Textbook & Instructional Materials	lot	1												1	690,259.00	690,259.00
														0		-
														0		-
														0		-
General Services Supplies																
Gasoline, Regular (for Grasscutter)	liters	380			380			380			380			1520	55.00	83,600.00
Gasoline , Special	liters	60			60			60			60			240	58.00	13,920.00
2t oil	liters	20			20			20			20			80	75.00	6,000.00
Liquified Petroleum Gas refill	tank	3			3			3			3			12	850.00	10,200.00
Nylon Tamsi	kgs	8			7			8			7			30	450.00	13,500.00
Tire w/ tube, front Tire	pc	1												1	1,000.00	1,000.00
Tire w/ tube, rear tire	pc	1												1	1,200.00	1,200.00
														0		-
														0		-
														0		-
Laboratory Materials & Equipments																
Cover slips 100pcs/box	box	10												10	400.00	4,000.00
Microscope w/ micrometer (Manual)	unit	4												4	14,987.00	59,948.00
														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		
Sport Supplies & Equipment														0		-
Supplies , Materials & equipment	lot	1												1	50,000.00	50,000.00
														0		-
Audio /Video Equipment														0		-
Audio/Video Visual effects (for Dumagat Hall)	set	1												1	100,000.00	100,000.00
														0		-
														0		-
Furniture/ Fixtures																
Sala Set w/ center Table	pc	4												4	12,000.00	48,000.00
Dining Table	pc	3												3	10,000.00	30,000.00
Office Table, executive	pc	2												2	8,000.00	16,000.00
Conference Table	pc	1												1	15,000.00	15,000.00
Executive chair	pc	2												2	4,000.00	8,000.00
General Services Equipment														0		-
Grasscutter	unit	2												2	15,000.00	30,000.00
Floor polisher	unit	3												3	5,000.00	15,000.00
Chain Saw, medium size	unit	1												1	25,000.00	25,000.00
Plastic Tank, Blue	pc	3												3	15,000.00	45,000.00
IT Equipment																
N-Computing Device Kit x550	set	1												1	23,000.00	23,000.00
LED Monitor, 18. 5 flat panel blacklit	unit	5												5	4,000.00	20,000.00
Mouse	pc	5												5	250.00	1,250.00
Keyboard	pc	5												5	500.00	2,500.00
Television, Flat Screen , 39" or 40 " LED Monitor HDMI Defi.	unit	3												3	30,000.00	90,000.00
Laptop	unit	1												1	25,000.00	25,000.00
Desktop Computer	set	4												4	30,000.00	120,000.00
DLP Projector	unit	1												1	25,000.00	25,000.00
Document Reader	unit	1												1	20,000.00	20,000.00
Internet Security, Asnti Virus 2014, 3 in one	box	3												3	2,000.00	6,000.00
Other Equipment																
Refrigerator	unit	2												2	15,000.00	30,000.00
Printer, Epson L210 Colored	unit	6												6	10,000.00	60,000.00
Aircondition, 2 HP	unit	2												2	30,000.00	60,000.00
Printer , Brother HL 5450 DN, Black	unit	5												5	10,000.00	50,000.00
DVD Player	unit	3												3	3,000.00	9,000.00
Welding Machine	unit	1												1	15,000.00	15,000.00
														0		-
														0		-
														0		-
														0		-
BUILDING REHABILITATION/INFRA.																
Dumagat Hall, (Re-tiling & Stage concreting) , 101 fund	lot	1												1	400,000.00	400,000.00
URS Canteen (ceiling & re-panting) , 101 fund	lot	1												1	100,000.00	100,000.00

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	Déc	Total		
Rehabilitation of CR (CoA), 164 fund	lot	1												1	50,000.00	50,000.00
Rehabilitation of CR (Bleacher area), 164 fund	lot	1												1	50,000.00	50,000.00
Rehabilitation of Window glass (CoA), 164 fund	lot	1												1	50,000.00	50,000.00
Rehabilitation of Faculty room (COSE), 164 fund	lot	1												1	100,000.00	100,000.00
Improvement of Stage & CR from Oval (Sunken Stage) 164	lot	1												1	300,000.00	300,000.00
Conference room of Director Office (Director Office) 164	lot	1												1	200,000.00	200,000.00
Rehabilitation of Food Technology, 164 fund	lot	1												1	400,000.00	400,000.00
O														0		-
*Other Categories														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
O														0		-

5,235,589.18

**GRAND 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:

 RENE A. CORDIAL
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

 Accountant /
 Local Budget Officer

Approved:

 Head of Office/Agency

Date Prepared: January 07, 2014