

FY 2018 ANNUAL PROCUREMENT PLAN

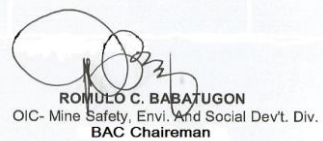
Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity													Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)	
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conference	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract/P.O. Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover	Payment Schedule		MOOE	PS	CO		
Common Office Supplies and Equipment																						
A.01.a	Common use Office supplies/equipment (available @ PS)	FAD, ORD, GEO, MSESDD, MMD	(Agency to Agency)															GOP		1,239,451.16		Various common use officials available @ PS for all units
A.01.a	Other Office supplies/materials not available @ PS	FAD, ORD, GEO, MSESDD, MMD	SHOPPING															GOP	137,716.80			Procurement of various supplies/materials needed for the day to day operations
ICT Office Supplies																						
A.01.a	ICT Software, Printing, Information & Communication Technology Equipment	FAD, ORD, GEO, MSESDD, MMD	SHOPPING															GOP			5,315,000.00	Procurement of various supplies/materials needed for the day to day operations
A.01.a	ICT Supplies (Available @ PS)	FAD, ORD, GEO, MSESDD, MMD	(Agency to Agency)															GOP		939,484.00		Various common use officials available @ PS for all units
A.01.a	ICT Supplies (not available @ PS)	FAD, ORD, GEO, MSESDD, MMD	SHOPPING															GOP	1,409,226.00			Procurement of various supplies/materials needed for the day to day operations
A.01.a	ICT Repaire & Maintenance Existing ICT Equipment	FAD, ORD, GEO, MSESDD, MMD	Direct Contracting															GOP	159,000.00			Procurement of various supplies/materials needed for the day to day operations
A.01.a	ICT Maintenance & Operating Expences (Mobile, Landline, Internet, & Cable Subscription)	FAD, ORD, GEO, MSESDD, MMD	Direct Contracting															GOP	92,000.00			Procurement of various supplies/materials needed for the day to day operations
TOTAL																			1,797,942.80	2,178,935.16	5,315,000.00	9,291,877.96

Prepared by:



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Noted by:




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 OIC- Mine Safety, Envi. And Social Dev't. Div.
 BAC Chairman

Recommended for approval:

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EVALYN E. BARILLO
 Accountant III

Approved:



RAUL A. LAPUT
 OIC, Regional Director

ANNUAL PROCUREMENT PLAN FOR 2018
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 in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
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 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 an electronic copy** at app@philgeps.gov.ph or at app.psdmb@yahoo.com.
7. **Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).
9. 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: DENR - MINES AND GEOSCIENCES BUREAURegion: 08

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Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet		21		21			13		13	455		19		19		11		11	64	35.00	2,240.00
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		14		14			16		16	242.928		11		11		13		13	54	15.18	819.88
3. BATTERY, size D, alkaline, 2 pcs./packet	packet				0					0	0				0				0	0	75.35	-
4. FUSE, 30 amperes	piece				0					0	0				0				0	0	13.10	-
5. FUSE, 60 amperes	piece				0					0	0				0				0	0	29.48	-
6. STARTER, 4-40 watts	piece				0					0	0				0				0	0	5.46	-
7. TAPE, electrical	roll				0					0	0				0				0	0	18.51	-
8. Rechargeable Battery AA	piece		4		4			4		4	600		2		2				0	10	150.00	1,500.00
9. Rechargeable Battery AAA	piece		4		4			3		3	450		2		2		1		1	10	150.00	1,500.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																						

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total							
1. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece		4		4			4				4	13929.6		3			3		2		2	13	3,482.39	45,271.04
2. EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece		1		1			1				1	2473.38		1			1		1		1	4	2,473.38	9,893.52
3. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				0							0	0					0				0	0	11.75	-
4. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		50		50			25				25	554.138		25			25				0	100	22.17	2,216.55
5. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		2		2			2				2	803.712		2			2		2		2	8	401.86	3,214.85
6. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece				0							0	0					0				0	0	301.39	-
7. 32 GB SD Memory Card					0							0	0					0				0	0	500.00	-
COMMON OFFICE SUPPLIES																									
1. ACETATE, gauge #3, 50m in length	roll		1		1			1				1	653.016					0				0	2	653.02	1,306.03
2. AIR FRESHENER, 280ml/can	can		13		13			8				8	681.408		13			13		14		14	48	85.18	4,088.45
3. ALCOHOL, 70%, ethyl	bottle		21		21			8				8	312.984		25			25		21		21	75	39.12	2,934.23
4. AUDIO CASSETTE TAPE, 90min. recording time	piece				0							0	0					0				0	0	24.02	-
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair				0							0	0					0				0	0	117.06	-
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair				0							0	0					0				0	0	123.67	-
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		1		1			1				1	234.78		1			1				0	3	234.78	704.34
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box		4		4			4				4	1066.46		4			4				0	12	266.62	3,199.39
9. CARTOLINA, assorted color, 20s/pack	pack				0							0	0					0				0	0	74.26	-
10. CARTOLINA, white, 20s/pack	pack				0							0	0					0				0	0	54.60	-
11. CHALK, white, dustless, 100 pcs/box	box				0							0	0					0				0	0	27.15	-
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							0	0					0				0	0	39.31	-
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				0							0	0					0				0	0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box		3		3			4				4	30.576		4			4		3		3	14	7.64	107.02
15. CLIP, backfold, 25mm, 12s/box	box		4		4			4				4	45.864		4			4		2		2	14	11.47	160.52
16. CLIP, backfold, 32mm, 12s/box	box		6		6			3				3	51.4395		5			5		2		2	16	17.15	274.34
17. CLIP, backfold, 50mm, 12s/box	box		5		5			3				3	122.85		5			5		3		3	16	40.95	655.20
18. CLIP, bulldog, 73mm (3")	piece		10		10			10				10	87.36		10			10		10		10	40	8.74	349.44
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad				0							0	0					0				0	0	38.22	-

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		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				0				0	0				0				0	0	37.65	-
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0				0	0				0				0	0	57.88	-
22. COLUMNAR NOTEBOOK, 12 cols	piece				0				0	0				0				0	0	21.84	-
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair		81		81		66		66	835.065		45		45		66		66	258	12.65	3,264.35
24. DATA FILE BOX, (5"x9"x15-3/4")	box		16		16		10		10	732.165		12		12		8		8	46	73.22	3,367.96
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece		20		20		15		15	1211.96		15		15		10		10	60	80.80	4,847.85
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece				0				0	0				0				0	0	40.24	-
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece				0				0	0				0				0	0	43.68	-
28. ENVELOPE, documentary (10"x15"), 500s/box	box		6		6		4		4	2131.08		5		5		4		4	19	532.77	10,122.63
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box		7		7		6		6	3785.54		4		4		4		4	21	630.92	13,249.40
30. ENVELOPE, mailing white, 500s/box	box		4		4		3		3	438.984		4		4				0	11	146.33	1,609.61
31. ENVELOPE, mailing white with window, 500s	box		9		9		8		8	1641.02				0		3		3	20	205.13	4,102.56
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box				0				0	0				0				0	0	114.11	-
33. ENVELOPE, expanding, plastic, legal size	piece		5		5		5		5	152.88		5		5		5		5	20	30.58	611.52
34. ENVELOPE, documentary, A4, 500s/box	box		106	1	107		4		4	1694.78		3		3		3		3	117	423.70	49,572.43
35. ERASER, felt, for blackboard/whiteboard	piece		3		3				0	0		1		1				0	4	10.35	41.41
36. ERASER, rubber	piece		23		23		12		12	27.216		22		22		13		13	70	2.27	158.76
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece		1		1		1		1	76.1145		1		1		1		1	4	76.11	304.46
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				0	0				0				0	0	11.47	-
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				0				0	0				0				0	0	17.47	-
40. FOLDER, pressboard, plain, legal, 100s/box	pack		4		4		4		4	3930.74		2		2		1		1	11	982.68	10,809.53
41. FOLDER, tagboard, legal size, 100s/box	pack		15		15		11		11	3159.16		8		8		12		12	46	287.20	13,211.02
42. FOLDER, tagboard, A4 size, 100s/box	pack		24		0		21		21	5376.23		20		20		22		22	0	256.01	-
43. FOLDER, morocco/fancy, legal size, 50s/pack	pack		2		2		1		1	305.76				0				0	3	305.76	917.28
44. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle		2		2		1		1	245.7				0				0	3	245.70	737.10
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack		1		1				0	0				0				0	1	162.71	162.71
46. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack		1		1				0	0				0				0	1	184.55	184.55
47. GLUE, all purpose, 300 grams min.	jar		6		6		4		4	200.844		3		3		1		1	14	50.21	702.95
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	pc.				0				0	0				0				0	0	40.95	-
49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack				0				0	0				0				0	0	53.83	-
50. INDEX CARD, 5" x 8", ruled both sides, 500s/pack	pack		1		1				0	0				0		1		1	2	146.31	292.61
51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box				0				0	0				0				0	0	38.22	-
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box		1		1				0	0				0		1		1	2	51.87	103.74
53. INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0	0				0				0	0	53.38	-
54. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube		5		5		5		5	103.005		5		5		5		5	20	20.60	412.02
55. LOOSELEAF COVER, 216mm x 355mm, 50 pcs/bundle	bundle				0				0	0				0				0	0	566.20	-

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve				0				0	0				0				0	0	25.86	-
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece				0				0	0				0				0	0	46.03	-
58. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece				0				0	0				0				0	0	36.04	-
59. MAP PIN, round head, 100s/case	case		6		6		5		5	211.838				0				0	11	42.37	466.04
60. MARKER, fluorescent, 3 colors/set	set		9		9		8		8	276.78		9		9		7		7	33	34.60	1,141.72
61. MARKING PEN, whiteboard, bullet type, black	piece		32		32		20		20	257.67		20		20		20		20	92	12.88	1,185.28
62. MARKING PEN, whiteboard, bullet type, blue	piece		12		12		3		3	38.6505		3		3		3		3	21	12.88	270.55
63. MARKING PEN, whiteboard, bullet type, red	piece		9		9		4		4	51.534		2		2		2		2	17	12.88	219.02
64. MARKER, permanent, bullet type, black	piece		19		19		3		3	38.2725		14		14		2		2	38	12.76	484.79
65. MARKER, permanent, bullet type, blue	piece		8		8		4		4	51.03		3		3		3		3	18	12.76	229.64
66. MARKER, permanent, bullet type, red	piece		13		13		4		4	51.03		11		11		3		3	31	12.76	395.48
67. MARKER, permanent, chisel type, black	piece		9		9		5		5	63.7875		5		5		5		5	24	12.76	306.18
68. MARKER, permanent, chisel type, blue	piece		5		5				0	0				0				0	5	12.76	63.79
69. MARKER, permanent, chisel type, red	piece		5		5				0	0				0				0	5	12.76	63.79
70. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece				0				0	0				0				0	0	9.28	-
71. NOTE PAD, (3"x3"), 100 sheets/pad	pad				0				0	0				0				0	0	40.06	-
72. NOTE PAD, (3"x4"), 100 sheets/pad	pad		6		6		3		3	169.974		9		9		9		9	27	56.66	1,529.77
73. NOTE PAD, (2"x2"), 400 sheets/pad	pad		7		7		7		7	726.033		5		5		5		5	24	103.72	2,489.26
74. NOTE PAD, (2"x3"), 100 sheets/pad	pad		7		7		7		7	229.173		5		5		5		5	24	32.74	785.74
75. OIL, for general purpose, 120 mL	bottle		2		2		2		2	77.49		2		2		2		2	8	38.75	309.96
76. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		10		10		9		9	922.887		9		9		10		10	38	102.54	3,896.63
77. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream				0				0	0				0				0	0	89.96	-
78. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream	ream				0				0	0				0				0	0	108.00	-
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream		57		57		62		62	7591.96		42		42		47		47	208	122.45	25,469.81
80. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream		13		13		15		15	1611.23		5		5		10		10	43	107.42	4,618.85
81. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream		4		4		4		4	624.624		4		4		4		4	16	156.16	2,498.50
82. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad				0				0	0				0				0	0	18.34	-
83. PAPER, thermal, 210mmx30M, 1/2" core	roll				0				0	0				0				0	0	36.04	-
84. PAPER, thermal, 216mmx30M, 1/2" core	roll				0				0	0				0				0	0	36.80	-
85. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream				0				0	0				0				0	0	92.82	-
86. PAPER FASTENER, for paper, metal, 50 sets/box	box		17		17		17		17	1169.18		14		14		14		14	62	68.78	4,264.05
87. PAPER FASTENER, for paper, plastic, 50 sets/box	box		1		1		1		1	68.775		1		1		1		1	4	68.78	275.10
88. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box		15		15		10		10	141.96		10		10		8		8	43	14.20	610.43
89. PAPER CLIP, gem type, 32mm, 100s/box	box		12		12		11		11	70.686		9		9		7		7	39	6.43	250.61
90. PENCIL, lead, w/eraser, one(1) dozen per box	box		12		12		4		4	82.404		5		5		2		2	23	20.60	473.82
91. PENCIL, mechanical, for 0.5mm lead	piece		11		11		1		1	24.024		1		1		1		1	14	24.02	336.34
92. PHILIPPINE NATIONAL FLAG, Type 1, 1828mm x 914.4mm, 100% cotton	piece				0				0	0				0				0	0	314.50	-

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
93. PUSH PIN, flat head type, assorted colors, 100s/case	case		22		22				0	0			3			3			0	25	20.03	500.85
94. RECORD BOOK, 300 pages, Smythe sewn	book		3		3			2		2	113.778		1		1		2		2	8	56.89	455.11
95. RECORD BOOK, 500 pages, Smythe sewn	book		16		16			6		6	547.155		14		14		8		8	44	91.19	4,012.47
96. RIBBON, nylon, manual typewriter	spool		4		4			4		4	67.704		1		1		1		1	10	16.93	169.26
97. Ring Binder, 10mmX1.12m, Plactic 10 pcs/bundle	bundle		3		3				0	0					0				0	3	46.40	139.20
98. Ring Binder, 10mmX1.12m(2"X44"), Plactic 10 pcs/bundle	bundle		3		3				0	0					0				0	3	215.12	645.36
99. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		4		4			1		1	111.143		4		4		2		2	11	111.14	1,222.57
100. RULER, plastic, 300mm	piece				0				0	0					0				0	0	2.18	-
101. RULER, plastic, 450mm	piece				0				0	0					0				0	0	14.96	-
102. SIGN PEN, black	piece		55		55			51		51	2356.74		51		51		46		46	203	46.21	9,380.73
103. SIGN PEN, blue	piece		40		40			15		15	693.158		20		20		32		32	107	46.21	4,944.52
104. SIGN PEN, red	piece		6		6			3		3	138.632		3		3		15		15	27	46.21	1,247.68
105. STAMP PAD INK, violet, 50mL	bottle		2		2			1		1	21.84		1		1		1		1	5	21.84	109.20
106. STAMP PAD, felt pad, min 60mm x 100mm	piece		3		3				0	0					0				0	3	21.84	65.52
107 STAPLE WIRE, (26/16)standard, 5000 pcs/box	box		9		9			10		10	249.9		9		9		8		8	36	24.99	899.64
108. 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		10		10			4		4	100.464				0		3		3	17	25.12	426.97
109. 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		1		1				0	0					0				0	1	32.21	32.21
110. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire				0				0	0					0				0	0	191.10	-
111. TAPE, adding machine, GSP bond	roll				0				0	0					0				0	0	8.09	-
112. TAPE, masking, 24mm, 50 meters length	roll		12		12			11		11	612.612		8		8		5		5	36	55.69	2,004.91
113. TAPE, masking, 48mm, 50 meters length	roll		9		9			10		10	1081.08		5		5		4		4	28	108.11	3,027.02
114. TAPE, transparent, 24mm, 50 meters	roll		9		9			6		6	109.431		7		7		5		5	27	18.24	492.44
115. TAPE, transparent, 48mm, 50 meters	roll		10		10			7		7	244.608		5		5		1		1	23	34.94	803.71
116. TAPE, packaging, 48mm, 50 meters length	roll		12		12			5		5	174.72		4		4				0	21	34.94	733.82
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle				0				0	0					0				0	0	70.83	-
118. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle				0				0	0					0				0	0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack		20		20			13		13	1031.53		12		12		7		7	52	79.35	4,126.12
120. TWINE, plastic, one kilo per roll	roll				0				0	0					0				0	0	47.66	-
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll				0				0	0					0				0	0	117.94	-
COMMON OFFICE DEVICES																						
1. BLADE, heavy duty cutter, 10 pcs./pack	pack		3		3			3		3	24.4125		5		5		1		1	12	8.14	97.65
2. CUTTER, heavy duty	piece		7		7			2		2	45.864				0				0	9	22.93	206.39
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	piece		3		3				0	0					0				0	3	577.54	1,732.63

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece				0				0	0				0				0	0	30.58	-		
5. PUNCHER, heavy duty	piece		2		2		1		1	109.179		1		1				0	4	109.18	436.72		
6. SCISSORS, (6")	pair		5		5				0	0		3		3		2		2	10	16.31	163.07		
7. SHARPENER, single cutterhead	piece		2		2				0	0				0				0	2	185.64	371.28		
8. STAMPING DATER, self-inking stamp	piece				0				0	0				0				0	0	502.30	-		
9. STAPLER, heavy duty, standard	piece		5		5		1		1	114.093		1		1		1		1	8	114.09	912.74		
10. STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece		1		1				0	0				0				0	1	1,112.75	1,112.75		
11. STAPLE REMOVER, plier type	piece		2		2				0	0				0				0	2	18.31	36.62		
12. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		1		1				0	0				0		1		1	2	34.94	69.89		
13. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece				0				0	0				0				0	0	32.20	-		
14. WASTE BASKET, plastic	piece		6		6				0	0		1		1		1		1	8	28.39	227.14		
COMMON JANITORIAL SUPPLIES																							
1. BATHROOM SOAP, 90gms.	piece				0				0	0				0				0	0	22.39	-		
2. BROOM, soft (tambo)	piece		8		8				0	0		6		6				0	14	103.74	1,452.36		
3. BROOM, STICK (tingting)	piece		8		8				0	0		6		6				0	14	25.12	351.62		
4. CLEANSER, scouring powder, 350gms.	canister		17		17		3		3	45.36		13		13		12		12	45	15.12	680.40		
5. DETERGENT POWDER, all purpose, 500gms.	pouch		1		1		1		1	26.208		1		1		1		1	4	26.21	104.83		
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar		5		5		3		3	54.558		3		3		3		3	14	18.19	254.60		
7. DISINFECTANT SPRAY, 400 grams net content	can		12		12		1		1	120.12		11		11		1		1	25	120.12	3,003.00		
8. DUST PAN, non-rigid plastic, with detachable handle	piece		1		1				0	0		1		1				0	2	38.09	76.19		
9. FLOOR WAX, paste, natural, 2kgs.	can				0				0	0				0				0	0	234.78	-		
10. FLOOR WAX, paste, red, 2kgs.	can				0				0	0				0				0	0	229.32	-		
11. FLOOR WAX, liquid type, 3.75-5.0L/ plastic container	container				0				0	0				0				0	0	389.03	-		
12. FURNITURE CLEANER, 300mL/can min	can		1		1		1		1	88.998		1		1		1		1	4	89.00	355.99		
13. INSECTICIDE, 600mL/can	can		6		6		5		5	616.98		2		2		3		3	16	123.40	1,974.34		
14. MOP BUCKET, heavy duty, hard plastic, min: 370mm(L), 475mm(W), 245mm(H); 30L capacity, with 4 wheel ball caster, with squeezer, with precautionary markings	piece				0				0	0				0				0	0	1,965.60	-		
15. MOP HANDLE, screw type, aluminum handle	piece				0				0	0				0				0	0	131.04	-		
16. MOP HANDLE, screw type, wooden handle	piece		1		1				0	0		1		1				0		98.28	-		
17. MOP HEAD, 100% rayon, 400g	piece		6		6				0	0		1		1		5		5	12	87.36	1,048.32		
18. RAG, COTTON, (7") in diameter, assorted colors	kilo		1		1				0	0		1		1				0	2	45.86	91.73		
19. SCOURING PAD, economy size	pack				0				0	0				0				0	0	123.23	-		
20. TOILET BOWL & URINAL CLEANER, 900ml	bottle		9		9		1		1	0		9		9		7		7	26	43.68	1,135.68		
21. TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	box		12		12		7		7	171.99		10		10		12		12	41	24.57	1,007.37		
22. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll		5		5		1		1	151.62		3		3		4		4	13	151.62	1,971.06		

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
LEGAL SIZE PAPER																							
1. PAPER, bond, Premium Grade	ream		68		68			37		37	4235.43		42			42		61		61	208	114.47	23,809.97
2. PAPER, mimeograph, Groundwood	ream				0					0	0				0				0	0	0	97.08	-
3. PAPER, mimeograph, Whitewove	ream				0					0	0				0				0	0	0	118.48	-
4. PAPER, for Plain Paper Copier	ream				0					0	0				0				0	0	0	118.64	-
5. PAPER, multicopy, legal, for laser printing	ream		75		75			70		70	9632.91		60		60		75		75	280	137.61	38,531.64	
6. Paper short size -8-1/2x11, Sub. 24	ream		5		5					0	0				0				0	0	0	200.00	-
COMMON OFFICE EQUIPMENT																							
1. AIRPOT, 3.8 liters, w/ dispenser	unit				0					0	0				0				0	0	0	1,310.40	-
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit				0					0	0				0				0	0	0	2,042.04	-
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit				0					0	0				0				0	0	0	977.34	-
4. CALCULATOR, scientific, 10 digits, casdot matrix, solar/ cell type power source	unit		3		3			3		3	1303.85				0				0	6	0	434.62	2,607.70
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit				0					0	0				0				0	0	0	156.16	-
6. CHAIR, monobloc, without armrest, beige	unit				0					0	0				0				0	0	0	294.84	-
7. CHAIR, monobloc, without armrest, white	unit				0					0	0				0				0	0	0	294.84	-
8. 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		1		1					0	0				0				0	1	0	6,497.40	6,497.40
9. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 16 times, (1600%) consecutive zoom, PC and Doc Cam VS	unit				0					0	0				0		1		1	1	0	26,426.40	26,426.40
10. ELECTRIC FAN, orbit type	unit				0					0	0				0				0	0	0	1,308.22	-
11. ELECTRIC FAN, with stand	unit				0					0	0				0				0	0	0	860.50	-
12. ELECTRIC FAN, wall type	unit				0			1		1	980.616				0				0	1	0	980.62	980.62
13. ELECTRIC FAN, industrial, 18" metal blade	unit				0					0	0				0				0	0	0	1,089.82	-
14. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0					0	0				0				0	0	0	3,677.86	-
15. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0					0	0				0		4		4	4	0	1,360.63	5,442.53
16. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, stored pressure type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit				0					0	0				0		2		2	2	0	4,136.50	8,272.99
17. 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				0					0	0				0				0	0	0	2,839.20	-
18. MULTIMEDIA PROJECTOR, 3000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit		2		2					0	0				0		1		1	3	0	19,546.80	58,640.40

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total				
19. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit		1		1				0	0				0				0	1	8,817.90	8,817.90		
20. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit				0				0	0				0				0	0	3,276.00	-		
21. PRINTER, automatic data processing, impact, dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual	unit				0				0	0				0				0	0	17,472.00	-		
22. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual, ribbons, cables and manual, LX-310+ II	unit				0				0	0				0				0	0	6,123.10	-		
23. PRINTER, laser, 24ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable, software drivers and complete documentation	unit				0				0	0				0				0	0	1,736.28	-		
24. PRINTER, impact dot matrix, 24-pins, 136 columns, 480 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				0	0				0				0	0	19,338.03	-		
25. PRINTER, inkjet, wireless capable, 55 ppm speed, with 2.0" MGD display, 512 MB memory, 500 sheets input tray, duplex printing capable	unit				0				0	0				0				0	0	24,780.00	-		
26. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit		1		1				0	0				0				0	1	10,918.91	10,918.91		
27. TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0	0				0				0	0	1,294.02	-		
28. TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0	0				0				0	0	1,295.07	-		
29. ELECTRONIC TIME RECORDER, (bundy clock), electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0				0	0				0				0	0	3,209.26	-		
30. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit		1		1				0	0				0				0	1	1,089.82	1,089.82		
31. Industrial Fan 18" metal blade	unit				0		1		1	979.52				0				0	1	979.52	979.52		
HANDBOOKS ON PROCUREMENT																							
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 300 pages,	piece				0				0	0				0				0	0	30.35	-		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																							
Office Equipment and Accessories																							
1 Computer table	pc.		20		20				0	0				0				0	20	2,000.00	40,000.00		
2 Computer chair (Swevel w/armrest)	pc.				0				0	0				0				0	0	2,000.00	-		
3 EPSON Printer 3 in 1	unit				0				0	0				0				0	0	4,000.00	-		
4 Printer L210					0				0	0				0				0	0	-	-		
5 LCD monitor, 23"	pc.		5		5				0	0				0				0	5	9,000.00	45,000.00		

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
6 UPS 500 watts	pc.		10		10				0	0				0				0	10	2,000.00	20,000.00		
7 FX 9860 G 5D Programmable Calculator	unit				0				0	0				0				0	0	7,000.00	-		
8 GPS (Garmin Montana 10 "680 Montana")	unit		2		2		2		2	18000				0				0	4	9,000.00	36,000.00		
9 Digital Panoramic Camera	unit				0				0	0				0				0	0	9,999.00	-		
10 Calculator, Ex-9860G SD, USB Power Graphic, 1.5MB Flash Memory, 64KB RAM	unit				0				0	0				0				0	0	7,000.00	-		
11 LCD Projector w/3000 has/lumen & Tripod	unit		1		1		1		1	24200				0				0	2	24,200.00	48,400.00		
12 Steel Cabinet, 5 shelves, swing door	set		6		6				0	0			1		1			0	2	15,000.00	30,000.00		
13 Steel Cabinet, 3 shelves, sliding door			5		5		1		1	9000			1		1			0	0	9,000.00	-		
14 Office table, steel, 3 side drawers, 1 front drawer			4		4				0	0				0				0	0	8,500.00	-		
15 Office Chaire, Swevel			38		38				0	0				0				0	0	3,500.00	-		
16 Airconditioning unit, split type			4		4				0	0				0				0	0	45,000.00	-		
17.Epson L1300 Printer Continuous Ink	unit		1		1				0	0				0				0	1	18,995.00	18,995.00		
18. GPS (Garmin Oregon) 650T	unit		7		7		5		5	125000				0				0	12	25,000.00	300,000.00		
19 . LaptopAcerv3-575-79xk intelcorei7-6500, 8gb,1TB,4GB videocard	unit		8		8		3		3	135000			2		2			0	13	45,000.00	585,000.00		
20. Office Table	unit		10		10		0		0	0				0				0	10	2,500.00	25,000.00		
20. Map Steel Cabinet	unit		1		1		0		0	0				0				0	1	5,000.00	5,000.00		
21. Desktop intel cori7-4790,8GB RAM, 23" monitor, 4GB DRR5,	unit		4		4		2		2	40000				0				0	6	20,000.00	120,000.00		
Office Supplies																							
1 Paper, short, 80gsm.	rm.				0				0	0				0				0	0	112.00	-		
2 High Quality Office paper					0				0	0				0				0	0	112.00	-		
3 Paper, short, size - 8-1/2 x 11. Substance 24	rm.				0				0	0				0				0	0	200.00	-		
4 Pencil No. 1	doz.				0				0	0				0				0	0	130.00	-		
5 F-7155 (MESD, GEO)	pc.				0				0	0				0				0	0	600.00	-		
6 Linen paper, yellow, concord water mark laid paper, A4	rm.		1		1				0	0			1		1			0	2	250.00	500.00		
7 Linen Paper, white concord water, legal	rm.		1		1				0	0			1		1			0	2	250.00	500.00		
8 Correction Fluid, water base	btl.				0				0	0				0				0	0	25.00	-		
9 Correction Tape. 5mm x 8mm	roll				0				0	0				0				0	0	20.00	-		
10 Ballpen, black	bx.		9		9		7		7	490			7		7		5	5	28	70.00	1,960.00		
11 Signpen, refillable, 0.5 black	doz.		6		6		5		5	1080			5		5		2	2	18	216.00	3,888.00		
12 Signpen refill, 0.5 black	doz.		4		4		3		3	648			4		4		2	2	13	216.00	2,808.00		
13 Transparency film for OHP/PPC, 210mm x 297mm (A4)	box				0				0	0				0				0	0	250.00	-		
14 Transparency film, legal	box				0				0	0				0				0	0	250.00	-		
15 Expanding folder with tag, legal Green	pcs.		74		74		32		32	272			22		22		12	12	140	8.50	1,190.00		
16 Engineering Field book "right in the Rain"	pc.		20		20		20		20	700			10		10		10	10	60	35.00	2,100.00		
17 Cork Board, 48 x 48 inches	pc.		1		1				0	0				0				0	1	600.00	600.00		
18 Stapler with staple remover	pc.		4		4		3		3	1185			3		3		1	1	11	395.00	4,345.00		
19 Scientific Calculator fx - 9860G SD	pc.				0				0	0				0				0	0	1,185.00	-		
20 Staedler -size: .01; 02; 03; .05; 1.0	set		1		1				0	0				0				0	1	3,000.00	3,000.00		
21 Leroy (templates) size - 60, 80,100,120,140,200,240	set		1		1				0	0				0				0	1	2,000.00	2,000.00		
22 Mechanical pencil (0.5)	pc.				0				0	0				0				0	0	200.00	-		
23 Staedler Eraser	pc.		2		2		1		1	50			1		1		1	1	5	50.00	250.00		

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
24 Scriber	pc.		1		1				0	0				0				0	1	450.00	450.00
25 Staedler Ink, black	btl.		1		1		1		1	150		1						0	3	150.00	450.00
26 Erasing Shield	pc.				0				0	0				0				0	0	150.00	-
27 Tracing Paper 42" (60/65)	tube		3		3		2		2	2000				0				0	5	1,000.00	5,000.00
28 Triangles 40 x 60 and 45 degrees	pc.				0				0	0				0				0	0		-
29 Expanding folder	box		2		2		4		4	2000				0				0	6	500.00	3,000.00
30 Paper fastener, plastic	box		10		10		10		10	280		10		10		10		10	40	28.00	1,120.00
31 Transparent folder, short	pck.				0				0	0				0				0	0	173.35	-
32 Transparent folder, long	pck.				0				0	0				0				0	0	160.00	-
33 Tray, two layers	cart.		1		1				0	0				0				0	1	500.00	500.00
34 Packing tape, 1"	roll		5		5		5		5	71.5		5		5		5		5	20	14.30	286.00
35 Ballpen, red	box.		1		1				0	0		1		1		1		1	3	70.00	210.00
36 Car Freshener, hang up	pc.		6		6				0	0		6		6		12		12	24	85.00	2,040.00
37 Ballpen, blue	box		2		2				0	0		0		0				0	2	70.00	140.00
38 Mouse,netscrol optical mouse	pc.		10		10				0	0		0		0				0	10	280.00	2,800.00
39 Keyboard, KB100 USB	pc.		3		3				0	0		0		0				0	3	200.00	600.00
42 Specialty paper, A4, 85gsm, brilliant color	rm.				0				0	0				0				0	0	500.00	-
43 Specialty paper, A4, 85gsm, cornfield yellow	rm.				0				0	0				0				0	0	500.00	-
44 Specialty paper, legal, 85, light yellow	pk.				0				0	0				0				0	0	50.00	-
45 Photo paper, glossy, A4, 180-200gsm	pk.				0				0	0				0				0	0	50.00	-
46 Push pin					0				0	0				0				0	0		-
47 Stapler					0				0	0				0				0	0		-
48 Puncher					0				0	0				0				0	0		-
49 Magic tape, 1"	roll		5		5		5		5	120		5		5		5		5	20	24.00	480.00
50 Glue, big 130g	btl.		2		2		2		2	96		2		2				0	6	48.00	288.00
51 Glue Universal use	gal.		5		5		5		5	750				0				0	10	150.00	1,500.00
52. Sliding folder, plastic, short	pcs.		42		42		20		20	130		20		20		20		20	102	6.50	663.00
52. Sliding folder, plastic, Long	pcs.		42		42		20		20	160		20		20		20		20	102	8.00	816.00
53. Expanding folder green	pcs.		124		124		20		20	300		20		20		30		30	194	15.00	2,910.00
54. Yellow pad	pad		23		23		2		2	30		1		1				0	26	15.00	390.00
55.Box Filler, marron, closed ends with ring finger 10pcs./box	box		7		7		7		7	910		7		7		7		7	28	130.00	3,640.00
55 Box Filler, blue, closed ends, with ring finger	box		2		2		2		2	260		2		2		2		2	8	130.00	1,040.00
56 HP Plater paper Q1398a 42m,150ft (1067mmx45.7)	roll		35		35		5		5	12500				0				0	40	2,500.00	100,000.00
57 Linen Paper, yellow concord water marked laid A4	ream				0				0	0				0				0	0	220.00	-
58 Linen Paper, white concord water, legal	ream				0				0	0				0				0	0	220.00	-
59 Signpen, refelable, blue	dz.		1		1		1		1	216				0				0	2	216.00	432.00
80 Paper, short, size - 8.-1/2 x 14,. Substance 24			15		15		10		10	2388				0		15		15	40	238.80	9,552.00
81 Valiant Engineering Field Book	pc.				0				0	0				0				0	0	75.00	-
82 Tracing paper Precut 20x30 (60/65)	tube		2		2		2		2	1594.72		2		2		2		2	8	797.36	6,378.88
83 Kippy Paste w/applicator	jar		1		1		1		1	15		1		1		1		1	4	15.00	60.00
84 Steel Ruler 1m	pcs.		2		2				0	0				0				0	2	200.00	400.00
85 Steel Ruler 12" inch.	pcs.		2		2				0	0				0				0	2	50.00	100.00
86. Other Supply (GEO)	unit		1		1		1		1	50100		1		1		1		1	4	50,100.00	200,400.00
87. Glue Stick, Big	pcs.		4		4		0		0	0		4		4		4		4	12	9.00	108.00
88. Transparent Film 42"	roll		1		1		0		0	0		0		0		0		0	1	2,000.00	2,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
88. Transparent Film 36"	roll		1		1		0		0	0		0		0		0		0	1	2,000.00	2,000.00
99. Sticky Notes 3" Square	pcs.		10		10		10		10	400		5		5		5		5	30	40.00	1,200.00
100. PVC Cover A4 100pcs.	box		4		4		2		2	1400		2		2		2		2	10	700.00	7,000.00
101. PVC Cover 8.5x13 in 100pcs.	box		4		4		2		2	1500		2		2		2		2	10	750.00	7,500.00
88 Pigment liner 0.3, waterproof black, steadler	pcs.		50		50		36		36	3276		36		36		36		36	158	91.00	14,378.00
Audio & visual presentation & Composing Equip.																					-
1. Voice Recorder	unit				0				0	0				0				0	0	2,000.00	-
2					0				0	0				0				0	0		-
3					0				0	0				0				0	0		-
4					0				0	0				0				0	0		-
5					0				0	0				0				0	0		-
6					0				0	0				0				0	0		-
7					0				0	0				0				0	0		-
8					0				0	0				0				0	0		-
9					0				0	0				0				0	0		-
10					0				0	0				0				0	0		-
Photographic or filming or video equipment																					-
1. Camera, Water proof	unit				0		2		2	20000				1				0	3	10,000.00	30,000.00
2. Geotaging Device	unit				0		1		1	30000				0				0	1	30,000.00	30,000.00
3. Canon-Camera-Power Shot SX60 HS	unit		5		5				0	0				0				0	5	26,998.00	134,990.00
4					0				0	0				0				0	0		-
5					0				0	0				0				0	0		-
6					0				0	0				0				0	0		-
7					0				0	0				0				0	0		-
8					0				0	0				0				0	0		-
9					0				0	0				0				0	0		-
10					0				0	0				0				0	0		-
Other Equipment and Supplies (Petrolab)										0											-
1. Rock Cutter 12", 2 speed Trim Saw Fabricated	unit		1		1				0	0				0				0	1		-
2. Rock cutter 8" 2 speed Trim Saw Fabricated	unit		1		1				0	0				0				0	1		-
3. Lapidary polisher 12" Fabricated	pc.		1		1				0	0				0				0	1		-
4. Chromic Oxide	kg.		1		1				0	0				0				0	1		-
5. Grinding compount (Abrasive Powder, Grit 240, 320,400,600,800,1000	kg.		1		1				0	0				0				0	1		-
6. Wrench	pc.		1		1				0	0				0				0	1		-
7. Monkey Wrench	pc.				0				0	0				0				0	0		-
8. Diamond Blade, continuous 12" and 8"	pc.		1		1				0	0				0				0	1	58,000.00	58,000.00
9. Tongue and groove plier	pc.		1		1				0	0				0				0	1	620.00	620.00
10. Pipe wrench big	pc.		1		1				0	0				0				0	1	800.00	800.00
11. Pipe wrench medium	pc.		1		1				0	0				0				0	1	500.00	500.00
2					0				0	0				0				0	0		-
3					0				0	0				0				0	0		-
4					0				0	0				0				0	0		-
5					0				0	0				0				0	0		-
6					0				0	0				0				0	0		-
7					0				0	0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total					
8					0				0	0				0				0	0					-
9					0				0	0				0				0	0					-
10					0				0	0				0				0	0					-
Lighting and fixtures and accessories										0														-
1					0				0	0				0				0	0					-
2					0				0	0				0				0	0					-
3					0				0	0				0				0	0					-
4					0				0	0				0				0	0					-
5					0				0	0				0				0	0					-
6					0				0	0				0				0	0					-
7					0				0	0				0				0	0					-
8					0				0	0				0				0	0					-
9					0				0	0				0				0	0					-
10					0				0	0				0				0	0					-
Electrical equipment and components and supplies										0														-
1 Battery, lithium CR-2032	pc.				0				0	0				0				0	0			12.00		-
2. Alkaline Bttery (Duracell) 4pc/pack	pack		200		200		200		200	36000		100		100		100		100	600			180.00		108,000.00
3. Charger for rechargeable battery, size AA	pc.		2		2				0	0				0				0	2			300.00		600.00
4. Flourescent bulb set with reflector glass	set				0				0	0				0				0	0			300.00		-
5. Heavy duty extension wire with 5 outlet	set		4		4				0	0				0				0	4			300.00		1,200.00
6. Rechargeable battery AA with charger	set		8		8		3		3	3600				0				0	11			1,200.00		13,200.00
7. Rechargeable battery AAA with charger, 1000 mAH	set		8		8		3		3	600				0				0	11			200.00		2,200.00
8. Electric mop	unit				0				0	0				0		1		1	1					-
9. Electric fan	unit				0				0	0				0				0	0					-
10. Refrigerator	unit		1		1				0	0				0				0	1			7,500.00		7,500.00
11. Energizer Battery	pack				0				0	0				0				0	0			90.00		-
12. Hot Plate	unit		1		1				0	0				0				0	1			1,500.00		1,500.00
13. LED screen TV 43"	unit		1		1				0	0				0				0	1			15,000.00		15,000.00
14. SANYO NI-MH2700 Battery	pack				0				0	0				0				0	0			110.00		-
Computer Supplies										0														-
1 HP Plotter Paper, Q1398A, 42m., 150 ft., 1067mm x 45.7)	roll				0				0	0				0				0	0			2,500.00		-
2 Computer ink, Cannon CL706, black	box				0				0	0				0				0	0			395.00		-
3 Computer ink, Cannon CL706, colored	box				0				0	0				0				0	0			395.00		-
4 Ink Cartridge CE411A 305A, black	box				0				0	0				0				0	0			3,629.00		-
5 Computer ink, optimum toner cartridge,OPT210A	box		2		2				0	0		2		2				0	4			2,980.00		11,920.00
6 Computer ink HP-CE-285-A cartridge	cart.				0				0	0				0				0	0			3,100.00		-
7 Computer ink, continuous ink, cyan	btl.		10		10		10		10	5000		10		10		10		10	40			500.00		20,000.00
8 Computer ink, continuous ink, magenta	btl.		10		10		10		10	5000		10		10		10		10	40			500.00		20,000.00
9 Computer ink, continuous ink, yellow	btl.		10		10		10		10	5000		10		10		10		10	40			500.00		20,000.00
10 Computer ink, continuous ink, black	btl.		10		10		10		10	5000		10		10		10		10	40			500.00		20,000.00
11 Computer ink, optimum toner cartridge, OPT 213A	box		3		3		1		1	3200		1		1		1		1	6			3,200.00		19,200.00
12 USB, 16GB, plug and play	pc.				0				0	0				0				1	1			500.00		500.00
13 Anti Virus 5 in 1	unit		5		5		2		2	3496		1		1				0	8			1,748.00		13,984.00
14 HP Plotter paper, 34 or 36 in. x 150 ft.	roll				0				0	0				0				0	0			3,400.00		-
15 Mouse,netscrol optical mouse	pc.		10		10		2		2	560				0				2	14			280.00		3,920.00

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
1 Airfreshener spray, assorted scents	btl.		3		3		3		3	300		3		3		3		3	12	100.00	1,200.00
2 Airfreshener spray, lemon	btl.				0				0	0				0				0	0	76.00	-
3 Dishwashing soap	gal		2		2		1		1	220		1		1		1		1	5	220.00	1,100.00
4 Dishwashing liquid 500 ml	btl.		3		3		3		3	405		3		3		3		3	12	135.00	1,620.00
5. Tire Outer Rim Brigestone 31x50	Tube				0				0	0				0				0	0	5,000.00	-
6 Printing and Biding	cps.				0				0	0				0				0	0	500.00	-
7 Repaire and Maintenance of Vehicles	unit				0				0	0				0				0	0	30,000.00	-
8 Diesel and Oil	ltr.		60		60		60		60	2100				0				0	120	35.00	4,200.00
9 Drawing Table with computer side drawer	set		1		1				0	0				0				0	1	7,000.00	7,000.00
10. Deuter Futura Pro 36 Hiking Bag (Black/Granite/Fire)	pcs.		12		12		3		3	17523				0				0	15	5,841.00	87,615.00
11. Amer. Rec Wenzel Lakedside 4odeg. Sleeping Bag	pcs.		12		12		3		3	6000				0				0	15	2,000.00	30,000.00
12.Clinometer Compass"Tandem"	unit		5		5				0	0				0				0	5	9,000.00	45,000.00
13,Brunton Compass	unit		2		2				0	0				0				0	2	25,000.00	50,000.00
14. Cellphone, Huawei P8	unit		1		1				0	0				0				0	1	22,000.00	22,000.00
15. Pocket Wifi-Huawei	unit		5		5				0	0				0				0	5	3,000.00	15,000.00
16. Distance meter	unit		4		4				0	0				0				0	4	8,500.00	34,000.00
17. Tent	pcs.		2		2		5		5	5000				0				0	7	1,000.00	7,000.00
18. Internet Subdription PLDT Fiber 50MBPS unlimited	unit		3		3		3		3	10500		3		3		3		3	12	3,500.00	42,000.00
19 Tire outer rim Brigetone 31X50	tube				0				0	0		4		4		16		16	20	5,000.00	100,000.00
20. Water/coffee cups	pack		20		20		10		10	500		10		10		10		10	50	50.00	2,500.00
21. Repair and maintenance of Vehicles	unit		1		1		1		1	30000		1		1		1		1	4	30,000.00	120,000.00
22. Diesel and oil	ltr.		780		780		690		690	24150		540		540		390		390	2400	35.00	84,000.00
23. hand sanitizer, wall type	btl.		2		2		1		1	100		1		1		1		1	5	100.00	500.00
24. Field Shoes Merrel Waterproof Ultra Sports	pair		5		5		5		5	25000				0				0	10	5,000.00	50,000.00
25. Plate dish rack	pc.		1		1				0	0				0				0	1	1,000.00	1,000.00
26. Laboratory Ring Pulverize(Impact Ring) Final Fineness:10-20um speed 110-1300rpm;250ml cap	unit		1		1				0	0				0				0	1	30,500.00	30,500.00
27. Lab rock crusher Final Fitness:1-15mm, feed size up to 95mm	unit		1		1				0	0				0				0	1	30,000.00	30,000.00
28. Hand Grinder/Cutter, Makita	unit		1		1				0	0				0				0	1	4,500.00	4,500.00
29. Canada Balsem 250ml	btl.		6		6				0	0				0				0	6	3,300.00	19,800.00
C. TOTAL (A + B):																					4,637,866.94
D. ADDITIONAL PROVISION FOR INFLATION (10%) of TOTAL)																					463,786.69
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
F. MONTHLY CASH REQUIREMENTS (In Pesos)																					
F.1 Available at Procurement Service Stores					217042				89750.9					74870				131070			512732.8705
F.2 Other Items not available at PS but regulary purchased from other sources					2204035				917840					481836				468499			4072209.64
TOTAL MONTHLY CASH REQUIREMENTS					2421077				1007590					556706				599569			4584942.511

*Other categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2		July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		

***Prices are FOB Manila/Applicable for items under A.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

RICHARD B. LOSO
Property/Supply Officer

EVALYN E BARILLO
Local Budget Officer

NONITA S. CAGUIOA
Head of Office/Agency