

ANNUAL PROCUREMENT PLAN FOR 2012

For Common-Use Supplies and Equipment

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office : **ORANI WATER DISTRICT**
 Region : **III**
 Address : **CENTRO UNO, ORANI, BATAAN**

Contact Person : **CONRADO D. BUENAVENTURA JR.**
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece														0	67.27	-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			5			5			5				5	20	36.40	728.00
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet			5			5			5				5	20	14.56	291.20
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece														0	32.14	-
9. FLUORESCENT TUBE, 36 watts	piece														0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece														0	103.79	-
11. FUSE, 30 amperes	piece														0	10.90	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece														0	3.73	-
14. TAPE, electrical	roll	1					1								2	18.20	36.40
COMMON COMPUTER SUPPLIES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box														0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box														0	818.48	-

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COMMON COMPUTER SUPPLIES																	
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	912.60	-
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	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box														0	722.80	-
9. COMPACT DISK CASE	piece														0	50.84	-
10. CD DRIVE CLEANER	piece														0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece														0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece														0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece														0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece														0	20.02	-
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece	1					1								2	292.08	584.16
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece														0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart														0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart														0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (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 C8727A (HP 27)	cart														0	743.58	-
25. INK CARTRIDGE, HP C8728A (HP 28)	cart														0	873.12	-
26. INK CARTRIDGE, HP C6656A (HP 56)	cart														0	810.90	-
27. INK CARTRIDGE, HP C6657A (HP 57)	cart														0	1,352.52	-
28. INK CARTRIDGE, HP C9351A (HP 21)	cart														0	615.06	-
29. INK CARTRIDGE, HP C9352A (HP 22)	cart														0	708.90	-
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	cart														0	256.02	-
35. INK CARTRIDGE, HP CB315A	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	-
41. INK CARTRIDGE, Epson TO39	cart														0	755.82	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total					
COMMON COMPUTER SUPPLIES																			
42. MOUSE, PS/2 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, for Kyocera Mita KM-1505/1510/1810	cart																0	3,843.84	-
70. TONER, 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																0	76.75	-
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																0	603.20	-
2. AIR FRESHENER, 280ml/can	can	3					3										6	92.56	555.36
3. ALCOHOL, 70% isopropyl	bottle	5		5		5		5			5			5			30	37.70	1,131.00
4. AUDIO CASSETTE TAPE, 90min.	piece																0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack																0	91.50	-
6. CARBON FILM, polyethylene, A-4, 100s/box	box																0	349.44	-
7. CARBON FILM, 216mm x 330mm, 100s/box	box																0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack		5														5	72.80	364.00

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COMMON OFFICE SUPPLIES																			
9. CARTOLINA, white, 20s/pack	pack		1														1	57.20	57.20
10. CHALK, white enamel, approx. 140s/box	box	1															1	34.81	34.81
11. CLIP, bulldog (3")	piece																0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box																0	10.42	-
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, 55gsm	pad																0	21.84	-
17. COLUMNAR PAD, 14 cols, 55 gsm	pad																0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad																0	45.76	-
19. COLUMNAR PAD, 18 cols, 55 gsm	pad																0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece																0	19.64	-
21. CORRECTION FLUID, 15mL.	bottle			3				3				3					9	9.82	88.38
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	70.72	-
24. ENVELOPE,documentary(10"x15"),500s/box	box																0	577.20	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box																0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box	2		2			2			2			2				10	159.78	1,597.80
27. ENVELOPE, mailing white with window,500s	box																0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box																0	196.04	-
29. ENVELOPE, expanding, plastic, legal size	piece																0	41.36	-
30. ENVELOPE,documentary, A4, 500s/box	box																0	526.24	-
31 ERASER, blackboard/whiteboard	piece	1															1	11.44	11.44
32. ERASER, rubber	piece																0	4.68	-
33. FILE ORGANIZER, expanding, legal, assorted colors	piece																0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack																0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack																0	413.92	-
36. FOLDER, tagboard, A4 size, 100s/box	pack																0	253.76	-
37. FOLDER, morocco/fancy, legal size,50s/ pack	pack																0	301.60	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle																0	312.00	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack																0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack																0	202.68	-
41. GLUE, all purpose, 300 grams min.	jar																0	37.43	-
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece																0	32.97	-
43. INDEX CARD,3"x 5",ruled both sides,500s/ pack	pack																0	44.45	-
44. INDEX CARD, 5" x 8",ruled both side,500s/ pack	pack																0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box																0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box																0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box																0	67.60	-
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube																0	11.44	-
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack																0	493.54	-
50. MAGAZINE FILE BOX, medium	piece																0	49.56	-
51. MAGAZINE FILE BOX, large	piece																0	44.61	-
52. MAP PIN, round head, 100s/box	box																0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set																0	41.60	-
54. MARKING PEN, whiteboard, black	piece																0	15.08	-

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COMMON OFFICE SUPPLIES																	
55. MARKING PEN, whiteboard, blue	piece														0	15.08	-
56. MARKING PEN, whiteboard, red	piece														0	15.08	-
57. MARKING PEN, permanent, black	piece														0	14.32	-
58. MARKING PEN, permanent, blue	piece														0	14.32	-
59. MARKING PEN, permanent, red	piece														0	14.32	-
60. MARKING PEN, transparency film	set														0	84.24	-
61. NOTE BOOK, stenographer's	piece														0	7.49	-
62. NOTE PAD, (3"x3")	pad														0	36.40	-
63. NOTE PAD, (3"x4")	pad														0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad														0	112.32	-
69. NOTE PAD, (2"x3")	pad														0	31.20	-
66. OIL, 120ml., for typewriter	bottle														0	30.99	-
67. PAPER, bond, Premium Grade,A4	ream	4	4	4	4	4	4	4	4	4	4	4	4	48	104.80	5,030.40	
68. PAPER, mimeo, Groundwood, A4	ream														0	56.06	-
70. PAPER, mimeo,WhiteWove, A4	ream														0	102.44	-
71. PAPER, PPC, A4	ream														0	144.35	-
72. PAPER, PPC, B4	ream														0	194.66	-
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad														0	20.57	-
74. PAPER, thermal,210mmx30M	roll														0	36.40	-
75. PAPER, thermal, 216mmx30M	roll														0	37.44	-
76. PAPER,multicopy, A4	ream														0	139.32	-
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream														0	161.20	-
78.PAPER FASTENER,non-rust metal,50 sets/box	box														0	82.04	-
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	dozen			1			1				1			1	4	24.89	99.56
82. PENCIL, mechanical, 0.5mm lead	piece														0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box	2					2								4	30.00	120.00
84. RECORD BOOK, 300 pages	book	2													2	50.44	100.88
85. RECORD BOOK, 500 pages	book	1													1	77.98	77.98
86. RIBBON, nylon, manual typewriter	spool														0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece														0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece														0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece														0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece														0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece														0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece														0	28.13	-
92. RUBBER BAND, #18, min.445 gms./box	box	1					1							1	3	132.68	398.04
93. RULER, plastic, 12"	piece														0	3.64	-
94. RULER, plastic, 18"	piece														0	36.40	-
95.. SIGN PEN, black	piece	4		4		4		4		4		4		24	41.48	995.52	
96. SIGN PEN, blue	piece														0	41.48	-
97. SIGN PEN, red	piece														0	41.48	-
98. STAMP PAD INK, violet, 50ml.	bottle						1							1	2	27.04	54.08
99. STAMP PAD, felt pad	piece														0	24.96	-
100. STAPLE WIRE, standard, #35	box	4		4		4		4		4		4		24	25.98	623.52	
101. TAPE, adding machine	roll														0	10.66	-

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COMMON OFFICE SUPPLIES																	
102. TAPE, masking (1"), 24mm, 50 meters length	roll														0	41.60	-
103. TAPE, masking (2"), 48mm, 50 meters length	roll														0	83.82	-
104. TAPE, transparent, (1"), 24mm, 50 meters	roll														0	41.60	-
105. TAPE, transparent, (2"), 48mm, 50 meters	roll														0	20.38	-
106. TAPE, packaging, 48mm, 50 meters length	roll														0	19.24	-
107. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle														0	97.76	-
108. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle														0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	1	12	61.15	733.80
122. TWINE, plastic, one kilo per roll	roll														0	57.20	-
109. 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	2													2	27.04	54.08
3. PUNCHER, heavy duty	piece														0	114.40	-
4. SCISSORS, (6")	pair	2													2	18.72	37.44
5. SHARPENER, single cutterhead	piece	1													1	147.35	147.35
6. STAMPING DATER, self-inking stamp	piece														0	436.80	-
7. STAPLER, heavy duty, standard	piece	2					2								4	162.84	651.36
8. STAPLE REMOVER, twin jaws	piece	2					2								4	19.64	78.56
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		2												2	40.23	80.46
10. WASTE BASKET, plastic	piece	2					2								4	20.99	83.96
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece	2	2	2	2	2	2	2	2	2	2	2	2	2	24	14.56	349.44
2. BROOM, soft (tambo)	piece		1	2					2					2	9	119.60	1,076.40
3. BROOM, STICK (tingting)	piece			1				1						1	4	19.76	79.04
4. CLEANSER, powder, 350gms.	canister														0	17.32	-
5. DETERGENT POWDER, 500gms.	pouch														0	18.61	-
6. DETERGENT BAR	bar														0	18.72	-
7. DISINFECTANT SPRAY, 340 gm.	can														0	190.63	-
8. DUST PAN, plastic w.handle,large	piece	2					2								4	26.00	104.00
9. FLOOR WAX, paste, natural,2kg.	can														0	218.40	-
10. FLOOR WAX, paste, red, 2kg.,	can														0	306.80	-
11. FLOOR WAX, liquid type, 3.75li.	can														0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can	2													2	122.72	245.44
13. INSECTICIDE, 600ml.(420g)/can	can							1							2	116.48	232.96
14. MOPHANDLE, screw type, wooden handle	piece														0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece							1						1	2	71.76	143.52
16. RAG, COTTON, (7") in diameter	kilo														0	43.68	-
17. SCOURING PAD, economy size	pack														0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	1						1							2	62.40	124.80
19. TOILET DEODORANT CAKE, 99%, 50gms.	box														0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll	5						5							10	103.79	1,037.90

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream	3	3	3	3	3	3	3	3	3	3	3	3	3	36	119.22	4,291.92
2. PAPER, mimeo, Groundwood	ream														0	91.52	-
3. PAPER, mimeo, Whitewove	ream														0	120.02	-
4. PAPER, for PPC	ream														0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream														0	174.72	-
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit														0	1,144.00	-
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														0	13,497.12	-
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														0	12,155.52	-
6. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit														0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit														0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit														0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit														0	161.08	-
10. CHAIR, monobloc, without armrest,beige/white	unit	12													12	239.20	2,870.40
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit														0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit														0	1,028.56	-
13. ELECTRIC FAN, with stand	unit		1												1	764.40	764.40
14. ELECTRIC FAN, wall type	unit														0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														0	934.84	-
16. FACSIMILE TRANSCEIVER, uses thermal paper 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	-
17. 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	-
18. 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	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total					
COMMON OFFICE EQUIPMENT																			
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit																0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit																0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit																0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit																0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit																0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit																0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit																0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190																		30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit																0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit																0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit																0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit																0	2,038.40	-
HANDBOOKS ON PROCUREMENT																			
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																		2,038.40	-
a. Procurement of Goods & Services, 110-115 pages	piece																0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece																0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece																0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece																0	88.40	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece														0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set														0	130.00	-
Volume I (103 pages) - white color																	
Volume II (138 pages) - light blue color																	
Volume III (124 pages) - light yellow color																	
Volume IV (118 pages) - light green color																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
REMOTE CONTROL (Aircon)	Piece														0		-
MASTER PADLOCK -Heavy Duty	Piece														0		-
MOTOROLA RADIO GP88	Unit														0		-
MOTOROLA RADIO BATTERY	Pack														0		-
MOTOROLA RADIO CHARGER	Unit														0		-
3D WATER DISPENSER	Unit														0		-
Office Supplies																	
WATER SERVICE CONTRACT (Forms)	pad	1	1	1	1	1	1	1	1	1	1	1	1	1	12	175.00	2,100.00
THERMAL ROLL 57MMX38	roll	120	120	120	120	120	120	120	120	120	120	120	120	120	1440		-
PAPER ROLL Carbonless 2Ply 76mmx70mm	roll	5	5	5	5	5	5	5	5	5	5	5	5	5	60	12.50	750.00
POS CASHIERING TAPE	piece														0		-
BALLPEN-Black	piece	10		10		10		10		10		10	10	70	4.50	315.00	
BALLPEN-Blue	piece													0		-	
BALLPEN-Red	piece	2					2		2		2	2	2	12	4.50	54.00	
BROWN ENVELOPE-Documentary- Short	piece			10			10			10			10	40	2.00	80.00	
BROWN ENVELOPE-Documentary-Long	piece			10			10			10			10	40	3.00	120.00	
CORRECTION FLUID	piece													0		-	
FOLDER- Short	piece			20			20			20			20	80	2.50	200.00	
FOLDER- Long	piece			20			20			20			20	80	3.50	280.00	
PAPER CLIP- Small	box			3			3			3			3	12	18.00	216.00	
PAPER CLIP- Big	box						2			2				4	24.00	96.00	
YELLOW PAD	pack			3			3			3			3	12	36.00	432.00	
ALCOHOL (Rubbing- 500ml 70%)	bottle													0		-	
MARKING PEN (STABILO BOSS)	piece		2		2		2		2		2		2	12	35.00	420.00	
BOARD MARKER- Black	piece		2				2				2			6	38.00	228.00	
BOARD MARKER- Blue	piece													0		-	
BOARD MARKER- Red	piece													0		-	
PENTEL PEN- Black	piece	2		2			2			2			2	10	42.00	420.00	
PENTEL PEN- Blue	piece													0		-	
PENTEL PEN- Red	piece													0		-	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
Office Supplies																		
CALCULATOR- 12 Digits	piece	1					1							1	3	550.00	1,650.00	
CALCULATOR- 14 Digits	piece													0		-		
PAPER CLAMPS- 1/2	piece													0		-		
PAPER CLAMPS- 1	piece													0		-		
PAPER CLAMPS- 3/4	piece													0		-		
PAPER CLAMPS- 2	piece													0		-		
PLASTIC PAPER FASTENER	box	3		3			3			3			3	15	24.00	360.00		
PASTE-Big	piece	1		1			1			1			1	5	32.00	160.00		
PASTE-Small	piece													0		-		
PUSH PINS (50 pcs./box)	box													0		-		
TUMBTACKS	box						2						1	3	12.00	36.00		
RULER 12inches	piece						2						2	4	16.00	64.00		
RULER 18inches	piece													0		-		
TAPE -Adding Machine	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	42.00	3,528.00		
PHOTO PAPER (12pcs./pk)	pack	1			1			1			1		1	5	118.00	590.00		
PHOTO STICKER	pack	1			1			1			1		1	5	85.00	425.00		
STAMP PAD	piece						1						1	2	80.00	160.00		
TAPE DISPENSER	piece													0		-		
SPECIAL PAPER- Board	pack													0		-		
SPECIAL PAPER- Paper	pack													0		-		
RIBBONS- Plastic- Assorted Colors	roll													0		-		
RIBBONS- Cloth- Assorted Colors	roll													0		-		
SAFETY PINS	box		5											5		-		
PLASTIC COVER	yard													0		-		
CORRECTION FLUID, 15mL.	bottle													0		-		
STAPLE WIRE, standard, #10	box	2												2	25.00	50.00		
TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0		-		
WASTE BASKET, plastic	piece													0		-		
CASIO CALCULATOR-MS 712A														0		-		
INDEX CARD 1/2														0		-		
MANILA PAPER (Whole)														0		-		
MILAN ELECTRONIC CALCULATOR COD.152512	unit													0		-		
MAILING ENVELOPE -Printed-Long	pack													0		-		
Audio and visual presentation and composing equipment																		
1														0		-		
2														0		-		
3														0		-		
4														0		-		
5														0		-		
6														0		-		
7														0		-		
8														0		-		
9														0		-		
10														0		-		

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Photographic or filming or video equipment																	
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10															0		-
Cleaning Equipment and Supplies																	
JOY DISHWASHING LIQUID	bottle	2	2	2	2	2	2	2	2	2	2	2	2	2	24	28.00	672.00
LAVATORY CLEANSER	box														0		-
PAIS	piece														0		-
ZONROX	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	18.00	216.00	
HAND SANITIZER	bottle														0		-
DUSTER (Feather)	piece														0		-
MURIATIC ACID	bottle														0		-
SCOTCHBRITE	piece														0		-
Paper Materials and Products																	
LETTER HEAD- Short	ream			5											5	380.00	1,900.00
LETTER HEAD- Long	ream			5											5	380.00	1,900.00
Lighting and fixtures and accessories																	
FLOURESCENT TUBE (PHILIPS) 20 WATTS	piece														0		-
SINGLE SWITCH (EAGLE BRAND)	piece														0		-
BULB (FIREFLY) 26 watts	piece														0		-
BULB (FIREFLY) 32 watts	piece														0		-
BULB (FIREFLY) 7 watts	piece														0		-
BULB (PHILIPS) 23 watts	piece														0		-
BULB HALLOGEN	piece														0		-
HALLOGEN FLOODLIGHT- 500 WATTS	piece														0		-
Electrical equipment and components and supplies																	
NIKON BATTERY EN-EL5	piece														0		-
EXTENSION CORD 20MTRS	unit														0	3,300.00	-
EXTENSION CORD -HEAVY DUTY, 6 Gang	unit									2				2	4	550.00	2,200.00
BATTERY- 4D MOTOLITE	unit							1							1	6,700.00	6,700.00
BATTERY- 3 SMF	unit								2						2	5,800.00	11,600.00
BATTERY- 6 SM	unit								2						2	7,200.00	14,400.00
PLUG- HEAVY DUTY	piece														0		-
POWER SUPPLY 220V	unit														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Computer Supplies																	
KAV ANTI-VIRUS I.S. 3 USER	pack	4													4	2,950.00	11,800.00
KASPERSKY INTERNET SECURITY	pack														0	3,245.00	-
FLASH DRIVE, 3GB, USB 2.0 and play	piece														0		-
FLASH DRIVE, 1GB, USB 2.0 and play	piece														0		-
INK CARTRIDGE, HP D2460 series C9351A (HP 21)	cart			2			2			2			2		8	1,200.00	9,600.00
INK CARTRIDGE, HP D2460 series C9352A (HP 22)	cart			2			2			2			2		8	720.00	5,760.00
BOTTOMLESS INK	bottle	3		3		3		3		3		3			18	100.00	1,800.00
FAX CARTRIDGE- Canon 8150 (BX-3)	cart	1					1					1		1	4	3,830.00	15,320.00
INK CARTRIDGE- HP Deskjet Ink Adv 2060 K110	cart														0		-
INK CARTRIDGE- Epson T13	cart														0		-
CD (Rewritable)	piece			10								10			20	12.00	240.00
DVD Disc (Rewritable)	piece														0		-
DVD Disc (Recordable)	piece														0		-
HARD DISK INTERNAL, 120 GB	piece														0		-
HARD DISK INTERNAL, 80 GB	piece											4			4	1,780.00	7,120.00
HARD DISK INTERNAL, 500 GB	piece														0		-
HARD DISK INTERNAL, 250 GB	piece							4					4		8	2,750.00	22,000.00
MEMORY CARD	piece														0		-
MOUSE, Optical	piece														0		-
MOUSE, Cordless	piece														0		-
MOUSE PAD	piece														0		-
VIDEO CARD	piece														0		-
KEYBOARD	piece							3				3			6	180.00	1,080.00
Computer Equipment and Accessories																	
PRINTER, HP Deskjet Ink Advantage 2060															0		-
PRINTER, Epson T13	unit														0		-
EPSON PRINTER T130	piece														0		-
DATECS PP55 PRINTER PAPER COVER	piece						2								2	1,766.00	3,532.00
MOTHER BOARD (Intel Board)	piece					1	1								2	3,500.00	7,000.00
MOTHER BOARD (GB AM2)	piece					1									1	2,500.00	2,500.00
HP DESKJECT D2460 SERIES	unit														0		-
PDA TUNGSTEN E2 TREO 600	unit														0		-
PRINTER BATTERY PACK FOR PP50 PRINT	unit														0		-
PDA HOTSYNC CRADLE	piece														0		-
LAPTOP BATTERY- BTP-AMJ1	unit														0		-
BACK-UP BATTERY APC 500VA	unit														0		-
UTP CABLE, 40 meters	meter														0		-
WINDOWS OPERATING SYSTEM	unit														0		-
COMPUTER MONITOR- 15 LCD	unit														0		-
COMPUTER MONITOR- 17 LCD	unit														0		-
AMD ATHLON PROCESSOR X2 5000	unit														0		-
AVR 500 WATTS	unit														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		Total	Amount	
*Other Categories																	
T-SHIRT-BLUE CORNER-White- Small	piece		350												350	75.00	26,250.00
T-SHIRT-BLUE CORNER-White- Medium	piece		350												350	80.00	28,000.00
T-SHIRT-BLUE CORNER-White- Large	piece		350												350	85.00	29,750.00
T-SHIRT-BLUE CORNER-White- Extra Large	piece		150												150	90.00	13,500.00
T-SHIRT-BLUE CORNER-White- Double Extra Large	piece		150												150	100.00	15,000.00
STETHOSCOPE	unit														0	2,500.00	-
BLOOD PRESSURE MONITOR, BLOOD PRESS	piece														0	5,500.00	-
RAINCOATS	piece		25												25	500.00	12,500.00

*****GRAND TOTAL:** **291,240.96**
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION **29,124.10**
APPROVED BUDGET: **320,365.06**

**Other categories that are not indicated herein*
***Prices are FOB Manila/Applicable for items under A.*
****Grand total for items under A.*

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

Prepared By:

ADEL L. RODRIGUEZ
Property/Supply Custodian

Date Prepared: _____

Certified Funds Available:

CONRADO D. BUENAVENTURA
Admin. Division Manager

Approved By:

BENIGNO P. ANDRES. CESE
General Manager

125,000.00