

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

Department/Bureau/Office: DOLE - BWSC
Region: MANILA
Address: 9th Floor G.E Antonino Bldg., J. Bocobo St, TM Kalaw, Ermita, Manila

Contact Person: RICARDO V. TOLENTINO
Position: ADA VI
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
Battery, size AA, alkaline, 2pcs./packet	pack	17	17	16	11	11	11	11	11	11	11	11	11	11	149	41.50	6,183.50
Battery, size AAA, alkaline, 2pcs./packet	pack	9	9	8	5	5	4	2	1	1	2	1	1	48	18.40	883.20	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
Compact Disk Recordable, min. of 650MB, 70 min. running time	pc.	13	13	14	13	13	14								80	10.30	824.00
Compact Disk Rewritable, 650MB, 74 min. capacity	pc.	6	7	7	6	7	7								40	26.95	1,078.00
Flash Drive, 2GB, USB 2.0 and Play, Patriot	pc.	3	3	4											10	304.55	3,045.50
Flash Drive, 4GB, USB 2.0 and Play, Pen Drive	pc.	10	10	10											30	478.40	14,352.00
Flash Drive, 8GB, USB 2.0 pug and play	pc.	1	1												2	468.00	936.00
Ink Cartridge, HP703 - tri color	cart	1	1		1	1		1	1		1	1		8	1,000.00	8,000.00	
Ink Cartridge, HP703 - black	cart	1	1		1	1		1	1		1	1		8	1,000.00	8,000.00	
Ink Cartridge, HP 51645A	pc.	1	1	1										3	1,200.00	3,600.00	
Ink Cartridge, HP C6578A/D	pc.	2	2	1	2	2	1							10	1,409.20	14,092.00	
Ink Cartridge, HP C6656A	pc.	5	5	6										16	810.00	12,960.00	
Ink Cartridge, HP C6657A	pc.	5	5	6										16	1,225.00	19,600.00	
Ink Cartridge, HP 8727A	pc.	2	1	1										4	774.80	3,099.20	
Ink Cartridge, HP C8728A	pc.	2	1	1										4	910.00	3,640.00	
Ink Cartridge, HP 60, colored for D2560 printer	pc.	3			3			3						9	600.00	5,400.00	
Ink Cartridge, HP 60, black for D2560 printer	pc.	3			3			3						9	400.00	3,600.00	
Ink Cartridge, Lexmark #27, colored	pc.	3			3			3						9	1,102.40	9,921.60	
Ink Cartridge, Lexmark #27, black	pc.	3			3			3						9	975.55	8,779.95	
Ink Cartridge, HP Photosmart HP96	cart	1			1			1			1			4	1,415.00	5,660.00	
Ink Cartridge, HP Photosmart HP97	cart	1			1			1			1			4	1,557.00	6,228.00	
Toner Cartridge, HP C3906	pc.	1			1			1						3	2,765.60	8,296.80	
Toner Cartridge, HP C7115A	pc.	8	8	8	6	6	6	6	6	6	6	6	6	78	2,610.40	203,611.20	
Toner Cartridge, Lexmark E450A11P	pc.	1			1			1						3	6,684.06	20,052.18	
Mouse, Intelligent PS II, optical	pc.	1	1		1									2	197.60	395.20	
Mouse, optical, USB Connection Type	pc.	3		3	3		3	4			1		3	20	197.60	3,952.00	
COMMON OFFICE SUPPLIES																	
Alcohol, 70% isopropyl	bt.	9	9	8	5	5	6	3	3	4				52	36.15	1,879.80	
Audio Cassette Tape, 90 min.	pc.	25	25	25	18	18	19	18	18	19	5	5	5	200	12.35	2,470.00	
Tape, blank, for micro-cassette recorder, 60 mins.	pc.	5			5			5						15	96.75	1,451.25	
Cartolina, assorted color, 20s/pack	pack	2			2			2						6	67.60	405.60	
Cartolina, white, 20s/pack	pack	2			1			1						4	43.70	174.80	
Clip, double/binder, 25mm, 12s/box	box	6			7			7						20	120.00	2,400.00	
Colored Bond Paper - legal size: green	rm	2			3			3						8	140.00	1,120.00	
Correction Tape, 20mm	pc.	3	3	4				3	3	4				20	40.00	800.00	
Data Folder, w/finger ring, (3" X 9" x 15")	pc.	6	7	7				6	7	7				40	35.00	1,400.00	
Envelope, documentary (9"x 12"), 500s/box	box	1												1	400.00	400.00	
Envelope, expanding, legal size, 100s/box	box	1			1			1						3	700.00	2,100.00	
Envelope, mailing white, 500s/box	box	1			1									2	150.00	300.00	
Envelope, brown short, 500s/box	box	1			1									2	400.00	800.00	
Envelope, brown long, 500s/box	box	1			1									2	500.00	1,000.00	
Envelope, expanding, plastic, legal size	pc.	8	8	9	5	5	5	5	5	5	5	5	5	70	37.55	2,628.50	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Eraser, rubber	pc.	5			5			5						15	5.10	76.50
Folder, pressboard w/ metal tab, legal size, 100s	box	16	17	17				16	17	17				100	50.00	5,000.00
Folder, pressboard plain, legal size, 100s/box	box	1	1	1	1	1		1		1		1		8	736.35	5,890.80
Folder, Plastic with Fastener, A-4, 30s/box	box	1	1		2	2	2	1	1			1	1	12	350.00	4,200.00
Folder, morocco/fancy, A4 size 50s/pack	pack	2			1			1						4	166.40	665.60
Folder, morocco/fancy, legal size 50s/pack	pack	1			1			1						3	192.40	577.20
Folder, clear plastic, L-type, A4 size, 50s/pack	pack	1		1		1		1		1				5	195.75	978.75
Folder, clear plastic, L-type, legal size, 50s/pack	pack	1			1			1						3	188.25	564.75
Glue, all purpose, 200 grams	jar	2			1			1						4	41.50	166.00
Index Card, plain, (3"x5"), 500s/pack	pack	1			1									2	95.50	191.00
Index Card, plain, (5" x 8"), 500s/pack	pack	2			1			1						4	95.50	382.00
INDEX TAB, self-adhesive, 5 sets/box	box	2	2	1	2	2	1					2	2	15	25.00	375.00
KIT DIVIDER, size A4 50set/box	box	1			2	2	1	1	1			1		9	50.00	450.00
LOOSELEAF COVER, (8-1/2"x14")	pack	1						1						2	459.20	918.40
MAP PIN, round head, 100s/box	box	2			2			2						6	31.20	187.20
MARKER, fluorescent, 3 colors/set	sets	5			5			5						15	21.00	315.00
MARKING PEN, whiteboard, black	pc.	11	12	12	2	2	1	2	2	1	2	2	1	50	15.40	770.00
MARKING PEN, whiteboard, blue	pc.	11	12	12	2	2	1	2	2	1	2	2	1	50	15.40	770.00
MARKING PEN, whiteboard, red	pc.	11	11	11	1	1		1	1	1	1	1		40	15.40	616.00
MARKING PEN, permanent, black	pc.	11	12	12	2	2	1	2	2	1	2	2	1	50	17.70	885.00
MARKING PEN, permanent, blue	pc.	11	12	12	2	2	1	2	2	1	2	2	1	50	17.70	885.00
MARKING PEN, permanent, red	pc.	4	4	5	1	1		1	1	1	1	1		20	17.70	354.00
NOTE BOOK, stenographer's	pc.	6			7			7						20	7.00	140.00
NOTE PAD, (3"x3")	pd.	16			16			16						48	28.60	1,372.80
NOTE PAD, (3"x4")	pd.	16		16		16		6		7		7		68	20.80	1,414.40
PAPER, bond, Premium Grade, A4	rm	31	31	31	31	31	31	31	31	31	30	30	30	369	139.25	51,383.25
PAPER, mimeo, WhiteWove, A4	rm	20	20	20	20	20	20	20	20	20	20	20	20	240	131.15	31,476.00
PAPER, PPC, A4	rm	23	23	24	23	23	24	23	23	24	23	23	24	280	153.40	42,952.00
PAPER, thermal, 210mmx30M	pc.	10		10		10		10		10		10		60	35.30	2,118.00
PAPER FASTENER, metal, 25mm, 50 sets/box	box	5		5		6		1		1		1		19	80.80	1,535.20
PAPER FASTENER, metal with plastic, 25mm 50sets/box	box	5		5		5		5		5		5		30	80.80	2,424.00
PAPER CLIP, gem type, jumbo, 50mm, 100s/box	box	12	12	13	11	11	11	1	1	1	1	1	1	76	16.55	1,257.80
PAPER CLIP, gem type, 33mm, 100s/box	box	12	12	13	11	11	11	1	1	1	1	1	1	76	4.40	334.40
PENCIL, lead, w/eraser	box	2			2			1						5	24.75	123.75
RING BINDER, (1/2"x44")	pc.	23	23	24	10	10	10	5	5	5	5	5	5	130	5.15	669.50
RING BINDER, (3/4"x44")	pc.	10	10	10	10	10	10	5	5	5	5	5	5	90	8.50	765.00
RING BINDER, (1"x44")	pc.	23	23	24	10	10	10	5	5	5	5	5	5	130	13.00	1,690.00
Ring Binder, 2" x 44" plastic	pc.	3			3			4						10	33.05	330.50
RUBBER BAND, #18, 400 gms.	box	1			1			1				1		4	87.25	349.00
SIGN PEN, black	pc.	22	22	23	15	16	16	15	16	16	15	15	15	206	42.20	8,693.20
SIGN PEN, blue	pc.	8	8	9	2	2	1	2	2	1	2	2	1	40	42.20	1,688.00
STAPLE WIRE, standard, #35	box	5		5		5		5		5		6	1	32	35.25	1,128.00
TAPE, masking (2"), 48mm, 50 meters length	rl.	4	4	4	4	4	4	4	4	4	4	4	4	48	30.00	1,440.00
TAPE, masking (1"), 24mm, 50 meters length	rl.	4	4	4	4	4	4	4	4	4	4	4	4	48	24.20	1,161.60
TAPE, transparent, (1"), 24mm, 50 meters	rl.	3	3	4	3	3	4	3	3	4				30	6.85	205.50
TAPE, transparent, (2"), 48mm, 50 meters	rl.	4	4	4	4	4	4	4	4	4	4	4	4	48	20.00	960.00
TAPE, packaging, 48mm, 50 meters length	rl.	7	7	8	7	7	8	7	7	8	1	1		68	13.65	928.20
TOILET TISSUE, 12 rolls/pack	pack	6	7	7	5	6	6	2	1	1				41	65.55	2,687.55
TWINE, plastic, one kilo	rl.	1			1			1				1		4	42.65	170.60
WRAPPING PAPER, kraft, 65gms.	rl.	1				1								2	88.40	176.80
COMMON OFFICE DEVICES																
Staple Remover, twin jaws	pc.	3			3			4						10	6.10	61.00
COMMON JANITORIAL SUPPLIES																
Rag, cotton, (8") in diameter	kl	3			3			4						10	25.90	259.00

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
Computer Keyboard	pcs.	3			3			3							12	1,200.00	14,400.00
Office Supplies																	
DP Black Ink 514, 80B	cart	2			2			2							8	755.00	6,040.00
HP Ink Cartridge 18 C4937A Cyan	cart	1						1							2	1,562.00	3,124.00
HP Ink Cartridge 18 C4938A Magenta	cart	1						1							2	1,562.00	3,124.00
HP Ink Cartridge 18 C4939A Yellow	cart	1						1							2	1,562.00	3,124.00
HP Ink Cartridge 18 C4936A Black	cart	1						1							2	1,562.00	3,124.00
Black Ink Cartridge TO 821	cart	1			1			1							4	850.00	3,400.00
Cyan Ink Cartridge TO 822	cart	1			1			1							4	850.00	3,400.00
Magenta Ink Cartridge TO 823	cart	1			1			1							4	850.00	3,400.00
Yellow Ink Cartridge TO 824	cart	1			1			1							4	850.00	3,400.00
Light Cyan Ink Cartridge TO 825	cart	1			1			1							4	850.00	3,400.00
Ink Cartridge No. 96 Black	pcs.	1			1			1							4	1,000.00	4,000.00
Ink Cartridge No. 97 colored	pcs.	1			1			1							4	1,000.00	4,000.00
Video 8 Tape	pcs.	2			2			2							6	90.00	540.00
Ballpen, Pilot Brand	pcs.	12	13	12	13	12	13	12	13	12	13	12	13	150	20.00	3,000.00	
Ink Cartridge No.703 Black	pcs.	1			1			1							3	1,000.00	3,000.00
Ink Cartridge No. 703 Colored	pcs.	1			1			1							3	1,000.00	3,000.00
Steno Notebook	pcs.	2	3	2	3	2	3	2	3	2	3	2	3	30	7.00	210.00	
Toner Cartridge 51A	pcs.	1			1										2	1,100.00	2,200.00
Ink Cartridge HP Photosmart HP 96	pcs.	1			1			1							3	1,000.00	3,000.00
Ink Cartridge HP Photosmart HP 97	pcs.	1			1			1							3	1,000.00	3,000.00
Toner Cartridge Lexmark, E450dn	pcs.	1			1			1							4	5,950.00	23,800.00
Hanging Streamer, 4X9 ft.	pcs.	1													1	1,000.00	1,000.00
Backdrop Tarpaulin, 3 X10 ft.	pcs.	1		2	1			4	2						10	1,000.00	10,000.00
IEC on Family Welfare Best Practices 30 pages	copies	250	250	250	250	250	250	250	250	250	250	250	250	3000	30.00	90,000.00	
W3 AP, one page, back to back, Laminated, 2 issues	pcs.	166	167	166	167	166	167	166	167	167	167	167	167	2000	10.00	20,000.00	
T-Shirt, small, medium, large	pcs.	16	17	16	17	16	17	16	17	17	17	17	17	200	100.00	20,000.00	
Toner Cartridge CE285A Black	pcs.	6		6		6		6		6		6		36	3,299.00	118,764.00	

***GRAND TOTAL: 940,083.53
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 1,034,091.88
BUDGET:

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

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

Prepared by: RICARDO V. TOLENTINO Property/Supply Officer
Recommended by: MARIA EVELYN LITA P. MANANGAN OIC-BWSC
Certified Funds Available / Certified Appropriate Funds Available: EMELITA L. MECADO Accountant / Local Budget Officer
Approved: CIRIACO A. LAGUNZAD III Head of Office/Agency

Date Prepared: November 15, 2012

