

MIMES AND GEOSCIENCES BUREAU REGION XII
ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

Department/Bureau/Office: Mines and Geosciences Bureau
Region: Region XII
Address: Prime Regional Center, Barangay Carpenter Hill
Koronadal City, South Cotabato

Contact Person: Endanan r. Dalidig
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| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|---|---|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|-----------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 | BATTERY, size AA, alkaline, 2 pieces per blister pack | pack | 21 | 20 | 25 | 66 | 21 | 20 | 35 | 76 | 22 | 20 | 27 | 69 | 22 | 20 | 22 | 64 | 275 | 18.08 | 4,972.74 |
| 2 | BATTERY, size AAA, alkaline, 2 pieces per blister pack | pack | 1 | | 3 | 4 | 1 | | 3 | 4 | 2 | | 6 | 8 | 2 | | 2 | 4 | 20 | 15.58 | 311.65 |
| 3 | FLUORESCENT LAMP, tubular, 28 watts | tube | 5 | | 1 | 6 | 5 | | 11 | 16 | 7 | | 6 | 13 | 5 | | 6 | 11 | 46 | 120.69 | 5,551.83 |
| 4 | FLUORESCENT LAMP, tubular, 36 watts | tube | 6 | 1 | | 7 | 6 | | 10 | 16 | 6 | | 6 | 12 | 6 | | 6 | 12 | 47 | 43.78 | 2,057.78 |
| 5 | COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box | piece | | 1 | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | 8 | 107.42 | 859.36 |
| | | | | | | | | | | | | | | | | | | | | | |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 | AIR FRESHENER, 280mL/can | can | 3 | 3 | 4 | 10 | 2 | 3 | 4 | 9 | 2 | 3 | 4 | 9 | 3 | 3 | 4 | 10 | 38 | 85.58 | 3,252.10 |
| 2 | ALCOHOL, 70%, ethyl, 500ml | bottle | 12 | 7 | 10 | 29 | 9 | 10 | 8 | 27 | 10 | 7 | 9 | 26 | 7 | 7 | 12 | 26 | 108 | 45.51 | 4,915.37 |
| 3 | CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box | box | 1 | | | 1 | | | | 0 | | | | 0 | 1 | | | 1 | 2 | 267.89 | 535.77 |
| 4 | CLIP, backfold, 25mm, 12 pieces per box | box | 3 | | 1 | 4 | 1 | | 2 | 3 | 3 | | | 3 | 3 | | 1 | 4 | 14 | 17.56 | 245.77 |
| 5 | CLIP, backfold, 32mm, 12 pieces per box | box | 4 | | | 4 | 3 | | 4 | 7 | | | 3 | 3 | | | 1 | 1 | 15 | 21.82 | 327.26 |
| 6 | CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | piece | 11 | 2 | 8 | 21 | 3 | 8 | 4 | 15 | 3 | 2 | 9 | 14 | 9 | 2 | 9 | 20 | 70 | 43.34 | 3,033.76 |
| 7 | DATA FILE BOX, made with chipboard, with closed ends | box | 33 | 22 | 7 | 62 | 17 | 2 | 2 | 21 | 22 | 2 | 7 | 31 | 22 | 2 | 17 | 41 | 155 | 73.57 | 11,402.60 |
| 8 | DATA FOLDER, made with chipboard, taglia lock | piece | 5 | 4 | 10 | 19 | 4 | 4 | 6 | 14 | 5 | 3 | 5 | 13 | 4 | 3 | 2 | 9 | 55 | 81.18 | 4,465.02 |
| 9 | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | | 1 | 2 | 3 | 1 | | | 1 | | | | 0 | | 1 | | 1 | 5 | 655.90 | 3,279.52 |
| 10 | ENVELOPE, MAILING, 500 pieces per box | box | 1 | | 1 | 2 | | 1 | | 1 | | | | 0 | | 1 | | 1 | 4 | 147.02 | 588.10 |
| 11 | ERASER, felt, for blackboard/whiteboard | piece | | 2 | 1 | 3 | | 1 | 1 | 2 | | 1 | 1 | 2 | | 2 | 1 | 3 | 10 | 10.62 | 106.24 |

| Item & Specifications | | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|-----------------------|--|-----------------|----------------------|-----|-------|-----|-------|-----|------|-----|------|-----|------|-----|-----|-----|-----|-----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 12 | FASTENER, for paper, metal, 50 sets per box | box | 3 | 1 | 1 | 5 | 2 | | 1 | 3 | 3 | 1 | 1 | 5 | 1 | 1 | 1 | 3 | 16 | 60.23 | 963.68 |
| 13 | FILE TAB DIVIDER, Legal Size, five(5) colors per set | set | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 17.56 | 210.66 |
| 14 | FOLDER, Fancy, Legal, 50 pieces per bundle | bundle | 1 | 1 | | 2 | | 1 | | 1 | | 1 | 1 | 2 | 1 | | | 1 | 6 | 307.22 | 1,843.30 |
| 15 | FOLDER, L-type, A4, 50 pieces pack | pack | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 175.55 | 175.55 |
| 16 | FOLDER, Tagboard, A4, 100 pieces per pack | pack | 3 | | | 3 | 1 | | | 1 | 3 | | | 3 | 2 | | | 2 | 9 | 262.23 | 2,360.08 |
| 17 | FOLDER, Tagboard, Legal size, 100 pieces per pack | pack | 4 | 2 | 2 | 8 | 2 | 1 | 3 | 6 | 3 | 1 | 3 | 7 | 2 | 2 | 2 | 6 | 27 | 316.48 | 8,544.93 |
| 18 | GLUE, all purpose, 300 grams min. | jar | 10 | 7 | 4 | 21 | 12 | 5 | 2 | 19 | 12 | 5 | 2 | 19 | 13 | 5 | 2 | 20 | 79 | 51.57 | 4,073.90 |
| 19 | INDEX TAB, self-adhesive, 5 set/box, assorted colors | box | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 53.64 | 643.63 |
| 20 | MARKER, fluorescent, 3 colors per set | set | 3 | 1 | 2 | 6 | 2 | 1 | 2 | 5 | 3 | 1 | 2 | 6 | | 1 | 2 | 3 | 20 | 37.51 | 750.11 |
| 21 | MARKER, whiteboard, bullet type, black | piece | 1 | 1 | 2 | 4 | 1 | 1 | 1 | 3 | 2 | 1 | 2 | 5 | 2 | 1 | 1 | 4 | 16 | 12.45 | 199.18 |
| 22 | MARKER, whiteboard, bullet type, blue | piece | | | 2 | 2 | | | | 0 | | | | 0 | 2 | | | 2 | 4 | 12.45 | 49.80 |
| 23 | MARKER, permanent, bullet type, black | piece | 8 | 1 | 2 | 11 | 8 | 1 | 1 | 10 | 7 | 1 | 2 | 10 | 7 | 1 | 2 | 10 | 41 | 10.18 | 417.41 |
| 24 | MARKER, permanent, bullet type, blue | piece | 5 | | | 5 | 5 | | | 5 | 3 | | | 3 | 3 | | | 3 | 16 | 10.18 | 162.89 |
| 25 | NOTE BOOK, stenographer's, 40 leaves, spiral | piece | | | 50 | 50 | | | | 0 | | | | 0 | 50 | | | 50 | 100 | 10.87 | 1,086.65 |
| 26 | NOTE PAD, stick-on, (2"x3"), 100 sheets per pad | pad | 1 | 1 | 1 | 3 | | 1 | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | 9 | 32.92 | 296.24 |
| 27 | NOTE PAD, stick-on, (3"x3"), 100 sheets per pad | pad | 2 | 1 | 2 | 5 | | 1 | 1 | 2 | 1 | 1 | 2 | 4 | 1 | 1 | 2 | 4 | 15 | 40.49 | 607.36 |
| 28 | NOTE PAD, stick-on, (3"x4"), 100 sheets per pad | pad | 8 | | 4 | 12 | 12 | | 4 | 16 | 8 | | 2 | 10 | 12 | | 1 | 13 | 51 | 57.03 | 2,908.70 |
| 29 | PAPER CLIP, gem type, 48mm, 100 pieces per box | box | 7 | 5 | 8 | 20 | 7 | 6 | 7 | 20 | 8 | 4 | 6 | 18 | 9 | 4 | 8 | 21 | 79 | 14.26 | 1,126.82 |
| 30 | PAPER CLIP, gem type, 32mm, 100 pieces per box | box | 2 | | | 2 | 1 | | 1 | 2 | | | | 0 | 2 | | | 2 | 6 | 7.11 | 42.66 |
| 31 | PAPER, Multi-Purpose (COPY) A4, 70gsm | ream | 50 | 37 | 48 | 135 | 40 | 38 | 48 | 126 | 43 | 39 | 50 | 132 | 36 | 36 | 44 | 116 | 509 | 108.02 | 54,982.92 |
| 32 | PAPER, Multi-Purpose (COPY), Legal size, 70gsm | ream | 28 | 23 | 50 | 101 | 21 | 18 | 41 | 80 | 23 | 22 | 51 | 96 | 17 | 20 | 48 | 85 | 362 | 121.19 | 43,870.00 |
| 33 | PENCIL, lead, w/eraser, One(1) dozen per box | box | | | 1 | 1 | | | | 0 | | | | 0 | 1 | | | 1 | 2 | 20.70 | 41.40 |
| 34 | RECORD BOOK, 300 pages, size: 214mm x 278mm min | book | 5 | 2 | 8 | 15 | 4 | 2 | 4 | 10 | 4 | 2 | 2 | 8 | 1 | 2 | 2 | 5 | 38 | 63.64 | 2,418.23 |
| 35 | RECORD BOOK, 500 pages, size: 214mm x 278mm min | book | 4 | 2 | 5 | 11 | 2 | 2 | 2 | 6 | 3 | 2 | 3 | 8 | 2 | 2 | 2 | 6 | 31 | 91.63 | 2,840.43 |
| 36 | RING BINDER, Plastic 32mm, 10 pieces per bundle | bundle | 2 | | 2 | 4 | 2 | | 2 | 4 | 2 | | 2 | 4 | 2 | | 2 | 4 | 16 | 271.00 | 4,335.97 |

| Item & Specifications | | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|------------------------------|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 37 | RUBBER BAND, 70mm min lay flat length (#18) | box | 1 | | | 1 | 2 | | | 2 | 2 | | | 2 | 1 | | 1 | 2 | 7 | 111.67 | 781.70 |
| 38 | RULER, plastic, 450mm, 1 piece in individual plastic | piece | 1 | | 1 | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 16.46 | 65.83 |
| 39 | SIGN PEN, black | piece | 9 | 3 | 5 | 17 | 10 | 1 | 3 | 14 | 9 | 1 | 3 | 13 | 10 | 1 | 1 | 12 | 56 | 46.43 | 2,600.11 |
| 40 | SIGN PEN, blue | piece | | 2 | | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | 8 | 46.43 | 371.44 |
| 41 | STAMP PAD INK, violet, 50mL | bottle | 1 | 1 | 2 | 4 | | 2 | 1 | 3 | | 1 | 1 | 2 | | 2 | 1 | 3 | 12 | 24.14 | 289.66 |
| 42 | STAMP PAD, felt pad, min 60mm x 100mm | piece | 1 | 1 | 2 | 4 | 1 | 1 | 1 | 3 | 1 | | 2 | 3 | | 1 | 2 | 3 | 13 | 32.79 | 426.26 |
| 43 | STAPLE WIRE, Heavy duty, 23/13 | box | 2 | 2 | 5 | 9 | 5 | 2 | 4 | 11 | 3 | 3 | 3 | 9 | 3 | 3 | 4 | 10 | 39 | 32.09 | 1,251.63 |
| 44 | STAPLE WIRE, Standard | box | 4 | 7 | 2 | 13 | 2 | 7 | 2 | 11 | 3 | 5 | 3 | 11 | 4 | 4 | 5 | 13 | 48 | 19.96 | 958.11 |
| 45 | TAPE, masking, 24mm, 50 meters length | roll | | | 1 | 1 | | | 1 | 1 | | | | 0 | | | 1 | 1 | 3 | 58.15 | 174.45 |
| 46 | TAPE, masking, 48mm, 50 meters length | roll | 3 | 3 | | 6 | | | 3 | 3 | | 3 | | 3 | | 3 | | 3 | 15 | 110.82 | 1,662.26 |
| 47 | TAPE, transparent, 24mm, 50 meters | roll | 1 | 2 | 3 | 6 | 1 | 2 | 1 | 4 | 1 | 2 | 1 | 4 | 3 | 2 | 1 | 6 | 20 | 18.33 | 366.51 |
| 48 | TAPE, transparent, 48mm, 50 meters | roll | 4 | 5 | 6 | 15 | 3 | 4 | 3 | 10 | 3 | 4 | 1 | 8 | 2 | 5 | 4 | 11 | 44 | 35.11 | 1,544.86 |
| 49 | TAPE, packaging, 48mm, 50 meters length | roll | 1 | | | 1 | | | | 0 | | | | 0 | 1 | | | 1 | 2 | 35.11 | 70.22 |
| 50 | TOILET TISSUE, 12 rolls per pack | pack | 7 | 9 | 8 | 24 | 6 | 10 | 7 | 23 | 6 | 10 | 7 | 23 | 6 | 10 | 7 | 23 | 93 | 79.73 | 7,414.55 |
| | | | | | | | | | | | | | | | | | | | | | |
| COMMON OFFICE DEVICES | | | | | | | | | | | | | | | | | | | | | |
| 1 | CUTTER BLADE, heavy duty cutter, 10 pieces per tube | tube | 3 | 2 | 1 | 6 | 3 | 2 | 1 | 6 | 3 | 2 | 1 | 6 | 3 | 2 | 1 | 6 | 24 | 8.28 | 198.76 |
| 2 | CUTTER KNIFE, heavy duty | piece | 3 | 3 | 2 | 8 | 3 | | 1 | 4 | 3 | | 3 | 6 | 3 | 1 | 1 | 5 | 23 | 20.50 | 471.47 |
| 3 | PENCIL SHARPENER, 1 piece in individual plastic case | piece | | | | 0 | 1 | | | 1 | | | | 0 | | | | 0 | 1 | 197.50 | 197.50 |
| 4 | PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box | piece | 1 | 1 | 2 | 4 | | | | 0 | 1 | | | 1 | | | | 0 | 5 | 130.22 | 651.09 |
| 5 | SCISSORS, (6") | pair | 3 | 7 | 1 | 11 | 1 | 5 | 3 | 9 | 1 | 5 | 1 | 7 | 1 | 1 | | 2 | 29 | 16.38 | 475.14 |
| 6 | STAPLER, standard | piece | 2 | 3 | 1 | 6 | 1 | | 1 | 2 | 1 | | | 1 | 1 | 1 | | 2 | 11 | 97.30 | 1,070.33 |
| 7 | TAPE DISPENSER, table top | piece | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | 0 | 2 | 50.34 | 100.69 |
| 8 | WASTE BASKET, non-rigid plastic | piece | 2 | 2 | 1 | 5 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 11 | 32.37 | 356.04 |

| Item & Specifications | | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|-----------------------------------|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| | | | | | | | | | | | | | | | | | | | | | |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 | BROOM, soft (tambo) | piece | 2 | 1 | 1 | 4 | 2 | | 1 | 3 | 2 | | 1 | 3 | 3 | | 1 | 4 | 14 | 109.72 | 1,536.08 |
| 2 | BROOM, stick (tingting) | piece | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | | 2 | 1 | 1 | | 2 | 10 | 25.24 | 252.36 |
| 3 | CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap | bottle | 2 | 1 | 2 | 5 | 2 | 1 | 2 | 5 | 2 | 1 | 2 | 5 | 3 | 1 | 2 | 6 | 21 | 43.89 | 921.65 |
| 4 | CLEANSER, scouring powder, 350grams/can | can | 1 | | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | 1 | 1 | | 2 | 8 | 19.20 | 153.61 |
| 5 | DETERGENT POWDER, all purpose, 1kilo/pouch | pouch | 3 | 5 | 4 | 12 | 3 | 5 | 5 | 13 | 3 | 5 | 4 | 12 | 2 | 5 | 5 | 12 | 49 | 43.89 | 2,150.51 |
| 6 | DISINFECTANT SPRAY, 400-550 grams | can | 3 | 3 | 1 | 7 | 3 | 2 | 1 | 6 | 3 | 2 | 1 | 6 | 3 | 2 | 1 | 6 | 25 | 120.69 | 3,017.30 |
| 7 | DUST PAN, non-rigid plastic | piece | 1 | 2 | | 3 | 1 | 1 | | 2 | 1 | 2 | | 3 | 1 | | | 1 | 9 | 38.28 | 344.48 |
| 8 | FURNITURE CLEANER, aerosol, 300mL/can | can | 2 | | 1 | 3 | 2 | | 1 | 3 | 2 | | | 2 | 2 | | 1 | 3 | 11 | 89.42 | 983.64 |
| 9 | INSECTICIDE, aerosol type, 600mL/can | can | 3 | 2 | 2 | 7 | 3 | 1 | 2 | 6 | 3 | 1 | 2 | 6 | 3 | 1 | 2 | 6 | 25 | 123.98 | 3,099.59 |
| 10 | MOPBUCKET | piece | 1 | | 1 | 2 | | | | 0 | | | | 0 | 1 | | | 1 | 3 | 1,974.96 | 5,924.88 |
| 11 | MOPHANDLE, screw type, aluminum handle | piece | 2 | | | 2 | 2 | | | 2 | 1 | | | 1 | 2 | | | 2 | 7 | 137.15 | 960.05 |
| 12 | MOPHEAD, made of rayon | piece | 1 | 1 | | 2 | 1 | 1 | | 2 | 1 | 1 | | 2 | 1 | 1 | | 2 | 8 | 104.23 | 833.87 |
| 13 | RAG, all cotton, 32 pieces per kilo per bundle | bundle | 2 | | 1 | 3 | | | 1 | 1 | 2 | | | 2 | 1 | | 1 | 2 | 8 | 46.08 | 368.66 |
| 14 | SCOURING PAD, 5 pieces per pack | pack | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 4 | 13 | 126.18 | 1,640.31 |
| 15 | TRASHBAG, plastic, transparent, 10pcs/roll | roll | 2 | 2 | 3 | 7 | 2 | 1 | 2 | 5 | 2 | 1 | 2 | 5 | 2 | 2 | 3 | 7 | 24 | 147.57 | 3,541.76 |
| | | | | | | | | | | | | | | | | | | | | | |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | | |
| 1 | CALCULATOR, SCIENTIFIC, 1 unit per box | unit | 1 | | 1 | 2 | 1 | | 1 | 2 | | | | 0 | 1 | | | 1 | 5 | 436.69 | 2,183.43 |
| 2 | DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box | unit | 4 | | | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 6,572.23 | 26,288.91 |
| | | | | | | | | | | | | | | | | | | | | | |
| COMMON COMPUTER SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 | DVD REWRITABLE, 4x speed, 4.7GB capacity | piece | 25 | 15 | 15 | 55 | 15 | 15 | 25 | 55 | 15 | 15 | 15 | 45 | 25 | 25 | 15 | 65 | 220 | 22.55 | 4,959.98 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 2 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, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 2.0 cable and product guide | piece | | | 2 | 2 | 1 | | | 1 | | | | 0 | 2 | | | 2 | 5 | 3,263.07 | 16,315.36 |
| 3 FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | 4 | 3 | 4 | 11 | 2 | 4 | | 6 | 4 | 1 | | 5 | 3 | 3 | 3 | 9 | 31 | 246.87 | 7,652.97 |
| 4 MOUSE, optical, USB connection type | unit | 6 | 2 | 3 | 11 | 6 | 1 | 2 | 9 | 2 | 1 | 3 | 6 | 12 | 2 | 1 | 15 | 41 | 144.83 | 5,938.05 |
| HANDBOOK ON PROCUREMENT | | | | | | | | | | | | | | | | | | | | |
| 1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages, | piece | | | 1 | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 30.49 | 30.49 |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | |
| 1 INK CART, BROTHER LC39BK, Black | cart | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 698.23 | 5,585.84 |
| 2 INK CART, BROTHER LC39C, Cyan | cart | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 471.80 | 3,774.37 |
| 3 INK CART, BROTHER LC39M, Magenta | cart | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 471.80 | 3,774.37 |
| 4 INK CART, BROTHER LC39Y, Yellow | cart | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 471.80 | 3,774.37 |
| 5 INK CART, CANON PG-810, Black | cart | 3 | | 1 | 4 | 2 | | 3 | 5 | 2 | | 3 | 5 | 4 | | 1 | 5 | 19 | 653.93 | 12,424.69 |
| 6 INK CART, CANON CL-811, Colored | cart | 3 | | 1 | 4 | 2 | | 3 | 5 | 2 | | 3 | 5 | 4 | | 1 | 5 | 19 | 864.59 | 16,427.28 |
| 7 INK CART, EPSON C13T6664100 (T6641), Black | cart | 13 | 2 | 3 | 18 | 12 | 1 | 4 | 17 | 11 | 1 | 4 | 16 | 3 | 3 | 7 | 13 | 64 | 268.81 | 17,204.10 |
| 8 INK CART, EPSON C13T664200 (T6642), Cyan | cart | 12 | 2 | 5 | 19 | 8 | 1 | 3 | 12 | 7 | 1 | 3 | 11 | 3 | 3 | 3 | 9 | 51 | 268.81 | 13,709.51 |
| 9 INK CART, EPSON C13T664300 (T6643), Magenta | cart | 11 | 2 | 5 | 18 | 7 | 1 | 3 | 11 | 6 | 1 | 3 | 10 | 3 | 3 | 3 | 9 | 48 | 268.81 | 12,903.07 |
| 10 INK CART, EPSON C13T664400 (T6644), Yellow | cart | 11 | 2 | 5 | 18 | 7 | 1 | 3 | 11 | 6 | 1 | 3 | 10 | 3 | 3 | 3 | 9 | 48 | 268.81 | 12,903.07 |
| 11 INK CART, HP C8767WA, (HP96), Black | cart | 1 | 1 | | 2 | 2 | | | 2 | 1 | | | 1 | 1 | | | 1 | 6 | 1,431.85 | 8,591.08 |
| 12 INK CART, HP C9351AA, (HP21), Black | cart | 7 | 5 | 2 | 14 | 7 | 1 | 1 | 9 | 7 | 2 | 1 | 10 | 7 | 2 | 1 | 10 | 43 | 679.17 | 29,204.17 |
| 13 INK CART, HP C9352AA, (HP22), Tri-color | cart | 5 | 7 | 1 | 13 | 6 | 1 | 1 | 8 | 6 | 2 | 1 | 9 | 4 | 1 | 1 | 6 | 36 | 793.28 | 28,557.92 |
| 14 INK CART, HP C9363WA, (HP97), Tri-color | cart | 1 | 1 | | 2 | 2 | | | 2 | 1 | | | 1 | 1 | | | 1 | 6 | 1,572.29 | 9,433.73 |
| 15 INK CART, HP CC640WA, (HP60), Black | cart | 2 | 1 | 1 | 4 | 1 | 1 | 1 | 3 | 2 | 1 | 1 | 4 | 1 | | | 1 | 12 | 669.29 | 8,031.50 |

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|---|---|-----------------|----------------------|-----|-------|-----|-------|-----|------|-----|------|-----|------|-----|-----|-----|-----|-----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 16 | INK CART, HP CC643WA, (HP60), Tri-color | cart | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 12 | 788.89 | 9,466.64 |
| 17 | TONER CART, HP CE285A (HP85A), Black | cart | 1 | 1 | 1 | 3 | 1 | | 1 | 2 | 2 | | 1 | 3 | 1 | 1 | 2 | 4 | 12 | 2,856.01 | 34,272.14 |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | |
| 1 | Duster | piece | 6 | | | 6 | 5 | | | 5 | | | | 0 | | | | 0 | 11 | 10.00 | 110.00 |
| 2 | Hand Sanitizer | piece | 7 | | | 7 | 7 | | | 7 | 7 | | | 7 | 7 | | | 7 | 28 | 50.00 | 1,400.00 |
| 3 | SOAP, BATHROOM, 90 grams, 1 piece in individual box | piece | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 23.59 | 188.72 |
| Office Supplies | | | | | | | | | | | | | | | | | | | | | |
| 1 | Bond Paper Short (Paper One) | rm | 30 | 23 | 23 | 76 | 31 | 23 | 19 | 73 | 46 | 17 | 14 | 77 | 36 | 21 | 14 | 71 | 297 | 135.00 | 40,095.00 |
| 2 | Ballpen (MyGel) Blck | piece | 25 | 23 | 71 | 119 | 30 | 19 | 20 | 69 | 24 | 23 | 20 | 67 | 63 | 23 | 31 | 117 | 372 | 20.00 | 7,440.00 |
| 3 | Ballpen (MyGel) Blue | piece | 3 | 3 | 2 | 8 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 1 | 1 | 1 | 3 | 17 | 20.00 | 340.00 |
| 4 | Ballpen (Pilot) Green | piece | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 3 | | | 3 | 12 | 20.00 | 240.00 |
| 5 | Correction Fluid | bot | 7 | 1 | 6 | 14 | 7 | 1 | 6 | 14 | 7 | 1 | | 8 | 7 | 1 | | 8 | 44 | 35.00 | 1,540.00 |
| 6 | Correction Pen | piece | 10 | | | 10 | 10 | | | 10 | 10 | | | 10 | 10 | | | 10 | 40 | 100.00 | 4,000.00 |
| 7 | Desk Tray | piece | 15 | | | 15 | 10 | | | 10 | | | | 0 | | | | 0 | 25 | 600.00 | 15,000.00 |
| 8 | Expandable Folder Long | piece | 20 | | | 20 | 20 | | | 20 | 20 | | | 20 | 20 | | | 20 | 80 | 18.50 | 1,480.00 |
| 9 | Engineer's Field Book | book | 16 | | | 16 | 16 | | | 16 | 19 | | | 19 | 15 | | | 15 | 66 | 45.00 | 2,970.00 |
| 10 | Folder Tagboard (Short) | piece | 230 | | 150 | 380 | 180 | | 150 | 330 | 230 | 150 | 55 | 435 | 220 | | 150 | 370 | 1514 | 2.75 | 4,163.50 |
| 11 | Folder long tagboard | piece | | | 20 | 20 | | | 10 | 10 | | | 5 | 5 | | | 20 | 20 | 55 | 3.25 | 178.75 |
| 12 | FAX PAPER | roll | | 1 | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | | 1 | 1 | 2 | 8 | 85.25 | 682.00 |
| 13 | Paper Fastener Plastic (KW) | box | 7 | 4 | 7 | 18 | 8 | 5 | 4 | 17 | 8 | 5 | 7 | 20 | 8 | 5 | 4 | 17 | 72 | 34.00 | 2,448.00 |
| 14 | PVC Long Transparent | box | | | 1 | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 600.00 | 600.00 |
| 15 | PVC Cover A4 | box | 6 | | | 6 | | | | 0 | 4 | | | 4 | | | | 0 | 10 | 600.00 | 6,000.00 |

| Item & Specifications | | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|--------------------------------|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 16 | Parchment Paper short | pck | | | | 0 | 5 | | | 5 | 5 | | | 5 | | | | 0 | 10 | 40.00 | 400.00 |
| 17 | Parchment Paper long | pck | | | | 0 | 5 | | | 5 | 5 | | | 5 | | | | 0 | 10 | 45.00 | 450.00 |
| 18 | Pentel Pen Pilot | piece | 4 | 2 | 13 | 19 | 3 | 3 | 3 | 9 | 3 | 2 | 3 | 8 | 13 | 3 | 3 | 19 | 55 | 31.75 | 1,746.25 |
| 19 | Photo Paper A4 10's | pck | | | 2 | 2 | | | 2 | 2 | | | | 0 | 1 | | | 1 | 5 | 85.00 | 425.00 |
| 20 | Paper 24" x 50" yards (A1) | roll | 3 | 5 | 5 | 13 | 2 | 5 | 5 | 12 | 2 | 5 | 5 | 12 | 5 | 5 | 2 | 12 | 49 | 600.00 | 29,400.00 |
| 21 | Laid Paper 10's | piece | | | 6 | 6 | | | | 0 | | | | 0 | 6 | | | 6 | 12 | 32.00 | 384.00 |
| 22 | Ring Binder 1/2 | piece | 25 | 2 | | 27 | 30 | | | 30 | 32 | | | 32 | 20 | | | 20 | 109 | 8.25 | 899.25 |
| 23 | Ring Binder 3/4 | piece | 25 | 2 | | 27 | 30 | | | 30 | 32 | | | 32 | 20 | | | 20 | 109 | 15.00 | 1,635.00 |
| 24 | Reimbursement Expense Receipt RER | pd | 5 | 5 | 5 | 15 | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 12 | 4 | 4 | 4 | 12 | 51 | 27.00 | 1,377.00 |
| 25 | SLIDE FOLDER, PLASTIC, A4, CLEAR | piece | 20 | | 20 | 40 | | 20 | 20 | 40 | | 20 | 20 | 40 | 20 | 20 | | 40 | 160 | 7.75 | 1,240.00 |
| 26 | SLIDE FOLDER, PLASTIC, LEGAL, CLEAR | piece | 12 | | 14 | 26 | | 15 | 15 | 30 | | 15 | 15 | 30 | 15 | 10 | | 25 | 111 | 8.75 | 971.25 |
| 27 | Sticker Paper Short | pck | 6 | 6 | 6 | 18 | 6 | 6 | | 12 | | 6 | | 6 | 5 | 5 | | 10 | 46 | 35.00 | 1,610.00 |
| 28 | Yellow Paper (Canary) | pad | 2 | | | 2 | | | | 0 | 1 | | | 1 | | | | 0 | 3 | 45.00 | 135.00 |
| 29 | ID Card w/ Ziplock Horizontal Clear 92mm x 116mm | piece | | | 50 | 50 | | | | 0 | | | | 0 | 50 | | | 50 | 100 | 7.00 | 700.00 |
| 30 | Wall Clock | piece | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 600.00 | 600.00 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | | |
| 1 | PRINTER L210 | unit | 1 | 1 | | 2 | | | | 0 | | | | 0 | | | | 0 | 2 | 8,000.00 | 16,000.00 |
| 2 | LAPTOP | unit | | | 1 | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 35,000.00 | 35,000.00 |
| 3 | Small Table/Cabinet | unit | 1 | | | 1 | | | | 0 | 1 | | | 1 | | | | 0 | 2 | 1,500.00 | 3,000.00 |
| 4 | Cabinets | unit | 10 | | | 10 | | | | 0 | | | | 0 | | | | 0 | 10 | 3,000.00 | 30,000.00 |
| CONSUMABLES | | | | | | | | | | | | | | | | | | | | | |
| 1 | Canon Ink Refill Black | bot | 39 | 2 | 23 | 64 | 33 | | 20 | 53 | 37 | 1 | 23 | 61 | 34 | | 20 | 54 | 232 | 57.00 | 13,224.00 |
| 2 | Canon Ink Refill Tri Colors | bot | 33 | 1 | 1 | 35 | 32 | 1 | 1 | 34 | 31 | 1 | 1 | 33 | 32 | 1 | | 33 | 135 | 171.00 | 23,085.00 |

| Item & Specifications | | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | |
|---|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|----------------|
| | | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | | Total Quantity |
| 1 | EXTERNAL HARD DRIVE, 2TB | piece | 6 | | | 6 | 6 | | | 6 | 5 | | | 5 | | | | 0 | 17 | 5,650.00 | 96,050.00 |
| 2 | Flash Drive 8GB | piece | 6 | | | 6 | 6 | | | 6 | 10 | | | 10 | 6 | | | 6 | 28 | 350.00 | 9,800.00 |
| 3 | CD-R in plastic container | piece | 15 | 15 | 20 | 50 | 15 | 20 | 15 | 50 | 15 | 20 | 15 | 50 | 15 | 15 | 20 | 50 | 200 | 15.00 | 3,000.00 |
| 4 | UPS | piece | | 1 | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 1,370.00 | 1,370.00 |
| Computer Equipment and Accessories | | | | | | | | | | | | | | | | | | | | | |
| 1 | Laptop | unit | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 50,000.00 | 50,000.00 |
| Field Works & safety Equipment | | | | | | | | | | | | | | | | | | | | | |
| 1 | GPSMap 62S Garmin | unit | 4 | | | 4 | | | | 0 | | | | 0 | | | | 0 | 4 | 35,000.00 | 140,000.00 |
| 2 | Tape Measure, laser 300m | unit | 4 | | | 4 | | | | 0 | | | | 0 | 1 | | | 1 | 5 | 10,000.00 | 50,000.00 |
| 3 | Stapler, Max, with remover | unit | 6 | | | 6 | 6 | | | 6 | | | | 0 | | | | 0 | 12 | 295.00 | 3,540.00 |
| 4 | Antivirus | piece | 3 | | | 3 | | | | 0 | 5 | | | 5 | 2 | | | 2 | 10 | 1,000.00 | 10,000.00 |
| 5 | Field Shoes | pair | | 10 | | 10 | | | | 0 | | | | 0 | | | | 0 | 10 | 5,000.00 | 50,000.00 |
| 6 | Field Bag | piece | | 10 | | 10 | | | | 0 | | | | 0 | | | | 0 | 10 | 3,000.00 | 30,000.00 |
| *Other Categories | | | | | | | | | | | | | | | | | | | | | |
| 1 | Paracetamol Tablet 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 2.85 | 136.80 |
| 2 | Mefenamic Acid tablet 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 2.80 | 134.40 |
| 3 | Amoxicillin tablet 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 6.90 | 331.20 |
| 4 | Loperamide capsule 2mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 2.00 | 96.00 |
| 5 | Loratadine film coated tablet 10mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 5.60 | 268.80 |
| 6 | Cefalexin capsule 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 18.26 | 876.48 |
| 7 | Carbocesteine capsule 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 10.20 | 489.60 |
| 8 | Phenylephrine HCl + Paracetamol tablet 500mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 6.50 | 312.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT | | |
|--|-----------------|----------------------|-----|-------|-----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|----------------|-----------------------------------|--------------|--|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | | | |
| 9 Ibuprofen capsule 200mg | piece | | 12 | | 12 | 12 | | | 12 | 12 | | | 12 | 12 | | | 12 | 48 | 8.00 | 384.00 | | |
| 10 Transparent Bandage Plastic Strips | box | | 2 | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 21.00 | 168.00 | | |
| 11 Ice bag | box | | 2 | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 130.00 | 520.00 | | |
| 12 Cotton Balls | piece | | 2 | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 8 | 36.00 | 288.00 | | |
| 13 Terramycin Plus Skin Ointment | piece | | 2 | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 206.00 | 824.00 | | |
| 14 Vicks Vaporub | piece | | 2 | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 75.00 | 300.00 | | |
| 15 Burn Ointment | piece | | 2 | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 70.00 | 280.00 | | |
| 16 Thermometer, digital | piece | | 2 | | 2 | | | | 0 | 2 | | | 2 | | | | 0 | 4 | 90.00 | 360.00 | | |
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | | | 1,569,378.83 | | | |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | 156,937.88 | | | |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | 1,726,316.71 | | | |
| F. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | | | |
| In Figures and Words: | | | | | | | | | | | | | | | | | | | | | | |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | | | |
| G.1 Available at Procurement Service Stores | | | | | ### | | | | | ### | | | | | ### | | | | | 1E+05 | | |
| G.2 Other Items not available at PS but regularly purchased from other | | | | | ### | | | | | ### | | | | | ### | | | | | 73179 | | |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | ### | | | | | ### | | | | | ### | | | | | 2E+05 | | |

**Other categories that are not indicated herein
 **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:

ENDANAN R. DALIDIG
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:

JEFREY PADILLA
 Accountant /
 Local Budget Officer

Approved

Head of Office/Agency

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | Price Catalogue as of Sept 9,2015 | TOTAL AMOUNT |
|-----------------------|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|-----|-----|-----|----|-----------------------------------|--------------|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | | |