

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

Department/Bureau/Office: Mines and Geosciences Bureau R-12
Address: City of Koronadal, South Cotabato

Contact Person: **Endanan R. Dalidig**
Position: **Administrative Officer III**
E-mail : **mgb12fad@gmail.com**
Telephone/Mobile Nos: **(083) 22876-17**

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of Feb 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON ELECTRICAL SUPPLIES																									
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	1		1	2	34.28		1	1	2	34.28	1		1	2	34.28	1	1		2	34.28	8	17.14	137.12
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		1	1	2	30.06		1	1	2	30.06		1	1	2	30.06		1	1	2	30.06	8	15.03	120.24
3	FLUORESCENT LAMP, tubular, 28 watts	tube	10	10	1	10	1144	10	10	10	30	3432	10	10	10	30	3432	10	10	10	30	3432	100	114.4	11,440.00
4	FLUORESCENT LAMP, tubular, 36 watts	tube	10	10	1	21	762.3	10	10	10	30	1089	10	10	10	30	1089	10	10	10	30	1089	111	36.3	4,029.30
5	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece		1	1	2	186.58		1	1	2	186.58		1	1	2	186.58		1	1	2	186.58	8	93.29	746.32
					0	0	0				0	0			0	0	0				0	0	0		-
COMMON OFFICE SUPPLIES																									
					0	0	0				0	0			0	0	0				0	0	0		-
1	AIR FRESHENER, 280mL/can	can	1	1	1	3	244.92	1	1	1	3	244.92	1	1	1	3	244.92	1	1	1	3	244.92	12	81.64	979.68
2	ALCOHOL, 70%, ethyl, 500ml	bottle	11	16	11	38	1639.32	11	16	11	38	1639.32	11	16	11	38	1639.32	11	16	11	38	1639.32	152	43.14	6,557.28
3	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box		1		1	202.8				0	0		1		1	202.8				0	0	2	202.80	405.60
4	CLIP, backfold, 25mm, 12 pieces per box	box	6	8	7	21	316.68	6	8	7	21	316.68	6	8	2	16	241.28	5	5	7	17	256.36	75	15.08	1,131.00
5	CLIP, backfold, 32mm, 12 pieces per box	box	8	7	8	23	475.64	5	7	8	20	413.6	5	8	2	15	310.2	5	7	8	20	413.6	78	20.68	1,613.04
6	CLIP, backfold, 50mm, 12 pieces per box	box	5	3	5	13	567.84	5	3	5	13	567.84	5	2	3	10	436.8	5	3	5	13	567.84	49	43.68	2,140.32
7	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	11	18	31	60	2464.8	35	18	13	66	2711.28	18	31	11	60	2464.8	35	33	13	81	3327.48	267	41.08	10,968.36
8	DATA FILE BOX, made with chipboard, with closed ends	box	23	17	12	52	3625.96	12	17	17	46	3207.58	15	17	12	44	3068.12	13	16	12	41	2858.93	183	69.73	12,760.59
9	DATA FOLDER, made with chipboard, taglia lock	BOX	18	17	2	37	2539.68	7	12	2	21	1441.44	7	7	2	16	1098.24	12	7	2	21	1441.44	95	68.64	6,520.80
10	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1	1	1	3	1865.13	1	1	1	3	1865.13	1	1	1	3	1865.13	1	1	1	3	1865.13	12	621.71	7,460.52
11	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box		1		1	381.54				0	0			0	0	0				0	0	1	381.54	381.54

12	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		1	1	2	1014.8				0	0			0	0			0	0	2	507.40	1,014.80		
13	ENVELOPE, MAILING, 500 pieces per box	box	1	1	1	3	402.12	1	1	2	268.08	1	1	1	3	402.12	1	1	2	268.08	10	134.04	1,340.40		
14	ERASER, felt, for blackboard/whiteboard	piece	1	1	1	3	30.21	1	1	1	3	30.21	1	1	1	3	30.21	1	1	1	3	30.21	12	10.07	120.84
15	FASTENER, for paper, metal, 50 sets per box	box	1	1	1	3	171.27	1	1	1	3	171.27	1	1	1	3	171.27	1	1	1	3	171.27	12	57.09	685.08
16	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	5	5		10	828.7	5	5		10	828.7	5	5		10	828.7	5	5		10	828.7	40	82.87	3,314.80
17	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	1	1	1	3	49.92	1	1	1	3	49.92	1	1	1	3	49.92	1	1	1	3	49.92	12	16.64	199.68
18	FOLDER, Tagboard, A4, 100 pieces per pack	pck	1	2		3	778.08	1			1	259.36	1	2		3	778.08			1	1	259.36	8	259.36	2,074.88
19	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	1	1	1	3	873.6	1	1	1	3	873.6	1	1	1	3	873.6	1	1		2	582.4	11	291.20	3,203.20
20	FOLDER, Tagboard, Legal size, 100 pieces per pack	pck	2	2	1	5	1499.9	2	1	1	4	1199.92	3	3	1	7	2099.86	1	2	1	4	1199.92	20	299.98	5,999.60
21	GLUE, all purpose, 300 grams min.	bottle	3	2	3	8	391.04	3	4	3	10	488.8	3	2	3	8	391.04	3	3	3	9	439.92	35	48.88	1,710.80
22	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	12	11	11	34	1728.56	11	11	11	33	1677.72	12	11	11	34	1728.56	11	11	11	33	1677.72	134	50.84	6,812.56
23	MAGAZINE FILE BOX, LARGE	piece		10		10	447.2				0	0	10		10	447.2				0	0	20	44.72	894.40	
24	MARKER, fluorescent, 3 colors per set	set	2	5	4	11	391.05	1	1	1	3	106.65	4	5	1	10	355.5	1	1		2	71.1	26	35.55	924.30
25	MARKER, whiteboard, bullet type, black	piece	4	6	5	15	144.75	6	3	3	12	115.8	6	3	1	10	96.5	6	2	1	9	86.85	46	9.65	443.90
26	MARKER, permanent, bullet type, black	piece	3	6	5	14	165.2	6	2	1	9	106.2	6	6	1	13	153.4	6	2	1	9	106.2	45	11.80	531.00
27	MARKER, permanent, bullet type, blue	piece	2	2		4	47.2	3	3		6	70.8	2	2		4	47.2	1	1		2	23.6	16	11.80	188.80
28	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	5			5	52	5			5	52	5			5	52	5			5	52	20	10.40	208.00
29	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	6	1	5	12	374.4	6	1	4	11	343.2	6	6	1	13	405.6	6	4	1	11	343.2	47	31.20	1,466.40
30	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	4	3	1	8	323.52	4	1	1	6	242.64	4	3	1	8	323.52	4	1	1	6	242.64	28	40.44	1,132.32
31	PAD PAPER, Ruled	pad	1	2		3	54.78	1			1	18.26	1	2		3	54.78	1	2		3	54.78	10	18.26	182.60
32	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	6	3		9	60.84	3	3		6	40.56	3	5		8	54.08	3	6		9	60.84	32	6.76	216.32
33	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	6	4	1	11	148.72	6	4	1	11	148.72	6	4	1	11	148.72	6	4	1	11	148.72	44	13.52	594.88
34	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	124	122	124	370	34017.8	75	75	73	223	20502.62	75	75	73	223	20502.62	60	60	58	178	16365.32	994	91.94	91,388.36
35	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	130	130	128	388	40976.68	79	79	77	235	24818.35	79	79	77	235	24818.35	78	55	55	188	19854.68	1046	105.61	110,468.06
36	PAPER, A3	ream	25			25	10018.75	25			25	10018.75	25			25	10018.75	25			25	10018.75	100	400.75	40,075.00
37	PENCIL, lead, w/eraser, one(1) dozen per box	box	4	2		6	117.72	2	2		4	78.48	2	2		4	78.48	2	2		4	78.48	18	19.62	353.16
38	PHILIPPINE NATIONAL FLAG	piece		1		1	278.72				0	0			0	0				0	0	1	278.72	278.72	

39	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	9	6	2	17	1025.44	3	2	5	10	603.2	4	5	2	11	663.52	2	2	2	6	361.92	44	60.32	2,654.08
40	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	9	4	2	15	1302.75	2	2	4	8	694.8	4	5	2	11	955.35	2	2	2	6	521.1	40	86.85	3,474.00
41	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	5	1	2	8	2168	5	2		7	1897	5	2	1	8	2168	5	2		7	1897	30	271.00	8,130.00
42	RUBBER BAND, 70mm min lay flat length (#18)	box	3	2		5	529.25	3	1		4	423.4	2	2		4	423.4		1		1	105.85	14	105.85	1,481.90
43	RULER, plastic, 450mm, 1 piece in individual plastic	piece	2	3	1	6	83.28		1		1	13.88	2			2	27.76				0	0	9	13.88	124.92
44	SIGN PEN, black	piece	1	1	1	3	132.03	1	1	1	3	132.03	1	1	1	3	132.03	1	1	1	3	132.03	12	44.01	528.12
45	STAMP PAD INK, violet, 50mL	bottle	2	3	1	6	147.78	1	1		2	49.26	2	1	1	4	98.52	1	1		2	49.26	14	24.63	344.82
46	STAMP PAD, felt pad, min 60mm x 100mm	piece	2	3	1	6	165.96	1			1	27.66	3	1		4	110.64	1	0		1	27.66	12	27.66	331.92
47	STAPLE WIRE, Heavy duty, 23/13	box	3	5		8	243.36	5	2		7	212.94	5	3		8	243.36	5	2		7	212.94	30	30.42	912.60
48	STAPLE WIRE, Standard	box	3	4	1	8	151.36	3	4	1	8	151.36	3	3	1	7	132.44	5	5	3	13	245.96	36	18.92	681.12
49	TAPE, masking, 24mm, 50 meters length	piece		2		2	210.08		2		2	210.08		2		2	210.08		2		2	210.08	8	105.04	840.32
50	TAPE, masking, 24mm, 50 meters length	roll	2	5	5	12	661.44	5	5	2	12	661.44	5	5	2	12	661.44	5	5	2	12	661.44	48	55.12	2,645.76
51	TAPE, transparent, 24mm, 50 meters	roll	6	5	8	19	330.03	7	5	4	16	277.92	8	8	3	19	330.03	5	6	4	15	260.55	69	17.37	1,198.53
52	TAPE, packaging, 48mm, 50 meters length	roll	3	3	1	7	232.96	2	2		4	133.12	4			4	133.12	2			2	66.56	17	33.28	565.76
53	TOILET TISSUE, 12 rolls per pack	pack	12	11	12	35	2644.95	10	10	9	29	2191.53	10	10	9	29	2191.53	10	10	9	29	2191.53	122	75.57	9,219.54
						0	0				0	0				0	0				0	0	0		-
COMMON OFFICE DEVICES						0	0				0	0				0	0				0	0	0		-
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	2	2	2	6	55.14	2	1		3	27.57	2	1		3	27.57	2	1		3	27.57	15	9.19	137.85
2	CUTTER KNIFE, heavy duty	piece	3	3	2	8	158.08	3			3	59.28	3	2		5	98.8	1		2	3	59.28	19	19.76	375.44
3	TAPE DISPENSER, table top	piece	1			1	47.72				0	0			1	1	47.72				0	0	2	47.72	95.44
4	SCISSORS, (6")	pair	2	2	3	7	108.71	2	2	2	6	93.18	1			1	15.53				0	0	14	15.53	217.42
5	STAPLER, standard	piece	2	2	3	7	645.61	2	2	3	7	645.61				0	0				0	0	14	92.23	1,291.22
6	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2	2		4	457.12				0	0			2	2	228.56				0	0	6	114.28	685.68
7	WASTE BASKET, non-rigid plastic	piece			1	1	23.9	1			1	23.9	1		1	2	47.8	1			1	23.9	5	23.90	119.50
COMMON JANITORIAL SUPPLIES						0	0				0	0				0	0				0	0	0		-
1	BROOM, soft (tambo)	piece	2	2	2	6	624		2	1	3	312	3	1	1	5	520	2		1	3	312	17	104.00	1,768.00
2	BROOM, stick (tingting)	piece		1		1	23.92	1			1	23.92			1	1	23.92		1		1	23.92	4	23.92	95.68

3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	3	4	2	9	374.4	4	5	1	10	416	4	5	1	10	416	4	5	1	10	416	39	41.60	1,622.40
4	CLEANSER, scouring powder, 350grams/can	can	1		1	2	36.4		1	1	2	36.4		1	1	2	36.4	1	1		2	36.4	8	18.20	145.60
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	4	6	1	11	457.6	5	5	5	15	624	4	4	4	12	499.2	5	5	5	15	624	53	41.60	2,204.80
6	DISINFECTANT SPRAY, 400-550 grams	can	3	3		6	717.6	4	4		8	956.8	4	3		7	837.2	4	3		7	837.2	28	119.60	3,348.80
7	DUST PAN, non-rigid plastic	piece	1			1	119.6	1			1	119.6	1			1	119.6	1			1	119.6	4	119.60	478.40
8	FURNITURE CLEANER, aerosol, 300mL/can	can	1	1		2	169.52	1	1	1	3	254.28	1		1	2	169.52	1		1	2	169.52	9	84.76	762.84
9	INSECTICIDE, aerosol type, 600mL/can	can	1		1	2	169.52	1		1	2	169.52	1		1	2	169.52	1		1	2	169.52	8	84.76	678.08
10	MOPBUCKET	piece	1	1		2	4509.44				0	0				0	0	1		1	2	4509.44	4	2,254.72	9,018.88
11	MOPHANDLE, screw type, aluminum handle	piece	1	1		2	284.96	1		1	2	284.96	1	1		2	284.96		1		1	142.48	7	142.48	997.36
12	MOPHEAD, made of rayon	piece	1	1		2	197.6	1		1	2	197.6	1		1	2	197.6	1	1		2	197.6	8	98.80	790.40
13	RAG, all cotton, 32 pieces per kilo per bundle	bundle	1	1	1	3	137.28	1			1	45.76	1	1		2	91.52	1	1		2	91.52	8	45.76	366.08
14	TRASHBAG, plastic, transparent, 10pcs/roll	roll	6	2	1	9	1258.92	1	6	1	8	1119.04	1	6	1	8	1119.04	2	6	1	9	1258.92	34	139.88	4,755.92
15	SCOURING PAD, 5 pieces per pack	pck	1	1	1	3	358.8	1	1	1	3	358.8	1	1	1	3	358.8	1	1	1	3	358.8	12	119.60	1,435.20
COMMON OFFICE EQUIPMENT						0	0				0	0				0	0				0	0	0		-
1	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	1	1		2	284.72	1		1	2	284.72				1	1				0	0	5	142.36	711.80
						0	0				0	0				0	0				0	0	0		-
CONSUMABLES						0	0				0	0				0	0				0	0	0		-
1	INK CART, HP C8767WA, (HP96), Black	cart		2		2	2860	1			1	1430				0	0				0	0	3	1,430.00	4,290.00
2	INK CART, HP C9351AA, (HP21), Black	cart		3		3	1950				0	0				0	0				0	0	3	650.00	1,950.00
3	INK CART, HP C9352AA, (HP22), Tri-color	cart		3		3	2255.76				0	0				0	0				0	0	3	751.92	2,255.76
4	INK CART, HP C9363WA, (HP97), Tri-color	cart		2		2	2984.8	1			1	1492.4				0	0				0	0	3	1,492.40	4,477.20
5	INK CART, CANON PG-810, Black	cart	3	1	3	7	5161.52	2	3	3	8	5898.88	3	3	1	7	5161.52	3	2	1	6	4424.16	28	737.36	20,646.08
6	INK CART, CANON CL-811, Colored	cart	2	1	2	5	4851.6	1	2		3	2910.96	2	1		3	2910.96	2	1		3	2910.96	14	970.32	13,584.48
7	INK CART, Epson Stylus CX290, black	set				0	0				0	0			1	1	3500				1	1	2	3,500.00	7,000.00
8	TONER CART, HP CE285A (HP85A), Black	cart		1	1	2	5512		2	1	3	8268	1	2		3	8268	1	2		3	8268	11	2,756.00	30,316.00
9	INK CART, CANON PGI-35, Black	cart		2	1	3	1800		1	2	3	1800	1	1		2	1200	1	1		2	1200	10	600.00	6,000.00
10	INK CART, CANON CLI-36 Colored	cart		1	1	2	1900		1	1	2	1900	1		1	2	1900	1	2		3	2850	9	950.00	8,550.00

11	Toner for photocopy machine	cart		1		1	3437		1	1	3437		1	1	3437			0	0	3	3,437.00	10,311.00			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
CONSUMABLES																									
1	INK CART, EPSON C13T6664100 (T6641), Black	bottle	15	23	17	55	14,784.77	20	17	13	50	13,440.70	28	17	13	58	15,591.21	28	17	13	58	15,591.21	221	268.81	59,407.89
2	INK CART, EPSON C13T664200 (T6642), Cyan	bottle	13	17	15	45	12,096.63	10	5	6	21	5,645.09	5	5	6	16	4,301.02	1	5	7	13	3,494.58	95	268.81	25,537.33
3	INK CART, EPSON C13T664300 (T6643), Magenta	bottle	13	17	15	45	12,096.63	10	5	6	21	5,645.09	5	5	6	16	4,301.02	1	5	7	13	3,494.58	95	268.81	25,537.33
4	INK CART, EPSON C13T664400 (T6644), Yellow	bottle	13	17	15	45	12,096.63	10	5	6	21	5,645.09	5	5	6	16	4,301.02	1	5	7	13	3,494.58	95	268.81	25,537.33
5	Universal Ink Refill, Black Canon	bottle	4		4	8	456.00		4		4	228.00	4	2		6	342.00	4			4	228.00	22	57.00	1,254.00
6	Universal Ink Refill, Cyan Canon	bottle	2		2	4	228.00		2		2	114.00	2			2	114.00	2			2	114.00	10	57.00	570.00
7	Universal Ink Refill, Magenta Canon	bottle	2		2	4	228.00		2		2	114.00	2			2	114.00	2			2	114.00	10	57.00	570.00
8	Universal Ink Refill, Yellow Canon	bottle	2		2	4	228.00		2		2	114.00	2			2	114.00	2			2	114.00	10	57.00	570.00
Office Equipment and Accessories					0	-				0	-				0	-				0	-	0		-	
1	Field pants	piece			10	10	50,000.00	10			10	50,000.00				0	-				0	-	20	5,000.00	100,000.00
					0	-				0	-				0	-				0	-	0		-	-
Office Supplies					0	-				0	-				0	-				0	-	0		-	
1	Ballpen (Black) my Gel	piece	170	40	125	335	6,700.00	70	40	125	235	4,700.00	70	40	120	230	4,600.00	70	40	60	170	3,400.00	970	20.00	19,400.00
2	Ballpen (Blue) my Gel	piece	20	35	20	75	1,500.00	20	35	20	75	1,500.00	20	35	20	75	1,500.00	20	35	20	75	1,500.00	300	20.00	6,000.00
3	Ballpen (Green) my Gel	piece	5			5	100.00	5			5	100.00	5			5	100.00	5			5	100.00	20	20.00	400.00
4	Bond Paper, short	piece	7	7	5	19	2,090.00	7	7	5	19	2,090.00	7	7	5	19	2,090.00	7	7	7	21	2,310.00	78	110.00	8,580.00
5	BALLPEN, HBW 2000, black, 12's	box	2		2	4	288.00	2	2	2	6	432.00	2	2		4	288.00	2	2		4	288.00	18	72.00	1,296.00
6	Correction Fluid	bottle	10	10	10	30	1,170.00	10	10	10	30	1,170.00	10	10	10	30	1,170.00	10	10	10	30	1,170.00	120	39.00	4,680.00
7	Data Folder, long (ARCHFILE)	piece	5			5	535.00	5			5	535.00	5			5	535.00	5			5	535.00	20	107.00	2,140.00
8	Dating Stamp	piece	1	2		3	900.00	1			1	300.00	1			1	300.00				0	-	5	300.00	1,500.00
9	Desk Tray	piece	2	2	2	6	2,100.00	2	2	2	6	2,100.00	0			0	-				0	-	12	350.00	4,200.00
10	Batteries, AA, Energizer	pack		75	2	77	6,160.00		75	2	77	6,160.00		50		50	4,000.00	50			50	4,000.00	254	80.00	20,320.00
11	Field book (Valiant)	piece		15		15	633.75		10		10	422.50	10			10	422.50	10			10	422.50	45	42.25	1,901.25
12	ENGINEER'S NOTEBOOK	book	1			1	75.00	1			1	75.00	1			1	75.00	1			1	75.00	4	75.00	300.00

13	Folder, kraft, short	piece	50	50	50	150	525.00	50	50	50	150	525.00	50	50	50	150	525.00	50	50	50	150	525.00	600	3.50	2,100.00
14	Folder, kraft, legal	piece	50	50	100	200	800.00	50	50	100	200	800.00	50	50	100	200	800.00	50	50	100	200	800.00	800	4.00	3,200.00
15	Folder, kraft, A4	piece	100	50	100	250	2,500.00	100	50	100	250	2,500.00	50	50	100	200	2,000.00	50	50	100	200	2,000.00	900	10.00	9,000.00
16	Folder, A4, plastic	piece		200	100	300	2,400.00				0	-	100	200		300	2,400.00				0	-	600	8.00	4,800.00
17	Folder, Short, plastic	piece		100	100	200	1,000.00	100	100		200	1,000.00		100	100	200	1,000.00	100	100		200	1,000.00	800	5.00	4,000.00
18	Folder, Legal, plastic	piece		100	100	200	2,000.00	100	100		200	2,000.00	100	100		200	2,000.00	100	100		200	2,000.00	800	10.00	8,000.00
19	FOLDER EXPANDED LONG (YELLOW)	piece		50		50	925.00		20		20	370.00				0	-				0	-	70	18.50	1,295.00
20	FAX PAPER	roll	1	1	1	3	390.00	1	1	1	3	390.00	1	1	1	3	390.00	1	1	1	3	390.00	12	130.00	1,560.00
21	Glue, all purpose,130 grams	bottle		5	3	8	502.00	3	5		8	502.00	3	5		8	502.00	3	5		8	502.00	32	62.75	2,008.00
22	Page Markers, self stick (assorted colors)	piece	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	5	25	1,250.00	10	10	10	30	1,500.00	115	50.00	5,750.00
23	Paper Fastener, plastic (KW)	box	3	5	5	13	442.00	5	3	3	11	374.00	5	3	3	11	374.00	5	3	3	11	374.00	46	34.00	1,564.00
24	Paper Fastener nun rust metal	box	1	1	2	4	340.00	1			1	85.00	1		2	3	255.00	1			1	85.00	9	85.00	765.00
25	Paper, 24" x 50" yards	roll		10		10	6,000.00				0	-		10		10	6,000.00				0	-	20	600.00	12,000.00
26	Permanent Marker Pen, Black, board (pilot)	piece		5	2	7	420.00	5			5	300.00	5	2		7	420.00	5			5	300.00	24	60.00	1,440.00
27	Pentel Pen Ink Refill	bottle		2	1	3	195.00	2			2	130.00	2	1		3	195.00	2			2	130.00	10	65.00	650.00
28	PVC transparent cover	box	1	3	1	5	2,750.00	3		1	4	2,200.00	3		1	4	2,200.00	3			3	1,650.00	16	550.00	8,800.00
29	Page Markers, self stick (assorted colors)	piece	5	5	5	15	750.00	5	5	6	16	800.00	5	5	6	16	800.00	5	5	5	15	750.00	62	50.00	3,100.00
30	Ring Binder 1/2"	piece		20		20	505.00		20		20	505.00		20		20	505.00	20			20	505.00	80	25.25	2,020.00
31	Ring Binder 1/4"	piece		20		20	520.00		20		20	520.00		20		20	520.00	20			20	520.00	80	26.00	2,080.00
32	Ring Binder 3/4"	piece		20	5	25	650.00		20		20	520.00		20	5	25	650.00	20			20	520.00	90	26.00	2,340.00
33	Sticker Paper, long	pad		15	2	17	612.00	10		2	12	432.00	15			15	540.00	10			10	360.00	54	36.00	1,944.00
34	Pad Paper, yellow, canary	pad		1		1	46.95				0	-		1		1	46.95				0	-	2	46.95	93.90
35	DIGITAL WALL CLOCK	piece		2		2	800.00				0	-	1			1	400.00				0	-	3	400.00	1,200.00
Photographic or filming or video equipment						0	-				0	-				0	-				0	-	0	-	-
1	Camera,Nikon	unit			3	3	54,000.00	3			3	54,000.00				0	-				0	-	6	18,000.00	108,000.00
2	Sleeping bag	piece				0	-	10			10	15,000.00	7			7	10,500.00				0	-	17	1,500.00	25,500.00
3	Tent	piece				0	-	10			10	50,000.00	7			7	35,000.00				0	-	17	5,000.00	85,000.00

Cleaning Equipment and Supplies					0	-	1		1	-			0	-			0	-	1	-	-	
1	Albatross	piece	5	5	10	350.00	5	5	10	350.00	5	5	10	350.00	5	5	10	350.00	40	35.00	1,400.00	
2	Zonrox	bottle	5		5	425.00	5		5	425.00	5		5	425.00	5		5	425.00	20	85.00	1,700.00	
3	Feather Duster	piece	5	1	6	120.00			1	20.00	5		5	100.00			0	-	12	20.00	240.00	
					0	-			0	-			0	-			0	-	0		-	
Laboratory Equipment					0	-			0	-			0	-			0	-	0		-	
1	GPS Garmin	unit		2	2	70,000.00	2		2	70,000.00			0	-			0	-	4	35,000.00	140,000.00	
2	Nitrates	box			0	-			5	12,500.00			5	12,500.00			0	-	10	2,500.00	25,000.00	
Electrical equipment and components and supplies					0	-			0	-			0	-			0	-	0		-	
1	Heavy duty extension wheel	set	1	2	3	3,000.00	2	1	3	3,000.00	1		1	1,000.00		1	1	1,000.00	8	1,000.00	8,000.00	
					0	-			0	-			0	-			0	-	0		-	
Computer Supplies					0	-			0	-			0	-			0	-	0		-	
1	DVD-R in plastic container	piece	10	100	110	1,430.00	10		10	130.00	100		100	1,300.00	10		10	130.00	230	13.00	2,990.00	
2	External Disk 2 TB	piece		10	11	44,000.00	5		5	20,000.00	2		2	8,000.00	1		1	4,000.00	19	4,000.00	76,000.00	
3	Flash Drive, usb 2.0, 8gb	piece	4	10	16	9,600.00	5	4	9	5,400.00	4		4	4,800.00	2		2	4	2,400.00	37	600.00	22,200.00
4	Flash Drive, usb 2.0, 2gb	piece	4		4	1,000.00		4	4	1,000.00		5	5	1,250.00			0	-	13	250.00	3,250.00	
5	FLASH DRIVE, 16GB, USB 2.0, plug and play (Legal, Planning, Econ, IO)	piece			0	-			0	-			0	-	2		2	4	840.32	4	210.08	840.32
6	UPS APC Back Up 650VA/325W	piece		2	3	7,050.00		2	3	7,050.00			0	-			0	-	6	2,350.00	14,100.00	
7	MOUSE, optical, USB connection type	piece	1		2	255.60		1	2	255.60		1	1	127.80	1		1	2	255.60	7	127.80	894.60
Computer Equipment and Accessories					0	-			0	-			0	-			0	-	0		-	
1	Laptop, Core i7	unit		2	2	96,000.00	1		1	48,000.00			0	-			0	-	3	48,000.00		
2	Printer, 3in1	unit	5		5	47,500.00	3		3	28,500.00	2		2	19,000.00			0	-	10	9,500.00	95,000.00	
3	Printer, 3in1	unit		1	2	16,000.00		1	2	16,000.00			0	-			0	-	4	8,000.00	32,000.00	
4	Portable Scanner,A4	unit		2	2	18,000.00		2	2	18,000.00			0	-			0	-	4	9,000.00		
5	Mouse, wireless	unit			10	10,000.00	7		7	7,000.00			0	-			0	-	17	1,000.00	17,000.00	
6	Desktop	unit			0	-			1	50,000.00			0	-			0	-	1	50,000.00		
7	Antivirus	piece			0	-			3	4,500.00			0	-			0	-	3	1,500.00	4,500.00	

*Other Categories						0	-			0	-			0	-	0	-				
1	Digital Wall Clock	piece			2	2	800.00			0	-			0	-			2	400.00	800.00	
2	Toner for photocopy machine	cart			1	1	3,437.00	1		1	3,437.00			0	-	1	1	3,437.00	3	3,437.00	10,311.00
Fuel , Oil and Lubricants -GSD							5,000.00				5,000.00				5,000.00				20,000.00	35,000.00	
RENT A CAR							536,000.00				300,000.00				148,000.00					984,000.00	
Labor Hire							100,000.00				100,000.00				100,000.00				102,000.00	402,000.00	
Repairs -ICT							16,250.00				16,250.00				16,250.00				6,250.00	55,000.00	
Contract of Services - Geologist							250,000.00				250,000.00				536,000.00				250,000.00	1,286,000.00	
Representation Expenses							66,050.00				266,050.00				66,050.00				66,050.00	464,200.00	
ISO Implementation							1,000,000.00													1,000,000.00	
Repair - Technical and Scientific							6,250.00				6,250.00				6,250.00				6,250.00	25,000.00	
						0	-			0	-			0	-			0	-	-	
C. TOTAL (A + B):																			5,816,695.24		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			581,669.52		
E. GRAND TOTAL (C + D)																			6,398,364.77		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores						2E+05					1E+05									1E+05	
G.2 Other Items not available at PS but regularly purchased from other sources						4E+05					4E+05									40549	
TOTAL MONTHLY CASH REQUIREMENTS						6E+05					6E+05									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:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

ENDANAN R. DALDIG
Property/Supply Officer

JEFFREY C. PADILLA
Accountant /
Local Budget Officer

CONSTANCIO A. PAYE, JR. CESO IV
Head of Agency

Date Prepared: October 27, 2016