

ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment
Available from the Procurement Service

Contact Person:

Position

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Department/Bureau/Office: PRESIDENTIAL COMMISSION FOR THE URBAN POOR

Region:

Address: 1115 EDSA, PROJECT 7, QUEZON CITY

Item & Specifications	Unit	Quantity Requirement					Yearly	PS Price Catalogue 11.25.14	TOTAL AMOUNT
		Q1	Q2	Q3	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES									
COMMON ELECTRICAL SUPPLIES									
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	15	15	15	15	60		19.19	1,151.40
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	10	5	5	10	30		384.80	11,544.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece	6	6	6	6	24		66.77	1,602.48
9. FLUORESCENT LAMP, tubular, 36 watts	piece	10	10	10	10	40		71.03	2,841.20
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	5	5	5	5	20		101.92	2,038.40
13. STARTER, 4-40 watts	piece	20	0	20	0	40		3.59	143.60
COMMON COMPUTER SUPPLIES/CONSUMABLES									
15. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	10	10	10	10	40		10.40	416.00
16. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	10	10	10	10	40		16.31	652.40
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10	10	20	20	60		11.18	670.80
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	10	10	20	20	60		19.68	1,180.80
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	20	20	20	20	80		504.40	40,352.00
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	35	30	30	30	125		959.92	119,990.00
20. INK CARTRIDGE, Canon Part No. PG-810, colored	cart	45	45	45	45	180		720.72	129,729.60
32. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810C, 840, 845C, 920C	cart	16	14	16	16	62		1,237.60	76,731.20
32. INK CARTRIDGE, HP C8578A7D (HP78), tri-color, for HP Deskjet 920C, 930C, 948C, 950C	cart	16	14	16	15	61		1,456.00	88,816.00
33. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP deskjet 3920, 3940, HP PSC 1410, 1410	cart	45	45	45	45	180		627.12	112,881.60
34. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP deskjet 3920, 3940, HP PSC 1402	cart	30	30	30	30	120		722.80	86,736.00
35. INK CARTRIDGE, HP CD887AA(HP703) Black Deskjet, for HP Deskjet D730, F735 All-in-one	cart	20	20	20	30	90		328.64	29,577.60
35. INK CARTRIDGE, HP CD888AA(HP703) tri-color Deskjet, for HP Deskjet D730, F735 All-in-one	cart	20	20	20	30	90		328.64	29,577.60
35. INK CARTRIDGE, HP CD971AA (HP920), black for HP Officejet 6000, 7000	cart	2	2	2	2	8		762.32	6,098.56
35. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7001	cart	5	5	4	5	19		572.00	10,868.00
99. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart	5	5	4	5	19		572.00	10,868.00
99. INK CARTRIDGE, HP CD974AA (HP920XL), magenta, for HP Officejet 6000, 7001	cart	5	5	4	5	19		572.00	10,868.00
99. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7002	cart	7	5	4	5	21		1,144.00	24,024.00
99. INK CARTRIDGE, HP CN692AA(HP704), black, for HP ink Advantage 2010 K01a1 ink Advantage all-in-one	cart	45	35	35	35	150		328.64	49,296.00
99. INK CARTRIDGE, HP CN693AA(HP704), tri-color, for HP ink Advantage 2010 K01a1 ink Advantage all-in-one		35	30	30	30	125		328.64	41,080.00
3. ALCOHOL, 70%, ethyl	bottle	30	30	30	30	120		38.22	4,586.40
9. CARTOLINA, assorted color, 20s/pack	pack	5	5	5	5	20		70.72	1,414.40
10. CARTOLINA, white, dustless, 100 pcs/box	pack	2	2	2	2	8		45.66	365.28
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece	10	10	10	10	40		78.00	3,120.00
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece	10	10	10	20	50		83.20	4,160.00
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	30	30	30	30	120		12.05	1,446.00
24. DATA FILE BOX, (5"x9"x15-3/4")	box	24	24	24	24	96		61.88	5,940.48
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	30	30	30	30	120		69.68	8,361.60
28. ENVELOPE, documentary (10"x15"), 500s/box	box	1	1	0	2	4		502.32	2,009.28
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	2	2	2	4	10		566.22	5,662.20
29. ENVELOPE, documentary, A4, 500s/box	box	1	1	0	2	4		403.52	1,614.08
40. FOLDER, pressboard, plain, legal, 100s/box	pack	2	2	2	2	8		842.40	6,739.20
41. FOLDER, tagboard, legal size, 100s/box	pack	5	10	5	5	25		216.91	5,422.75
42. FOLDER, tagboard, A4 size, 100s/box	pack	3	0	2	2	7		193.72	1,356.04
47. GLUE, all purpose, 300 grams min.	jar	6	6	6	6	24		45.43	1,090.32

Item & Specifications	Unit	Quantity Requirement					Yearly	PS Price Catalogue 11.25-14	TOTAL AMOUNT
		Q1	Q2	Q3	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES									
49. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack	2	2	2	2	8		46.38	371.04
50. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2	2	2	2	8		128.96	1,031.68
53. INDEX TAB, self-adhesive, 10 pcs/box	box	30	10	10	20	70		52.00	3,640.00
59. MAP PIN, round head, 100s/case	case	2	2	2	4	10		41.60	416.00
60. MARKER, fluorescent, 3 colors/set	set	6	6	6	12	30		34.92	1,047.60
61. MARKING PEN, whiteboard, black	piece	48	36	36	36	156		12.27	1,914.12
64. MARKER, permanent, black	piece	58	36	36	36	166		12.15	2,016.90
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	40	20	40	40	140		8.11	1,135.40
68. NOTE PAD, (3"x3"), 100 sheets/pad	pad	6	12	6	12	36		36.37	1,309.32
69. NOTE PAD, (3"x4"), 100 sheets/pad	pad	6	12	6	12	36		51.88	1,867.68
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad	6	12	6	12	36		31.17	1,122.12
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	100	150	150	150	550		112.42	61,831.00
81. PAPER, thermal, 216mmx30M, 1/2" core	roll	15	15	15	15	60		31.49	1,889.40
83. PAPER FASTENER, for paper, metal, 50 sets/box	box	10	10	10	20	50		59.79	2,989.50
84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	10	20	10	20	60		11.84	710.40
85. PAPER CLIP, gem type, 32mm, 100s/box	box	10	20	10	20	60		6.12	367.20
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	2	2	2	4	10		20.23	202.30
89. RECORD BOOK, 300 pages, Smythe sewn	book	25	2	4	10	41		52.00	2,132.00
90. RECORD BOOK, 500 pages, Smythe sewn	book	25	2	4	10	41		78.50	3,218.50
97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	60	30	60	60	210		5.30	1,113.00
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2	4	2	4	12		102.94	1,235.28
110. SIGN PEN, black	piece	60	60	60	60	240		43.35	10,404.00
113. STAMP PAD INK, violet, 50mL	bottle	3	3	3	3	12		22.88	274.56
114. STAMP PAD, felt pad, min 60mm x 100mm	piece	3	3	3	3	12		22.76	273.12
115. STAPLE WIRE, standard, 5000 pcs/box	box	15	15	15	15	60		23.80	1,428.00
120. TAPE, masking, 24mm, 50 meters length	roll	24	12	24	24	84		47.84	4,018.56
122. TAPE, transparent, 24mm, 50 meters	roll	24	24	24	60	132		15.39	2,031.48
124. TAPE, packaging, 48mm, 50 meters length	roll	5	10	5	10	30		30.99	929.70
128. TWINE, plastic, one kilo per roll	roll	5	3	5	4	17		43.13	733.21
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	10	5	0	5	20		148.72	2,974.40
COMMON OFFICE DEVICES									
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	3	3	3	3	12		8.30	99.60
2. CUTTER, heavy duty	piece	9	9	9	9	36		29.62	1,066.32
5. PUNCHER, heavy duty	piece	2	4	2	4	12		91.78	1,101.36
9. STAPLER, heavy duty, standard	piece	5	4	5	4	18		97.76	1,759.68
10. STAPLE REMOVER, twin jaws	piece	10	10	10	10	40		16.12	644.80
13. WASTE BASKET, plastic	piece	10	6	5	5	26		26.50	689.00
COMMON JANITORIAL SUPPLIES									
COMMON OFFICE EQUIPMENT									
SUBTOTAL A									1,063,011.50
LEGAL SIZE PAPER									
PAPER, Multicopy, legal, for printing	ream	100	150	150	150	550		128.13	70,471.50
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)									
Office Supplies									
1. Notarial Seal	boxes	1	1	1	1	4		50.75	203.00
2. Specialty Board Paper (Certificates) - Elit	pack	50	50	50	52	202		4.50	909.00
3. Paper Stickers	pack	50	50	50	50	200		2.88	576.00
4. Double A Premium paper - legal	rms	30	30	30	30	120		205.00	24,600.00
5. Double A Premium paper - A4	ream	30	30	30	30	120		185.00	22,200.00
6. Double A Premium paper - short	ream	30	30	30	30	120		172.00	20,640.00
7. Ballpen	pcs	150	150	150	150	600		6.25	3,750.00
8. Daily Time Record	pcs	300	300	300	300	1200		5.00	6,000.00
9. Bundy Clock Ribbon - Elite	roll	1	1	1	1	4		911.00	3,644.00
10. Panasonic Ink Film KX - FA5TE (roll)	roll	1	1	1	1	4		1,255.00	5,020.00
Audio and visual presentation and composing equipment									
Computer Supplies									
1. Inkcart. - Epson - T6641 Black	pcs	2	2	2	2	8		380.00	3,040.00
2. Inkcart. - Epson T6642 Cyan	pcs	2	2	2	2	8		380.00	3,040.00
3. Inkcart. - Epson T6643 Magenta	pcs	2	2	2	2	8		380.00	3,040.00
4. Inkcart. - Epson T6644 Yellow	pcs	2	2	2	2	8		380.00	3,040.00
OTHERS									
1. Master GR roll 2750 - Risograph machine	roll	2	2	2	2	8		5,260.00	42,080.00
2. Risograph ink GR S - 539	bottle	4	4	4	4	16		2,870.00	45,920.00
3. Toner for Sharp MX - 312 FT	pcs	2	2	2	2	8		8,278.00	66,224.00
4. Developer for Sharp MX - 312 FT	boxes	1	1	1	1	4		1,684.00	6,736.00
5. Toner Kit TK 1147 (Kyocera)	tube	2	2	2	2	8		6,160.00	49,280.00
6. Drum Cartridge (Sharp)	pcs	0	1	0	1	2		2,219.00	4,438.00
8. Cleaner blade (Sharp)	pcs		1		1	2		617.00	1,234.00

Item & Specifications	Unit	Quantity Requirement					Yearly	PS Price Catalogue 11.25.14	TOTAL AMOUNT
		Q1	Q2	Q3	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES									
Developer for Kyocera Xerox Machine	boxes	1	1	1	1	4		820.00	3,280.00
SUBTOTAL B									389,365.50
C. GRAND TOTAL (A + B):									1,452,377.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of GRAND TOTAL)									145,237.70
E. APPROVED BUDGET (C + D)								ln	1,597,614.70
Figures and Words:									
F. MONTHLY CASH REQUIREMENTS (In Pesos)									
F.1 Available at Procurement Service Stores									1,692,073.37
F.2 Other Items not available at PS but regularly purchased from other sources									1,907,982.00
TOTAL CASH REQUIREMENTS									3,600,055.37

*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

Prepared by:

C. Labasbas
CARMELITA D. LABASBAS
 Property/Supply Officer

Date Prepared: November 28, 2014