

**ANNUAL PROCUREMENT PROGRAM**  
**(For Common-Use Goods Available from PS)**  
**For Fiscal/Calendar Year 2010**

Department/Bureau/Office: Dept. of the Interior & Local Gov't.  
Region: Region 10  
Address: Upper Carmen, Cagayan de Oro City

Contact Person: **Rosita E. Lagang**  
Position : **Supply Officer II**  
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Tel. Nos. **858-2191/723768**

Items & Specification	Quantity Requirements					Unit	SEMINARS/ TRAININGS	END USER	MODE OF PROCUREMENT	NO. OF DAYS	Estimated Amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>COMMON OFFICE SUPPLIES</b>													
Acetate, projector	2	2	2	2	8	bx.		RO	Direct Purchase	DBM		300.00	2,400.00
Acetate, gauge #3	1	1	1	1	4	rolls		-do-	Direct Purchase	-do-		537.95	2,151.80
Air Freshener	25	25	25	25	100	btls.		-do-	Direct Purchase	-do-		155.00	15,500.00
Air Freshener, car	25	25	25	25	100	btls.		-do-	Direct Purchase	-do-		85.00	8,500.00
Alcohol, rubbing 70% 500ml	24	24	24	24	96	btls.		-do-	Direct Purchase	do-		37.85	3,633.60
Ballpens	50	50	50	50	200	pcs.		-do-	Direct Purchase			3.50	700.00
Battery penlight Alkaline AA	25	25	25	25	100	sets		-do-	Direct Purchase			74.15	7,415.00
Carbon paper legal	12	12	12	12	48	bx.		-do-	Direct Purchase			76.95	3,693.60
Carbon film, 216mm x 330mm	3	3	3	3	12	bx.		-do-	Direct Purchase			365.15	4,417.80
Cartolina, assorted	2	2	2	2	8	packs		-do-	Direct Purchase			77.00	616.00
Cartolina white	1	1	1	1	4	packs		-do-	Direct Purchase			89.00	356.00
Clip backfold 50mm, 12s/box	3	3	3	3	12	bx.		-do-	Direct Purchase			36.65	439.80
Clip Binder, double 32mm 12s	6	6	6	6	24	bx.		-do-	Direct Purchase			13.75	330.00
Correction fluid	24	24	24	24	96	btls.		-do-	Direct Purchase			12.30	1,180.80
Cutter medium heavy duty	6	6	6	6	24	pcs.		-do-	Direct Purchase			27.00	648.00
Columnar pads 14 cols.	6	6	6	6	24	pcs.		-do-	Direct Purchase			35.40	849.60
Columnar pads 18 cols.	6	6	6	6	24	pcs.		-do-	Direct Purchase			52.85	1,268.40
Columnar pads 4 cols.	6	6	6	6	24	pcs.		-do-	Direct Purchase			20.60	494.40
Columnar pads 6 cols.	6	6	6	6	24	pcs.		-do-	Direct Purchase			30.00	720.00
Datafile Box w/ cover	12	12	12	12	48	bx.		-do-	Shopping			185.00	8,880.00
Data folder 3"x9"x15"	2	2	2	2	8	pcs.		-do-	Direct Purchase			69.90	559.20
Envelope, doc. Legal 500/bx.	1		1		2	bx.		-do-	Direct Purchase			675.00	1,350.00
Envelope, expanding legal 100/box	1		1		2	bx.		-do-	Direct Purchase			650.00	1,300.00
Envelope, mailing white	3	3	3	3	12	bx.		-do-	Direct Purchase			167.65	2,011.80
Envelope pay kraft coin 8	3	3	3	3	12	bx.		-do-	Direct Purchase			98.30	1,179.60
Envelope expanding plastic			12	12	24	pcs.		-do-	Direct Purchase			68.70	1,648.80
Eraser rubber soft	12	12	12	12	48	pcs.		-do-	Direct Purchase			3.75	180.00
Fax paper 216 x 30mm	20	20	20	20	80	rolls		-do-	Direct Purchase			45.80	3,664.00
<b>SUB - TOTAL</b>													<b>76,088.20</b>

Items & Specification	Quantity Requirements					Unit	SEMINARS/ TRAININGS	END USER	MODE OF PROCUREMENT	NO. OF DAYS	Estimated Amount	Depot Price (Per Unit)	TOTAL
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								AMOUNT
<b>BALANCE FORWARDED COMMON OFFICE SUPPLIES</b>													<b>76,088.20</b>
Felt Paper Assorted colors	10	10	10	10	40	pcs.		RO	Direct Purchase			18.00	720.00
File Organizer, expanding	3	3	3	3	12	pcs.		RO	Direct Purchase			81.90	1,033.20
Folder morroco legal 50pc/pk.	1	1	1	1	4	packs		RO	Direct Purchase			197.50	788.00
Folder plastic legal	2	2	2	2	8	packs		RO	Direct Purchase			179.20	1,433.60
Folder tagboard legal 100pcs.	2	2	2	2	8	packs		RO	Direct Purchase			215.70	1,725.60
Folder w/ metal tab	50	50	50	50	200	pcs.		RO	Direct Purchase			9.00	1,800.00
Folder long w/ clip 2 fold	12	12	12	12	48	pcs.		RO	Direct Purchase			86.00	4,128.00
Frames, Photo	4	4	4	4	16	pcs.		RO	Direct Purchase			400.00	6,400.00
Glue all purpose, 300 grams	10	10	10	10	40	jar		RO	Shopping		47.65		1,906.00
Illustration Board 30 x 40	6	6	6	6	24	pcs.		RO	Shopping		30.49		731.76
Index Card 5 x 8" 500pcs.		1		1	2	packs		RO	Direct Purchase			106.70	213.40
Inks Risograph KS 800	2	2	2	2	8	tubes		RO	Direct Purchase		1,150.00		9,200.00
Inks stamp pad	3	3	3	3	12	btls.		RO	Shopping		48.00		576.00
Inks pentel pens	3	3	3	3	12	btls.		RO	Direct Purchase			86.00	1,032.00
Letter heads DILG	3	3	3	3	12	reams		RO	Direct Purchase			1,500.00	18,000.00
Letter heads COA			5		5	reams		RO	Direct Purchase			1,500.00	7,500.00
Linen paper short	6	6	6	6	24	packs		RO	Direct Purchase			45.00	1,080.00
Linen paper long	6	6	6	6	24	packs		RO	Direct Purchase			65.00	1,560.00
Lead for mechanical pencil			6		6	tubes		RO	Direct Purchase			10.90	65.40
Ledger Cards supplies		500			500	pcs.		RO	Direct Purchase			9.50	4,750.00
Ledger Cards subsidiary			500		500	pcs.		RO	Direct Purchase			9.50	4,750.00
Marking pen permanent	12	12	12	12	48	pcs.		RO	Direct Purchase			18.55	890.40
MDS Check book	12	12	12	12	48	pcs.		RO	Direct Purchase			450.00	21,600.00
Marker Flourescent 3 colors/set	6	6	6	6	24	sets		RO	Direct Purchase			66.15	1,587.60
Marking pen wyteboard	12	12	12	12	48	pcs.		RO	Direct Purchase			27.15	1,303.20
Marking pen, transparency	2	2	2	2	8	sets		RO	Direct Purchase			88.30	706.40
Mophandle wooden		4		4	8	pcs.		RO	Direct Purchase			50.70	405.60
Mophead, all cottom twisted		10	10	10	30	pcs.		RO	Direct Purchase			46.90	1,407.00
Note pad 3" x 3"	5	5	5	5	20	pads		RO	Direct Purchase			30.00	600.00
Note pad 3" x 4"		6	6	6	18	pads		RO	Direct Purchase			48.80	878.40
Notebooks spring 50 leaves	10		10		20	pcs.		RO	Direct Purchase			9.50	190.00
Notebooks stenographers		10		10	20	pcs.		RO	Direct Purchase			9.80	196.00
Oil Sewing Machine		2		2	4	btls.		RO	Direct Purchase			45.00	180.00
Paper Clips small	6	6	6	6	24	bxs		RO	Direct Purchase			5.00	120.00
Paper Clips Jumbo		6	6	6	18	bxs		RO	Direct Purchase			11.25	202.50
<b>SUB - TOTAL</b>													<b>175,748.26</b>

Items & Specification	Quantity Requirements					Unit	SEMINARS TRAININGS	END USER	MODE OF PROCUREMENT	NO. OF DAYS	ESTIMATED AMOUNT	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>175,748.26</b>
<b>COMMON OFFICE SUPPLIES</b>													
Paper Fastener non-rust metal		6	6	6	18	bxs.		RO	Direct Purchase			84.70	1,524.60
Paper Fastener plastic	6	6	6	6	24	bxs.		RO	Shopping	15 days	26.00		624.00
Paper Bond legal Multi-copy	30	30	30	50	140	reams		RO	Direct Purchase			166.80	23,352.00
Paper Bond , A-4 Multi-copy	30	30	30	50	140	reams		RO	Direct Purchase			167.90	23,506.00
Paper mimeo, whitewove A-4	30	30	30	50	140	reams		RO	Direct Purchase			160.50	22,470.00
Paper mimeo, whitewove long	30	30	30	50	140	reams		RO	Direct Purchase			142.55	19,957.00
Paper ruled pads 216mmx330mm	6	6	6	6	24	pads		RO	Direct Purchase			20.75	498.00
Paper Thermal 216mm x 39mm	10	10	10	10	40	rolls		RO	Direct Purchase			39.50	1,580.00
Paste Solid 200grams	6	6	6	6	24	pc.		RO	Direct Purchase			13.95	334.80
Parchment paper	2	2	2	2	8	packs		RO	Direct Purchase			45.00	360.00
Pencil lead w/ eraser	6	6	6	6	24	doz.		RO	Direct Purchase			25.95	622.80
Pencil mechanical, 0.5 lead		3		3	6	pcs.		RO	Direct Purchase			17.35	104.10
Plaques	6	6	6	10	28	pcs.		RO	Shopping	15 days	1,500.00		42,000.00
Push pins	6	6	6	6	24	packs		RO	Direct Purchase	-do-	27.00		648.00
Purified drinking water	240	240	240	240	960	contner		RO	Direct Purchase			35.00	33,600.00
Puncher heavy duty	3	3	3	3	12	pcs.		RO	Direct Purchase			98.00	1,176.00
Record Book 300 pages	12	12	12	12	48	pcs.		RO	Direct Purchase			73.80	3,542.40
Record Book 500 pages	12	12	12	12	48	pcs.		RO	Direct Purchase			98.10	4,708.80
Ribbon nylon manual typewriter	12	12	12	12	48	pcs.		RO	Direct Purchase			16.65	799.20
Rubber band # 18, 400 grams	2	2	2	2	8	bxs.		RO	Direct Purchase			104.55	836.40
Ruler plastic 12"	6	6	6	6	24	pcs.		RO	Direct Purchase			4.25	102.00
Sharpener single cutterhead	1	1	1	1	4	pcs.		RO	Direct Purchase			165.30	661.20
Signpens black	24	24	24	24	96	pcs.		RO	Direct Purchase			44.25	4,248.00
Signpen red	12	12	12	12	48	pcs.		RO	Direct Purchase			35.15	1,687.20
Stamp pad ink	6	6	6	6	24	btls.		RO	Direct Purchase			17.45	418.80
Staple wire # 10	12	12	12	12	48	bxs.		RO	Direct Purchase			3.50	168.00
Staple wire # 35	30	30	30	30	120	bxs.		RO	Direct Purchase			31.50	3,780.00
Stamping dater self-inking stamp			1		1	pc.		RO	Direct Purchase			795.10	795.10
Stapler, heavy duty	2	2	2	2	8	pcs.		RO	Direct Purchase			264.00	2,112.00
Tape dispenser heavy duty		2		2	4	pcs.		RO	Direct Purchase			52.90	211.60
Tape masking 1"	25	25	25	25	100	rolls		RO	Direct Purchase			37.85	3,785.00
Tape masking 2"	25	25	25	25	100	rolls		RO	Direct Purchase			75.45	7,545.00
Tape packaging 2"	25	25	25	25	100	rolls		RO	Direct Purchase			17.25	1,725.00
Tape transparent 2"	25	25	25	25	100	rolls		RO	Direct Purchase			15.05	1,505.00
<b>SUB - TOTAL</b>													<b>386,736.26</b>

Items & Specification	Quantity Requirements					Unit	SEMINARS TRAININGS	END USER	MODE OF PROCUREMENT	NO. OF DAYS	ESTIMATED AMOUNT	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>386,736.26</b>
<b>COMMON OFFICE SUPPLIES</b>													
Tape transparent 1"	25	25	25	25	100	rolls		RO	Direct Purchase		15.15		1,515.00
Time Card	2	2	2	2	8	packs		RO	Direct Purchase		58.70		469.60
Toner Sharp	2	2	2	2	8	pcs.		RO	Direct Purchase	6,249.00			49,992.00
Toner Sharp SF-116ST	2	2	2	2	8	pcs.		RO	Direct Purchase	2,789.00			22,312.00
Toner, INEO 160	1	1	1	1	4	pcs.		RO	Direct Purchase	2,900.00			11,600.00
Toner Canon FX3 Cartridge			1		1	pc.		RO	Direct Purchase		7,500.00		7,500.00
Toner, Black type 1230D,260 grams	1		1	1	3	tubes		RO	Direct Purchase		3,100.00		9,300.00
Thumbtacks	3	3	3	3	12	bxs.		RO	Shopping	16.00			192.00
Transparency film colored A-4			1	1	2	pcs.		RO	Direct Purchase		821.45		1,642.90
Twine plastic 1 kilo	2	2	2	2	8	rolls		RO	Direct Purchase		50.15		401.20
Tray metal Desk				1	1	pc.,		RO	Direct Purchase		350.00		350.00
Wrapping paper kraft 65 grams	1	1	1	1	4	rolls		RO	Direct Purchase		95.95		383.80
Waste cans big with cover		6		6	12	pcs.		RO	Direct Purchase		180.00		2,160.00
KS Master Riso	1	1	1	1	4	pcs.		RO	Direct Purchase	1,320.00			5,280.00
<b>COMMON COMPUTER SUPPLIES AND SPAREPARTS</b>													
Computer ribbons 8755 EPSON	6	6	6	6	24	bxs.		RO	Direct Purchase		94.85		2,276.40
Computer ribbons 8750 EPSON	12	12	12	12	48	bxs.		RO	Direct Purchase		86.15		4,135.20
Floppy diskettes 3.5 HD	5	5	5	5	20	bxs.		RO	Direct Purchase		74.10		1,482.00
Monitors colored 17" LCD	4	2	2	2	10	units		RO/Fields	Shopping	9,000.00			90,000.00
Keyboards		2	2	2	6	pcs.		RO	Direct Purchase		280.00		1,680.00
Mouse with pads		3	3	3	9	pcs.		RO	Direct Purchase		300.00		2,700.00
Disc Drive cleaner 3.5 diskettes	1	1	1	1	4	pcs.		RO	Direct Purchase		39.30		157.20
Disc storage case 3.5 diskettes	1	1	1	1	4	pcs.		RO	Direct Purchase		192.55		770.20
HP Deskjet inks No. C6615A black	3	3	3	3	12	pcs.		RO	Direct Purchase		1,784.10		21,409.20
HP linkjet 703 black	30	30	30	30	120	pcs,		RO	Shopping	395.00			47,400.00
HP linkjet 703 colored	15	15	15	15	60	pcs.		RO	Shopping	450.00			27,000.00
HP Inkjet 60 black	30	30	30	30	120	pcs.		RO	Shopping	705.00			84,600.00
HP Inkjet 60 colored	12	12	12	12	48	pcs.		RO	Shopping	845.00			40,560.00
HP inkjet 900 black	20	20	20	20	80	pcs.		RO	Shopping	368.00			29,440.00
HP INKJET 900 colored	10	10	10	10	40	pcs.		RO	Shopping	410.00			16,400.00
HP inkjet # 21 black	30	30	30	30	120	pcs.		RO	Shopping	710.00			85,200.00
HP inkjets # 22 colored	10	10	10	10	40	pcs.		RO	Shopping	755.00			30,200.00
USB Flash Disk 2 GB	5	5	5	5	20	pcs.		RO	Shopping	341.00			6,820.00
USB Flash Disk 4 GB	5	5	5	5	20	pcs.		RO	Shopping	675.00			13,500.00
<b>SUB - TOTAL</b>													<b>1,005,564.96</b>

Items & Specification	Quantity Requirements					Unit	SEMINARS/ TRAINING	END USER	MODE OF PROCUREMENT	NO. OF DAYS	ESTIMATED AMOUNT	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>1,005,564.96</b>
<b>COMMON COMPUTER SUPPLIES</b>													
USB Flash Disk 16 GB			2	2	4	pcs.	RO	Shopping			1,770.00		7,080.00
Computer chairs		1	1	1	3	pcs.	RO	Shopping			1,300.00		3,900.00
Computer tables			1	1	2	pcs.	RO	Shopping			2,500.00		5,000.00
Hi-fi Speaker System		1	1	1	3	sets	RO	Shopping			450.00		1,350.00
EPSON Printers LX 300+		1		1	2	units	RO	Direct Purchase				7,619.10	15,238.20
Colored printers HP	2	1		1	4	units	RO	Shopping			6,000.00		24,000.00
Hard Disk			2		2	pcs.	RO	Shopping			5,600.00		11,200.00
CD Case		10	10	20	40	pcs.	RO	Direct Purchase				49.65	1,986.00
CD tapes (50pcs/spindle)	2	2	2	2	8	spindles	RO	Shopping			412.00		3,296.00
Computer Processor Unit (CPU)	3	2	2	2	9	pcs.	RO/field	shopping			12,000.00		108,000.00
Compact Disk REWRITABLE	10	10	10	10	40	pcs.	LGSD/LGDD	Shopping			150.00		6,000.00
HP Laserjet Q2613A		1		1	2	pcs.	LGDD	Shopping			3,300.00		6,600.00
Uninterrupted power supply (UPS)	7		2	2	11	pcs.	RO/field	Shopping			5,620.00		61,820.00
CD RW, 650MB, 70 mins.		6	6	6	18	pcs.	LGDD/LGSD					12.95	2,331.00
Fabric Ribbon for Elect. Typewriter				6	6	pcs.	RO	Direct Purchase			270.00		1,620.00
Laserjet ink HP 3903F				1	1	pcs.	LGDD	Shopping			4,500.00		4,500.00
DVD Combo Drive					1	pc.	LGDD	Shopping			1,430.00		1,430.00
Automatic voltage regulator 500w		1	1	1	3	pcs.	RO	Shopping			550.00		1,650.00
ATX power supply, 500 watts			1	1	2	pcs.	RO	Shopping			1,200.00		2,400.00
Motherboard		1	1	1	3	pcs.	RO/field	Shopping			6,000.00		18,000.00
USB external enclosure(2.5)160GB	1		1		2	sets	LGDD/LGSD	Shopping			5,895.00		11,790.00
1GB PC3200 DDRAM Memory		1		1	2	pcs.	RO	Shopping			3,500.00		7,000.00
RC Laser Pointer remote control	1			1	2	pcs.	RO	Shopping			3,250.00		6,500.00
DVD Writer			1		1	pc.	RO	Shopping			1,950.00		1,950.00
HP Deskjet Printer 910	2		1	1	4	units	ADM./COA	Shopping			19,960.00		14,970.00
320 GB Hard Disk for PC				1	1	pc.	RO	Shopping			4,305.00		4,305.00
Inks Sharp copier	3	3	3	3	12	tubes	RO	Direct Purchase			6,295.00		75,540.00
KS Master B-S3275	2	2	2	2	8	tubes	RO	Direct Purchase			1,320.00		10,560.00
<b>SUB-TOTAL</b>													<b>1,425,581.16</b>

Items & Specification	Quantity Requirements					Unit	SEMINARS/ TRAINING	END USER	MODE OF PROCUREMENT	NO. OF DAYS	ESTIMATED AMOUNT	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>1,425,581.16</b>
<b>COMMON JANITORIAL SUPPLIES</b>													
Alcohol, rubbing 500 ml	50	50	50	50	200	btls.		RO	Direct Purchase		38.75		7,750.00
Broom soft (tambo)	10	10	10	10	40	pcs.		RO	Direct Purchase		31.10		1,244.00
Broomstick (tingting)	10	10	10	10	40	pcs.		RO	Shopping	15.00			600.00
Cleanser powder, 350 grams	50	50	50	50	200	btls.		RO	Direct Purchase		19.55		3,910.00
Detergent powder 480 grams	100	100	100	100	400	pouch		RO	Direct Purchase		31.40		12,560.00
Disinfectant spray 340 grams	6	6	6	6	24	btls.		RO	Direct Purchase		145.20		3,484.40
Dust pan plastic w/ handle	3	3	3	3	12	pcs.		RO	Direct Purchase		26.15		313.80
Floorwax natural	3	3	3	3	12	cans		RO	Direct Purchase		298.70		3,584.40
Furniture cleaner pledge	6	6	6	6	24	cans		RO	Direct Purchase		130.80		3,139.20
Feather Duster	6	6	6	6	24	pcs.		RO	Direct Purchase		15.00		360.00
Glass cleaners 500 ml	6	6	6	6	24	btls.		RO	Direct Purchase		115.00		2,760.00
Insecticide, 600 ml. Baygon	3	3	3	3	12	cans		RO	Direct Purchase		176.60		2,119.20
Nylon brush	6	6	6	6	24	pcs.		RO	Direct Purchase		28.00		672.00
Mophandle with wooden handle	3	3	3	3	12	pcs.		RO	Direct Purchase		62.15		745.80
Mopheads, cotton	10	10	10	10	40	pcs.		RO	Direct Purchase		46.90		1,876.00
Muriatic acid	3	3	3	3	12	btls.		RO	Direct Purchase		30.00		360.00
Pail, medium size plastic		6		6	12	pcs.		RO	Direct Purchase		68.00		816.00
Rags, cotton	12	12	12	12	48	pcs.		RO	Direct Purchase		27.15		1,303.20
Toilet bowl and urinal cleaner 1000ml	25	25	25	25	100	btls.		RO	Direct Purchase		87.20		8,720.00
Toilet deodorant cake	12	12	12	12	48	pcks		RO	Direct Purchase		26.25		1,260.00
Trashbags XL plastic black		1	1	1	3	rolls		RO	Direct Purchase		89.25		267.75
Trashcans big w/ cover plastic			12		12	pcs.		RO	Shopping	190.00			2,280.00
Mighty Bond (small)	5	5	5	5	20	pcs.		RO	Shopping	38.00			760.00
<b>COMMON OFFICE DEVICES</b>													
Calculator, 14 digits	4		2		6	pcs.			Shopping	360.00			2,160.00
Rechargeable lamp	3				3	pcs.		Security	Shopping	780.00			2,340.00
Printing calculator				1	1	pc.			Shopping	4,000.00			4,000.00
Electric Stand Fans 16"				2	2	pcs.			Shopping	1,850.00			3,700.00
Paper cutter, heavy duty		1			1	pc.			Shopping	1,500.00			1,500.00
Airpots, Electric 3.5 ltrs.			2		2	pcs.			Shopping	1,500.00			3,000.00
Rechargeable Flashlight		2			2	pcs.			Shopping	1,500.00			3,000.00
<b>SUB - TOTAL</b>													<b>1,506,166.91</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Training	END USER	MODE OF PROCUREMENT	NO. OF DAYS	Estimated amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>1,506,166.91</b>
Binding Machine (22 holes)			1		1	unit			Shopping		5,000.00		5,000.00
Stapler (heavy duty swingline)		3			3	pcs.						700.00	2,100.00
Electric Calculator Scientific 12D			1		1	pc.						1,000.00	1,000.00
Battery Charger ( Camera )	1				1	pc.			Shopping		1,800.00		1,800.00
Electric calculator DS-8900,12D				2	2	pcs.			Shopping		600.00		1,200.00
<b>COMMON ELECTRICAL SUPPLIES</b>													
Ballast 40 watts	3	3	3	3	12	pcs.						57.80	693.30
Bulb, Incandescent 100 watts	12	12	12	12	48	pcs.						20.65	991.20
Bulb, Incandescent 40 watts	12	12	12	12	48	pcs.						18.30	878.40
Electrical wire # 16	1		1		2	rolls						1,400.00	2,800.00
Electrical wire # 18		1		1	2	rolls						1,500.00	3,000.00
PDX wire # 12		1			1	roll						6,500.00	6,500.00
PDX wire # 10			1		1	roll						6,500.00	6,500.00
PDX wire # 14		2		2	4	rolls						1,500.00	6,000.00
Bulb, Spiral, 25 watts philips		30	30	30	90	pcs.						200.00	18,000.00
Male Plug heavy duty	10		10		20	pcs.						18.00	360.00
Female Plug		10		10	20	pcs.						18.50	370.00
Surface type outlet 4 gang		5		5	10	pcs.						45.00	450.00
Electrical tape big NITTO	10		10		20	rolls						28.00	560.00
Rubber tape		5		5	10	rolls						85.00	850.00
Doorbell			1		1	pc.	Bldg. Mtnc.	Shopping		1,500.00			1,500.00
Spotlight w/ holder 300 w		4		4	8	pcs.	Bldg. Mtnc.	Shopping		200.00			1,600.00
Switch flush type		10		10	20	pcs.	Bldg. Mtnc.	Shopping		75.00			1,500.00
Junction box w/ cover PVC		10		10	20	pcs.	Bldg. Mtnc.	Shopping		16.00			320.00
Switch National brand	10		10		20	pcs.	Bldg. Mtnc.	Shopping		54.00			1,080.00
Electrical Moulding Plastic # 1		10			10	pcs.	Bldg. Mtnc.	Shopping		85.00			850.00
EMT Pipe # 1 1/2"			12		12	pcs.	Bldg. Mtnc.	Shopping		380.00			4,560.00
Receptacle # 4 OMNI brand				20	20	pcs.	Bldg. Mtnc.	Shopping		35.00			700.00
Convenient outlet - 4 gang flash type		10		10	20	pcs.	Bldg. Mtnc.	Shopping		85.00			1,700.00
Circuit breaker 30-100 amp	1			1	2	pcs.	Bldg. Mtnc.	Shopping		900.00			1,800.00
Flourescent Tube 36w		30		30	60	pcs.	Bldg. Mtnc.	Shopping		60.00			3,600.00
Flourescent Tube 18w		30		30	60	pcs.	Bldg. Mtnc.	Shopping		48.00			2,880.00
Starter 40w		5		5	10	bxs.	Bldg. Mtnc.	Shopping		144.00			1,440.00
Flourescent Holder		10		10	20	pcs.	Bldg. Mtnc.	Shopping		9.50			190.00
<b>SUB - TOTAL</b>													<b>1,588,939.81</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Trainings	END USER	MODE OF PROCUREMENT	NO. OF DAYS	Estimated amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>1,588,939.81</b>
<b>COMMON OFFICE EQUIPMENT</b>													
Airconditioners 2 HP		1	1		2	units	RO/LGDD	Shopping			22,000.00		44,000.00
Computers	2	1		3	6	sets	RO/field	Shopping			30,000.00		180,000.00
Facsimile Transceiver machines		2			2	units	RO /Bukidnon	Shopping			14,500.00		58,000.00
Typewriters manual 18"			1		1	units	RO	Shopping			25,000.00		25,000.00
Biometric Machine (Finger print Time and Attendance )			1	1	1	unit	HRMS	Shopping			45,000.00		45,000.00
Checkwriters single currency				1	1	unit	HRMS	Shopping			45,000.00		45,000.00
LCD Projector				1	1	unit	RO	Shopping			35,000.00		35,000.00
Laptop Computer	3		2	3	8	unit	DILG-CDOC	Shopping	30 days		80,000.00		80,000.00
Executive chair	1				1	unit	RO/Fields	Shopping			30,900.00		247,200.00
Paper Shredder			1	1	2	units	ARD	Shopping			9,000.00		9,000.00
Office Table (Junior Executive)			1		1	unit	HRMS/LGDD	Shopping			45,000.00		90,000.00
Video Camera	1				1	unit	LGDD	Shopping			5,000.00		5,000.00
Photo copying machine			1	1	2	units	BAC	Shopping	30 days		32,000.00		32,000.00
Book binding machine		1			1	unit	CDOC/Bukidnon	Shopping	30 days		45,000.00		90,000.00
Wall Fan		2	2	2	6	units	LGSD	Shopping	1 week		10,000.00		10,000.00
Computer set Pentium 4 LCD				1	1	set	LGSD	Shopping	1 week		1,800.00		10,800.00
Bundy Clock				1	1	unit	Supply	Shopping			22,000.00		22,000.00
Refrigerator		1			1	unit	DILG Bukidnon	Shopping	1 week		45,000.00		45,000.00
							DILG Bukidnon	Shopping	1 week		13,000.00		13,000.00
<b>SPAREPARTS</b>													
Overhauling gasket		1		1	2	sets	RO vehicles	Shopping			1,900.00		3,800.00
Tie Rod End Outer	2				2	pcs.	RO vehicles	Shopping			580.00		1,160.00
Idler Arm Assy.	1				1	pc.	RO vehicles	Shopping			2,200.00		2,200.00
Air Cleaner	1				1	pc.	RO vehicles	Shopping			750.00		750.00
Bulb Halogen	2		1	1	4	sets	RO vehicles	Shopping			150.00		600.00
Bulb 24 v single contact	6				6	pcs.	RO vehicles	Shopping			30.00		180.00
U bolt	8				8	pcs.	RO vehicles	Shopping			480.00		3,840.00
Left Spring	4				4	pcs.	RO vehicles	Shopping			3,500.00		3,500.00
Condenser	1		1	1	3	pcs.	RO vehicles	Shopping			1,500.00		4,500.00
Ball Joint Upper	2				2	pcs.	RO vehicles	Shopping			1,300.00		2,600.00
Freon	4		4		8	kls.	RO vehicles	Shopping			270.00		2,160.00
<b>SUB - TOTAL</b>													<b>2,700,229.81</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Trainings	END USERS	MODE OF PROCUREMENT	NO. OF DAYS	Estimated amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>2,700,229.81</b>
Head light	2				2	pcs.		RO vehicles	Shopping		2,800.00		5,600.00
Center bearing		1			1	set		RO vehicles	Shopping		1,500.00		1,500.00
Center bearing assy.	1				1	pc.		RO vehicles	Shopping		3,000.00		3,000.00
Glow Plug	10				10	pcs.		RO vehicles	Shopping		280.00		2,800.00
Alternator	1			1	2	pcs.		RO vehicles	Shopping		1,200.00		2,400.00
Tires 30 x 9.50 R 15	9			4	13	pcs.		RO vehicles	Shopping		6,400.00		83,200.00
Ignition Switch	1				1	pc.		RO vehicles	Shopping		650.00		650.00
Starter Assy.	1			1	2	pcs.		RO vehicles	Shopping		2,800.00		5,600.00
Balljoint upper	2				2	pcs.		RO vehicles	Shopping		820.00		1,640.00
Magnetic Valve	1				1	pc.		RO vehicles	Shopping		1,400.00		1,400.00
Pit Arm	1				1	pc.		RO vehicles	Shopping		1,295.00		1,295.00
Piston Ring	1				1	set		RO vehicles	Shopping		4,000.00		4,000.00
Left Spring front	4				4	pcs.		RO vehicles	Shopping		220.00		880.00
Left Spring rear	8				8	pcs.		RO vehicles	Shopping		440.00		3,520.00
Hose 5/8	2				2	pcs.		RO vehicles	Shopping		130.00		260.00
Hose 1/2	2				2	pcs.		RO vehicles	Shopping		120.00		240.00
Brake Pad	1			1	2	pcs.		RO vehicles	Shopping		850.00		1,700.00
Fan Belt	2		1		3	pcs.		RO vehicles	Shopping		420.00		1,260.00
Steering Fan Belt	1				1	pc.		RO vehicles	Shopping		280.00		280.00
Bosh relay w/ socket	6				6	pcs.		RO vehicles	Shopping		150.00		900.00
Bulb single socket	8			10	18	pcs.		RO vehicles	Shopping		9.00		162.00
Drum Cartridge	1				1	pc.		Develop Ineo	Direct purchase		1,950.00		1,950.00
Headlight	1				1	pc.		RO vehicles	Shopping		480.00		480.00
Side Mirror	2				2	pcs.		RO vehicles	Shopping		380.00		760.00
Back Mirror	1				1	pc.		RO vehicles	Shopping		250.00		250.00
Clutch Master kit	1				1	pc.		RO vehicles	Shopping		650.00		650.00
Secondary Master Assy.	1				1	pc.		RO vehicles	Shopping		1,600.00		1,600.00
Air cleaner element	1			1	2	pcs.		RO vehicles	Shopping		550.00		1,100.00
Oil Filter	2				2	pcs.		RO vehicles	Shopping		350.00		700.00
Fuel Filter	1				1	pc.		RO vehicles	Shopping		450.00		450.00
Fog Lamp	1			1	2	pcs.		RO vehicles	Shopping		900.00		1,800.00
Mudguard	2				2	pcs.		RO vehicles	Shopping		350.00		700.00
Lower ball joint	1				1	pc.		RO vehicles	Shopping		350.00		350.00
Cross bearing	2				2	pcs.		RO vehicles	Shopping		900.00		1,800.00
Hi Tension Wire	1				1	pc.		RO vehicles	Shopping		1,100.00		1,100.00
Spark plug	1	1	1	1	4	sets		RO vehicles	Shopping		480.00		1,920.00
Battery 11 plates 12 volts	1	1	1	1	4	pcs.		RO vehicles	Shopping		5,150.00		20,600.00
<b>SUB - TOTAL</b>													<b>2,858,726.81</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Training	END USERS	MODE OF PROCUREMENT	NO. OF DAYS	Estimated Amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>2,858,726.81</b>
Distributor Assy.	1				1	set		RO	Shopping		7,500.00		7,500.00
Wiper Blade	3			2	5	pcs.		RO	Shopping		265.00		1,325.00
Horn 12 volts	2				2	sets		RO Vehicles	Shopping		1,300.00		2,600.00
Upper Shaft Kit L & R	2				2	pcs.		RO	Shopping		1,350.00		2,700.00
Disc pad Bendex	1				1	set		RO	Shopping		850.00		850.00
Brake shoe	1				1	set		RO	Shopping		1,180.00		1,180.00
Overhauling gasket	1				1	set		Field	Shopping		3,200.00		3,200.00
Tires motorcycle	2				2	pcs.		RO	Shopping		980.00		1,960.00
Brake and clutch cable	2				2	sets		RO	Shopping		445.00		890.00
Tie rod end	3				3	pcs.		RO Vehicles	Shopping		2,500.00		7,500.00
Cross Joint	1				1	pc.		RO	Shopping		450.00		450.00
Cylinder head gasket	1				1	pc.		RO Vehicle	Shopping		1,300.00		1,300.00
Secondary Flexible hose	1				1	pc.		-do-	Shopping		550.00		550.00
Lug nut	2				2	sets		Isuzu Fuego	Shopping		1,000.00		2,000.00
Tires 195 x 14c		5		5	10	pcs.		RO	Shopping		4,150.00		41,500.00
Tires 185 x 70 R 13			5	5	10	pcs.		RO	Shopping		3,450.00		34,500.00
Tubeless tires 275/70R16	4				4	pcs.		Isuzu Fuego	Shopping		7,780.00		31,120.00
Rim alloy # 16	4				4	pcs.		Isuzu Fuego	Shopping		6,250.00		25,000.00
Steering Dumper	1				1	pc.		RO Vehicle	Shopping		2,800.00		2,800.00
V-belt Power Steering	1				1	pc.		RO	Shopping		480.00		480.00
Water pump assy.			1	1	2	pcs.		RO	Shopping		6,000.00		12,000.00
Feed pump Assy.	1				1	pc.		RO	Shopping		3,500.00		3,500.00
Fog Lamp	1		2		3	pcs.		RO vehicles	Shopping		180.00		360.00
Tire 410 x 18				1	1	pc.		-do-	Shopping		900.00		900.00
Timing Belt	1				1	pc.		RO Vehicle	shopping		1,150.00		2,300.00
Signal Light	2				2	pcs.		RO Vehicle	Shopping		490.00		980.00
Shock Absorber front	2				2	pcs.		RO Vehicle	Shopping		2,300.00		4,600.00
Battery 13 plates 12 volts	3		1	1	5	pcs.		-do-	Shopping		6,350.00		31,750.00
Crank Case Gasket	1				1	pc.		-do-	Shopping		400.00		400.00
Engine Support		2			2	pcs.		Lanao	Shopping		6,500.00		6,500.00
<b>MEDICINES</b>													
Assorted Medicines	1	1	1	1	4	lots		RO	Shopping		3,000.00		12,000.00
<b>SUB-TOTAL</b>													<b>3,103,421.81</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Training	END USERS	MODE OF PROCUREMENT	NO. OF DAYS	Estimated Amount	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>3,103,421.81</b>
<b>JOB</b>													
Injection pump calibration	1 job				1	job		KIA BESTA	Shopping	1 WEEK	16,970.00		16,970.00
Replacement & Installation of leaf spring	1 job				1	job		LAND CRUISER	Shopping	3 days	2,500.00		2,500.00
Cylinder head reface	1 job				1	job		KIA BESTA	Shopping	1 day	1,240.00		1,240.00
Starter Rewinding	1 job				1	job		Land Rover	Shopping	3 days	1,200.00		1,200.00
General check-up and rewiring of 2 units 3 tons aircons	1 job				1	job		Conference room	Shopping	1 week	1,500.00		1,500.00
Printing of 2009 Annual Reports	1 job				50	copies		RO	Shopping	3 weeks	1,100.00		55,000.00
Printing of DILG Letter heads	5 reams		5 reams		10	reams		RO	Shopping	3 weeks	1,200.00		12,000.00
Repair of two(2) doors filing cabinets		1			1	job		LGDD	Shopping	1 week	1,500.00		1,500.00
Repainting of ceiling and walls			1		1	job		LGDD	Pakyaw basis	1 week	5,000.00		5,000.00
<b>SEMINARS/TRAININGS/ CONFERENCES</b>													
PDs/CDs/CLGOOS Confernces	3	3	3	3	12	lots	conference	RO/field	Shopping	1 day	13,500.00		162,000.00
Planning Links Sem - Workshop	1				1	lot	Seminar	Planning Links	Shopping	2 days	114,900.00		114,900.00
9th meeting DILG and Liga ng mga Barangays	25				25	pax	conference	Presidents	Shopping	1day	190/day		4,750.00
Regional Intelligence Committee Conference	2		1		3	meetings	conference	ORD	Shopping	1 day	11,000.00		33,000.00
Conference on Guidelines on the Release of funds 2010	1				1	lot	conference	RO /field	Shopping	1 day	7,200.00		7,200.00
Orientation and Planning Workshop for Baseline Survey on MDGGF for LGUs of Bukidnon	1	1			2	lots	seminar/ workshop	LGUs	Shopping	3 days	360,000.00		360,000.00
<b>TOTAL GOODS AND SERVICES</b>													<b>3,882,181.81</b>

Items & Specification	Quantity Requirements					Unit	Seminars/ Training	END USERS	MODE OF PROCUREMENT	NO. OF DAYS	ESTIMATED AMOUNT	Depot Price (Per Unit)	TOTAL AMOUNT
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total								
<b>BALANCE FORWARDED</b>													<b>3,882,181.81</b>
<b>MINOR - CONSTRUCTION</b>													
Repair and improvement of COA Office at the ground floor	1 lot				<b>1</b>			COA		60 days	34,992.60		<b>34,992.60</b>
Repair and Maintenance of DILG Comfort Rooms		2 lots	1 lot		<b>3</b>	lots		RO	Shopping	60 days	391,854.00		<b>391,854.00</b>
Concreting of pathway near basketball court/DILG Flagpole			1 lot		<b>1</b>	lot		RO	shopping	15 days	15,000.00		<b>15,000.00</b>
Seminar-Workshop on Ecological Profiling for Misamis Occidental Municipalities and cities	2 lots				<b>2</b>	lots		LGDD/LGUs	Shopping	6 days	312,000.00		<b>312,000.00</b>
DILG Year-End Evaluation Conference				1	<b>1</b>	lot		DILG Personnel	Shopping	3 days	300,000.00		<b>300,000.00</b>
<b>TOTAL GOODS AND SERVICES</b>													<b>4,936,028.41</b>

**TOTAL GOODS AND SERVICES****4,936,028.41**

ADD: Adjusted total with 10% additional provision for inflation ( Common Use Goods &amp; services)

**493,602.84****GRAND TOTAL ( COMMON USE GOODS AND SERVICES****5,429,631.25**

Prepared by:

Certified Funds Available:

Approved:

**ROSITA E. LAGANG**  
Supply Officer II

**CEDRIX R. AGUIÑOT**  
Accountant III

**LORETO T. BHAGWANI, MNSA, CESO III**  
Regional Director