

**ANNUAL PROCUREMENT PROGRAM**  
(For Common-Use Goods Available from PS)  
For Fiscal/Calendar Year 2011

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**  
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Tel. Nos. **858-2191/723768**

Items & Specification	Quantity Requirements					Unit	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	4	bxs.	RO/Field	Direct Purchase	5 days		300.00	1,200.00
Acetate, gauge #3	1		1		2	rolls	-do-	Direct Purchase	5 days		685.00	1,370.00
Air Freshener	6	31	6	31	74	btls.	-do-	Direct Purchase	5 days		90.00	4,500.00
Air Freshener, car	25		25		50	btls.	-do-	Direct Purchase	5 days		85.00	4,250.00
Alcohol, rubbing 70% 500ml	24	24	24	24	96	btls.	-do-	Direct Purchase	5 days		65.00	6,240.00
Ballpens	36		36		72	pcs.	-do-	Direct Purchase	5 days		5.00	360.00
Battery penlight Alkaline AA	25	15	25	15	80	pcs.	-do-	Direct Purchase	5 days		18.00	1,440.00
Carbon paper legal	10		10		20	bxs.	-do-	Direct Purchase	5 days		85.00	1,700.00
Carbon film, 216mm x 330mm	3		3		6	bxs.	-do-	Direct Purchase	5 days		408.75	2,452.50
Cartolina, assorted	23			24	47	pcs.	-do-	Small Value	5 days	6.50		305.50
Cartolina white		12		12	24	pcs.	-do-	Small Value	5 days	6.50		156.00
Clip backfold 50mm, 12s/box		3		3	6	bxs.	-do-	Direct Purchase	5 days		36.65	219.90
Clip Binder, double 32mm 12s	3	3	3	3	12	bxs.	-do-	Direct Purchase	5 days		13.75	165.00
Correction fluid	24	12	24	12	72	btls.	-do-	Direct Purchase	5 days		12.30	885.60
Cutter medium heavy duty		3	3	3	9	pcs.	-do-	Direct Purchase	5 days		27.00	243.00
Columnar pads 14 cols.	6			6	12	pcs.	-do-	Direct Purchase	5 days		35.40	424.80
Columnar pads 18 cols.		6		6	12	pcs.	-do-	Direct Purchase	5 days		52.85	634.20
Columnar pads 4 cols.		6		6	12	pcs.	-do-	Direct Purchase	5 days		20.60	247.20
Columnar pads 6 cols.	3	3	3	3	12	pcs.	-do-	Direct Purchase	5 days		30.00	360.00
Datafile Box w/ cover		12		12	24	bxs.	-do-	Shopping	5 days	185.00		4,440.00
Data folder 3"x9"x15"		2	2	2	6	pcs.	-do-	Direct Purchase	5 days		69.90	419.40
Envelope, doc. Legal 500/bx.	500		250	252	1002	pcs.	-do-	Direct Purchase	5 days		1.10	1,102.20
Envelope, expanding legal 100/box	100		100		200	pcs.	-do-	Direct Purchase	5 days		6.00	1,200.00
Envelope, mailing white	3		3		6	bxs.	-do-	Direct Purchase	5 days		236.20	1,417.20
Envelope pay kraft coin 8	4	1	2	2	9	bxs.	-do-	Direct Purchase	5 days		98.30	884.70
Envelope expanding plastic			12	12	24	pcs.	-do-	Direct Purchase	5 days		68.70	1,648.80
Eraser rubber soft		6	6	6	18	pcs.	-do-	Direct Purchase	5 days		5.00	90.00
Fax paper 216 x 30mm	20	20	20	20	80	rolls	-do-	Small Value	5 days	55.00		4,400.00
<b>SUB - TOTAL</b>												<b>42,756.00</b>

Items & Specification	Quantity Requirements					Unit	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>42,756.00</b>
<b>COMMON OFFICE SUPPLIES</b>												
Felt Paper Assorted colors		6		6	12	pcs.	RO	Direct Purchase	5 days		18.00	216.00
File Organizer, expanding				3	3	pcs.	RO	Direct Purchase	5 days		81.90	245.70
Folder morroco legal 50pc/pk.		24		24	48	pcs.	RO	Direct Purchase	5 days		5.50	264.00
Folder plastic legal		12		12	24	pcs.	RO	Direct Purchase	5 days		9.50	228.00
Folder tagboard legal 100pcs.	2	2	2	2	8	packs	RO	Direct Purchase	5 days		215.70	1,725.60
Folder w/ metal tab	100		50		100	pcs.	RO	Direct Purchase	5 days		9.00	900.00
Folder long w/ clip 2 fold		12		12	24	pcs.	RO	Direct Purchase	5 days		86.00	2,064.00
Glue all purpose, 300 grams		10		10	20	jar	RO	Shopping	5 days	47.65		953.00
Inks Risograph KS 800	2			2	4	tubes	RO	Direct Purchase	5 days	1,150.00		2,300.00
Inks stamp pad	3	3	3	3	12	btls.	RO	Shopping	5 days	48.00		576.00
Letter heads DILG	5		5		10	reams	RO	Direct Purchase	5 days		1,500.00	15,000.00
Linen paper short	6	6	6	6	24	packs	RO	Direct Purchase	5 days		45.00	1,080.00
Linen paper long	6	6	6	6	24	packs	RO	Direct Purchase	5 days		65.00	1,560.00
Marking pen permanent	36		12		48	pcs.	RO	Direct Purchase	5 days		18.55	890.40
Marker Flourescent 3 colors/set	12		12		24	sets	RO	Direct Purchase	5 days		66.15	1,587.60
Marking pen wyteboard	36		12		48	pcs.	RO	Direct Purchase	5 days		27.15	1,303.20
Mophandle wooden		4		4	8	pcs.	RO	Direct Purchase	5 days		50.70	405.60
Mophead, all cottom twisted		10		10	20	pcs.	RO	Direct Purchase	5 days		46.90	938.00
Note pad 3" x 3"	5	5	5	5	20	pads	RO	Direct Purchase	5 days		30.00	600.00
Note pad 3" x 4"		6	6	6	18	pads	RO	Direct Purchase	5 days		48.80	878.40
Notebooks spring 50 leaves			10		10	pcs.	RO	Direct Purchase	5 days		9.50	95.00
Oil Sewing Machine		2		2	4	btls.	RO	Direct Purchase	5 days		45.00	180.00
Paper Clips small	6	6	6	6	24	bxs	RO	Direct Purchase	5 days		5.00	120.00
Paper Clips Jumbo		6	6	6	18	bxs	RO	Direct Purchase	5 days		11.25	202.50
Paper Fastener non-rust metal		6	6	6	18	bxs.	RO	Direct Purchase	5 days		84.70	1,524.60
Paper Fastener plastic	6	6	6	6	24	bxs.	RO	Shopping	5 days	26.00		624.00
Paper Bond legal Multi-copy	100	100	100	100	400	reams	RO/Field	Direct Purchase	5 days		184.10	73,640.00
Paper Bond , A-4 Multi-copy	100	100	100	95	395	reams	RO/Field	Direct Purchase	5 days		188.70	74,536.50
Paper mimeo, whitewove A-4	50		20		100	reams	RO	Direct Purchase	5 days		146.20	14,620.00
Paper mimeo, whitewove long	50		30		80	reams	RO	Direct Purchase	5 days		155.00	12,400.00
Paper ruled pads 216mmx330mm		6		6	12	pads	RO	Direct Purchase	5 days		20.75	249.00
Paper Thermal 216mm x 39mm	10	10	10	10	40	rolls	RO	Direct Purchase	5 days		55.00	2,200.00
Paste Solid 200grams		6		6	12	pc.	RO	Direct Purchase	5 days		21.00	252.00
Plaques				20	20-	pcs.	RO	Shopping	5 days	1,500.00		30,000.00
Push pins		6		6	12	packs	RO	Direct Purchase	5 days	27.00		324.00
<b>SUB - TOTAL</b>												<b>287,439.10</b>

Items & Specification	Quantity Requirements					Unit	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>287,439.10</b>
<b>COMMON OFFICE SUPPLIES</b>												
Photo Paper	12	12	12	12	48	pcs.	DILG Iligan	Small value	5 days	15.00		720.00
Puncher heavy duty		3		3	6	pcs.	RO	Direct Purchase	5 days		98.00	588.00
Record Book 300 pages	10		12		22	pcs.	RO	Direct Purchase	5 days		57.65	1,268.30
Ribbon nylon manual typewriter	12		12		24	pcs.	RO	Direct Purchase	5 days		16.65	399.60
Rubber band # 18, 400 grams	2	2	2	2	8	bxs.	RO	Direct Purchase	5 days		104.55	836.40
Ruler metal 12"	5		5		10	pcs.	RO	Direct Purchase	5 days		40.00	400.00
Sharpener single cutterhead		1		1	2	pcs.	RO	Direct Purchase	5 days		165.30	330.60
Signpens black	24		24		48	pcs.	RO	Direct Purchase	5 days		26.05	1,250.40
Signpen red		12			12	pcs.	RO	Direct Purchase	5 days		26.05	312.60
Stamp pad ink	4		4		8	btls.	RO	Direct Purchase	5 days		27.25	218.00
Staple wire # 10			12		12	bxs.	RO	Direct Purchase	5 days		3.50	42.00
Staple wire # 35		30		30	60	bxs.	RO	Direct Purchase	5 days		31.50	1,890.00
Stapler, heavy duty	5			5	10	pcs.	RO	Direct Purchase	5 days		275.00	2,750.00
Tape dispenser heavy duty		2		2	4	pcs.	RO	Direct Purchase	5 days		52.90	211.60
Tape masking 1"		25		25	50	rolls	RO	Direct Purchase	5 days		37.85	1,892.50
Tape masking 2"		25		25	50	rolls	RO	Direct Purchase	5 days		75.45	3,772.50
Tape packaging 2"		25		25	50	rolls	RO	Direct Purchase	5 days		17.25	862.50
Tape transparent 2"		25		25	50	rolls	RO	Direct Purchase	5 days		15.05	752.50
Tape transparent 1"		25		25	50	rolls	RO	Direct Purchase	5 days		15.15	757.50
Time Card		2		2	4	packs	RO	Direct Purchase	5 days	380.00		1,520.00
Toner Sharp		2		2	4	pcs.	RO	Direct Purchase	5 days	6,249.00		24,996.00
Toner, INEO 160	2		2		4	pcs.	RO	Direct Purchase	5 days	11,600.00		5,800.00
Toner, Ricoh	2		2		4	tubes	RO	Direct Purchase	5 days	3,500.00		14,000.00
Thumbtacks		3		3	6	bxs.	RO	Shopping	5 days	16.00		96.00
Twine plastic 1 kilo		2		2	4	rolls	RO	Direct Purchase	5 days		50.15	200.60
Wrapping paper kraft 65 grams	2		2		4	rolls	RO	Small Value	5 days	175.00		700.00
Waste cans big with cover		6		6	12	pcs.	RO	Direct Purchase	5 days		180.00	2,160.00
KS Master Riso		1	1	1	3	pcs.	RO	Direct Purchase	5 days	1,320.00		3,960.00
Lotus Retractable black	10	10	10	6	36	pcs.	DILG Mis. Or.	Small value	5 days	8.00		288.00
Lotus Retractable b blue	10	10	10	6	36	pcs.	DILG Mis Or.	Small value	5 days	8.00		288.00
Toner xerox copier 1340	2				2	pcs.	Ozamis City	Direct Purchase	5 days	2,500.00		5,000.00
<b>SUB-TOTAL</b>												<b>365,702.70</b>

Items & Specification	Quantity Requirements					Unit	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>365,702.70</b>
<b>COMMON JANITORIAL SUPPLIES</b>												
Alcohol, rubbing 500 ml	24	25	25	25	<b>99</b>	btls.	RO	Direct Purchase	5 days		65.00	<b>6,435.00</b>
Broom soft (tambo)	6		6		<b>12</b>	pcs.	RO	Direct Purchase	5 days		76.30	<b>915.60</b>
Broomstick (tingting)		10		10	<b>20</b>	pcs.	RO	Shopping	5 days	15.00		<b>300.00</b>
Cleanser powder, 350 grams		15	15	15	<b>45</b>	btls.	RO	Direct Purchase	5 days		19.55	<b>879.75</b>
Detergent powder 480 grams	100		100		<b>200</b>	pouch	RO	Direct Purchase	5 days		55.00	<b>11,000.00</b>
Disinfectant spray 340 grams	6	6	6	6	<b>24</b>	btls.	RO	Direct Purchase	5 days		129.45	<b>3,106.80</b>
Dust pan plastic w/ handle	1	4	4	4	<b>13</b>	pcs.	RO/Field	Direct Purchase	5 days		26.15	<b>339.95</b>
Floorwax natural		3		3	<b>6</b>	cans	RO	Direct Purchase	5 days		298.70	<b>1,792.20</b>
Furniture cleaner pledge	12	6	6		<b>24</b>	cans	RO	Direct Purchase	5 days		176.05	<b>4,225.20</b>
Glass cleaners 500 ml		6		6	<b>12</b>	btls.	RO	Direct Purchase	5 days		115.00	<b>1,380.00</b>
Insecticide, 600 ml. Baygon	24	12	12		<b>48</b>	cans	RO	Direct Purchase	5 days		143.35	<b>6,880.80</b>
Nylon brush		6		6	<b>12</b>	pcs.	RO	Direct Purchase	5 days		28.00	<b>336.00</b>
Mophandle with wooden handle		3		3	<b>6</b>	pcs.	RO	Direct Purchase	5 days		62.15	<b>372.90</b>
Mopheads, cotton	5	5	5	5	<b>20</b>	pcs.	RO	Direct Purchase	5 days		64.35	<b>1,287.00</b>
Muriatic acid		3		3	<b>6</b>	btls.	RO	Direct Purchase	5 days		30.00	<b>180.00</b>
Pail, medium size plastic		6		6	<b>12</b>	pcs.	RO	Direct Purchase	5 days		68.00	<b>816.00</b>
Rags, cotton		12		12	<b>24</b>	pcs.	RO	Direct Purchase	5 days		27.15	<b>651.60</b>
Toilet bowl and urinal cleaner 1000ml	10	20	10	20	<b>60</b>	btls.	RO	Shopping	5 days		150.00	<b>9,000.00</b>
Toilet deodorant cake	6	6	6	6	<b>24</b>	pcks	RO	Direct Purchase	5 days		49.05	<b>1,177.20</b>
Trashbags XL plastic black		1		1	<b>2</b>	rolls	RO	Direct Purchase	5 days		89.25	<b>178.50</b>
Trashcans big w/ cover plastic			12		<b>12</b>	pcs.	RO	Shopping	5 days	190.00		<b>2,280.00</b>
Mighty Bond (small)	10	10	10	10	<b>40</b>	pcs.	RO	Shopping	5 days	41.00		<b>1,640.00</b>
Rubber boots	3				<b>3</b>	sets	RO	Shopping	5 days	580.00		<b>1,740.00</b>
Tissue Paper	10	20	20	18	<b>68</b>	rolls	RO/Field	Small Value	5 days	15.00		<b>1,020.00</b>
Water Dipper	3				<b>3</b>	pcs.	Bukidnon	Small Value	5 days	50.00		<b>150.00</b>
<b>COMMON OFFICE DEVICES</b>												
Electric Fan	2		1		<b>3</b>	pcs.	Camiguin	small value	5 days	1,500.00		<b>4,500.00</b>
Calculator, 14 digits	3		2		<b>5</b>	pcs.	RO/Field	Shopping	5 days	173.90		<b>869.50</b>
Printing calculator				1	<b>1</b>	pc.	RO/Field	Shopping	5 days	4,000.00		<b>4,000.00</b>
Electric Stand Fans 16"		1		1	<b>2</b>	pcs.	Field	Shopping	5 days	1,850.00		<b>3,700.00</b>
Paper cutter, heavy duty		1			<b>1</b>	pc.	RO	Shopping	5 days	1,500.00		<b>1,500.00</b>
Rechargeable Flashlight		1			<b>1</b>	pcs.	RO	Shopping	5 days	1,500.00		<b>1,500.00</b>
Airpot	1				<b>1</b>	pc.	Camiguin	small value	5 days	1,600.00		<b>1,600.00</b>
<b>SUBTOTAL</b>												<b>441,456.70</b>

Items & Specification	Quantity Requirements					Unit	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>441,456.70</b>
<b>COMMON COMPUTER SUPPLIES</b>												
Floppy diskettes 3.5 HD		5	5	5	15	bxs.	RO	Direct Purchase	5 days		74.10	1,112.25
HP Ink F-380 Black	3	3	3	3	12	pcs.	DILG Iligan	Small Value	5 days	1,650.00		19,800.00
HP Ink F-380 colored	3	3	3	3	12	pcs.	DILG Iligan	Small Value	5 days	1,650.00		19,800.00
Blank CD-RW (Speed Compatible 52x)		1			1	tube	DILG Iligan	Small Value	5 days	1,500.00		1,500.00
HP linkjet 703 black	30	25	20	15	90	pcs,	RO	Shopping	5 days	385.00		34,650.00
HP linkjet 703 colored	5	10	10	5	30	pcs.	RO	Shopping	5 days	385.00		11,550.00
HP Inkjet 60 black		15	10	10	35	pcs.	RO	Shopping	5 days	705.00		24,675.00
HP Inkjet 60 colored		5	5	5	15	pcs.	RO	Shopping	5 days	845.00		12,675.00
HP inkjet 900 black	30	15	20	10	75	pcs.	RO	Shopping	5 days	290.00		21,750.00
HP INKJET 900 colored	5	10	5	10	30	pcs.	RO	Shopping	5 days	375.00		11,250.00
HP inkjet # 21 black	25	15	15	15	70	pcs.	RO	Shopping	5 days	680.00		47,600.00
HP inkjets # 22 colored	7	5	5	5	22	pcs.	RO	Shopping	5 days	785.00		17,270.00
USB Flash Disk 4 GB	5	5	5	5	20	pcs.	RO	Shopping	5 days	327.00		6,540.00
USB Flash Disk 16 GB	1	1	2	2	6	pcs.	RO/field	Shopping	5 days	1,770.00		10,620.00
Computer chairs		1		1	2	pcs.	RO	Shopping	5 days	1,300.00		2,600.00
Hard Disk			2		2	pcs.	RO	Shopping	5 days	5,600.00		11,200.00
CDR w/ case		10	10	20	40	pcs.	RO	Direct Purchase	5 days		16.50	660.00
Uninterrupted power supply (UPS)			2	2	4	pcs.	RO/field	Shopping	5 days	5,620.00		22,480.00
Fabric Ribbon for Elect. Typewriter				6	6	pcs.	RO	Direct Purchase	5 days	270.00		1,620.00
Automatic voltage regulator 500w		1	1	1	3	pcs.	RO	Shopping	5 days	550.00		1,650.00
ATX power supply, 500 watts	2		1	3	6	pcs.	RO/field	Shopping	5 days	1,200.00		7,200.00
Toner computer 12a (Laserjet)	1		1		2	pcs.	Bukidnon	Small Value	5 days	5,000.00		10,000.00
USB external enclosure(2.5)160GB			1		1	sets	LGDD/LGSD	Shopping	5 days	5,895.00		5,895.00
Cable Dream Card	3	3	3	3	12	pcs.	Lanao	Direct Purchase	5 days	390.00		4,680.00
HP ink 27	2	2	2	2	8	pcs.	Bukidnon	Small Value	5 days	1,200.00		9,600.00
HP ink 28 colored	3	3	3	3	12	pcs.	Bukidnon		5 days	1,300.00		15,600.00
Computer ribbons 8755 EPSON		6		6	12	bxs.	RO	Direct Purchase	5 days		94.85	1,138.20
Computer ribbons 8750 EPSON	3	12		12	27	bxs.	RO	Direct Purchase	5 days		86.00	2,322.00
Brother Ink LC38BK Black	3	3	3	3	12	pcs.	COA Office	Shopping	5 days	750.00		9,000.00
Bother Ink LC38Y yellow	3	1	2	1	7	pcs.	COA Office	Shopping	5 days	495.00		3,465.00
Brother Ink CYAN LC38C	3	1	2	1	7	pcs.	COA Office	Shopping	5 days	495.00		3,465.00
Bother Ink LC38M Magenta	3	1	2	1	7	pcs.	COA Office	Shopping	5 days	495.00		3,465.00
USB Flash Disk 2 GB		3		3	6	pcs.	Field	Shopping	5 days	285.00		1,710.00
<b>TOTAL SUPPLIES</b>												<b>799,999.15</b>

Items & Specification	Quantity Requirements					Unit	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>IT EQUIPMENT &amp; SOFTWARE</b>												
Colored printers HP	2		1	1	4	units	RO	Shopping	15 days	4,000.00		16,000.00
Computer Processor Unit (CPU)		1		1	2	pcs.	RO/field	shopping	15 days	15,000.00		30,000.00
Computer sets ( Desktop)	1			1	2	units	RO/field	Shopping	15 days	24,000.00		48,000.00
Laptop				1	1	units	RO	Shopping	15 days	42,454.00		42,454.00
Printer Epson LX 300+	1			1	1	unit	Tangub	shopping	15 days	7,000.00		7,000.00
Monitors colored 17" LCD	1	2	1	1	5	units	RO/Fields	Shopping	15 days	9,000.00		45,000.00
Keyboards			2		2	pcs.	RO	Direct Purchase	15 days		280.00	560.00
Mouse with pads			2		2	pcs.	RO	Direct Purchase	15 days		300.00	600.00
Motherboard			1		1	pcs.	RO/field	Shopping	15 days	6,000.00		6,000.00
1GB PC3200 DDRAM Memory	1			1	2	pcs.	RO/field	Shopping	15 days	3,500.00		7,000.00
DVD Writer external		1			1	pc.	Iligan	Shopping	15 days	5,000.00		5,000.00
320 GB Hard Disk for PC				1	1	pc.	RO	Shopping	15 days	4,305.00		4,305.00
Processor SATA	1			1	1	pc.	Bukidnon	shopping	15 days	15,000.00		15,000.00
Microsoft 2007 ( Upgrade)	5				5	pcs.	Bukidnon	shopping	15 days	500.00		2,500.00
Printer with scanner	1				1	units	Bukidnon	shopping	15 days	15,000.00		15,000.00
Video Card	1			1	2	pcs.	RO/Buk.	shopping	15 days	2,800.00		5,600.00
<b>TOTAL IT EQUIPMENT &amp; SOFTWARE</b>												<b>250,019.00</b>
<b>FURNITURE &amp; FIXTURES</b>												
Venetian Blinds	2				2	sets	Bukidnon	Shopping	30 days	10,000.00		20,000.00
<b>TOTAL FURNITURES &amp; FIXTURES</b>												<b>20,000.00</b>
<b>GASOLINE, OIL &amp; LUBRICANTS</b>												
Diesel	5000	5000	4500	4,498	18,998	liters	RO/Field	Direct Purchase	5 days	55.00		1,044,890.00
Gasoline	600	600	700	600	2,500	liters	RO/field	Direct Purchase	5 days	57.00		142,500.00
2T Oil	10	15	10	15	50	Qrts.	RO/Field	Direct Purchase	5 days	180.00		9,000.00
Engine Oil	20	20	20	25	85	Qrts.	RO/Field	Direct Purchase	5 days	280.00		23,800.00
Lubricants	15	15	15	15	60	Qrts.	RO/Field	Direct Purchase	5 days	680.00		40,800.00
<b>TOTAL GAS, OIL &amp; LUBRICANTS</b>												<b>1,260,990.00</b>

Items & Specification	Quantity Requirements					Unit	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>BUILDING MAINTENANCE</b>												
Bulb, Incandescent Philips 23 w	12	12	12	12	48	pcs.	RO/FIELD	Small Value	5 days	185.00		8,880.00
Electrical wire # 16			1	1	2	rolls	RO	Small Value	5 days	1,400.00		2,800.00
Electrical wire # 18		1		1	2	rolls	RO	Small Value	5 days	1,500.00		3,000.00
PDX wire # 12		1		1	2	rolls	RO	Small Value	5 days	6,500.00		13,000.00
PDX wire # 10			1		1	roll	RO	Small Value	5 days	6,500.00		6,500.00
PDX wire # 14		2		2	4	rolls	RO	Small Value	5 days	1,500.00		6,000.00
Male Plug heavy duty	10	5	10	5	30	pcs.	RO	Small Value	5 days	25.00		750.00
Female Plug	10	10		10	30	pcs.	RO	Small Value	5 days	18.50		555.00
Surface type outlet 4 gang		5		5	10	pcs.	RO	Small Value	5 days	45.00		450.00
Electrical tape big NITTO		10	10		20	rolls	RO	Small Value	5 days	28.00		560.00
Rubber tape		5		5	10	rolls	RO	Small Value	5 days	85.00		850.00
Doorbell			1		1	pc.	RO	Small Value	5 days	1,500.00		1,500.00
Spotlight w/ holder 300 w		4		4	8	pcs.	RO	Small Value	5 days	200.00		1,600.00
Switch flush type		10		10	20	pcs.	RO	Small Value	5 days	75.00		1,500.00
Junction box w/ cover PVC		10		10	20	pcs.	RO	Small Value	5 days	16.00		320.00
Switch National brand			10		10	pcs.	RO	Small Value	5 days	55.00		550.00
Electrical Moulding Plastic # 1		10			10	pcs.	RO	Small Value	5 days	85.00		850.00
EMT Pipe # 1 1/2"			12		12	pcs.	RO	Small Value	5 days	380.00		4,560.00
Receptacle # 4 OMNI brand				10	10	pcs.	RO	Small Value	5 days	35.00		350.00
Convenient outlet - 4 gang flash type		10		10	20	pcs.	RO	Small Value	5 days	85.00		1,700.00
Circuit breaker 30-100 amp				1	1	pcs.	RO	Small Value	5 days	900.00		900.00
Flourescent Tube 36w		30			30	pcs.	RO	Small Value	5 days	60.00		1,800.00
Flourescent Tube 18w		30		30	60	pcs.	RO	Small Value	5 days	48.00		2,880.00
Starter 40w		5		5	10	bxs.	RO	Small Value	5 days	144.00		1,440.00
Flouscent Holder		10		10	20	pcs.	RO	Small Value	5 days	9.50		190.00
Tapelon		10		10	20	pcs.	RO	Small Value	5 days	30.00		600.00
Threaded Faucet		10		10	20	pcs.	RO	Small Value	5 days	195.00		3,900.00
Lavatory Faucet		10		10	20	pcs.	RO	Small Vaue	5 days	280.00		5,600.00
Gate Valve US 1 1/4 x 1		3		3	6	pcs.	RO	Small Value	5 days	780.00		4,680.00
Gate Valve US 1 "		3		3	6	pcs.	RO	Small Value	5 days	650.00		3,900.00
GI Pipes Sch. 40 # 1"			5		5	length	RO	Small Value	5 days	750.00		3,750.00
<b>TOTAL BUILDING MAINTENANCE</b>												<b>85,915.00</b>

Items & Specification	Quantity Requirements					Unit	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 EQUIPMENT</b>												
Biometric Machine (Finger print Time and Attendance )				1	1	unit	HRMS	Shopping	30 days	45,000.00		45,000.00
Paper Shredder			1		1	units	HRMS/LGDD	Shopping	15 days	45,000.00		45,000.00
<b>TOTAL OFFICE EQUIPMENT</b>												<b>90,000.00</b>
<b>MEDICINES</b>												
Assorted Medicines	1	1	1	1	4	lots	RO	Shopping	5 days	750.00		3,000.00
<b>PRINTING JOBS</b>												
Tarpaulins	2	5	5	3	15	pcs.	RO	Small Value	5 days	850.00		12,750.00
Annual Reports	52				52	copies	RO	Shopping	30 days	1,070.00		55,640.00
LetterHeads	5	5		5	15	reams	RO	Shopping	30 days	1,200.00		18,000.00
<b>TOTAL PRINTING JOBS</b>												<b>86,390.00</b>
<b>BUILDING IMPROVEMENTS</b>												
Improvement of Conference room			1 job		1	job	RO	Shopping	60 days	150,000.00		150,000.00
<b>COMMUNICATION EQUIPMENT</b>												
Facsimile Machines		2		1	3	units	RO/Field	Shopping	15 days	10,000.00		30,000.00
Telephones sets	2		1	1	4	sets	RO/Field	Shopping	5days	1,500.00		6,000.00
Repair of Sound Systems	1				1	job	RO	Shopping	15 days	1,950.00		1,950.00
Cellular Phones	1				1	unit	RO	Shopping	15 days	6,410.00		6,410.00
Repair of Radio Transceivers		1		1	2	jobs	RO	Shopping	15 days	5,640.00		5,640.00
<b>TOTAL COMMUNICATION EQUIPMENT</b>												<b>50,000.00</b>



Items & Specification	Quantity Requirements					Unit	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>SPAREPARTS</b>												
Hub Oil Seal	1				1	pc.	Land Rover	Shopping	5 days	280.00		280.00
Axle Oil Seal	1				1	pc.	Land Rover	Shopping	5 days	180.00		180.00
Freon	4		4		8	kls.	RO vehicles	Shopping	5 days	270.00		2,160.00
Head light			2		2	pcs.	RO vehicles	Shopping	5 days	2,800.00		5,600.00
Silicon Oil	4				4	pcs.	Mit. L-300	Shopping	5 days	95.00		380.00
Engine Fan Blade	1				1	pc.	Mit. L-300	Shopping	5 days	1,900.00		1,900.00
Fuel Tank Float	1				1	pc.	N-Patrol 609	Shopping	5 days	9,000.00		9,000.00
Electrical Relay	3				3	pcs.	N-Patrol 609	Shopping	5 days	110.00		330.00
Crocodile Jack	1				1	pc.	Isuzu Fuego	Shopping	5 days	2,180.00		2,180.00
Brake Pad	1				1	set	Mit. L-300	Shopping	5 days	820.00		820.00
Coil Spring Ext. rubber	2				2	pcs.	Mit. L-300	Shopping	5 days	220.00		440.00
Wheel Cover 14 "	1				1	set	Mit. L-300	Shopping	5 days	1,400.00		1,400.00
Center bearing assy.			1		1	pc.	RO vehicles	Shopping	5 days	3,000.00		3,000.00
Glow Plug	4				4	pcs.	Land Rover	Shopping	5 days	480.00		1,920.00
Alternator	1			1	2	pcs.	RO vehicles	Shopping	5 days	1,200.00		2,400.00
Tires 30 x 9.50 R 15	4			4	8	pcs.	RO/FIELD	Shopping	5 days	6,400.00		51,200.00
Ignition Switch	1				1	pc.	RO vehicles	Shopping	5 days	650.00		650.00
Starter Assy.	1			1	2	pcs.	RO vehicles	Shopping	5 days	2,800.00		5,600.00
Balljoint upper	2				2	pcs.	RO vehicles	Shopping	5 days	820.00		1,640.00
Magnetic Valve	1				1	pc.	RO vehicles	Shopping	5 days	1,400.00		1,400.00
Pit Arm	1				1	pc.	RO vehicles	Shopping	5 days	1,295.00		1,295.00
Piston Ring	1				1	set	RO vehicles	Shopping	5 days	4,000.00		4,000.00
Left Spring front	4				4	pcs.	RO vehicles	Shopping	5 days	220.00		880.00
Left Spring rear	8				8	pcs.	RO vehicles	Shopping	5 days	440.00		3,520.00
Hose 5/8	2				2	pcs.	RO vehicles	Shopping	5 days	130.00		260.00
Hose 1/2	2				2	pcs.	RO vehicles	Shopping	5 days	120.00		240.00
Brake Pad front	1				1	set	N-Patrol 609	Shopping	5 days	1,100.00		1,100.00
Fan Belt	2		1		3	pcs.	RO/FIELD	Shopping	5 days	420.00		1,260.00
Steering Fan Belt	1				1	pc.	RO vehicles	Shopping	5 days	280.00		280.00
Bosh relay w/ socket	6				6	pcs.	RO vehicles	Shopping	5 days	150.00		900.00
Bulb single socket	8			10	18	pcs.	RO vehicles	Shopping	5 days	9.00		162.00
Drum Cartridge	1				1	pc.	Develop Ineo	Direct purchase	5 days	1,950.00		1,950.00
Headlight	1				1	pc.	RO vehicles	Shopping	5 days	480.00		480.00
Side Mirror	2				2	pcs.	RO vehicles	Shopping	5 days	380.00		760.00
Back Mirror	1				1	pc.	Mits. L-300	Shopping	5 days	450.00		450.00
Clutch Master kit	1				1	pc.	RO vehicles	Shopping	5 days	650.00		650.00
<b>SUB TOTAL</b>												<b>110,667.00</b>

Items & Specification	Quantity Requirements					Unit	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>110,667.00</b>
Secondary Master Assy.	1				1	pc	RO vehicles	Shopping	5 days	1,600.00		1,600.00
Air cleaner element	1				1	pc.	N-Patrol 609	Shopping	5 days	700.00		700.00
Oil Filter	2				2	pcs.	RO vehicles	Shopping	5 days	350.00		700.00
Fuel Filter with sender	1				1	pc.	N-Patrol 609	Shopping	5 days	2,800.00		2,800.00
Fog Lamp	1			1	2	pcs.	RO vehicles	Shopping	5 days	900.00		1,800.00
Mudguard	2				2	pcs.	RO vehicles	Shopping	5 days	350.00		700.00
Lower ball joint	1				1	pc.	RO vehicles	Shopping	5 days	350.00		350.00
Cross bearing	2				2	pcs.	RO vehicles	Shopping	5 days	900.00		1,800.00
Hi Tension Wire	1				1	pc.	RO vehicles	Shopping	5 days	1,100.00		1,100.00
Spark plug ( Motorcycle)	1		1		2	sets	Motorcycles	Shopping	5 days	138.00		276.00
Battery 11 plates12 volts		2	1	2	5	pcs.	RO / Field	Shopping	5 days	6,800.00		34,000.00
Distributor Assy.	1				1	set	RO	Shopping	5 days	7,500.00		7,500.00
Wiper Blade	1			1	1	pc.	Mit. L-300	Shopping	5 days	280.00		280.00
Horn 12 volts	2				2	sets	RO Vehicles	Shopping	5 days	1,300.00		2,600.00
Upper Shaft Kit L & R	2				2	pcs.	RO	Shopping	5 days	1,350.00		2,700.00
Disc pad Bendex	1				1	set	RO	Shopping	5 days	850.00		850.00
Brake shoe	1				1	set	RO	Shopping	5 days	1,180.00		1,180.00
Overhauling gasket	1				1	set	Field	Shopping	5 days	3,200.00		3,200.00
Tires motorcycle		2	2	2	6	pcs.	RO/Field	Shopping	5 days	980.00		5,880.00
Brake and clutch cable	2				2	sets	RO	Shopping	5 days	445.00		890.00
Tie rod end	3				3	pcs.	RO Vehicles	Shopping	5 days	2,500.00		7,500.00
Cross Joint	1				1	pc.	RO	Shopping	5 days	450.00		450.00
Cylinder head gasket	1				1	pc.	RO Vehicle	Shopping	5 days	1,300.00		1,300.00
Secondary Flexible hose	1				1	pc.	-do-	Shopping	5 days	550.00		550.00
Lug nut	2				2	sets	Isuzu Fuego	Shopping	5 days	1,000.00		2,000.00
Tires 195 x 14c		5		5	10	pcs.	RO	Shopping	5 days	4,150.00		41,500.00
Tires 185 x 70 R 13			5	5	10	pcs.	RO	Shopping	5 days	5,150.00		51,500.00
Tubeless tires 275/70R16	4				4	pcs.	RO/Field	Shopping	5 days	7,780.00		31,120.00
Rim alloy # 16	4				4	pcs.	Isuzu Fuego	Shopping	5 days	6,250.00		25,000.00
Steering Dumper	1				1	pc.	RO Vehicle	Shopping	5 days	2,800.00		2,800.00
V-belt Power Steering	1				1	pc.	RO	Shopping	5 days	480.00		480.00
Water pump assy.			1	1	2	pcs.	RO	Shopping	5 days	6,000.00		12,000.00
Feed pump Assy.	1				1	pc.	RO	Shopping	5 days	3,500.00		3,500.00
Fog Lamp	1		2		3	pcs.	RO vehicles	Shopping	5 days	180.00		360.00
Tire 410 x 18				1	1	pc.	-do-	Shopping	5 days	900.00		900.00
Timing Belt	1				1	pc.	RO Vehicle	shoping	5 days	1,150.00		2,300.00
Signal Light	2				2	pcs.	RO Vehicle	Shopping	5 days	490.00		980.00
Shock Absorber front	2				2	pcs.	Mit. L-300	Shopping	5 days	950.00		1,900.00
<b>SUB-TOTAL</b>												<b>367,713.00</b>

Items & Specification	Quantity Requirements					Unit	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>367,713.00</b>
Battery 13 plates 12 volts	3		1	1	5	pcs.	-do-	Shopping	5 days	6,350.00		31,750.00
Crank Case Gasket	1				1	pc.	-do-	Shopping	5 days	400.00		400.00
Engine Support		2			2	pcs.	Lanao	Shopping	5 days	6,500.00		6,500.00
<b>JOB</b>												
Change Engine including installation, servicing and tune-up of SEP 980 Nissan Sunny	1 job				1	job	Oroquieta City	Shopping	15 days	51,000.00		51,000.00
Change engine including installation, servicing and tune-up of KIA BESTA		1 job			1	job	RO	Shopping	30 days	150,000.00		150,000.00
Body repair of KIA BESTA		1 job			1	job	RO	Shopping	30 days	55,600.00		55,600.00
Repair of Micro Bus		1 job			1	job	RO	Shopping	30 days	60,000.00		60,000.00
<b>TOTAL REPAIR &amp; MAINTENANCE OF VEHICLES</b>												<b>722,963.00</b>
<b>SEMINARS/TRAININGS/ CONFERENCES</b>												
PDs/CDs/CLGOOS Confernces	3	3	3	3	12	conferences	RO/field	Shopping	1 day	14,250.00		171,000.00
Year-End Evaluation Conference				1	1	conference	RO/field	Shopping	2 days	90,000.00		180,000.00
Inter-agency meetings	2	2	2	2	8	meetings	RO/field	Shopping	1 day	14,250.00		114,000.00
Fieldmen's Conference	7	7	7	7	28	conferences	Field offices	Shopping	1 day	7,000.00		196,000.00
Special meetings	1	1	1	1	4	meetings	RO/field	Shopping	1 day	9,750.00		39,000.00
<b>TOTAL SEMINARS/CONFERENCES</b>												<b>700,000.00</b>

**ANNUAL PROCUREMENT PROGRAM**  
**(For Common-Use Goods Available from PS)**  
**For Fiscal/Calendar Year 2011**

**SUMMARIES OF GOODS AND SERVICES**

<b>PARTICULARS</b>	<b>AMOUNT</b>
Supplies	799,999.15
IT Equipment & Software	250,019.00
Furniture & Fixtures	20,000.00
Gasoline, Oil, Lubricants & Servicing	1,260,990.00
Building Maintenance	85,915.00
Office Equipment	90,000.00
Medicines	3,000.00
Printing Jobs	86,390.00
Building Improvements	150,000.00
Communication Equipment & repair	50,000.00
Vehicle Maintenance	722,963.00
Seminars/Trainings/Meetings/Conferences	700,000.00
<b>TOTAL GOODS AND SERVICES</b>	<b>4,219,276.15</b>
<b>ADD: Adjusted total with 10% additional provision for inflation ( Common Use Goods &amp; services)</b>	<b>421,927.62</b>
<b>GRAND TOTAL ( COMMON USE GOODS AND SERVICES)</b>	<b>4,641,203.77</b>

Prepared by:

Certified Funds Available:

Approved:

**ROSITA E. LAGANG**  
**AO V / GSS**

**CEDRIX R. AGUIÑOT**  
**Accountant III**

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