

ANNUAL PROCUREMENT PLAN FOR 2013 For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Zamboanga - **Zamboanga**
 - d. Surigao Del Norte - **Surigao Del Norte**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price base on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue/virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementsservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012-NGA-DBM-PS-Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: Department of the Interior and Local Government

Region: Region 10

Address: KM 3 Master Avenue, Upper Carmen, Cagayan de Oro City

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece	6		6			6					6		24	77.43	1,858.25
2. BALLAST, 36 watts	piece	6		6			6					6		24	73.11	1,754.68
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	36	12	36	12	36	12	36	12	36	12	36	20	296	38.22	11,313.12
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet						6					6		12	16.37	196.43
5. BATTERY, size D, alkaline, 2 pcs./packet	packet			48			48			48			48	192	75.95	14,581.73
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set		6				6					6		18	343.98	6,191.64
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		6				6					6		18	436.80	7,862.40
8. FLUORESCENT LAMP, tubular, 18 watts	piece			12			12			12			12	48	35.98	1,727.21
9. FLUORESCENT LAMP, tubular, 36 watts	piece			12			12			12			12	48	38.17	1,832.04
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece			12			12			12				36	108.98	3,923.26
11. FUSE, 30 amperes	piece			36			36			36			36	144	10.87	1,564.92
12. FUSE, 60 amperes	piece			12			12			12			12	48	26.75	1,284.19
13. STARTER, 4-40 watts	piece			36						36				72	4.10	294.84
14. TAPE, electrical	roll			10						10				20	19.11	382.20
COMMON COMPUTER SUPPLIES/CONSUMABLES																
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	12	12	12	12	12	12	6		12			12	102	10.92	1,113.84
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	12	12	24	12	12	12			12			24	120	19.09	2,290.68
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece														55.69	
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece			12				12				12		36	14.72	529.96
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece			12				12				12		36	23.46	844.45
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece			15						15				30	390.94	11,728.08
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart			15				15				15		45	645.81	29,061.59
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart			20				20				20		60	744.35	44,660.70

32. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart	10	10	10	10	10	10	10	3	3	3	3	3	3	78	268.82	20,968.04
33. INK CARTRIDGE, HP CB315A (HP 900), tri-color, for HP Deskjet 900, 910, 915	cart	10	5	10	5	10	5	10	5	10	5	10	5	90	345.93	31,133.97	
78. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart		6						6				6	18	619.04	11,142.72	
79. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart		6						6				6	18	948.91	17,080.38	
81. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart			50					50				50	150	338.44	50,765.40	
82. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart			20					20				15	55	338.44	18,613.98	
88. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart			50					50				50	150	338.44	50,765.40	
89. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart			30					30				30	90	338.44	30,459.24	
90. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,627.92	-	
91. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	985.32	-	
92. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	985.32	-	
93. INK CARTRIDGE, Brother LC67HYY, yellow	cart													0	985.32	-	
94. INK CARTRIDGE, Brother LC 39BK, black	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	722.93	8,675.10	
95. INK CARTRIDGE, Brother LC 39Y, yellow	cart	1		1		1		1		1		1		6	476.60	2,859.57	
96. INK CARTRIDGE, Brother LC 39C, cyan	cart	1		1		1		1		1		1		6	476.60	2,859.57	
97. INK CARTRIDGE, Brother LC 39M, magenta	cart	1		1		1		1		1		1		6	476.60	2,859.57	
164. MOUSE, optical, USB conection type	piece	10				10				2			10	32	183.46	5,870.59	
328. RIBBON, Epson RN 8755	cart			10					10					20	87.29	1,745.73	
329. RIBBON, Epson RN 8750	cart			10					10					20	79.04	1,580.88	
330. RIBBON, Epson RN 7754	cart													0	133.88	-	
331. RIBBON, Epson RN SO 15083/SO 15086	cart													0	746.49	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll		5					3					2		10	642.62	6,426.21
2. AIR FRESHENER, 280mL/can	can		30	30	30	30	30	30	30	30	30	30	30	330	93.91	30,990.30	
3. ALCOHOL, 70%, ethyl	bottle		30	30	30	30	30	30	30	30	30	30	30	330	42.04	13,873.20	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	21.62	-	
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair			6					6				6	18	120.12	2,162.16	
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair			6					6				6	18	125.58	2,260.44	
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		5	5	5	5	5	5	5	5	5	5	5	55	343.98	18,918.90	

8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box				10						10			30	348.08	10,442.25
9. CARTOLINA, assorted color, 20s/pack	pack				5						5			15	73.38	1,100.70
10. CARTOLINA, white, 20s/pack	pack				2						2			6	43.68	262.08
11. CHALK, white, dustless, 100 pcs/box	box				3						3			9	36.04	324.32
12. CLIP, bulldog (3")	piece				6						6			18	8.06	145.15
13. CLIP, backfold, 25mm, 12s/box	box				6						6			18	15.29	275.18
14. CLIP, backfold, 50mm, 12s/box	box				6						6			18	44.23	796.07
15. CLIP, backfold, 19mm, 12s/box	box				6						6			18	7.92	142.51
16. CLIP, backfold, 32mm, 12s/box	box				6						6			18	17.47	314.50
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad				6						5			17	25.66	436.25
18. COLUMNAR PAD, 14 cols, 50 gsm min.	pad				6						6			18	45.86	825.55
19. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				6						6			18	44.77	805.90
20. COLUMNAR PAD, 18 cols, 50 gsm min.	pad				6						6			18	74.80	1,346.44
21. COLUMNAR NOTEBOOK, 12 cols	piece				6						6			18	20.75	373.46
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair				50						50			150	21.79	3,268.50
23. DATA FILE BOX, (5"x9"x15-3/4")	box				50						50			150	64.43	9,664.20
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece				25						25			75	69.89	5,241.60
25. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece													0	34.94	-
27. ENVELOPE, documentary (10"x15"), 500s/box	box				10						10			30	614.80	18,443.88
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box				10						10			30	683.10	20,492.96
29. ENVELOPE, mailing white, 500s/box	box				6						6			18	160.22	2,883.95
30. ENVELOPE, mailing white with window, 500s	box				3						3			9	205.84	1,852.58
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box				10						10			30	107.67	3,230.01
32. ENVELOPE, expanding, plastic, legal size	piece				50						50			150	48.05	7,207.20
33. ENVELOPE, documentary, A4, 500s/box	box				1						1			2	483.65	967.30
34. ERASER, blackboard/whiteboard	piece										2			4	11.12	44.48
35. ERASER, rubber	piece				20						30			10	5.44	326.34
36. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				5						5			15	82.99	1,244.88
37. FOLDER, pressboard, plain, legal, 100s/box	pack				10						10			30	894.22	26,826.66
38. FOLDER, tagboard, legal size, 100s/box	pack	5	5	5	5	5	5	5	5	5	5			40	343.98	13,759.20
39. FOLDER, tagboard, A4 size, 100s/box	pack				1						1			2	311.22	622.44
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack				3						3			9	270.82	2,437.34
41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle				3						3			9	267.54	2,407.86
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack				3						3			8	206.39	1,651.10
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack				2						2			4	219.49	877.97
44. GLUE, all purpose, 300 grams min.	jar	5	5	5	5	5	5	5	5	5	5			50	48.05	2,402.50
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece				5						5			15	34.40	515.97
46. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack				6						6			2	43.03	602.41

47. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack			5				5				1		11	98.28	1,081.08	
48. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box					5				5				10	36.31	363.09	
49. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box		3							3				6	52.67	316.01	
50. INDEX TAB, self-adhesive, 10 pcs/box	box			2								2		4	51.87	207.48	
51. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube			5				5						10	13.63	136.29	
52. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	518.70	-	
55. MAP PIN, round head, 100s/case	case			6				10				3		19	38.22	726.18	
56. MARKER, fluorescent, 3 colors/set	set			20			30			50		4		104	43.13	4,485.94	
57. MARKING PEN, whiteboard, black	piece			20				30				30		80	12.45	996.24	
58. MARKING PEN, whiteboard, blue	piece			20				20				30		70	12.45	871.71	
59. MARKING PEN, whiteboard, red	piece			30				15				25		70	12.45	871.71	
60. MARKER, permanent, black	piece			50				20				12		82	12.86	1,054.73	
61. MARKER, permanent, blue	piece			30				20				12		62	12.86	797.48	
62. MARKER, permanent, red	piece			30				50				12		92	12.86	1,183.35	
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece							50				12		62	8.09	501.27	
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad			30				30				20		80	36.04	2,882.88	
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad			20			20			10		6		56	60.06	3,363.36	
66. NOTE PAD, (2"x2"), 400 sheets/pad	pad			10			10			10				30	117.94	3,538.08	
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	32.76	-	
68. OIL, for general purpose, 120 mL	bottle			5				5				5		15	36.04	540.54	
69. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	30	50	50	50	50	50	50	50	50	20	50	30	20	500	103.61	51,805.00
70. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	73.58	-	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	30	30	30	30	30	30	30	30	30	30	30	30	30	360	115.63	41,626.80
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	30	30	30	30	30	30	30	30	30	30	30	30	30	360	204.39	73,580.40
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad			10				10				10		30	20.53	615.83	
74. PAPER, thermal,210mmx30M, 1/2" core	roll			30				30				30		90	37.89	3,410.51	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	30		30		30		30		30		30		180	37.89	6,820.20	
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream		70		70		70			70		70		350	123.98	43,393.00	
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream			5				5				5		15	169.26	2,538.90	
78.PAPER FASTENER, for paper, metal, 50 sets/box	box			50				50				50		150	86.14	12,921.30	
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box			30				30				30		90	14.74	1,326.78	
80. PAPER CLIP, gem type, 32mm, 100s/box	box			30				30				30		90	8.19	737.10	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box			10				10				10		30	21.56	646.70	
82. PENCIL, mechanical, for 0.5mm lead	piece			24				24				24		72	19.66	1,415.23	
83. PUSH PIN, flat head type, assorted colors, 100s/case	case			5				5				5		15	39.31	589.68	
84. RECORD BOOK, 300 pages, smythe sewn	book			50				50				50		150	60.06	9,009.00	

85. RECORD BOOK, 500 pages, smythe sewn	book			50				50				50		150	92.82	13,923.00
86. RIBBON, nylon, manual typewriter	spool			10				10				20		40	15.27	610.68
88. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	34.93	69.87
89. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	38.21	76.42
90. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	46.40	92.80
91. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	57.32	114.64
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece			1								1		2	4.75	9.49
93. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	78.07	156.14
94. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	103.73	207.46
95. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece			1								1		2	11.96	23.92
96. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle			1								1		2	155.60	311.20
97. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece			1								1		2	12.83	25.66
98. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece			1								1		2	238.59	477.18
99. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece			1								1		2	269.71	539.43
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box			6				6				10		22	139.31	3,064.91
102. RULER, plastic, 300mm	piece			10				10				10		30	3.82	114.66
103. RULER, plastic, 450mm	piece			6				6						12	38.22	458.64
104. SIGN PEN, black	piece	50			50			50			50		50	300	45.30	13,590.00
105. SIGN PEN, blue	piece			30		50		24		50		50		204	45.30	9,241.20
106. SIGN PEN, red	piece			10				10				6		26	45.30	1,177.72
107. STAMP PAD INK, violet, 50mL	bottle			30				30				24		84	22.93	1,926.29
108. STAMP PAD, felt pad, min 60mm x 100mm	piece			10				5				5		20	26.21	524.20
109. STAPLE WIRE, standard, #35	box	30	30	30	30	30	30	30	30	30	20	20	20	330	24.77	8,174.10
112. TAPE, masking, 24mm, 50 meters length	roll			50		50		24		50		50		224	48.05	10,763.20
113. TAPE, masking, 48mm, 50 meters length	roll			50				24				50		124	95.88	11,888.56
114. TAPE, transparent, 24mm, 50 meters	roll			50				50				50		150	15.29	2,293.20
115. TAPE, transparent, 48mm, 50 meters	roll			50				50				50		150	31.62	4,742.33
116. TAPE, packaging, 48mm, 50 meters length	roll			30				24				24		78	31.62	2,466.01
119. TOILET TISSUE, 12 rolls/pack	pack	10		10		10		10		10		10		60	76.44	4,586.40
120. TWINE, plastic, one kilo per roll	roll			10				15				10		35	47.92	1,677.27
121. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll			10				6				6		22	152.88	3,363.36
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack			5				5				5		15	9.83	147.42
2. CUTTER, heavy duty	piece			12				12				12		36	29.38	1,057.64
3. PUNCHER, heavy duty	piece			5				5				5		15	103.74	1,556.10
4. SCISSORS, (6")	pair			10				20				6		36	18.22	655.83
5. SHARPENER, single cutterhead	piece			10				7				7		24	180.18	4,324.32
6. STAMPING DATER, self-inking stamp	piece							1						1	464.10	464.10
7. STAPLER, heavy duty, standard	piece			10		10		6		10		6		42	151.44	6,360.48

8. STAPLE REMOVER, twin jaws	piece			10				3				3		16	17.35	277.54
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece			5				5				5		15	54.60	819.00
10. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece			5				5				5		15	42.24	633.62
11. WASTE BASKET, plastic	piece	10		10				10				10		40	27.30	1,092.00
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece			10				10				10		30	20.75	622.44
2. BROOM, soft (tambo)	piece			20				30				50		100	125.58	12,558.00
3. BROOM, STICK (tingting)	piece			20				20				50		90	18.56	1,670.76
4. CLEANSER, powder, 350gms.	canister			50		50		50		50		50		250	16.71	4,177.50
5. DETERGENT POWDER, all purpose, 500gms.	pouch			100				100				100		300	24.02	7,206.00
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar			5				5				5		15	19.11	286.65
7. DISINFECTANT SPRAY, 400 grams net content	can			50		50		50		50		24		224	160.52	35,956.48
8. DUST PAN, non-rigid plastic, with detachable handle	piece			10				10				6		26	34.94	908.54
9. FLOOR WAX, paste, natural, 2kgs.	can			5				5			5			15	322.14	4,832.10
10. FLOOR WAX, paste, red, 2kgs.	can							2						2	327.60	655.20
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container							2						2	362.00	724.00
12. FURNITURE CLEANER, 300mL/can min	can			50				50				50		150	105.92	15,888.00
13. INSECTICIDE, 600mL (420g) /can	can			50				50				50		150	120.12	18,018.00
14. MOPHANDLE, screw type, wooden handle	piece			10								6		16	92.82	1,485.12
15. MOPHEAD, 100% rayon, 400g	piece			50				30				12		92	81.90	7,534.80
16. RAG, COTTON, (7") in diameter	kilo			50				24				50		124	49.14	6,093.36
17. SCOURING PAD, economy size	pack			12				12				12		36	141.96	5,110.56
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		50	50	50	50	50	50	50	50	50	50	50	550	70.98	39,039.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box			50				50				24		124	30.58	3,791.42
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	50		50		50		50		50		50	50	350	150.70	52,745.00
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream			70		50		70		60		50		300	119.79	35,937.00
2. PAPER, mimeo, Groundwood	ream													0	81.41	-
4. PAPER, for PPC	ream			50				50				50		150	120.02	18,002.25
5. PAPER, multicopy, legal, for laser printing	ream			50		50		50		50		50		250	151.24	37,810.00
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit			1				1				1		3	1,397.76	4,193.28
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit							5				3		8	1,965.60	15,724.80
3. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit							2				2		4	926.02	3,704.06
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit							6						6	163.67	982.04

HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:				10													
a. Procurement of Goods & Services, 110-115 pages	piece			5								5	33.85	169.26			
b. Procurement of Civil Works, 139-149 pages	piece			5								5	39.53	197.66			
c. Procurement of Consulting Services, 139-149 pages	piece			5								5	23.48	117.39			
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece			5								5	92.82	464.10			
e. for LGUs	piece												119.03				
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece			5				6				11	41.50	456.46			
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece							6				6	14.20	85.18			
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set							3				3	136.50	409.50			
Volume I (103 pages) - white color														-			
Volume II (138 pages) - light blue color														-			
Volume III (124 pages) - light yellow color														-			
Volume IV (118 pages) - light green color														-			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1 2HP Airconditioners					1			1				1	3	23,000.00	69,000.00		
2 1/2 HP Airconditioners						1							1	13,000.00	13,000.00		
3. Steel Cabinets								2					2	7,000.00	14,000.00		
4 Typewriter																	
5 Copier Machine								1					1	60,000.00	60,000.00		
Office Supplies																	
1. Toner for Sharp copier SF 2530				2				2				2	6	6,249.00	37,494.00		
2. Toner for Ricoh copier				2				2				2	6	3,475.00	20,850.00		
3. Routing folder legal 1 fold plastic				12				12				12	36	70.00	2,520.00		
4. Bookpaper short subs. 20				20				20				20	60	155.00	9,300.00		
5. Toner Developing Ineo				4				4				4	12	1,350.00	16,200.00		
6. Facsimile Ink Film			5	5		5		5		5		5	30	1,300.00	39,000.00		
6. Toner Ink Model 4518 L/N-1K8 139 217C		1			1		1		1		1		1	6	5,950.00	35,700.00	

Audio and visual presentation and composing equipment																
Photographic or filming or video equipment																
1. digital Camera																
2 Video Camera								1						35,000.00	35,000.00	
3 Fax Machines																
4. cctv Camera System - ANALOG																
Cleaning Equipment and Supplies																
1. Vacuum Cleaner heavy duty																
2. Grasscutters						2							2	15,000.00	30,000.00	
																-
Spareparts and Accessories																
1 Battery 12 volts 13 plates			1		1			1		1		1	6	5,700.00	34,200.00	
2 Tires			3		2				4			2	15	7,500.00	112,500.00	
													0			-
Lighting and fixtures and accessories																
1 Bulbs 23 w			50					10					60	185.00	11,100.00	
2 Luminaire w/ Aliminum Reflector w/ ballast																
3 Flashlight			5									5	10	1,300.00	13,000.00	
4 Spot light						5							5	350.00	1,750.00	
5													0			-
Electrical equipment and components and supplies																
1. Clam meter																
2. Electric drill																
3													0			-
Computer Supplies																
1. HP Ink 704 Tri-color	pcs.	50		50		50		50		50		50	50	350	385.00	134,750.00
2														0		-
Computer Equipment and Accessories																
1. Laptop / notebook				1				2				2	5	30,000.00	150,000.00	
2 Desktop Computers				2								2	4	22,000.00	88,000.00	
3. Scanner				2						1			3	25,000.00	75,000.00	
4. LCD Monitors17"					1		2			2			7	9,700.00	67,900.00	
5. Uninterrrupted Power Supply (UPS)				4		2		2					8	3,500.00	28,000.00	
6 Colored Printers		2	3		3			3			2		10	3,600.00	36,000.00	
7 AVR		2		2			2						6	650.00	3,900.00	
8 CPU					1			1			1		1	4	18,000.00	72,000.00

*Other Categories																	
1. Mineral Water (5 gals. / container)		200	200	200	200	200	200	200	200	200	200	200	200	200	2400	45.00	108,000.00
2 Improvement Office Buildings Phase V						1									1	400,000.00	400,000.00
3 Monthly Conferences		1	1	1	1	1	1	1	1	1	1	1	1	1	12	13,000.00	156,000.00
4 BUB Orientation Planning Workshop		1													1	130,000.00	130,000.00
5 Planning Conference		1													1	20,000.00	20,000.00
6 Year End Evaluation Conference		1												1	1	450,000.00	450,000.00
7. Improvement of Conference Room						1									1	100,000.00	100,000.00
8. Improvement of 2nd Floor DILG Building (Tiles Installation)														1	1	428,252.00	428,252.00
9. Improvement of Perimeter Fence		1													1	224,188.00	224,188.00
10. Concreting of DILG 10 Pathway (Guardhouse to Motorpool)				1											1	300,000.00	300,000.00
11. Improvement of ramp w/ 2 handrails both sides			1												1	20,000.00	20,000.00
12. Repair of Ceiling at the lobby					1										1	70,000.00	70,000.00
13. Re-piping of main line water supply (for COWD)					1										1	60,000.00	60,000.00
14. Repair of Nissan Pathfinder SEB 104				1											1	264,216.00	264,216.00
15. Repair of vehicle (Nissan Pathfinder) TGZ 184		1													1	230,000.00	230,000.00
16. Repair of Nissan Patrol SDA 121									1						1	200,000.00	200,000.00
17. Repair of Isuzu Fuego GNJ 910										1					1	100,000.00	100,000.00
18. Monthly fieldmen's Conference		5	5	5	5	5	5	5	5	5	5	5	5	5	60	9,600.00	576,000.00
19. Inter-agency Meeting				1				1							3	11,100.00	33,300.00
20. Improvement Office Building (Misamis Oriental)			1												1	100,000.00	100,000.00
21. LG Capacity Dev'T. Training	100 pax								1						100	1,200.00	120,000.00
22. Environment CCA Disaster Resilient LGUs Training	500 pax								250			250		500	1,300.00	650,000.00	
23. Socially Protective Safe LGUs	720 pax							250		250			220	720	1,200.00	864,000.00	
24. Accountable, Transparent, Participative and Effective Local Governance	486 pax					250					236			486	1,200.00	583,200.00	
																	8,939,514.62

*****GRAND TOTAL:** **8,939,514.62**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION **893,951.46**
APPROVED BUDGET: **10,098,000.00**

**Other categories that are not indicated herein*
***Prices are FOB Manila/Applicable for items under A.*
****Grand total for items under A and B*

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 has been included in or is within our approved budget for the year.

Prepared by: _____ Certified Funds Available / Approved:
 Certified Appropriate Funds Available:

ROSITA E. LAGANG
Property Custodian/GSS

CEDRIX R. AGUIÑOT / GRACIA S. WABAN
Accountant III / Budget Officer III

ATTY. RENE K. BURDEOS, CESO III
Regional Director

Date Prepared: