

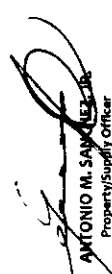
**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

Region: NCR - Central Office
Address: OWWA Center Bldg., cor. 7th St., F.B. Harrison St., Pasay City

Contact Person: Mr. Antonio M. Sanchez, Jr.
Position: Supply Officer- Designate
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Telephone/Mobile Nos: 833-0113

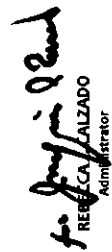
Item & Specifications	Unit of Measure	Quantity Requirement												Total	** P5 Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
COMMON ELECTRICAL SUPPLIES																					
3. BATTERY, size AA, alkaline, 2 PCS/packet	packet	8	28	24	100	16	17	55	84,645	28	13	12	53	816,671	12	8	432,48	240	15,39	3,653.60	
4. BATTERY, size AAA, alkaline, 2 PCS/packet	packet	8	21	13	42	607,32	12	13	549,48	9	13	11	33	472,18	5	13	14,46	136	14,46	1,966,56	
5. BATTERY, size D, alkaline, 2 PCS/packet	packet	2	1	1	4	287,04	1	1	215,28	1	1	1	2	433,52	1	1	143,52	11	7,76	789,36	
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9 1/2", 2000 sheets/box	box	9	13	8	30	16,675.80	15	10	5	5	30	16,675.80	15	10	5	30	16,675.80	120	555.86	66,703.20	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9 1/2", 1000 sheets/box	box	5	15	5	25	15,553.25	5	10	20	12,442.60	10	5	20	12,442.60	5	5	9,331.95	80	622.13	49,770.40	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14 7/8", 1000 sheets/box	box	6	6	6	6	5,421.60	5	5	5	4,518.00	5	5	0					11	903.60	9,939.60	
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x, 52x minimum speed, 80 min. recording time	piece	11	27	11	49	463,54	35	30	27	870,32	11	11	33	55	510,30	12	11	416,34	240	9,46	2,270.40
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x, 10x, 16x speed	piece	63	78	63	203	3,536.26	73	63	78	3,777.88	63	63	74	200	3,484.00	63	23	1,724.58	716	17,42	12,472.72
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	6	17	6	29	324,51	14	9	4	302,13	16	7	16	33	436,41	4	19	4	27	11,9	1,351.18
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	54	10	34	98	2,068.78	6	34	22	1,308.82	34	6	34	74	1,562.14	6	34	18	58	21.11	6,164.12
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	29	6	7	42	16,074.44	5	5	5	5,740.80	10	5	20	20	7,654.40	5	5	5,740.80	92	385.72	35,210.24
19. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	4	6	8	18	5,666.72	1	2	2	861,12	4	6	10	10	2,870.40	2	1	3	34	282.04	9,259.36
20. DISKETTE, floppy disk, 3.5", double sided, high density, formatted 100pack	pack	1	1	1	2	107.74				0	0	1	1	53.87	1	1	53.87	4	53.87	215.48	
23. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	5	8	7	20	17,857.20	5	7	8	17,857.20	7	5	8	20	17,857.20	5	7	8	20	893.36	21,468.80
24. INK CARTRIDGE, Canon Part No. CL-741, colored	cart	5	5	5	15	14,164.80	5	5	5	14,164.80	5	5	15	15	14,164.80	5	5	5	15	944.32	35,659.20
25. INK CARTRIDGE, Canon Part No. CL-98, colored	cart				0														0	691.60	
26. INK CARTRIDGE, Canon Part No. PG-810, black	cart	5	8	7	20	14,404.00	5	8	7	14,404.00	7	5	8	20	14,404.00	8	7	5	20	720.20	57,616.00
27. INK CARTRIDGE, Canon Part No. PG-830, black	cart	1	1	1	2	1,555.84	1	1	1	777.92	1	1	1	1	777.92	1	1	1	1	388.96	3,889.60
28. INK CARTRIDGE, Canon Part No. CL-831, color	cart	1	1	1	2	2,034.24	1	1	1	1,017.12	1	1	1	1	1,017.12	1	1	1	1	1,017.12	5,085.60
29. INK CARTRIDGE, Canon Part No. PG-740, black	cart	5	5	5	15	10,803.00	5	5	5	10,803.00	5	5	15	15	10,803.00	5	5	15	10,803.00	720.20	43,212.00
30. INK CARTRIDGE, Canon Part No. PG-125, black	cart				0														0	568.80	
35. INK CARTRIDGE, HP 1645A (HP 45), black, for HP Deskjet 710c, 720c, 8200i, 830c, 850c, 8700i, 880c, 890c, 8950ci, 930c, 930ci, 960c, 9700ci, 9800ci, 1000ci, 1120c, 1125c, 1180c, 1200c, 1600ci, 1600ci, 612, 9300, HP Officejet G55, G85, G95, K60, K80, 145, 165, 165 All-in-One, HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P2100, P215, P218	cart	10	10	10	30	39,312.00	10	10	10	39,312.00	10	10	10	30	39,312.00	10	10	10	30	1,310.40	157,248.00
36. INK CARTRIDGE, HP C6815DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 930c, 948c, 980c, HP Officejet 5110, 540 All-in-One, HP PSC 500, 750, 950 All-in-One	cart	1	2	1	4	4,950.40	1	1	2	4	4,950.40	1	2	4	4,950.40	1	2	4	4,950.40	1,237.60	19,801.60
38. INK CARTRIDGE, HP C8525A (HP 17), tricolor, for HP Deskjet 845c, 845c	cart	1	1	1	3	4,040.40	1	1	1	2,693.60	1	2	3	3	4,040.40	1	1	2	2,693.60	1,346.80	13,468.00
39. INK CARTRIDGE, HP C6578AD (HP 78), tricolor, for HP Deskjet 910c, 948c, 950c, 960c, 9700ci, 9800ci, 1180c, 1200c, 3820, 612, 9300 HP Officejet 5110, C55, C85, C95, K60, K80, 145 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P215, P218	cart	5	5	5	15	21,840.00	5	5	5	21,840.00	5	5	15	15	21,840.00	5	5	15	21,840.00	1,456.00	87,360.00
46. INK CARTRIDGE, HP C9355AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 140, 1402	cart	10	10	10	30	18,813.60	10	10	10	18,813.60	10	10	10	30	18,813.60	10	10	10	30	627.12	75,254.40
47. INK CARTRIDGE, HP C9355AA (HP 22), tri-color, for HP Deskjet 3320, 3340, HP Officejet 4610, HP PSC 1410, 1412	cart	10	10	10	30	21,684.00	10	10	10	21,684.00	10	10	10	30	21,684.00	10	10	10	30	722.80	86,736.00
49. INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6640, HP Officejet 740 All-in-One HP PSC 3355 All-in-One, HP Photosmart 335, 375, 3610, 2710, 8150, 8160	cart	2	3	3	5	5,304.00	2	3	3	5,304.00	2	3	3	5	5,304.00	2	3	3	5	1,060.80	21,216.00
80. INK CARTRIDGE, HP C9364WA (HP 98), black, 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 3525, All-in-One	cart	2	3	3	5	3,666.00	2	3	3	3,666.00	2	3	3	5	3,666.00	2	3	3	5	733.20	14,664.00

Item	176	210	150	536	3578.80	160	135	350	545	3266.00	125	150	275	500	2400.00	225	190	175	500	2400.00	2081	4.80	9,988.80	
1. BATTERY C. (zipspack) Energizer	packs	2	1	4	220.00	1	1	1	3	540.00	1	1	1	3	180.00	1	1	1	3	540.00	11	180.00	1980.00	
2. BATTERY 9V Energizer	pc	1	1	432.00	432.00	1	1	1	2	864.00	1	1	1	2	216.00	1	1	1	2	432.00	7	216.00	1,512.00	
3. Correction Pen metal tip, gull	pc	7	12	374.40	374.40	7	6	2	16	304.80	9	4	2	15	216.00	8	4	10	144.00	67	14.40	264.80		
4. Correction Pen metal tip, gull	pc	9	20	34	34	8	12	28	28	1,344.00	7	2	17	17	816.00	3	4	5	17	816.00	90	48.00	4,608.00	
5. Correction Pen metal tip, gull	pc	5	7	17	17	5	5	19	19	198.22	5	7	5	17	198.22	7	5	7	19	215.4	71	11.66	839.52	
6. DVD-R	pc	10	10	1,800.00	1,800.00	10	10	10	30	1,800.00	10	10	10	30	1,800.00	10	10	10	30	1,800.00	100	60.00	7,200.00	
7. Glue, Finer's	box	3	2	36,000.00	36,000.00	4	2	4	10	36,000.00	2	4	4	10	36,000.00	4	5	5	10	36,000.00	40	3,600.00	144,000.00	
8. Envelop, mailing with logo, classic (spost/realm)	box	6	2	18,000.00	18,000.00	4	2	4	10	18,000.00	2	4	4	10	18,000.00	4	5	5	10	18,000.00	40	1,800.00	72,000.00	
9. Envelop, mailing with logo, ordinary (spost/realm)	unit	30	10	20	13,464.00	25	15	20	60	13,464.00	20	25	15	60	13,464.00	15	15	15	60	13,464.00	240	2,244.00	53,856.00	
10. Folder, file magazine stand box with cover (log)	pc	11	10	14	2,142.00	10	15	15	40	2,142.00	15	20	15	50	3,050.00	10	20	20	50	3,050.00	175	6.20	10,775.00	
11. Folders, file magazine stand box with cover (log)	pc	9	4	3	4,416.00	1	1	3	5	4,416.00	1	1	1	2	552.00	1	1	1	2	276.00	24	276.00	6,240.00	
12. M1 Cutter Blade, big with blade	box	2	2	2	5,040.00	4	4	6	6	5,040.00	2	4	4	6	5,040.00	4	4	4	6	5,040.00	24	840.00	20,160.00	
13. Folder, Prestashord short (topsheet)	box	11	8	20	720.00	7	4	11	22	528.00	10	5	4	19	456.00	7	4	4	19	456.00	65	24.00	2,040.00	
14. Paste ordinary zogsims	box	12	11	12	540.00	6	7	9	22	528.00	9	5	6	20	480.00	6	5	6	17	408.00	84	24.00	2,040.00	
15. Rubber band zogsims round	reams	30	61	57	24,024.00	45	47	51	145	24,024.00	49	51	47	150	25,700.00	57	41	66	159	45,712.00	595	168.00	99,360.00	
1. BOND/PAPER, Hardcopy A4, Begim	reams	75	100	100	39,600.00	100	100	80	780	40,320.00	100	80	100	280	40,320.00	100	100	80	280	40,320.00	1115	144.00	160,800.00	
2. BOND/PAPER, Hardcopy A4, Zogem	reams	52	70	76	198	32,076.00	75	65	200	32,400.00	80	55	65	200	32,400.00	75	65	60	200	32,400.00	798	165.00	129,276.00	
3. BOND/PAPER, Hardcopy Legal, Zogem	reams	8	5	6	19	10,800.00	4	6	4	8,100.00	6	4	5	15	8,100.00	6	4	4	15	8,100.00	64	540.00	34,860.00	
4. Bristol Board A4, assorted colors Zogem	reams	1	1	1	2,808.00	4	6	4	15	3,240.00	4	6	4	15	3,240.00	6	4	4	15	3,240.00	38	116.00	4,428.00	
5. Mixed Paper A4 assorted color Zogem	reams	9	74	4	37	1,776.00	10	33	50	2,400.00	25	25	10	30	2,400.00	20	20	10	30	2,400.00	197	48.00	9,432.00	
6. Paper, Special Board (topsheet)	reams	2	3	7	1,680.00	4	4	4	10	2,400.00	4	4	2	10	2,400.00	4	4	4	10	2,400.00	37	240.00	8,880.00	
7. Paper, Kodak Photo A4 (topsheet)	reams	2	3	7	8,358.00	3	2	5	5	5,970.00	1	1	1	5	5,970.00	1	1	1	5	5,970.00	27	1,194.00	26,268.00	
8. Paper, sticker (topsheet)	reams	9	6	2	17	51,000.00	4	3	3	30,000.00	5	3	2	10	30,000.00	3	5	2	10	30,000.00	47	3,000.00	141,000.00	
9. PAPER, Stationery Classic, w/ logo A4	reams	10	6	2	18	21,600.00	2	4	10	12,000.00	2	4	4	10	12,000.00	2	5	3	10	12,000.00	48	1,200.00	57,600.00	
10. PAPER, Stationery Ordinary w/ logo subizo A4	reams	5	2	3	11,400.00	2	3	5	10	11,400.00	5	2	3	10	11,400.00	2	5	3	10	11,400.00	40	1,400.00	45,600.00	
1. Ink, CANON PC 40	pc	4	1	5	3,841.45	1	1	0	0	3,841.45	1	1	0	0	3,841.45	1	1	0	0	3,841.45	5	768.29	3,841.45	
2. Ink, HP 74	pc	3	1	4	3,534.32	1	1	0	0	3,534.32	1	1	0	0	3,534.32	1	1	0	0	3,534.32	4	884.8	3,534.32	
3. Ink, HP 75	pc	1	1	2	6,000.00	1	1	1	2	6,000.00	1	1	1	2	6,000.00	1	1	1	2	6,000.00	8	3,000.00	24,000.00	
4. TONER, for CANON FX-3	pc	70	65	15	12,600.00	65	15	70	150	12,600.00	15	20	65	150	12,600.00	20	15	65	150	12,600.00	600	84.00	50,400.00	
1. Storage Box Perfect Class A 24 x 15 x 10	book	1	1	1	408.00	2	2	2	2	816.00	2	2	2	0	816.00	2	2	2	0	816.00	5	468.00	2,040.00	
2. Warrant Register #105	lot	1	1	1	100,000.00	1	1	1	1	100,000.00	1	1	1	1	100,000.00	1	1	1	1	100,000.00	1	300,000.00	3,000,000.00	
3. Various incidental Expenses	lot	1	1	1	147,378.51	1	1	1	1	147,378.51	1	1	1	1	147,378.51	1	1	1	1	147,378.51	1	647,378.51	6,473,785.51	
4. Various Corporate Giveaways	lot	1	1	1	100,000.00	1	1	1	1	100,000.00	1	1	1	1	100,000.00	1	1	1	1	100,000.00	1	300,000.00	3,000,000.00	
C. TOTAL (A+B)																								6,660,444.44
D. ADDITIONAL PROVISION FOR INFLATION (not of TOTAL)																								888,043.43
E. APPROVED BUDGET BY THE AGENCY HEAD																								7,316,500.00
IN PHONES AND EXPENSES																								
1. MONTHLY CASH REQUIREMENTS (in Pesos)					1,138,734.56				1,045,945.03					1,038,745.02					1,004,749.18					4,228,173.79
2. Other items not available at PS but regular purchased from other sources					519,317.19				476,741.94					559,426.08					877,195.54					2,432,280.75
3. Various incidental Expenses					1,628,057.75				1,532,186.97					1,598,171.10					1,882,044.72					6,660,454.54
4. Various Corporate Giveaways					100,000.00																			
TOTAL MONTHLY CASH REQUIREMENTS					100,000.00				100,000.00					100,000.00					300,000.00					6,660,454.54

Prepared by:  ANTONIO M. SANCHEZ
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available

HERMINIGILDO D. MENDOZA
OIC, Accounting Division

Approved by:  REBECA CALZADO
Administrator

I hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

* Other categories that are not indicated herein
** Prices are FOB Manila/Applicable for Items under A.