

ANNUAL PROCUREMENT PLAN FOR 2019
For Common-Use Supplies and Equipment
(Based on 2019 Approved Budget)

Department/Bureau/Office: OVERSEAS WORKERS WELFARE ADMINISTRATION
 Region: Region VII
 Address: 2nd Floor, DOLE VII Bldg., Gorordo Ave. cor. Gen. Maxilom Ave., Cebu City

Contact Person: Romyl C. Cabillo
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NO.	Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (02.23.2019)	TOTAL AMOUNT
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A.COMMON SUPPLIES USE																	
COMMON ELECTRICAL SUPPLIES																	
1	BATTERY, size AA, alkaline, 2 pcs./packet	packet	6	6	6	6	6	6	6	6	6	6	6	5	71	80.00	5,680.00
2	BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6	6	6	6	6	6	6	6	6	6	6	6	72	80.00	5,760.00
3	BATTERY, size D, alkaline, 2 pcs./packet	packet	0	0	0	6	0	0	0	0	6	0	0	0	12	320.00	3,840.00
4	FLUORESCENT LAMP, tubular, 36 watts	piece	0	0	10	0	0	0	10	0	0	0	10	0	30	250.00	7,500.00
5	STARTER, 4-40 watts	piece	0	0	8	0	0	0	10	0	0	0	10	0	28	20.00	560.00
6	TAPE, electrical	roll	0	0	5	0	0	0	5	0	0	0	5	0	15	60.00	900.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
7	DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	65.00	-
8	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	0	0	50	0	0	0	0	0	0	0	0	0	50	65.00	3,250.00
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	898.00	-
10	INK CARTRIDGE, Canon Part No. CL-811, colored	cart	0	2	2	0	2	2	0	2	2	0	2	2	16	980.00	15,680.00
11	INK CARTRIDGE, Canon Part No. PG-810, colored	cart	0	2	2	0	2	2	0	2	2	0	2	2	16	795.00	12,720.00
12	INK CARTRIDGE, HP CN692AA(HP 680), black, for HP Ink	cart	12	12	12	12	12	12	12	12	12	12	12	12	144	480.00	69,120.00
13	INK CARTRIDGE, HP CN692AA(HP 680), tricolor, for HP Ink	cart	12	12	12	12	12	12	12	12	12	12	12	12	144	480.00	69,120.00
14	INK CARTRIDGE, HP CZ108AA, (HP 678), black	cart	12	12	12	12	12	12	12	12	12	12	12	12	144	400.00	57,600.00
15	INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor,	cart	12	12	12	12	12	12	12	12	12	12	12	12	144	400.00	57,600.00
16	INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K01021 Ink Advantage All-in-One 20601 K1102	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	400.00	4,800.00
17	ink, Cartridge, Canon Pixma - black #705	cart	0	1	1	0	1	1	0	1	1	0	1	1	8	410.00	3,280.00
18	Ribbon, Cartridge - Epson LQ2175 (SO15531)	cart	0	1	1	0	1	1	0	1	1	0	1	1	8	780.00	6,240.00
19	Ribbon, Cartridge - Epson LQ2190 (SO15531)	cart	0	1	1	0	1	1	0	1	1	0	1	1	8	950.00	7,600.00
20	Ribbon, Cartridge - Epson LQ310 (SO15531)	cart	0	1	1	0	1	1	0	1	1	0	1	1	8	360.00	2,880.00
COMMON OFFICE SUPPLIES																	
21	AIR FRESHENER, 280mL/can	can	1	1	1	1	1	1	1	1	1	1	1	1	12	250.00	3,000.00
22	ALCOHOL, 70%, ethyl	bottle	6	6	6	6	6	6	6	6	6	6	6	6	72	80.00	5,760.00
23	Ballpen - black, Pilot	piece	12	10	10	10	10	10	10	10	10	10	10	10	122	22.50	2,745.00
24	Ballpen - blue, Pilot	piece	12	10	10	10	10	10	10	10	10	10	10	10	122	22.50	2,745.00
25	Ballpen-red, Pilot	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	22.50	2,700.00
26	CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	0	0	1	0	0	1	0	0	1	0	0	1	4	140.00	560.00
27	CARTOLINA, assorted color, 20s/pack	pack	0	1	1	1	1	1	1	1	1	1	1	1	11	5.00	55.00
28	CARTOLINA, white, 20s/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	4.00	48.00
29	Cash Book - No. 51A	piece	0	0	0	0	0	2	0	0	2	0	0	2	6	295.00	1,770.00
30	Cash Book - No. 103	piece	0	0	0	0	0	2	0	0	2	0	0	2	6	295.00	1,770.00
31	Cash Book - No. 104	piece	0	0	0	0	0	2	0	0	2	0	0	2	6	295.00	1,770.00
32	Cash Book - No. 105	piece	0	0	0	0	0	2	0	0	2	0	0	2	6	295.00	1,770.00
33	CLIP, backfold, 25mm, 12s/box	box	3	3	3	3	3	3	3	3	3	3	3	3	36	12.60	453.60

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			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
34	CLIP, backfold, 50mm, 12s/box	box	3	3	3	3	3	3	3	3	3	3	3	3	36	54.00	1,944.00
35	CORRECTION TAPE, refill, usable length of 6 meters(min), 5mm width	piece	20	20	20	20	20	20	20	20	20	20	20	20	240	26.00	6,240.00
36	CORRECTION TAPE, refillable, usable length of 6 meters(min), 5mm width	pair	8	8	8	8	8	8	8	8	8	8	8	8	96	68.00	6,528.00
37	Envelope - Catalogue	box	2	2	2	2	2	2	2	2	2	2	2	2	24	68.00	1,632.00
38	Envelope - OWWA envelope, ordinary, long	box	0	0	0	0	1	0	0	0	0	0	1	0	2	1,000.00	2,000.00
39	ENVELOPE, documentary (10"x15")	piece	50	50	50	50	50	50	50	50	50	50	50	50	600	1.75	1,050.00
40	ENVELOPE, expanding, kraft, legal size,	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	22.00	2,640.00
41	ENVELOPE, mailing white,	piece	193	200	200	200	200	200	200	200	200	200	200	200	2393	1.00	2,393.00
42	ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	190.00	2,280.00
43	ERASER, rubber	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	25.00	1,500.00
44	Fingertip Moistener	piece	2	3	3	3	3	3	3	3	3	3	3	3	35	25.00	875.00
45	Folder - long, yellow	piece	30	30	30	30	30	30	30	30	30	30	30	30	360	6.50	2,340.00
46	FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	22	20	20	20	20	20	20	20	20	20	20	20	242	4.30	1,040.60
47	FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	21	21	21	20	20	20	20	20	20	20	20	20	243	4.50	1,093.50
48	FOLDER, expanding, colored	piece	30	30	30	30	30	30	30	30	30	30	30	30	360	25.00	9,000.00
49	GLUE, all purpose, 200 grams min.	jar	6	6	6	6	6	6	6	6	6	6	6	6	72	23.00	1,656.00
50	HIGHLIGHTER PEN	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	28.00	2,016.00
51	I.D. Jacket with sling	piece	20	20	20	20	20	20	20	20	20	20	20	20	240	20.00	4,800.00
52	INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	pack	5	5	5	5	5	5	5	5	5	5	5	5	60	38.00	2,280.00
53	MARKER, permanent, black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	31.50	2,268.00
54	MARKER, permanent, blue	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	31.50	2,268.00
55	MARKER, permanent, red	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	31.50	2,268.00
56	Marking Pen - permanent, broad, black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	35.50	2,556.00
57	Marking Pen - permanent, broad, blue	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	35.50	2,556.00
58	Marking Pen - permanent, broad, red	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	35.50	2,556.00
59	Marking Pen - permanent, jumbo, black	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	55.00	1,320.00
60	Marking Pen - permanent, jumbo, blue	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	55.00	1,320.00
61	Marking Pen - permanent, jumbo, red	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	55.00	1,320.00
62	MARKING PEN, whiteboard, black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	47.50	3,420.00
63	MARKING PEN, whiteboard, blue	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	47.50	3,420.00
64	MARKING PEN, whiteboard, red	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	47.50	3,420.00
65	PAPER CLIP, gem type, 32mm, 100s/box	box	6	6	6	6	6	6	6	6	6	6	6	6	72	11.00	792.00
66	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	5	6	6	6	6	6	6	6	6	6	6	6	71	14.85	1,054.35
67	PAPER FASTENER, for paper, plastic, 50 sets/box	box	7	7	7	6	6	6	6	6	6	6	6	6	75	30.00	2,250.00
68	PENCIL, lead, w/eraser, one(1) dozen per box	box	3	3	3	3	3	3	3	3	3	3	3	3	36	7.00	252.00
69	Post It - 3 X 3	pad	5	5	5	5	5	5	5	5	5	5	5	5	60	53.00	3,180.00
70	Post It - 3 X 4	pad	5	5	5	5	5	5	5	5	5	5	5	5	60	60.00	3,600.00
71	PUSH PIN, flat head type, assorted colors, 100s/case	case	2	2	2	2	2	2	2	2	2	2	2	2	24	28.00	672.00
72	RECORD BOOK, 300 pages, Smythse sewn	book	0	1	1	1	1	1	1	1	1	1	1	1	11	300.00	3,300.00
73	RECORD BOOK, 500 pages, Smythse sewn	book	1	1	1	1	1	1	1	1	1	1	1	1	12	400.00	4,800.00
74	RER Form	pad	5	5	5	5	5	5	5	5	5	5	5	5	60	19.50	1,170.00
75	RIBBON, nylon, manual typewriter	spool	4	4	4	4	4	4	4	4	4	4	4	4	48	26.00	1,248.00
76	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	5	5	5	5	5	5	5	5	5	5	5	5	60	150.00	9,000.00
77	RULER, plastic, 450mm	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	5.00	360.00
78	SIGN PEN, blue	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	95.00	6,840.00

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			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
79	SIGN PEN, black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	95.00	6,840.00
80	SIGN PEN, red	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	95.00	6,840.00
81	STAMP PAD INK, violet, 50mL	bottle	6	6	6	6	6	6	6	6	6	6	6	6	72	16.75	1,206.00
82	STAMP PAD, felt pad, min 60mm x 100mm	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	75.00	2,700.00
83	Staple Wire - #10	box	10	10	10	10	10	10	10	10	10	10	10	10	120	8.00	960.00
84	STAPLE WIRE, standard, 5000 pcs/box	box	10	10	10	10	10	10	10	10	10	10	10	10	120	30.00	3,600.00
85	Stick-on Label	pack	5	5	5	5	5	5	5	5	5	5	5	5	60	72.00	4,320.00
86	Tape - mounting tape	roll	1	1	1	1	1	1	1	1	1	1	1	1	12	195.00	2,340.00
87	TAPE, masking, 48mm, 50 meters length	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	40.00	4,800.00
88	TAPE, packaging, 48mm, 50 meters length	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	38.00	4,560.00
89	TAPE, transparent, 24mm, 50 meters	roll	15	15	15	15	15	15	15	15	15	15	15	15	180	12.00	2,160.00
90	TAPE, transparent, 48mm, 50 meters	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	78.00	9,360.00
91	TIME CARD, for Amano Bundy Clock	pack	5	5	5	5	5	5	5	5	5	5	5	5	60	120.00	7,200.00
92	TOILET TISSUE, 12 rolls/pack	pack	100	100	100	100	100	100	100	100	100	100	100	100	1200	12.00	14,400.00
93	TWINE, plastic, one kilo per roll	roll	1	1	1	1	1	1	1	1	1	1	1	1	12	55.00	660.00
94	Warrant Register	piece	0	1	1	1	1	1	1	1	1	1	1	1	11	330.00	3,630.00
95	Yellow Pad	pad	5	5	5	5	5	5	5	5	5	5	5	5	60	60.00	3,600.00
COMMON OFFICE DEVICES																	
96	CALCULATOR, 12 digits	piece	0	0	2	0	0	2	0	0	2	0	0	0	6	450.00	2,700.00
97	CUTTER, heavy duty	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	16.50	1,188.00
98	DATER STAMP	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	45.00	3,240.00
99	NUMBERER	piece	1	2	1	1	1	1	1	1	1	1	1	1	13	390.00	5,070.00
100	PUNCHER, heavy duty	piece	0	0	1	0	0	1	0	0	1	0	0	1	4	250.00	1,000.00
101	SCISSORS, (6")	pair	3	3	3	3	3	3	3	3	3	3	3	3	36	94.75	3,411.00
102	SHARPENER, Pencil, heavy duty	piece	0	0	1	0	0	1	0	0	1	0	0	1	4	50.00	200.00
103	STAPLER, small, standard	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	75.00	3,600.00
104	STAPLER, heavy duty, standard	piece	0	0	2	0	0	2	0	0	2	0	0	2	8	157.00	1,256.00
105	STAPLE REMOVER, twin jaws	piece	7	6	6	6	6	6	6	6	6	6	6	6	73	14.50	1,058.50
106	TAPE DISPENSER, heavy duty, for 24mm(1")	piece	0	0	1	0	0	1	0	0	1	0	0	0	3	390.00	1,170.00
COMMON JANITORIAL SUPPLIES																	
107	BROOM, soft (tambo)	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	212.00	5,088.00
108	BROOM, STICK (tingting)	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	75.00	1,800.00
109	DETERGENT POWDER, all purpose, 500gms.	pouch	4	4	4	4	4	4	4	4	4	4	4	4	48	98.00	4,704.00
110	DISINFECTANT SPRAY, 400 grams net content	can	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
111	MOPHANDLE, screw type, wooden handle	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	350.00	4,200.00
112	MOPHEAD, 100% rayon, 400g	piece		1	1	1	1	1	1	1	1	1	1	1	11	212.00	2,332.00
113	RAG, COTTON, (7") in diameter	kilo	5	5	5	5	5	5	5	5	5	5	5	5	60	40.00	2,400.00
114	SCOURING PAD, economy size	pack	4	4	4	4	4	4	4	4	4	4	4	4	48	20.00	960.00
115	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	8	8	8	8	8	8	8	8	8	8	8	8	96	20.00	1,920.00
116	TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	6	6	6	6	5	5	5	5	5	5	5	5	64	12.00	768.00
Paper Materials and Products																	
117	Paper - bond, colored, long, subs. 18	ream	0	0	4	0	0	4	0	0	4	0	0	4	16	330.00	5,280.00
118	Paper - bond, premium, short, subs 20	ream	8	8	8	8	8	8	8	8	8	8	8	8	96	225.00	21,600.00
121	Paper - bond, premium, long, subs 20	ream	8	8	8	10	10	10	10	10	10	10	10	10	114	240.00	27,360.00
122	Paper - bond, premium, A4, subs 20	ream	5	5	5	5	5	5	5	5	5	5	5	5	60	220.00	13,200.00
123	Paper - OWWA letter head, A4, 70gsm	ream	0	0	1	0	1	1	0	1	1	0	1	1	7	1,000.00	7,000.00

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124	Paper- OWVA letter head, A4, linen paper	ream	0	0	0	0	0	1	0	0	0	0	0	1	2	2,000.00	4,000.00
125	Paper-Linen, short, 500s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	800.00	9,600.00
126	Paper-Mimeographing, whitewove#20, short	ream	6	6	6	6	6	6	6	6	6	6	6	6	72	190.00	13,680.00
127	Paper-Mimeographing, whitewove#20, long	ream	8	8	8	8	8	8	8	8	8	8	8	8	96	200.00	19,200.00
128	THERMAL PAPER, 55gsm, size: 216mm 11mmx30m-0.3m	roll	0	0	2	0	0	2	0	0	2	0	0	2	8	35.00	280.00
SUB-TOTAL-OFFICE SUPPLIES																	733,636.38
B.CAPITAL OUTLAY																	
Computer Equipment and Accessories																	
129	DESKTOP COMPUTER	unit						2							2	45,454.55	90,909.10
*Other Categories																	
															0	127,272.73	-
SUB-TOTAL-CAPITAL OUTLAY																	90,909.09
***GRAND TOTAL: (A+B)																824,545.46	
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																82,454.54	
PROPOSED BUDGET: (Office Supplies + Capital Outlay)																907,000.00	

*Other categories that are not indicated herein

100,000.00

**Prices are FOB Cebu/Applicable for items under A.

807,000.00

***Grand total for items under A and B(Excluding 10% provision for inflation)

907,000.00

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 within our proposed budget for the year.

Prepared by: BAC SECRETARIAT

GERALDINE M. ELOPRE

Recommending Approval

NESTE JOY A. ACERA
Budget Officer

CHRISTINA MARIE I. VISTAL
Member

DINEZA G. ESPEJO
Member

MA. OFELIA M. MALOLOY-ON
Vice-Chairman

REYNALDO B. JACALAN
Chairman

APPROVED
DISAPPROVED
MAE D. CODILLA
Officer-In-Charge
Date: _____