ANNEX

ANNUAL PROCUREMENT PLAN FOR 2019
For Common-Use Supplies and Equipment

Department/Bureau/Office: **Overseas Workers Welfare Administration**
Region: _ **Cordillera Administrative Region**
Address: 17 RM Building Private Road, Magsaysay Avenue, Baguio City

Contact Person: ___
Position: OWWO II
E-mail : _ owwa_car
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Code	General Description	Quantity/ Size	Estimated Budget	Unit of Measure	SCHEDULE/ MILESTONE OF ACTIVITIES											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	COMMON ELECTRICAL SUPPLIES															
	1. BATTERY, size AA, alkaline, 2 pcs./packet	48	1,800.00	packet			12			12			12			12
	2. BATTERY, size AAA, alkaline, 2 pcs./packet	24	396.00	packet			6			6			6			6
	3. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	16	6,113.10	set			4			4			4			4
	4. FLUORESCENT LAMP, tubular, 18 watts	8	340.71	piece			2			2			2			2
	5. COMPACT FLUORESCENT LIGHT, 18 watts	8	826.40	piece			2			2			2			2
	6. STARTER, 4-40 watts	8	48.00	piece			2			2			2			2
	7. TAPE, electrical	2	38.23	roll						1						1
	COMMON COMPUTER SUPPLIES/CONSUMABLES															
	8. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	16	170.56	piece			4			4			4			4
	9. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	16	292.74	piece			4			4			4			4
	10. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	2	112.32	piece						2						
	11. DVD RECORDABLE, 16x speed, 4.7GB capacity	16	188.60	piece			4			4			4			4
	12. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	16	326.69	piece			4			4			4			4
	13. FLASH DRIVE, 16GB, USB 2.0, plug and play	12	3,798.86	piece			4			4			4			
	14. INK CARTRIDGE, Canon Part No. CL-811, black	20	18,757.50	cart			5			5			5			5
	15. INK CARTRIDGE, Canon Part No. PG-810, colored	20	14,191.13	cart			5			5			5			5
	16. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	40	13,972.80	cart			10			10			10			10
	17. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	40	13,972.80	cart			10			10			10			10
	18. INK CARTRIDGE, HP CZ107AA, (HP 678), black	40	16,067.90	cart			10			10			10			10
	19. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	40	16,067.90	cart			10			10			10			10
	20. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	4	4,758.62	cart			1			1			1			1
	21. INK CARTRIDGE, HP CZ108AA, (HP 680), black	80	32,000.00	cart			20			20			20			20
	22. INK CARTRIDGE, HP CZ108AA, (HP 680), tricolor	80	32,000.00	cart			20			20			20			20
	23. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series	6	13,853.74	cart	1		1		1		1		1			1
	24 TONER CARTRIDGE, Fuji Xerox CT350670, for DP-3300DX Full Color Laser Printer, black (6k pages, standard yield)	12	71,891.04	cart	1	1	1	1	1	1	1	1	1	1	1	1

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					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	25. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300+II & 580	12	1,496.66	cart	1	1	1	1	1	1	1	1	1	1	1	1
	26. MOUSE, optical, USB connection type	3	432.35	piece						3						
	COMMON OFFICE SUPPLIES															
	1. ALCOHOL, 70%, ethyl	60	2,349.30	bottle			20			20				20		
	2. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	10	1,146.46	pair			10									
	3. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	60	7,035.60	pair			20			20			20			
	4. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	1	270.75	box	1											
	5. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	10	799.50	piece						10						
	6. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min thickness of pocket, with twenty(20) clear transparent plastic pocket	10	852.80	piece						10						
	7. CLIP, bulldog (3")	24	210.33	piece	2	2	2	2	2	2	2	2	2	2	2	2
	8. CLIP, backfold, 25mm, 12s/box	12	209.72	box	1	1	1	1	1	1	1	1	1	1	1	1
	9. CLIP, backfold, 50mm, 12s/box	12	550.43	box	1	1	1	1	1	1	1	1	1	1	1	1
	10. CLIP, backfold, 19mm, 12s/box	12	92.25	box	1	1	1	1	1	1	1	1	1	1	1	1
	11. CLIP, backfold, 32mm, 12s/box	12	260.76	box	1	1	1	1	1	1	1	1	1	1	1	1
	12. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	80	3,448.10	pair			20			20			20			20
	13. DATA FILE BOX, (5"x9"x15-3/4")	80	5,858.90	box			20			20			20			20
	14. ENVELOPE, documentary (10"x15"), 500s/box	1	532.59	box						1						
	15. ENVELOPE, expanding, kraft, legal size, 100s/box	2	1,305.24	box			2									
	16. ENVELOPE, mailing white, 500s/box	1	205.10	box						1						
	17. ENVELOPE, mailing white with window, 500s	1	205.10	box						1						
	18. ENVELOPE, expanding, plastic, legal size	50	1,529.81	piece						50						
	19. ERASER, blackboard/whiteboard	2	21.22	piece			2									
	20. ERASER, rubber	25	57.66	piece			25									
	21. FILE ORGANIZER, expanding, legal, plastic, assorted colors	10	869.71	piece			10									
	22. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	20	255.84	set						20						
	23. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	20	266.50	set						20						
	24. FOLDER, pressboard, plain, legal, 100s/box	1	982.36	pack			1									
	25. FOLDER, tagboard, legal size, 100s/box	1	314.88	pack						1						
	26. FOLDER, tagboard, A4 size, 100s/box	1	260.91	pack			1									
	27. FOLDER, morocco/fancy, legal size, 50s/pack	2	611.31	pack			1							1		
	28. FOLDER, morocco/fancy, A4 size, 50s/pack	1	245.64	bundle			1									

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					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	29. FOLDER, clear plastic, L-type, A4 size, 50s/pack	2	349.01	pack			1							1		
	30. FOLDER, clear plastic, L-type, legal size, 50s/pack	1	184.50	pack			1									
	31. GLUE, all purpose, 300 grams min.	3	150.68	jar		3										
	32. INDEX CARD, 5" x 8",ruled both side, 500s/pack	2	292.54	pack			2									
	33. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	5	289.31	box			5									
	34. INDEX TAB, self-adhesive, 10 pcs/box	20	1,068.05	box			20									
	35. MAP PIN, round head, 100s/case	5	211.92	case			5									
	36. MARKER, fluorescent, 3 colors/set	25	932.75	set			25									
	37. MARKING PEN, whiteboard, black	25	310.06	piece			25									
	38. MARKING PEN, whiteboard, blue	25	310.06	piece			25									
	39. MARKER, permanent, black	45	558.11	piece			25					20				
	40. MARKER, permanent, blue	45	558.11	piece			25					20				
	41. NOTE PAD, (2"x2"), 400 sheets/pad	46	4,315.17	pad			23					23				
	42. OIL, for general purpose, 120 mL	5	193.73	bottle			5									
	43. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	150	18,557.63	ream			50					50				50
	44. PAPER FASTENER, for paper, metal, 50 sets/box	30	2,063.33	box			15					15				
	45. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	30	407.44	box			15					15				
	46. PAPER CLIP, gem type, 32mm, 100s/box	40	284.95	box			20					20				
	47. PUSH PIN, flat head type, assorted colors, 100s/case	4	82.94	case			2					2				
	48. RECORD BOOK, 300 pages, smythe sewn	12	686.34	book				12								
	49. RECORD BOOK, 500 pages, smythe sewn	6	547.04	book			3					3				
	50. RIBBON, nylon, manual typewriter	2	33.93	spool			2									
	51. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	4	444.44	box			2					2				
	52. RULER, plastic, 300mm	5	11.63	piece			5									
	53. RULER, plastic, 450mm	5	95.94	piece			5									
	54. SIGN PEN, black	50	2,308.81	piece			25				25					
	55. SIGN PEN, blue	50	2,308.81	piece			25				25					
	56. STAMP PAD INK, violet, 50mL	3	72.11	bottle			3									
	57. STAMP PAD, felt pad, min 60mm x 100mm	2	65.29	piece			2									
	58. STAPLE WIRE, standard, 5000 pcs/box	40	793.35	box			20				20					
	59. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	7	227.45	box			7									
	60. TAPE, masking, 24mm, 50 meters length	12	668.51	roll			12									
	61. TAPE, masking, 48mm, 50 meters length	5	540.43	roll			5									
	62.TAPE, transparent, 24mm, 50 meters	20	364.90	roll			20									
	63. TAPE, transparent, 48mm, 50 meters	20	699.05	roll			20									
	64. TAPE, packaging, 48mm, 50 meters length	20	699.05	roll			20									
	65. TIME CARD, for Amano Bundy Clock,100s/bndl	6	471.71	bundle			6									
	66. TOILET TISSUE, 12 rolls/pack	48	3,808.08	pack			12			12			12			12
	67. TWINE, plastic, one kilo per roll	1	56.79	roll			1									

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	68. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	2	1,127.58	piece		2										
	69. TAPE DISPENSER, handheld, for 48mm width packaging tape	2	69.91	piece		2										
	70. WASTE BASKET, plastic	6	193.42	piece			6									
	COMMON JANITORIAL SUPPLIES															
	1. BATHROOM SOAP, 70gms.	12	281.67	piece			3			3			3			3
	2. BROOM, soft (tambo)	6	922.50	piece			3									3
	3. BROOM, STICK (tingting)	4	100.45	piece		2							2			
	4. CLEANSER, powder, 350gms.	6	114.70	canister			3						3			
	5. DETERGENT POWDER, all purpose, 500gms.	12	314.88	pouch			3			3			3			3
	6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	12	213.04	bar			3			3			3			3
	7. DISINFECTANT SPRAY, 400 grams net content	12	1,440.95	can			3			3			3			3
	8. DUST PAN, non-rigid plastic, with detachable handle	5	190.39	piece		3							2			
	9. FURNITURE CLEANER, 300mL/can min	4	355.88	can			1			1			1			1
	10. INSECTICIDE, 600mL (420g) /can	4	493.44	can			1			1			1			1
	11. MOPHANDLE, screw type, wooden handle	3	287.82	piece		3										
	12. MOPHEAD, 100% rayon, 400g	6	622.38	piece		3						3				
	13. SCOURING PAD, economy size	12	1,478.46	pack			3			3			3			3
	14. TOILET BOWL & URINAL CLEANER, 900ml	12	588.43	bottle			3			3			3			3
	15. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	24	629.76	box			6			6			6			6
	16. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	24	3,638.34	roll	2	2	2	2	2	2	2	2	2	2	2	2
	LEGAL SIZE PAPER															
	17. PAPER, multicopy, legal, for laser printing	120	16,629.60	ream			30			30			30			30
	Total Office Supplies		370,380.91													
	COMMON OFFICE EQUIPMENT															
	Fax Machine	1	10,000.00	unit	1											
	Monoblock Chair	20	6,150.00	piece	20											
	Total Office Equipment		**16,150.00**													
	HANDBOOKS ON PROCUREMENT															
	B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)															
	Office Equipment and Accessories															
	Electric Fan	1	1,537.50	piece			1									
	Printer with scanner	3	15,000.00	piece			3									
	Printer without scanner	2	8,000.00				2									
	Clerical Table	5	35,000.00	piece			5									
	Clerical Chair	5	20,000.00	piece			5									
	Dash camera	2	8,000.00				2									
	Total Office Equipment and Accessories		**87,537.50**													
	Office Supplies															
	Ball pen Black	88	880.00	pieces			22			22			22			22
	Ball pen Blue	88	880.00	pieces			22			22			22			22
	Biscuits	40	6,600.00	cans			10			10			10			10

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					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Coffee	40	3,920.00	packs			10			10			10			10
	Coffee mate	40	3,800.00	packs			10			10			10			10
	Sugar	40	2,240.00	kilos			10			10			10			10
	Total Office Supplies		105,857.50													
	Audio and visual presentation and composing equipment															

***GRAND TOTAL:

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Prepared by:

REMEDIOS C. CACERES
Property/Supply Officer

Certified Funds Available :
per approved 2019 budget

BANOAR R. ABRATIQUE
Accountant III / Local Budget Officer

Noted by:

MANUELA N. PEÑA
Head of Office/Agency

8

Date Prepared: