

ANNUAL PROCUREMENT PLAN FOR 2020
For Common-Use Supplies and Equipment
(Base on Approved Budget 2020)

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
 Position: Supply Officer-Designate
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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		12			12			12			12		48	80.00	3,840.00
2	BATTERY, size AAA, alkaline, 2 pcs./packet	packet		12			12			12			12		48	80.00	3,840.00
4	FLUORESCENT LAMP, tubular, 36 watts	piece			10				10			10			30	250.00	7,500.00
5	STARTER, 4-40 watts	piece			10				10			10			30	20.00	600.00
6	TAPE, electrical	roll			5				5			5			15	60.00	900.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
7	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece							8						8	65.00	520.00
8	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	6												6	898.00	5,388.00
9	INK CARTRIDGE, HP CN692AA(HP 680), black, for HP Ink	cart		20			20			20			20		80	480.00	38,400.00
10	INK CARTRIDGE, HP CN692AA(HP 680), tricolor, for HP Ink	cart		20			20			20			20		80	480.00	38,400.00
11	INK CARTRIDGE, HP CZ108AA, (HP 678), black	cart		20			20			20			20		80	450.00	36,000.00
12	INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor,	cart		20			20			20			20		80	450.00	36,000.00
13	Ribbon, Cartridge - Epson LQ2175 (SO15531)	cart		2			2			2			2		8	780.00	6,240.00
14	Ribbon, Cartridge - Epson LQ2190 (SO15531)	cart		2			2			2			2		8	950.00	7,600.00
15	Ribbon, Cartridge - Epson LQ310 (SO15531)	cart		2			2			2			2		8	360.00	2,880.00
COMMON OFFICE SUPPLIES																	
16	AIR FRESHENER, 280ml/can	can		3			3			3			3		12	250.00	3,000.00
17	ALCOHOL, 70%, ethyl	bottle		12			12			12			12		48	80.00	3,840.00
18	Ballpen - black, Pilot	piece		24			24			24			24		96	22.50	2,160.00
19	Ballpen - blue, Pilot	piece		24			24			24			24		96	22.50	2,160.00
20	Ballpen-red, Pilot	piece		24			24			24			24		96	22.50	2,160.00
21	CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		1			1			1			1		4	140.00	560.00
22	CARTOLINA, assorted color, 20s/pack	pack		6			6			6			6		24	5.00	120.00
23	CARTOLINA, white, 20s/pack	pack		6			6			6			6		24	4.00	96.00
24	Cash Book - No. 51A	piece		1			1			1			1		4	295.00	1,180.00
25	Cash Book - No. 103	piece		1			1			1			1		4	295.00	1,180.00
26	Cash Book - No. 104	piece		1			1			1			1		4	295.00	1,180.00
27	Cash Book - No. 105	piece		1			1			1			1		4	295.00	1,180.00
28	CLIP, backfold, 25mm, 12s/box	box		7			6			6			6		25	12.60	315.00
29	CLIP, backfold, 50mm, 12s/box	box		6			6			6			6		24	54.00	1,296.00
30	CORRECTION TAPE, refill, usable length of 6 meters(min), 5mm width	piece		70			70			70			70		280	26.00	7,280.00

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31	CORRECTION TAPE, refillable, usable length of 6 meters(min), 5mm width	pair		6			6			6			6		24	68.00	1,632.00
32	Envelope - Catalogue	box		2			2			2			2		8	68.00	544.00
33	Envelope - OWWA envelope, ordinary, long	box					1								1	1,000.00	1,000.00
34	ENVELOPE, documentary (10"x15")	piece		50			50			50			50		200	1.75	350.00
35	ENVELOPE, expanding, kraft, legal size,	piece		20			20			20			20		80	22.00	1,760.00
36	ENVELOPE, mailing white,	piece		200			200			200			200		800	1.00	800.00
37	ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box		1			1			1			1		4	190.00	760.00
38	ERASER, rubber	piece		5			5			5			5		20	25.00	500.00
39	Fingertip Moistener	piece		3			3			3			3		12	25.00	300.00
40	Folder - long, yellow	piece		50			50			50			50		200	6.50	1,300.00
41	FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack		24			20			20			20		84	4.30	361.20
42	FOLDER, clear plastic, L-type, legal size, 50s/pack	pack		20			20			20			20		80	4.50	360.00
43	FOLDER, expanding, colored	piece		30			30			30			30		120	25.00	3,000.00
44	GLUE, all purpose, 200 grams min.	jar		12			12			12			12		48	23.00	1,104.00
45	HIGHLIGHTER PEN	piece		12			12			12			12		48	28.00	1,344.00
46	INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	pack		2			2			2			2		8	38.00	304.00
47	MARKER, permanent, black	piece		12			12			12			12		48	31.50	1,512.00
48	MARKER, permanent, blue	piece		12			12			12			12		48	31.50	1,512.00
49	MARKER, permanent, red	piece		12			12			12			12		48	31.50	1,512.00
50	Marking Pen - permanent, broad, black	piece		12			12			12			12		48	31.50	1,512.00
51	Marking Pen - permanent, broad, blue	piece		12			12			12			12		48	35.50	1,704.00
52	Marking Pen - permanent, broad, red	piece		12			12			12			12		48	35.50	1,704.00
53	Marking Pen - permanent, jumbo, black	piece		4			4			4			4		16	55.00	880.00
54	Marking Pen - permanent, jumbo, blue	piece		4			4			4			4		16	55.00	880.00
55	Marking Pen - permanent, jumbo, red	piece		4			4			4			4		16	55.00	880.00
56	MARKING PEN, whiteboard, black	piece		12			12			12			12		48	47.50	2,280.00
57	MARKING PEN, whiteboard, blue	piece		12			12			12			12		48	47.50	2,280.00
58	MARKING PEN, whiteboard, red	piece		12			12			12			12		48	47.50	2,280.00
59	PAPER CLIP, gem type, 32mm, 100s/box	box		12			12			12			12		48	11.00	528.00
60	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box		12			12			12			12		48	14.85	712.80
61	PAPER FASTENER, for paper, plastic, 50 sets/box	box		6			6			6			6		24	30.00	720.00
62	PENCIL, lead, w/eraser, one(1) dozen per box	box		2			2			2			2		8	7.00	56.00
63	Post It - 3 X 3	pad		10			10			10			10		40	53.00	2,120.00
64	PUSH PIN, flat head type, assorted colors, 100s/case	case		2						2					4	28.00	112.00
65	RECORD BOOK, 300 pages, smythe sewn	book		3			3			3			3		12	300.00	3,600.00
66	RECORD BOOK, 500 pages, smythe sewn	book		3			3			3			3		12	400.00	4,800.00
67	RER Form	pad		6			6			6			6		24	19.50	468.00
68	RIBBON, nylon, manual typewriter	spool		6			6			6			6		24	26.00	624.00
69	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		6			6			6			6		24	150.00	3,600.00
70	RULER, plastic, 450mm	piece		12			12			12			12		48	5.00	240.00

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			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
71	SIGN PEN, blue	piece		12			12			12			12		48	95.00	4,560.00
72	SIGN PEN, black	piece		12			12			12			12		48	95.00	4,560.00
73	SIGN PEN, red	piece		6			6			6			6		24	95.00	2,280.00
74	STAMP PAD INK, violet, 50mL	bottle		6			6			6			6		24	16.75	402.00
75	STAMP PAD, felt pad, min 60mm x 100mm	piece		6			6			6			6		24	75.00	1,800.00
76	Staple Wire - #10	box		12			12			12			12		48	8.00	384.00
77	STAPLE WIRE, standard, 5000 pcs/box	box		12			12			12			12		48	30.00	1,440.00
78	Tape - mounting tape	roll		3			3			3			3		12	195.00	2,340.00
79	TAPE, masking, 48mm, 50 meters length	roll		24			24			24			24		96	40.00	3,840.00
80	TAPE, packaging, 48mm, 50 meters length	roll		12			12			12			12		48	38.00	1,824.00
81	TAPE, transparent, 24mm, 50 meters	roll		12			12			12			12		48	12.00	576.00
82	TAPE, transparent, 48mm, 50 meters	roll		12			12			12			12		48	78.00	3,744.00
83	TIME CARD, for Amano Bundy Clock	pack		3			3			3			3		12	250.00	3,000.00
84	TOILET TISSUE, 12 rolls/pack	pack		150			150			150			150		600	12.00	7,200.00
85	TWINE, plastic, one kilo per roll	roll		1			1			1			1		4	55.00	220.00
86	Warrant Register	piece		3			2			2			2		9	330.00	2,970.00
COMMON OFFICE DEVICES																	
87	CALCULATOR, 12 digits	piece		2			2			2			2		8	450.00	3,600.00
88	CUTTER, heavy duty	piece		4			4			4			4		16	16.50	264.00
89	DATER STAMP	piece		6											6	150.00	900.00
90	NUMBERER	piece		3						3					6	390.00	2,340.00
91	PUNCHER, heavy duty	piece		2						2					4	250.00	1,000.00
92	SCISSORS, (6")	pair		6						6					12	94.75	1,137.00
93	SHARPENER, Pencil, heavy duty	piece		1						1					2	400.00	800.00
94	STAPLER, small, standard	piece		8						8					16	75.00	1,200.00
95	STAPLER, heavy duty, standard	piece		6						6					12	200.00	2,400.00
96	STAPLE REMOVER, twin jaws	piece		8						8			8		24	20.00	480.00
97	TAPE DISPENSER, heavy duty, for 24mm(1")	piece		2						2					4	390.00	1,560.00
COMMON JANITORIAL SUPPLIES																	
98	ALL PURPOSE CLEANER	btl		2			2			2			2		8	400.00	3,200.00
99	BROOM, soft (tambo)	piece		2			2			2			2		8	212.00	1,696.00
100	BROOM, STICK (tingting)	piece		2			2			2			2		8	75.00	600.00
101	DETERGENT POWDER, all purpose, 500gms.	pouch		4			4			4			4		16	98.00	1,568.00
102	DISH WASHING LIQUID	GAL		2			2			2			2		8	400.00	3,200.00
103	DISINFECTANT SPRAY	can		2			2			2			2		8	450.00	3,600.00
104	DISINFECTANT LIQUID	gal		2			2			2			2		8	300.00	2,400.00
105	GLASS CLEANER	GAL		1			1			1			1		4	400.00	1,600.00
106	HAND GLOVES - RUBBER	pair		4			4			4			4		16	200.00	3,200.00
107	HAND SOAP - LIQUID	GAL		2			2			2			2		8	400.00	3,200.00
108	INSECT KILLER	btl		2			2			2			1		7	350.00	2,450.00
109	MOPHANDLE, screw type, wooden handle	piece		2			2			2			1		7	350.00	2,450.00
110	MOPHEAD, 100% rayon, 400g	piece		3			3			3			3		12	212.00	2,544.00

NO.	Item & Specifications	Unit of Measure	Quantity Requirement												** P5 Price Catalogue as of (02.23.2019)	TOTAL AMOUNT		
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
111	RAG, COTTON, DOORMAT	PIECE		6			6			6			6		24	50.00	1,200.00	
112	SCOURING PAD, economy size	pack		6			6			6			6		24	60.00	1,440.00	
113	TOILET BOWL CLEANER	GAL		2			2			2			2		8	400.00	3,200.00	
114	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		12			12			12			12		48	25.00	1,200.00	
115	TRASHBAG, plastic, black, (L), 10 pcs per pack per roll	roll		10			10			10			10		40	150.00	6,000.00	
116	TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll		10			10			10			10		40	150.00	6,000.00	
Paper Materials and Products																		
117	Paper- bond, premium, A4, subs 20	ream		10			10			10			10		40	220.00	8,800.00	
118	Paper- bond, premium, Short, subs 20	ream		20			20			20			20		80	270.00	21,600.00	
119	Paper- bond, premium, Long, subs 20	ream		20			20			20			20		80	290.00	23,200.00	
120	Paper- OWWA letter head, A4, linen paper	ream		1						1					2	2,500.00	5,000.00	
121	Paper-Linen, short, 500s/box	box		1											1	2,000.00	2,000.00	
122	Paper-Mimeographing, whitewove#20, short	ream		20			20			20			20		80	190.00	15,200.00	
123	Paper-Mimeographing, whitewove#20, long	ream		25			25			25			25		100	200.00	20,000.00	
124	THERMAL PAPER, 55gsm, size: 216mm 11mmx30m-0.3m	roll		6			6			6			6		24	40.00	960.00	
SUB-TOTAL-OFFICE SUPPLIES																	472,272.00	
SEMI EXPENDABLE SUPPLIES																		
125	DIGITAL VOICE RECORDER	unit		1											1	3,000.00	3,000.00	
SUB-TOTAL-SEMI EXPENDABLE																	3,000.00	
***GRAND TOTAL: (A+B)																		475,272.00
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																		47,527.20
PROPOSED BUDGET: (Office Supplies + semi-Expendable Supplies)																		522,799.20

*Other categories that are not indicated herein

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

***Grand total for items under A and B

522,799.20

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 by:

NESTE JOY A. ACERA
Budget Officer-Designate

CHRISTINA MARIE I VISTAL
Member

DINEZA G. ESPEJO
Member

MA. OFELIA M. AMLOLOY-ON
Vice Chairman

REYNALDO B. JACALAN
Chairman

MAE D. CODILLA
Officer-In-Charge

Approved []
Disapproved []