

ANNUAL PROCUREMENT PLAN FOR 2021
For Common-Use Supplies and Equipment
(Base on Approved Budget 2021)

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: Geraldine M. Elope
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NO.	Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (11.30.2020)	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		10			10			10			10		40	88.00	3,520.00
2	BATTERY, size AAA, alkaline, 2 pcs./packet	packet		10			10			10			10		40	88.00	3,520.00
4	FLUORESCENT LAMP, tubular, 36 watts	piece		10						10					20	275.00	5,500.00
5	STARTER, 4-40 watts	piece		10			10			10			10		40	22.00	880.00
6	TAPE, electrical	roll		3			3			3			3		12	66.00	792.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
7	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece			6			6			6			6	24	71.50	1,716.00
8	FLASH DRIVE, 32GB, USB 2.0, plug and play	piece			5					5					10	1,100.00	11,000.00
9	INK CARTRIDGE, HP CN692AA(HP 680), black, for HP Ink	cart			10			10			10			10	40	550.00	22,000.00
10	INK CARTRIDGE, HP CN692AA(HP 680), tricolor, for HP Ink	cart			10			10			10			10	40	550.00	22,000.00
11	INK CARTRIDGE, HP CZ108AA, (HP 678), black	cart			10			10			10			10	40	550.00	22,000.00
12	INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor,	cart			10			10			10			10	40	550.00	22,000.00
13	INK Liquid, refill - for continous printer (4colors/set)	set			6			6			6			6	24	600.00	14,400.00
13	Ribbon, Cartridge - Epson LQ2175 (SO15531)	cart			3			3			3			3	12	858.00	10,296.00
14	Ribbon, Cartridge - Epson LQ2190 (SO15531)	cart			2			2			2			2	8	1,045.00	8,360.00
15	Ribbon, Cartridge - Epson LQ310 (SO15531)	cart			2			2			2			2	8	396.00	3,168.00
COMMON OFFICE SUPPLIES																	
16	AIR FRESHENER, 280mL/can	can		2			2			2			2		8	275.00	2,200.00
18	Ballpen - black, fine point, .05	piece		24			24			24			24		96	27.50	2,640.00
19	Ballpen - blue, fine point, .05	piece		24			24			24			24		96	27.50	2,640.00
20	Ballpen - red, fine point, .05	piece		24			24			24			24		96	27.50	2,640.00
21	Ballpen- black , ordinary	piece		30			30			30			30		120	6.60	792.00
22	Ballpen- blue , ordinary	piece		30			30			30			30		120	6.60	792.00
23	CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		1						1					2	154.00	308.00
24	CARTOLINA, assorted color, 20s/pack	pack		6			6			6			6		24	5.50	132.00
25	CARTOLINA, white, 20s/pack	pack		6			6			6			6		24	4.40	105.60
26	Cash Book - No. 51A	piece		2			2			2			2		8	324.50	2,596.00
27	Cash Book - No. 103	piece		2			2			2			2		8	324.50	2,596.00
28	Cash Book - No. 104	piece		2			2			2			2		8	324.50	2,596.00
29	Cash Book - No. 105	piece		2			2			2			2		8	324.50	2,596.00

S. No.	Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (11.30.2020)	TOTAL AMOUNT	
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
30	CLIP, backfold, 25mm, 12s/box	box		6			6			6			6		24	13.80	331.20
31	CLIP, backfold, 50mm, 12s/box	box		6			6			6			6		24	59.40	1,425.60
32	CORRECTION TAPE, refill, usable length of 6 meters(min), 5mm width	piece		50			50			50			50		200	28.60	5,720.00
33	CORRECTION TAPE, refillable, usable length of 6 meters(min), 5mm width	pair		10			10			10			10		40	77.00	3,080.00
34	Envelope - Catalogue	box		2			2			2			2		8	74.80	598.40
35	Envelope - OWWA envelope, ordinary, long	box					1								1	1,100.00	1,100.00
36	ENVELOPE, expanding, long, colored	piece		50			50			50			50		200	13.20	2,640.00
37	ENVELOPE, ordinary, brown, long,	piece		50			50			50			50		200	1.65	330.00
38	ENVELOPE, ordinary, brown, short	piece		20			20			20			20		80	13.50	1,080.00
39	ENVELOPE, mailing white,	piece		200			200			200			200		800	1.10	880.00
40	ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box		1			1			1			1		4	209.00	836.00
41	ERASER, rubber	piece		6			6			6			6		24	27.50	660.00
42	Fingertip Moistener	piece		3						3					6	27.50	165.00
43	Folder - long, colored	piece		50			50			50			30		180	8.25	1,485.00
44	FOLDER, clear plastic, L-type, A4 size, 50s/pack	piece		20			20			20			25		85	6.05	514.25
45	FOLDER, clear plastic, L-type, legal size, 50s/pack	piece		20			20			20			20		80	8.25	660.00
46	FOLDER, expanding, colored	piece		30			30			30			30		120	27.50	3,300.00
47	GLUE, all purpose, 200 grams min.	btl		6			6			6			6		24	44.00	1,056.00
48	HIGHLIGHTER PEN	piece		12			12			12			12		48	34.10	1,636.80
49	INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	pack		2			2			2			2		8	44.00	352.00
50	Marking Pen - permanent, broad, black	piece		12			12			12			12		48	38.50	1,848.00
51	Marking Pen - permanent, broad, blue	piece		12			12			12			12		48	38.50	1,848.00
52	Marking Pen - permanent, broad, red	piece		6			12			12			12		42	38.50	1,617.00
53	Marking Pen - permanent, jumbo, black	piece		1			1			1			1		1	71.50	71.50
54	Marking Pen - permanent, jumbo, blue	piece		1			1			1			1		1	71.50	71.50
55	Marking Pen - permanent, jumbo, red	piece		1			1			1			1		1	71.50	71.50
56	MARKING PEN, whiteboard, black	piece		12			12			12			12		48	60.50	2,904.00
57	MARKING PEN, whiteboard, blue	piece		12			12			12			12		48	60.50	2,904.00
58	MARKING PEN, whiteboard, red	piece		4			4			4			4		16	60.50	968.00
59	PAPER CLIP, gem type, 32mm, 100s/box	box		12			12			12			12		48	13.20	633.60
60	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box		12			12			12			12		48	16.50	792.00
61	PAPER FASTENER, for paper, plastic, 50 sets/box	box		10			10			10			10		40	44.00	1,760.00
62	PENCIL, lead, w/eraser,	piece		12			12			12			12		48	8.00	384.00
63	Post It - 3 X 3	pad		15			15			15			15		60	58.30	3,498.00
64	PUSH PIN, flat head type, assorted colors, 100s/case	case		2						2					4	30.80	123.20
65	RECORD BOOK, 300 pages, smythe sewn	book		3			3			3			3		12	385.00	4,620.00
66	RECORD BOOK, 500 pages, smythe sewn	book		3			3			3			3		12	462.00	5,544.00
67	RER Form	pad		6			6			6			6		24	22.00	528.00
68	RIBBON, nylon, manual typewriter	spool		6			6			6			6		24	33.00	792.00

S.O.	Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of (11.30.2020)	TOTAL AMOUNT	
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
69	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		2			2			2			2		8	275.00	2,200.00
70	RULER, plastic, 450mm	piece		6			6			6			6		24	7.70	184.80
71	SIGN PEN, blue	piece		12			12			12			12		48	71.50	3,432.00
72	SIGN PEN, black	piece		12			12			12			12		48	71.50	3,432.00
73	SIGN PEN, red	piece		6			6			6			6		24	71.50	1,716.00
74	STAMP PAD INK, violet, 50mL	bottle		6			6			6			6		24	27.50	660.00
75	STAMP PAD, felt pad, min 60mm x 100mm	piece		6						6					12	82.50	990.00
76	Staple Wire - #10	box		12			12			12			12		48	11.00	528.00
77	STAPLE WIRE, standard, 5000 pcs/box	box		12			12			12			12		48	38.50	1,848.00
78	Tape - mounting tape	roll		6			6			6			6		24	214.50	5,148.00
79	TAPE, masking, 48mm, 50 meters length	roll		24			24			24			24		96	44.00	4,224.00
80	TAPE, packaging, 48mm, 50 meters length	roll		12						12					24	44.00	1,056.00
81	TAPE, transparent, 24mm, 50 meters	roll		12			12			12			12		48	16.50	792.00
82	TAPE, transparent, 48mm, 50 meters	roll		6						6					12	85.80	1,029.60
83	TIME CARD, for Amano Bundy Clock	pack		4			4			4			4		16	330.00	5,280.00
84	TOILET TISSUE, 12 rolls/pack	roll		100			100			100			100		400	14.30	5,720.00
85	TWINE, plastic, one kilo per roll	roll		1						1					2	60.50	121.00
86	Warrant Register	piece		3						3					6	385.00	2,310.00
	COMMON OFFICE DEVICES																
87	CALCULATOR, 12 digits	piece		2			2			2			2		8	495.00	3,960.00
88	CUTTER, heavy duty	piece		6						7					13	18.15	235.95
89	DATER STAMP	piece		11											11	220.00	2,420.00
90	NUMBERER	piece		3						3					6	429.00	2,574.00
91	PUNCHER, heavy duty	piece		2						1					3	330.00	990.00
92	SCISSORS, (6")	pair		6						6					12	105.00	1,260.00
93	SHARPENER, Pencil, heavy duty	piece		1						1					2	440.00	880.00
94	STAPLER, small, standard	piece		12						12					24	82.50	1,980.00
95	STAPLER, heavy duty, standard	piece		6						6					12	220.00	2,640.00
96	STAPLE REMOVER, twin jaws	piece		10						10			8		28	22.00	616.00
97	TAPE DISPENSER, heavy duty, for 24mm(1")	piece		2						3					5	429.00	2,145.00
	COMMON JANITORIAL/MAINTENANCE SUPPLIES																
98	ALL PURPOSE CLEANER	gal		3			3			3			3		12	550.00	6,600.00
99	AIRFRESHENER	gal		2			2			2			2		8	759.00	6,072.00
100	BROOM, soft (tambo)	piece		3			3			3			3		12	250.00	3,000.00
101	BROOM, STICK (tingting)	piece		3			3			3			3		12	75.00	900.00
102	DECLOGGER	gal		2			2			2			2		8	396.00	3,168.00
103	DETERGENT POWDER, all purpose, 1kl.	pack		3			3			3			3		12	220.00	2,640.00
104	DISH WASHING LIQUID	gal		3			3			3			3		12	330.00	3,960.00
105	DISINFECTANT SPRAY	can		3			3			3			3		12	495.00	5,940.00
106	DISINFECTANT LIQUID	gal		2			2			2			2		8	330.00	2,640.00

NO.	Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (11.30.2020)	TOTAL AMOUNT
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
107	GLASS CLEANER	gal		1			1			1			1		4	385.00	1,540.00
108	GLASS SQUEEZE W/FOAM	piece		2			2			2			2		8	220.00	1,760.00
109	HAND GLOVES - RUBBER	pair		4			4			4			4		16	165.00	2,640.00
110	HAND SOAP - LIQUID	gal		3			3			3			3		12	440.00	5,280.00
111	INSECT KILLER	btl		3			3			3			3		12	308.00	3,696.00
112	MOPHANDLE, screw type, wooden handle	piece		2			2			2			1		7	385.00	2,695.00
113	MOPHEAD, 100% rayon, 400g	piece		3			3			3			3		12	233.20	2,798.40
114	MURIATIC ACID	gal		2			2			2			2		8	412.50	3,300.00
115	RAG, COTTON, DOORMAT	piece		6			6			6			6		24	55.00	1,320.00
116	SCOURING PAD, economy size	pack		6			6			6			6		24	66.00	1,584.00
117	TOILET BOWL CLEANER	gal		2			2			2			2		8	440.00	3,520.00
118	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		12			12			12			12		48	33.00	1,584.00
119	TRASHCAN-large, plastic, (for cr)	pcs		6											6	385.00	2,310.00
120	TRASHCAN-medium, plastic, (for individual table)	pcs		15											15	165.00	2,475.00
121	TRASHBAG, plastic, black, (L), 10 pcs per pack per roll	roll		10			10			10			10		40	165.00	6,600.00
122	TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll		10			10			10			10		40	198.00	7,920.00
	Paper Materials and Products																
123	Paper- bond, premium, A4, subs 20	ream		10						10					20	242.00	4,840.00
124	Paper- bond, premium, Short, subs 20	ream		15				10		15			10		50	297.00	14,850.00
125	Paper- bond, premium, Long, subs 20	ream		15				10		15			10		50	319.00	15,950.00
126	Paper- OWWA letter head, A4, linen paper	ream		1						1					2	2,750.00	5,500.00
127	THERMAL PAPER, 55gsm, size: 216mm 11mmx30m-0.3m	roll		6				6		6			6		24	44.00	1,056.00
	SUB-TOTAL-COMMONLY USED OFFICE SUPPLIES																421,124.90
	REPRODUCTION(PHOTOCOPIER) MACHINE SUPPLIES																
128	Paper- bond, premium, A4, subs 20	ream		10				10		10			10		40	242.00	9,680.00
129	Paper- bond, premium, Short, subs 20	ream		30				25		25			25		105	308.00	32,340.00
130	Paper- bond, premium, Long, subs 20	ream		27				25		25			25		102	341.00	34,782.00
	REPRODUCTION/RISOGRAPHING SUPPLIES																
131	Paper- bond, premium, colored, Long, subs 20	ream		10				10		10			10		40	605.00	24,200.00
132	Paper-Mimeographing, whitewove#20, short	ream		25				25		25			25		100	231.00	23,100.00
133	Paper-Mimeographing, whitewove#20, long	ream		25				25		25			25		100	275.00	27,500.00
	SUB-TOTAL-REPRODUCTION SUPPLIES																151,602.97
	OTHER SUPPLIES (MEDICAL SUPPLIES)																
134	Gauze Bandage	roll		2				2			2			2	8	25.00	200.00
135	Plaster, Hypoallergenic	roll		2				2			2			2	8	70.00	560.00
136	Povidone-Iodine (Betadine), 60 ml	btl		1				1			1			1	4	155.00	620.00
137	Hydrogen Peroxide, 120 ml	btl		1				1			1			1	4	60.00	240.00
138	Digital Thermometer (contactless)	piece		1											1	3,500.00	3,500.00

NO.	Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (11.30.2020)	TOTAL AMOUNT
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139	Cotton Balls, 300 balls	pack		1			1				1			1	4	100.00	400.00
140	Isopropyl Alcohol, 500 ml	gal		3			3				3			3	12	550.00	6,600.00
141	Surgical Scissor	piece		2											2	69.00	138.00
142	Forcep	piece		2											2	150.00	300.00
143	Absorbent Gauze Sponge	pack		2				2			2				8	250.00	2,000.00
144	Paracetamol	tablet		50				50			50			45	195	6.00	1,170.00
145	Antacid	tablet		50				50			50			50	200	8.00	1,600.00
146	Phenylephrine Hcl (Neozep)	tablet		50				50			50			51	201	6.00	1,206.00
147	Hyoscine butylbromide (Buscopan)	tablet		10				10			10			10	40	28.00	1,120.00
148	Surgical Gloves, Sterllized	box		2				2						2	8	550.00	4,400.00
149	Antihistamine	tablet		50				50			50			45	195	4.15	809.25
150	Face Mask (Disposable)	box		5				5			5			5	20	400.00	8,000.00
151	BP Monitor (manual)	set		1											1	3,500.00	3,500.00
	SUB-TOTAL-MEDICAL SUPPLIES																36,363.64
	OTHER SUPPLIES																
152	OWWA T-shirt	pcs					35							34	69	550.00	37,950.00
153	File Binder 7" x 11" (paper bound cover, 2.5" ring diameter)	pcs			100										100	350.00	35,000.00
154	Personal Protective Sult	set		100											100	650.00	65,000.00
155	Switch Hub - 24 ports	unit		1											1	7,500.00	7,500.00
	SUB-TOTAL-Other Supplies																145,454.55
***GRAND TOTAL (A+B)																	754,545.48
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																	75,454.55
PROPOSED BUDGET: (Office Supplies + semi-Expendable Supplies)																	830,000.00

*Other categories that are not indicated herein

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

***Grand total for Items under A and B

830,000.00

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 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 []