

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

Department/Bureau/Office: Overseas Workers Welfare Administration (OWWA)
 Region: Central Office, Metro Manila
 Address: OWWA Bldg. 7th Street corner F.B. Harrison Passay City

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT				
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece		15								15					15	100.78	6,046.80	
14. TAPE, electrical	roll		5								5					5	19.24	384.80	
COMMON COMPUTER SUPPLIES/CONSUMABLES																			
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box		30							30						30	445.64	53,476.80	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box		31							30	1	30				30	517.71	63,160.62	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box		16							8							834.60	26,707.20	
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x-52x minimum speed, 80 min recording time	piece	204	57	7	207	39					12	122	19	7	7	25	9.52	6,778.24	
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x-10x min speed	piece	205	30	21	221	27					26	119	27	21	21	24	16.07	12,116.78	
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	11	18	16	18	21					21	18	21	19	19	8	9.72	1,875.96	
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	5	21	11	6	31					14	11	22	11	12	26	19.92	3,525.84	
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	15	28	3	2	11					5	9	2	2	4	4	504.40	43,882.80	
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	2	9	5	4	8					3	5	5	2	3	7	959.92	52,795.60	
20. INK CARTRIDGE, Canon Part No. PG-810, black	cart	2	15	5	2	7					6	5	10	2	2	7	720.20	46,092.80	
21. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 820c, 830c, 850c, 870c, 880c, 890c, 895c, 930c, 950c, 960c, 970c, 990c, 1000c, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 612z, 9300, HP Officejet G55, G85, G95, K60, K80, 145, 165, 145, 165 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart																		
22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart	5	0	5	4	2					4	2	2	6	4	2	1,237.60	47,028.80	
24. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart	1	0	4	2	4					2	3	3	4	2	2	1,346.80	39,057.20	
25. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970c, 990c, 1180c, 1220c, 3820, 612z, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	6	12	5	12	8					10	6	6	5	10	6	1,456.00	135,408.00	
32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	3	6	4	5	4					5	4	5	4	2	5	627.12	30,728.88	

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33- INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet L5610, HP PSC 1410, 1402	cart	3	5	3	5	3	5	3	5	3	5	3	5	3	2	4	2	722.80	31,080.40
35- INK CARTRIDGE, HP C8766WA (HP 95), tri-color, for HP Deskjet 460, 5740, 6540, 6840, HP Officejet 7410 All-in-One HP PSC 2355 All-in-One, HP Photosmart 325, 375, 2610, 2710, 8150, 8450	cart	1	0	4	3	3	4	3	3	3	4	3	3	2	4	2	2	1,060.80	32,884.80
65- INK CARTRIDGE, HP C9364WA (HP 98), black, 11 ml, HP Deskjet D4160, HP Photosmart D5160, 8030, HP Photosmart C4180, 2575 All-in-One	cart	1	0	5	4	4	4	4	4	4	4	4	4	2	3	2	2	733.20	25,562.00
78- INK CARTRIDGE, HP CB335WA (HP 74), black, 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart	1	2	5	4	4	4	4	4	4	4	3	3	4	2	4	4	640.24	25,609.60
80- INK CARTRIDGE, HP CB337WA (HP 75), tri-color, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	cart	0	2	4	3	3	3	3	3	3	3	3	3	4	3	3	3	736.32	25,034.88
82- INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	0	0	5	2	4	2	4	2	4	2	4	2	4	4	2	4	600.08	19,802.64
84- INK CARTRIDGE, HP CC643WA (HP 60), tri-color, 13 ml, for HP Deskjet D3560, F4230, F4250, F4280 All-in-One	cart	0	1	4	2	3	2	3	2	3	2	4	2	4	4	2	4	720.72	23,063.04
86- INK CARTRIDGE, HP CC653AA (HP 901), black officejet, 4 ml	cart	1	6	2	2	5	3	2	2	5	3	2	2	5	3	2	2	601.12	21,039.20
87- INK CARTRIDGE, HP CC656AA (HP 901), tri-color officejet, 9 ml	cart	1	5	2	1	5	2	2	2	5	2	2	2	5	2	2	2	921.44	28,564.64
89- INK CARTRIDGE, HP CD887AA (HP 703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart	5	7	8	6	7	7	5	8	7	7	5	8	7	5	9	4	328.64	25,633.92
90- INK CARTRIDGE, HP CD888AA (HP 703), tri-color deskjet, for HP Deskjet D730, F735 All-in-One	cart	5	7	8	6	7	7	5	6	7	7	5	6	7	5	7	4	328.64	24,319.36
91- INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart	0	0	8	4	4	4	4	4	4	4	3	4	3	4	4	2	762.32	30,492.80
92- INK CARTRIDGE, HP CD972AA (HP 920XL), cyan, for HP Officejet 6000, 7000	cart	0	0	4	4	4	4	4	4	4	4	2	3	2	3	3	3	572.00	18,304.00
93- INK CARTRIDGE, HP CD973AA (HP 920XL), magenta, for HP Officejet 6000, 7000	cart	0	0	4	4	4	4	4	4	4	4	2	3	2	3	3	3	572.00	18,304.00
94- INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart	0	0	4	4	4	4	4	4	4	4	2	3	2	3	3	3	572.00	18,304.00
98- INK CARTRIDGE, HP CN692AA (HP 704), black, for HP Ink Advantage 2010 K1001, Ink Advantage All-in-One 2060i K110a	cart	0	5	5	5	5	5	5	5	5	5	5	5	5	3	5	5	328.64	12,488.32
99- INK CARTRIDGE, HP CN693AA (HP 704), tri-color, for HP Ink Advantage 2010 K1001, Ink Advantage All-in-One 2060i K110a	cart	0	5	3	3	3	3	3	3	3	3	3	3	3	6	2	2	328.64	11,173.76
130- INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	2	6	4	3	4	3	4	3	4	5	5	3	4	3	5	2	1,003.60	46,165.60
131- INK CARTRIDGE, Lexmark # 37, colored, PN 10N0227	cart	2	4	2	2	4	2	4	2	4	2	1	2	3	1	2	1	1,196.00	31,096.00
202- TONER CARTRIDGE, HP Q2612A, black, for HP LaserJet 1010, 1012, 1015, 1018, 1020, 1022, 1015, 3020, 3030, 3050, 3052, 3055, M1005, M1310f MFP Printer	cart	7	12	7	8	12	8	12	8	12	4	5	11	2	3	12	5	2,992.40	263,331.20
230- TONER CARTRIDGE, HP CB435A, black, for HP LaserJet P1005, P1006 printer series	cart	2	6	2	3	4	3	4	3	4	3	2	4	2	5	1	2	2,540.72	91,465.92
231- TONER CARTRIDGE, HP CB436A, black, for HP LaserJet P1505 printer series	cart	0	1	4	1	2	1	2	1	4	1	1	4	1	1	4	4	2,981.68	59,633.60
256- TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart	5	2	3	3	4	3	4	3	4	8	2	8	2	2	8	2	3,070.08	150,433.92
257- TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	5	10	5	5	5	5	5	5	5	5	6	5	5	8	6	6	2,707.12	192,205.52

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
262. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart	4	3	4	3	3	2	5	2	1	2	1	1	1	89,691.68	
263. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart	3	2	5	2	2	6	3	1	6	1	8	1	1	109,865.60	
264. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart	3	2	5	2	2	6	3	1	6	1	8	1	1	109,865.60	
265. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart	3	2	3	2	2	1	3	1	1	1	1	1	1	54,932.80	
272. TONER CARTRIDGE, HP E505A, black, for HP LaserJet P2035, P2055 printer series	cart	3	3	7	1	1	8	3	1	6	1	8	1	1	146,432.00	
367. RIBBON, Epson RN 8750	cart	75				75			75			75			23,025.00	
369. RIBBON, Epson RN 50 15083/50 15086	cart	8	12	12	8	8	12	1	8	11		8	12		57,990.40	
382. MOUSE, optical, USB connection type	piece			20			20			20			20		11,523.20	
COMMON OFFICE SUPPLIES																
4. AUDIO CASSETTE TAPE, 90min. recording time	piece	25	0		25	25			25					25		
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	0	0				5							5		4,914.00
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	0	0				5							5		4,363.05
9. CARTOLINA, assorted color, 20s/pack	pack	1	1	1	1	2	2	2	2	2	2	2	2	2	2	1,414.40
15. CLIP, backfold, 25mm, 12s/box	box	12	26	22	20	20	20	20	20	20	20	20	20	20	20	2,620.80
16. CLIP, backfold, 50mm, 12s/box	box	9	22	20	9	12	13	7	7	5	6	8	2	2	2	4,992.00
18. CLIP, backfold, 32mm, 12s/box	box	13	19	20	16	18	20	15	16	15	16	12	20	20	20	3,536.00
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	13	15	20	20	20	20	20	20	20	20	20	20	20	20	2,964.00
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	43	265	142	164	226	180	140	220	140	120	250	130			126,048.00
28. ENVELOPE, documentary (10" x15"), 500s/box	box	6	12	12	3	3	4	4	3	3	1	2	2			27,302.55
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box	5	7	3	2	1	2	3	1	3	1	3	2			17,316.00
34. ENVELOPE, documentary, A4, 500s/box	box	6	11	3	1	4	4	4	1	2	1	3	2			16,544.32
35. ERASER, blackboard/whiteboard	piece	1	5	1		1	3	2		1	1	1	1			199.36
36. ERASER, rubber	piece	2	4	3		1	4	1	5	3	1	1	3			87.36
40. FOLDER, pressboard, plain, legal, 100s/box	pack	2	7	4	3	9	6	4	3	4	4	5	5			47,174.40
41. FOLDER, tagboard, legal size, 100s/box	pack	9	15	7	5	6	8	7	5	6	4	7	6			20,066.80
42. FOLDER, tagboard, A4 size, 100s/box	pack	9	18	7	6	7	9	8	8	7	6	7	8			29,640.00
43. FOLDER, morocofancy, legal size, 50s/pack	pack	6	9	2	1	5	6	3	2	2	3	3	2			14,807.76
44. FOLDER, morocofancy, A4 size, 50s/pack	bundle	6	10	2	1	4	4	2	1	1	2	2	1			10,251.00
45. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	0	5	31	2	2	51	3	4	1	1	1	1			18,063.00
47. GLUE, all purpose, 300 grams min.	jar	5	7	2	3	6	2	1	2	2	4	1	2			1,933.26
48. ILLUSTRATION BOARD, (30" x40") 2 ply	piece	0	7		1	6	1		3			6	1			975.00
49. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	2	4			4			1			2				615.16
50. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	2	6			3	1	1	3			2				2,321.28
53. INDEX TAB, self-adhesive, 10 pcs/box	box	8	43	14	6	47	2	8	45	8	1	49	1			12,064.00
60. MARKER, fluorescent, 3 colors/set	set	11		21	17	15	21	15	20	14	12	17	15			6,571.76
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	1	16	3	22	8	9	3	19	2	8	4	4			802.89
71. NOTE PAD, (2" x3") 100 sheets/pad	pad	12	14	21	16	13	11	11	11	19	10	12	8			5,093.92

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets/ream	ream	22	96	21	21	98	22	22	97	23	22	22	97	22	93.83	52,826.29
79. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	5	8	12	2	3	6	5		2	2	2	3	1	17.47	856.03
84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	10	19	21	15	15	13	12	9	7	13	14	14	5	11.80	1,805.40
85. PAPER CLIP, gem type, 32mm, 100s/box	box	20	29	22	16	23	11	19	16	25	11	11	11	8	6.64	1,401.04
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	4	11	2	1	1	4	4	1	1	1	1	1	1	20.23	606.90
89. RECORD BOOK, 300 pages, smythe sewn	book	8	14	8	9	11	4	6	11	5	2	9	9	3	49.92	4,492.80
90. RECORD BOOK, 500 pages, smythe sewn	book	19	32	12	12	12	15	11	13	13	8	18	18	4	83.20	14,060.80
91. RIBBON, nylon, manual typewriter	spool			10						10					15.60	312.00
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	6	9	3	2	4		2	5		3	3	3	1	102.94	3,911.72
107. RULER, plastic, 300mm	piece	8	6	8	4	3	2	7		1	2	1	1	2	2.27	95.34
108. RULER, plastic, 450mm	piece	2	4	9		2	1	3	2			2	2		18.72	468.00
110. SIGN PEN, black	piece	10	19	10	15	9	17	13	12	14	19	11	11	11	42.52	6,803.20
111. SIGN PEN, blue	piece	11	19	10	14	8	17	12	12	14	18	10	10	11	42.52	6,633.12
113. STAMP PAD INK, violet, 50ml	bottle	6	4	6	1	1	6	2	2	2	2	2	2	2	22.88	732.16
114. STAMP PAD, felt pad, min 60mm x 100mm	piece	3	9	3	1	1	2	4			2		2	2	22.76	591.76
115. STAPLE WIRE, standard, 5000 pcs/box	box	15	26	10	9	16	12	15	10	11	10	11	11	6	22.34	3,273.34
120. TAPE, masking, 24mm, 50 meters length	roll	22	34	25	33	22	26	19	28	17	22	26	26	21	47.84	14,112.80
122. TAPE, transparent, 24mm, 50 meters	roll	22	30	22	18	22	24	17	22	20	16	23	23	11	15.39	3,801.33
124. TAPE, packaging, 48mm, 50 meters length	roll	31	74	35	26	74	29	31	67	30	25	72	72	24	30.99	16,052.82
128. TWINE, plastic, one kilo per roll	roll	6	4	5		4	4	4	1	2	2	2	2	3	41.58	1,330.56
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	3		2		2	1	1	1	1	1	1	1	1	148.72	1,784.64
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	3	8	2	1	2	3	2	2	1	1	2	2	1	8.30	232.40
6. SCISSORS, (6")	pair	7	13	11	5	8	5	4	3	1	3	2	2	2	12.77	817.28
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	4	4	2		1	1	1	1	1	1	1	1	1	46.47	697.05
13. WASTE BASKET, plastic	piece	9	6	12	2	6	3	3	5	2	2	3	3	2	26.00	1,430.00
COMMON JANITORIAL SUPPLIES																
7. DISINFECTANT SPRAY, 400 grams net content	can			12	17	17	13	14	16	12	13	18	18	11	177.16	25,333.88
12. FURNITURE CLEANER, 300ml/can min	can	12	24	16	13	17	11	16	13	18	12	20	20	11	98.80	18,080.40
LEGAL SIZE PAPER																
3. PAPER, mimeograph, Whitewove	ream	22	17	22	16	22	16	22	16	22	16	22	22	16	106.50	24,388.50
COMMON OFFICE EQUIPMENT																
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit		6			1									2,059.20	14,414.40
HANDBOOKS ON PROCUREMENT																

8. OTHER ITEMS NOT AVAILABLE AT THE OFFICE WILL BE PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
Office Equipment and Accessories																
1. Pencil Sharpener	piece	2	3	5	1	3	2	1	1						360.00	7,200.00
2. Puncher heavyduty	piece	3	3	2	3	2	1	1	1						520.00	9,360.00
3. Stapler heavyduty	piece	7	8	1	2	2	2	5	1	1	1	1	3		335.00	11,055.00
4. Heavy Duty Paper Cutter	unit		1												3,000.00	3,000.00
5. Heavy Duty Paper Shredder	unit			2											80,000.00	160,000.00
6. Manual Typewriter	unit		1												25,000.00	25,000.00
7. Ticket Printer with control Box	set		1												20,000.00	20,000.00
8. Vertical Blinds	lot		1												35,000.00	35,000.00
9. Clerical Chair	unit		1												4,000.00	4,000.00
10. Clerical Chair	unit		12												5,000.00	60,000.00
11. Clerical Chair w/o Armrest	unit		2												4,000.00	8,000.00
12. Conference Chair	unit		4												3,000.00	12,000.00
13. Chair Sr. Executive	unit		2												10,000.00	20,000.00
14. Chair Jr. Executive	unit		1												8,000.00	8,000.00
13. Chair Executive Chair Mid-back	unit		1												9,000.00	9,000.00
14. Chair High w/o Armrest	unit		2												3,000.00	6,000.00
15. Chair Visitors	unit		2												5,000.00	10,000.00
16. Conference Table 4 seater w/ chair	unit		1												30,000.00	30,000.00
17. Table Clerical	unit		5												3,000.00	15,000.00
18. Table Clerical	unit		3												8,000.00	24,000.00
19. SOFA SET	set		1												30,000.00	30,000.00
20. Fax Machine	unit		1												20,000.00	20,000.00
Office Supplies																
1. Air Freshener Lime/Lemon 320ml	can	16	25	24	23	30	17	19	20	21	25	18	17		170.00	43,350.00
2. Alcohol Greencross 70% Isopropyl 500ml	bottle	33	63	38	44	48	34	44	42	40	41	46	31		70.00	35,280.00
3. Ballpen, asstd color	piece	256	361	270	252	310	330	315	285	331	249	309	224		4.00	13,968.00
4. Battery, "C" (2pcs/pack) Energizer	pack	0	1	4		5		5			5				150.00	3,000.00
5. Battery, "D" (2pcs/pack) Energizer	pack	0	1	4		5		5			5				74.88	1,497.60
6. Battery, "9V" Energizer	piece	0	1	1	1	1	1	1	1	1	1	1	1		180.00	1,980.00
7. Battery, "AA" (2pcs/pack) Energizer	pack	25	35	15	16	16	36	31	21	18	20	14	17		50.00	13,200.00
8. Battery, "AAA" (2pcs/pack) Energizer	pack	8	31	12	14	12	23	24	15	11	12	9	13		50.00	9,200.00
9. Correction Fluid, 15ml Magic Touch	bottle	9	19	13	7	18	13	15	8	9	3	6	4		12.00	1,488.00
10. Diskette, 3.5HD (mf2hd formatted)	piece	1	23	1		20		2	18		1	13			160.00	12,640.00
11. Glue, Elmers	piece	5	7	6	6	3	4	3	4	3	2	3	2		50.00	2,400.00
12. Envelop, mailing with logo, classic (500s/ream)	ream	4	7	1	2	8	4	3	2	2	2	8	2		3,000.00	135,000.00
13. Envelop, mailing with logo, ordinary (500s/ream)	ream	3	9	4	2	10	4	2	1	2	1	8	1		1,500.00	70,500.00
14. Fastener, metal sos/box Bindermax MT-702	box	10	27	10	8	11	12	12	23	15	6	20	9		65.36	10,653.68
15. Folder, File magazine stand box with cover	piece	17	31	12	15	23	23	12	22	12	8	8	5		187.00	35,156.00
16. Marker, Pentelpen	piece	14	36	33	26	23	30	21	28	28	22	26	21		40.00	12,320.00
17. Marker, whiteboard	piece	18	28	19	28	18	27	20	22	20	26	19	20		35.00	9,275.00
18. NT Cutter Blade big with blade	piece	5	7	1	2	1	3	2	1	1	1	1	1		230.00	5,290.00
19. Paste ordinary 200grms	jar	5	12	3	5	3	5	3	5	2	5	1	3		20.00	1,040.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
20. Pencil Mongolian (125/box)	box	16	15	27	10	14	11	16	13	10	10	10	10	8	51.00	8,160.00
21. Insecticide Spray Baygon 600ml	can	12	23	13	15	15	20	10	13	13	13	13	13	12	300.00	51,600.00
22. Rubber Band 500gsm	box	4	9	12	4	6	10	7	3	10	2	6	12	20.00	1,700.00	
Audio and visual presentation and composing equipment																
1. CCTV Camera for Central Office	lot					1									250,000.00	250,000.00
2. LCD Projector 3500 ANSI Lumen	unit			2											50,000.00	100,000.00
3. LCD Projector with installation	unit			2											150,000.00	300,000.00
4. Sound System	lot		1												400,000.00	400,000.00
5. LED TV 42"	unit		1												40,000.00	40,000.00
Photographic or filming or video equipment																
1. 8GB COMPACT FLASH CARD	piece		1												2,000.00	4,000.00
2. AF-S NIKKOR LANS 14-24mm F2.8ED	unit		1												90,000.00	90,000.00
3. Nikon D3X Camera	unit		1												280,000.00	280,000.00
4. Nikon SB-900 Speed Light	unit		1												24,000.00	24,000.00
5. Digital Camera	unit		1												18,000.00	18,000.00
Cleaning Equipment and Supplies																
1. CRYSTALLIZER, Powder PASTA BLANCA	box			1		1		1							7,253.40	29,013.60
2. CRYSTALLIZER, Liquid TERRANOVA	box			1		1		1							4,833.40	19,333.60
3. SNAPBACK	box			1		1		1							2,671.90	10,687.60
4. OXIVIR	pack			1		1		1							3,512.30	14,049.20
5. POLISHER, Stainless Steel	pack			1		1		1							3,882.00	15,528.00
6. CLEANER, Coil ACU	tin		1				1			1					6,900.00	27,600.00
Paper Materials and Products																
1. Paper, Bond A4 Hardcopy 80gsm	ream	39	72	45	50	56	45	49	63	48	42	66	33		140.00	85,120.00
2. Paper, Bond A4 Hardcopy 70gsm	ream	37	97	50	52	105	54	66	93	52	55	110	45		120.00	97,920.00
3. Paper, Bond legal Hardcopy 70gsm	ream	43	86	53	67	78	57	68	77	57	58	83	54		135.00	105,435.00
4. Mimeo Paper A4, asstd color 70gsm	ream	0	4	6	5	4	1	6	3	1	3	2	5		180.00	7,200.00
5. Paper, special board (105/pack)	pack	6	47	24	3	53	34	4	5	33	4	3	2		230.00	50,140.00
6. Paper, Kodak photo A4 (205/pack)	pack	4	5	1	2	3	5	2	3	5	2	4	2		40.00	1,520.00
7. Paper, sticker	ream	2	4	2	3	3	2	4	3	3	4	3	3		990.00	35,640.00
8. PAPER, Bristol Board Asstd Color A4 180gsm	ream	4	4	5	6	4	4	4	4	6	1	4	5		121.18	5,695.46
9. PAPER, Stationery Classic w/ logo A4	ream	3	10	9	4	3	3	3	1	1	2	2	2		2,750.00	118,250.00
10. PAPER, Stationery Ordinary w/ logo sub20 A4	ream	4	9	9	3	4	3	4	2	2	2	4	2		1,100.00	52,800.00
Lighting and fixtures and accessories																
1. LAMP, Circular 22 watts	piece		10			10	10	10	10	10			1	10	110.74	6,755.14
2. LAMP, Circular 32 watts	piece		10			10	10	10	10	10			10	158.70	11,109.00	
3. LAMP, Fluorescent 10 watts	piece		3			3	3	3	2	2			2	47.00	799.00	
4. LAMP, Fluorescent 36 watts	piece		3			3	3	3	2	2			2	65.00	1,105.00	
5. LAMP, Fluorescent 18 watts	piece		3			2	2	3	3	3			2	52.00	884.00	

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
6. LAMP, Fluorescent compact 11 watts	piece		15			15	15		15	15					15	15	14,127.75
7. LAMP, Fluorescent compact 8 watts	piece		15			15	15		15	15					15	15	13,680.45
8. LAMP, Fluorescent T5, 6 watts	piece		5			5	5		5	5					5	5	1,400.00
9. STARTER, 4-80 watts	piece		5			5	5		5	5					5	5	490.00
10. OUTLET, Convenience, single, wide series	piece		20			20	20		20	20					20	20	16,888.20
11. COVER, Plate, 1 gang wide series	piece		20			20	20		20	20					20	20	3,703.20
12. COVER, Plate, 2 gang wide series	piece		20			20	20		20	20					20	20	2,856.00
13. COVER, Plate blank wide series	piece		20			20	20		20	20					20	20	3,404.00
14. SWITCH, 1 way wide series	piece		20			20	20		20	20					20	20	5,194.40
15. LAMP, Compact Fluorescent 18W	piece		15			15	15		15	15					15	15	15,645.00
16. PLATE COVER, 3Gang Panasonic Wide series	piece		20			20	20		20	20					20	20	2,800.00
17. BALLAST, 36/40 watts	piece		10			10	10		10	10					10	10	10,201.80
18. BALLAST, 20 watts	piece		10			10	10		10	10					10	10	9,720.20
19. BOX, Surface plastic utility	piece		10			10	10		10	10					10	10	2,990.00
20. HOLDER, Fluorescent lamp rotary type	piece		20			20	20		20	20					20	20	2,777.60
Electrical equipment and components and supplies																	
1. BATTERY, size C, 2 pcs./packet	pack			10													6,000.00
2. BATTERY, size 9V, 2 pcs./packet	pack			10													7,200.00
3. BATTERY, size AA, rechargeable, 2 pcs./packet	pack		4		4				4	4					4	4	16,500.00
4. CIRCUIT BREAKER, 50AT, 230V, 3Ph, Plug-in	piece		20						20	20							57,040.00
5. CIRCUIT BREAKER, 30AT, 230V, 1Ph, Bolt-on	piece		20						20	20							55,752.00
6. CIRCUIT BREAKER, 50AT, 230V, 3Ph, Bolt-on	piece		20						20	20							66,837.60
7. HOSE, Electrical Flexible 1/2" x 100'	roll		1		1				1	1					1	1	6,446.00
10. PLUG, male heavy duty	piece		20			10	10		10	10					10	10	2,010.40
11. TAPE, Electrical rubberized	roll		2		2		2		2	2					2	2	2,728.00
12. CORD, Telephone Line 1 meter	piece		20						20	20							2,070.00
12. CORD, Telephone	piece		20						20	20							2,760.00
13. BOX, Telephone terminal	piece		20						20	20							3,957.20
14. WIRE, Electrical #16 Flat Cord	roll		2						2	2							22,521.60
15. WIRE, Electrical #18 Flat Cord	roll		2						2	2							12,394.44
16. WIRE, Electrical 8.0 mm2 stranded THWN	roll		2						2	2					2	2	62,100.50
17. WIRE, Electrical TF 1.25 mm2	roll		2						2	2					2	2	15,697.50
18. WIRE, Electrical 3.5 mm2 stranded THWN	roll		1		1				1	1					1	1	25,940.74
19. WIRE, Electrical 5.0 mm2 stranded THWN	roll		1		1				1	1					1	1	40,640.39
20. WIRE, Telephone Jacketed 0.65 mm/4C	roll		2						2	2							17,664.00
22. TIE WRAP, Cable heavy duty	piece		100		100				100	100							1,380.00
24. ADAPTER, metallic straight 1/2"	piece		15						15	15							528.00
25. MOULDING, PVC 5/8" x 8'	piece		10						10	10							1,794.00
26. TAPE, Cloth 48mm brown or gray	piece		5		5				5	5					5	5	6,300.00
27. 3TR ACU	lot																300,000.00
28. 5TR ACU	lot																400,000.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
29. Refrigerator	unit		1													15,000.00	15,000.00
30. Industrial Fan	unit			2												31,000.00	62,000.00
Computer Supplies																	
1. Ink, Canon PC40	cartridge	4	5	11	4	5	11	4	5	10	8	8	5			950.00	76,000.00
2. Ink, Canon PG-831 colored	cartridge	2	2	8	2	4	2	4	4	4	2	4	4			959.92	40,316.64
3. Ink, Canon PG-830 black	cartridge	2	2	6	2	2	2	2	2	2	2	2	2			792.22	22,182.16
4. Ink, Canon CL-741 colored	cartridge	2	12	4	3	7	8	3	12	3	4	6	6			3,000.00	210,000.00
5. Ink, Canon PG-740 black	cartridge	4	12	4	4	9	3	5	12	2	2	7	3			3,000.00	210,000.00
6. Toner, Canon FX3	cartridge	3	2	2	3	3	2	3	3	2	2	3	2			3,000.00	60,000.00
7. Ink, Canon PG-704 colored	cartridge	10	10	20	10	15	15	10	15	15	10	15	15			361.50	57,840.00
8. Ink, Canon PG-704 black	cartridge	16	14	20	18	16	16	16	18	16	16	18	16			361.50	72,300.00
Computer Equipment and Accessories																	
1. McAfee Internet Security 2012 OEM	license		30													750.00	22,500.00
2. Desktop Computer	set							23								40,000.00	920,000.00
3. Netbook	unit							4								25,000.00	100,000.00
4. Laptop Computer	unit							1								55,000.00	55,000.00
5. Laptop Computer	unit							2								45,000.00	90,000.00
6. External Hard Drive 2TB	piece							1								10,000.00	10,000.00
7. External Hard Drive 1TB	piece							1								8,000.00	8,000.00
8. External Hard Drive 500TB	piece							1								5,000.00	5,000.00
9. Monitor LED 18.5"	unit							1								6,000.00	6,000.00
10. Printer Dot Matrix LX2190	unit							2								40,000.00	80,000.00
11. Printer Inkjet	unit							2								10,000.00	20,000.00
12. Printer Laserjet	unit							2								27,000.00	54,000.00
13. Printer Laserjet	unit							1								8,000.00	8,000.00
14. Printer Laserjet	unit							1								25,000.00	25,000.00
15. Printer Laserjet	unit							1								20,000.00	20,000.00
16. Printer Laserjet colored CP-1025	unit							1								45,000.00	45,000.00
17. Printer portable	unit							1								4,000.00	4,000.00
18. All in One Printer scanner	unit							2								6,000.00	12,000.00
19. Server for Barcode	unit							1								120,000.00	120,000.00
Other Categories																	
1. Cash Book (Disbursing) #103	piece	1	10	9		10										400.00	20,000.00
2. Insecticide Spray Baygon 600ml	can	12	33	25	20	20	20	20	20	20	20	20	20			300.00	72,000.00
3. Risograph Ink black	cartridge		3	3	2	2	2	2	2	2	2	2	2			1,500.00	36,000.00
4. Risograph Ink colored	cartridge		2	2	1	2	1	2	1	2	1	1	2			1,500.00	24,000.00
5. Risograph Master	roll		3	2	1	2	1	2	1	2	1	2	2			4,500.00	81,000.00
6. Storage Box Peerless Class A 24 x 15 x 10	piece	17	80	36	21	71	34	22	71	24	21	76	7			70.00	33,600.00
7. Tape Mini DVD	piece					10		10				10				140.00	4,200.00
8. Warrant Register #105	piece	1		3		2	2	2	4		2	2				340.00	5,440.00
9. Lex Libris and Books	set		1													150,000.00	150,000.00
10. Passenger Van Diesel 10 seater	unit		2				3									1,200,000.00	3,600,000.00
11. Submersible Pump	unit															20,000.00	40,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
12. Corporate Giveaways	lot													1		1,000,000.00	2,000,000.00
13. STAPLE WIRE, Insulated 3/4"	box		5	10							10	10				52.90	2,645.00
14. STAPLE WIRE, Insulated 1/2"	box		5	10							10	10				23.00	1,150.00
15. BOARD ACOUSTIC, Fine, Fissured 2 x 4 (100/box)	box		10	10							10	10				2,783.00	194,810.00
16. BRUSH, Baby Roller	piece		20	10							10	10				30.00	2,400.00
17. BRUSH, Roller 7" cotton	piece		10	10							10	10				45.00	4,050.00
18. BRUSH, Paint 1" white	piece		10	10							10	10				19.84	1,408.64
19. BRUSH, Paint 2" white	piece		10	10							10	10				39.67	3,570.30
20. BRUSH, Paint 3" white	piece		10	10							10	10				81.99	5,739.30
21. CEMENT	bag		20	20							20	20				343.85	27,508.00
22. DISC, Cutting Diamond for marble Tynolit	piece		3	3							3	3				145.47	3,054.87
23. DOOR KNOB, Heavyduty Yale	piece		10	10							10	10				540.50	37,835.00
24. DOOR CLOSER, Yale	piece		5	5							5	5				661.25	23,143.75
25. EPOXY A & B	quart		2	2							2	2				480.00	5,760.00
26. LACQUER, Clear Gloss	gallon		2	2							2	2				607.00	7,284.00
27. LACQUER Flo	gallon		2	2							2	2				688.27	9,635.78
28. LACQUER Surfacer	gallon		2	2							2	2				667.00	8,004.00
29. THINNER, Lacquer	gallon		2	2							2	2				198.95	2,387.40
30. LACQUER White	gallon		2	2							2	2				855.00	10,260.00
31. LOCK Drawer Yale	piece		5	5							5	5				165.60	5,796.00
32. PAINT, Flat Wall Enamel Boysen	tin		3	3							3	3				2,305.75	34,586.25
33. PAINT, Quick Dry Enamel Boysen	tin		3	3							3	3				2,541.50	38,122.50
34. PAINT, Semi-gloss Latex White Boysen	tin		3	3							3	3				2,461.00	36,915.00
35. PAINT, Flat Latex White	tin		3	3							3	3				2,116.00	31,740.00
36. PAINT, QDE, Maple	quart		4	4							4	4				140.18	2,803.60
37. PAINT, Acry Color, Raw Siena	quart		2	4							4	4				104.00	2,288.00
38. PAINT, Acry Color, Hansa Yellow	quart		2	2							2	2				120.00	1,440.00
39. PAINT, Acry Color, Lamp Black	quart		2	2							2	2				120.00	1,440.00
40. PAINT, Acry Color, Taulidine Red	quart		2	2							2	2				108.00	1,296.00
41. POLYTUFF w/ Hardliner	gallon		2	2							2	2				180.00	2,160.00
42. SANDING Sealer	gallon		3	3							3	3				635.14	9,527.10
43. SAND PAPER #100 waterproof "3M"	piece		10	10							10	10				22.48	2,248.00
44. SAND PAPER #120 waterproof "3M"	piece		10	10							10	10				13.80	1,380.00
45. SAND PAPER #150 waterproof "3M"	piece		10	10							10	10				13.80	1,380.00
46. SAND PAPER #200 waterproof "3M"	piece		10	10							10	10				13.80	1,380.00
47. SAND PAPER #240 waterproof "3M"	piece		10	10							10	10				13.80	828.00
48. SAND PAPER #360 waterproof "3M"	piece		10	10							10	10				19.84	1,587.20
49. SCREW, Gypsum 1" (100s/box)	box		1	3							3	1				34.00	544.00
50. SCREW, Gypsum 2" (100s/box)	box		1	3							3	1				59.00	944.00
51. WELDING Rod	kilo		1	4							4	1				132.30	2,646.00
52. WOODSTAIN Maple	quart		5	5							5	5				134.09	3,888.61
53. ADHESIVE, Liquid "Rugby"	bottle		5	5							5	5				60.00	1,800.00
54. Center Flush Push Button	piece		2	2							2	2				110.00	1,100.00
55. DRAIN, Clog Opener "TRICHEM"	gallon		5	5							3	2				739.50	14,790.00
56. FAUCET, Aid	piece		5	5							10	5				20.70	1,035.00
57. FAUCET, Plastic Ordinary	piece										10	10				35.00	1,750.00

Item & Specifications	Unit of Measure	Quantity Requirement												TOTAL AMOUNT				
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
58. FAUCET, Lavatory #621	piece		6		6						6			6			595.13	24,995.46
59. FAUCET, Twin Head	piece		2		2						2			2			510.00	8,160.00
60. FLAPPER Ball	piece		5		5						5			5			120.00	4,800.00
61. HOSE, Flexible 3/8 x 1/4	piece		5		5						5			5			75.00	2,625.00
62. HOSE, Flexible 1/2 x 1/2	piece		5		5						5			5			150.00	5,250.00
63. HOSE, Flexible 1/2 x 1/4	piece		5		5						5			5			370.30	12,960.50
64. P-TRAP 1 1/2	piece		5		5						5			5			12,960.50	12,960.50
65. P-TRAP 1 1/4	piece		5		5						5			5			555.45	13,886.25
66. TANK, Fittings	piece		5		5						5			5			29.00	2,320.00
67. TANK, Lever "West Brass"	piece		10		10						10			10			11.50	2,300.00
68. TAPE, Teflon	piece		50		50						50			50			543.95	15,230.60
69. THOROSEAL, Super Waterproofing	quart		2		2						2			2			85.00	3,400.00
70. VALVE, Angle 1/2 x 1/4	piece		5		5						5			5			85.00	3,400.00
71. VALVE, Angle 1/2 x 1/2	piece		5		5						5			5			85.00	3,400.00
72. VALVE, Angle 3/8 x 1/4	piece		5		5						5			5			85.00	3,400.00
73. VULCASEAL	quart		5		5						5			5			390.00	7,800.00
74. ACCESS Valve 1/4	piece		5		5						5			5			35.94	718.80
75. CAPACITOR, 3MFARAD	piece		5		5						5			5			110.00	3,850.00
76. CAPACITOR, 5MFARAD	piece		5		5						5			5			154.02	5,390.70
77. CAPACITOR, 25MFARAD	piece		5		5						5			5			328.57	11,499.95
78. CAPACITOR, 35MFARAD	piece		5		5						5			5			328.57	11,499.95
79. CAPACITOR, 50MFARAD	piece		5		5						5			5			462.06	16,172.10
80. CAPACITOR, 60MFARAD	piece		5		5						5			5			492.85	17,249.75
81. CAPACITOR, 65MFARAD	piece		5		5						5			5			632.50	22,137.50
82. CAPACITOR, 75MFARAD	piece		5		5						5			5			154.02	5,390.70
83. TAPE, Polyethylene 4"	roll		2		2						2			2			140.00	1,120.00
84. COUPLING, Copper 3/4	piece		6		6						6			6			36.00	864.00
85. COUPLING, Copper 3/8	piece		6		6						6			6			32.00	768.00
86. COUPLING, Copper 1/2	piece		6		6						6			6			34.00	816.00
87. COUPLING, Copper 1/4	piece		6		6						6			6			30.00	720.00
88. ELBOW, Copper 3/4	piece		6		6						6			6			54.00	2,592.00
89. ELBOW, Copper 3/8	piece		6		6						6			6			50.00	2,400.00
90. ELBOW, Copper 1/2	piece		6		6						6			6			52.00	2,496.00
91. ELBOW, Copper 1/4	piece		6		6						6			6			48.00	2,304.00
92. FILTER DRIER, 1/4 C-164 Flare Type	piece		2		2						2			2			924.10	42,508.60
93. FILTER DRIER, 3/8 C-083 Flare Type	piece		2		2						2			2			991.87	49,593.50
94. FILTER DRIER, 3/8 C-083 Solder Type	piece		2		2						2			2			862.50	39,575.00
95. FILTER DRIER, 3/8 C-163 Flare Type	piece		2		2						2			2			667.00	33,350.00
96. FILTER DRIER, 3/8 C-163 Solder Type	piece		5		5						5			5			667.00	40,020.00
97. FILTER DRIER, Window Type, Single Outlet	piece		5		5						5			5			55.20	3,312.00
98. FREON, #22 (3.2kg)	tank		5		5						5			5			3,770.35	94,358.75
99. INSULATION, Rubber 1/4 x 1/2	piece		10		10						10			10			40.00	1,600.00
100. INSULATION, Rubber 3/8 x 1/2	piece		10		10						10			10			46.00	1,840.00
101. INSULATION, Rubber 1/2 x 1/2	piece		10		10						10			10			60.00	2,400.00
102. INSULATION, Rubber 3/4 x 1/2	piece		10		10						10			10			80.00	3,200.00
103. INSULATION, Rubber 7/8 x 1/2	piece		10		10						10			10			90.00	3,600.00
104. MOPS Gas	piece		2		2						2			2			402.50	4,427.50
105. SILVER Rod	piece		10		10						10			10			15.87	793.50
106. TUBE, Copper 1/2 soft drawn	roll		1		1						1			1			1,700.00	6,800.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
107. TUBE, Copper 1/4 soft drawn	roll		1				1				1						800.00	3,200.00
108. TUBE, Copper 3/4 soft drawn	roll		1				1				1						4,000.00	16,000.00
109. TUBE, Copper 3/8 soft drawn	roll		1				1				1						1,570.00	6,280.00
110. WIRE, GI #16	kg		10								10						40.25	1,610.00
***GRAND TOTAL: 17,280,501.71																		

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 19,008,551.88


APPROVED BUDGET: (COMMON OFFICE SUPPLIES).....


APPROVED BUDGET: (MATERIALS FOR BUILDING MAINTENANCE).....

APPROVED BUDGET: (FURNITURES AND EQUIPMENT FOR HEAD OFFICE INCLUDING ROCS).....


*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for items under A.
 ***Grand total for items under A and B

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 approved budget for the year.

Prepared by:  JUAN M. PARCO JR.
 Property/Supply Officer

Noted by:  LILIA F. DE GUZMAN
 Director II, General Administrative Service

Certified Funds Available /
 Certified Appropriate Funds Available

Approved:  CARMELITITA S. DIMZON
 Head of Office/Agency

Date Prepared: 28 February 2014