

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

Department/Bureau/Office: Overseas Workers Welfare Administration  
 Region: Region VIII  
 Address: DOLE Compd, Trece Martirez St. Tacloban City

Contact Person: Arlene F. Salloman  
 Position: OWWO III  
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Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of May 2015	Total Amount		
		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORE</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
Electrical Tape	roll														0	19.10	-
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	
CD-RW	piece														0	18.30	-
DVD-RW	piece														0	22.15	-
External Hard Drive	piece			3											3	2,468.85	7,406.55
<b>COMMON OFFICE SUPPLIES</b>																	
Air freshener	can	12							12						24	85.05	2,041.20
Alcohol	bottle			25				25						25	100	39.05	3,905.00
Cartolina	bundle			5											5	74.15	370.75
Clip, backfold	box					5									5	45.80	229.00
Correction tape	piece			200											200	25.00	5,000.00
Data File box	box			75										50	125	73.10	9,137.50
Mailing envelope	box		1												1	146.10	146.10
Eraser, rubber	piece														0	2.30	-
Folder, legal size	pack		15											15	30	314.40	9,432.00
Folder, A4 size	pack		10											5	15	260.55	3,908.25
Glue, all purpose	piece		12												12	50.15	601.80
Marking pen, for whiteboard, black	piece														0	12.90	-
Marking pen, for whiteboard, blue	piece														0	12.90	-
Marking pen, permanent, black	piece		24											24	48	12.75	612.00
Marking pen, permanent, blue	piece													12	12	12.75	153.00
Marking pen, permanent, red	piece													12	12	12.75	153.00
Note pad, stick-on, 3x3	pad														0	40.00	-
Note pad, stick-on, 3x4	pad		24											24	48	56.55	2,714.40
Note pad, stick-on, 2x3	pad		24											24	48	32.70	1,569.60
Paper, ruled pad	pad														0	18.35	-
Paper, multicopy, A4	ream		50											50	125	123.50	15,437.50
Paper, legal	ream		30											30	90	140.00	12,600.00
Paper clip, jumbo	box		10											10	30	14.20	426.00
Paper clip, small	box		10											10	30	7.10	213.00
Pencil, lead	sleeve		12												12	20.60	247.20
Pencil, mechanical	piece														0	24.00	-

Push pin, flat head type	box			3										3	21.20	63.60	
Rubber band	box						2					1		3	110.95	332.85	
Ruler, plastic, 12"	piece	12												12	2.20	26.40	
Ruler, plastic, 18"	piece													0	16.35	-	
Sign pen, black	piece	15	15	15	15	15	15	15	15	15	15	15	30	195	48.65	9,486.75	
Sign pen, blue	piece	5	5	5	5	5	5	5	5	5	5	5	20	75	48.65	3,648.75	
Sign pen, red	piece													0	48.65	-	
Stamp pad ink, purple	bottle	3								3			3	9	24.00	216.00	
Stamp pad, felt	piece									5			3	8	32.60	260.80	
Staple wire, standard	box	10								10			5	25	25.00	625.00	
Tape, masking, 1"	roll	12								6			2	20	55.60	1,112.00	
Tape, transparent, 1"	roll	12												12	18.20	218.40	
Tape, packaging	roll	12												12	34.90	418.80	
Toilet tissue, 2 ply	pack	6		6		6		6		6		6		36	79.20	2,851.20	
<b>COMMON OFFICE DEVICES</b>																	-
Cutter	piece			10										10	22.90	229.00	
Puncher	piece													0	109.00	-	
Scissors	pair			10										10	16.35	163.50	
Stapler	piece			11										11	113.90	1,252.90	
<b>COMMON JANITORIAL SUPPLIES</b>																	-
Broom, soft	piece													0	109.00	-	
Broom, stick	piece													0	25.10	-	
Detergent bar, all purpose	bar				6							6		12	19.15	229.80	
Disinfectant Spray	can		2	1	1	1	1	1	1	1	1	1	1	12	126.45	1,517.40	
Dust Pan	piece													2	38.05	76.10	
Furniture Cleaner	can		8											8	98.10	784.80	
Mophead	piece		4											4	103.55	414.20	
Rags	kilo													0	45.80	-	
Scouring pad	pack													5	123.00	615.00	
Toilet Deodorant cake	box		10											10	26.20	262.00	
Cleaner, toilet bowl	bottle		10											10	43.60	436.00	
Trash bag	roll			5				5			4			3	17	151.35	2,572.95
Multi insect Spray	can		10										12	22	200.00	4,400.00	
Furniture Cleaner	can		10											10	250.00	2,500.00	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES</b>																	-
<b>Office Supplies</b>																	-
Ballpen, black			200				125			125			150	600	3.50	2,100.00	
Ballpen, blue			75											75	3.50	262.50	
Ballpen, red														0	3.50	-	
Bulb, LED 18 watts														0	172.00	-	
DTR			20										20	40	24.00	960.00	
RER			20										20	40	24.00	960.00	
Duster			3											3	50.00	150.00	
Envelope, expanding, legal size			200										100	300	5.00	1,500.00	
Envelope, expanding w/garter			100										100	200	10.00	2,000.00	

Envelope, long, brown															0	3.00	-
Computer Ink Brother BT6000 BK															40	385.00	15,400.00
Computer Ink Brother BT5000 Y															40	295.00	11,800.00
Computer Ink Brother BT5000 M															40	295.00	11,800.00
Computer Ink Brother BT5000 C															40	295.00	11,800.00
Computer Ink HP#678 black															105	385.00	40,425.00
Computer Ink HP#678 color															105	385.00	40,425.00
Computer Ink HP#680 black															22	385.00	8,470.00
Computer Ink HP#680 color															22	385.00	8,470.00
Computer Ink Canon 740															20	1,200.00	24,000.00
Computer Ink Canon 741															20	750.00	15,000.00
USB 16GB															30	600.00	18,000.00
Folder, A4 w/ tab															50	8.00	400.00
Folder, legal w/ tab															100	15.00	1,500.00
Paper, Cannon															100	55.00	5,500.00
Paper, colored, A4															16	170.00	2,720.00
Signpen, Uniball 1.0mm															144	82.00	11,808.00
Stock cards															1	500.00	500.00
Dishwashing liquid															11	184.75	2,032.25
Toner for Kyocera Copier															10	6,500.00	65,000.00
<b>***GRAND TOTAL</b>																	<b>414,000.80</b>

\*\*\*Grand total for Items under A & 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:

Noted by:

Certified Funds Available/  
Certified Appropriate Funds Available:

Approved:

(Sgd) HEIDI A. HOSILLOS  
Property/Supply Officer

(Sgd) JULIET Z. TAN  
SAO

(Sgd) ERIC R. GRANADA  
Accountant

(Sgd) MARY CATHERINE O. PASTOR  
OIC- OWWA RWO 8