

ANNEX "A"

ANNUAL PROCUREMENT PLAN FOR 2020 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: **Remedios C. Caceres**
Position: **OWWO I/ Property and Supply Officer designate**
E-mail: **owwa_car24@yahoo.com**
Telephone/Mobile Nos: **074 445-2260**

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (December 2018)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet			12			12			12			12	48	20.00	960.00
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet			6			6			6			6	24	20.25	486.00
3. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set			4			4			4			4	16	382.07	6,113.10
4. FLUORESCENT LAMP, tubular, 18 watts	piece			2			2			2			2	8	42.59	340.71
5. COMPACT FLUORESCENT LIGHT, 18 watts	piece			2			2			2			2	8	103.30	826.40
6. STARTER, 4-40 watts	piece			2			2			2			2	8	6.00	48.00
7. TAPE, electrical	roll						1						1	2	19.12	38.23
COMMON COMPUTER SUPPLIES/CONSUMABLES																
8. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			3			3			3				9	283.00	2,547.00
9. INK CARTRIDGE, Canon Part No. CL-811, colored for Canon Pixma	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	1,050.20	37,807.20
10. INK CARTRIDGE, Canon Part No. PG-810, black for Canon Pixma	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	795.60	28,641.60
11. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	350.00	12,600.00
12. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One	cart	3	3	3	3	3	3	3	3	3	3	3	3	36	350.00	12,600.00
13. INK CARTRIDGE, HP CZ107AA, (HP 678), black	cart	2	2	2	2	2	2	2	2	2	2	2	2	24	350.00	8,400.00
14. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	cart	2	2	2	2	2	2	2	2	2	2	2	2	24	350.00	8,400.00
15. INK CARTRIDGE, HP F6V26AA(HP 680),black for HP Deskjet Ink Advantage 3777	cart	10	10	10	10	10	10	10	10	10	10	10	10	120	420.00	50,400.00
16. INK CARTRIDGE, HP F6V27AA(HP 680),tricolor for HP Deskjet Ink Advantage 3777	cart	10	10	10	10	10	10	10	10	10	10	10	10	120	420.00	50,400.00

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17. INK ,EPSON C13T664200 (T6642), cyan for EPSON L120	bottl	1	1	1	1	1	1	1	1	1	1	1	1	12	259.70	3,116.40
18. INK ,EPSON C13T664200 (T6643), magenta for EPSON L120	bottl	1	1	1	1	1	1	1	1	1	1	1	1	12	259.70	3,116.40
19. INK ,EPSON C13T664200 (T6644),yellow for EPSON L120	bottl	1	1	1	1	1	1	1	1	1	1	1	1	12	259.70	3,116.40
20. INK ,EPSON C13T664200 (T6641), black for EPSON L120	bottl	1	1	1	1	1	1	1	1	1	1	1	1	12	259.70	3,116.40
21. TONER CARTRIDGE, Fuji Xerox CT350670, for DP-1300DX Full Color Laser Printer, black (6k pages, standard yield)	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	259.70	3,116.40
2. TONER CARTRIDGE, 7628F1L5-A3VWoDo for develop lneo 206	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	5,990.92	71,891.04
3. TONER CARTRIDGE, CB 436A for Laserjet P1505	cart			1			1			1			1	4	4,000.00	48,000.00
4. TONER CARTRIDGE,CB 435A FOR LASERJET p1505	cart			1			1			1			1	4	3,800.00	15,200.00
5 RIBBON CARTRIDGE, Epson C13SO15506(7753) fabric, for printer LQ 300/300+II & 580	cart	1	1	1	1	1	1	1	1	1	1	1	1	4	2,915.00	11,660.00
6. MOUSE, optical, USB connection type	piece						3							3	124.72	1,496.66
														3	144.12	432.35
COMMON OFFICE SUPPLIES																
ALCOHOL, 70%, ethyl	bottle			20			20				20			60	48.74	2,924.40
BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert ear-view pocket on front, back and spine for label	pair			10										10	114.65	1,146.46
BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert ear-view pocket on front, back and spine for label	pair			20			20			20				60	117.26	7,035.60
CARBON FILM, polyethylene, 216mm x 330mm, 100 sheets/box	box	1												1	217.06	217.06
CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 2mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness pocket, with twenty(20) clear transparent plastic pockets	piece						10							10	40.60	406.00

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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	piece						10							10	43.25	432.50
7. CLIP, bulldog (3")	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	8.76	210.33
8. CLIP, backfold, 25mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	16.00	192.00
9. CLIP, backfold, 50mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	50.00	600.00
10. CLIP, backfold, 19mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	9.00	108.00
11. CLIP, backfold, 32mm, 12s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	21.00	252.00
12. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair			20			20			20			20	80	20.00	1,600.00
13. DATA FILE BOX, (5"x9"x15-3/4")	box			20			20			20			20	80	71.13	5,690.40
14. ENVELOPE, documentary (10"x15"), 500s/box	box						1							1	528.50	528.50
15. ENVELOPE, expanding, kraft, legal size, 100s/box	box			2						2				4	753.20	3,012.80
16. ENVELOPE, mailing white, 500s/box	box						1							1	205.10	205.10
17. ENVELOPE, mailing white with window, 500s	box						1							1	205.10	205.10
18. ENVELOPE, expanding, plastic, legal size	piece						50							50	30.60	1,529.81
19. ERASER, blackboard/whiteboard	piece			2										2	12.00	24.00
20. ERASER, rubber	piece			25										25	6.25	156.25
21. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			10										10	86.97	869.71
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	set						20							20	12.79	255.84
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	set						20							20	13.33	266.50
24. FOLDER, pressboard, plain, legal, 100s/box	pack			1			1							2	973.08	1,946.16
25. FOLDER, tagboard, legal size, 100s/box	pack			1			1							2	286.00	572.00
26. FOLDER, tagboard, A4 size, 100s/box	pack			1			1							2	255.00	510.00
27. FOLDER, morocco/fancy, legal size, 50s/pack	pack			1			1							2	305.66	611.31
28. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle			1			1							2	245.64	491.28
29. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack			1			1							2	174.51	349.01

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30. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack			1			1							2	184.50	369.00
31. GLUE, all purpose, 300 grams min.	jar			1			1			1				3	50.23	150.68
32. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack			2										2	146.27	292.54
33. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box			5										5	57.86	289.31
34. INDEX TAB, self-adhesive, 10 pcs/box	box			20										20	53.40	1,068.05
35. MAP PIN, round head, 100s/case	case			5										5	42.38	211.92
36. MARKER, fluorescent, 3 colors/set	set			25										25	37.31	932.75
37. MARKING PEN, whiteboard, black	piece			25										25	12.40	310.06
38. MARKING PEN, whiteboard, blue	piece			25										25	12.40	310.06
39. MARKER, permanent, black	piece			25					20					45	12.40	558.11
40. MARKER, permanent, blue	piece			25					20					45	12.40	558.11
41. NOTE PAD, (2"x2"), 400 sheets/pad	pad			15			15			15			15	60	93.81	5,628.48
42. OIL, for general purpose, 120 mL	bottle			5										5	38.75	193.73
43. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream			30			30			30			30	120	123.72	14,846.10
44. PAPER FASTENER, for paper, metal, 50 sets/box	box			15					15					30	68.78	2,063.33
45. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box			15					15					30	13.58	407.44
46. PAPER CLIP, gem type, 32mm, 100s/box	box			20					20					40	7.12	284.95
47. PUSH PIN, flat head type, assorted colors, 100s/case	case			2					2					4	20.74	82.94
48. RECORD BOOK, 300 pages, smythe sewn	book				12									12	72.25	867.00
49. RECORD BOOK, 500 pages, smythe sewn	book			3										3	104.00	312.00
50. RIBBON, nylon, manual typewriter	spool			2										2	16.96	33.93
51. RUBBER BAND, 70mm min lay flat length (#8)	box			2										2	105.00	210.00
52. RULER, plastic, 300mm	piece			5										5	2.33	11.63
53. RULER, plastic, 450mm	piece			5										5	16.00	80.00
54. SIGN PEN, black	piece			25				25						50	46.18	2,308.81
55. SIGN PEN, blue	piece			25				25						50	46.18	2,308.81
56. STAMP PAD INK, violet, 50mL	bottle			3										3	24.04	72.11
57. STAMP PAD, felt pad, min 60mm x 100mm	piece			1					1					2	30.00	60.00
58. STAPLE WIRE, standard, 5000 pcs/box	box			20				20						40	20.50	820.00
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	box			7										7	32.49	227.45

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (December 2018)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
60. TAPE, masking, 24mm, 50 meters length	roll			12										12	56.25	675.00
61. TAPE, masking, 48mm, 50 meters length	roll			5										5	108.75	543.75
62. TAPE, transparent, 24mm, 50 meters	roll			20										20	15.00	300.00
63. TAPE, transparent, 48mm, 50 meters	roll			20										20	25.00	500.00
64. TAPE, packaging, 48mm, 50 meters length	roll			10										10	34.95	349.53
65. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle			6										6	78.62	471.71
66. TOILET TISSUE, 12 rolls/pack (3 ply)	pack			12			12			12			12	48	220.00	10,560.00
67. TWINE, plastic, one kilo per roll	roll			1										1	56.79	56.79
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	piece		2											2	563.79	1,127.58
69. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece		2											2	34.95	69.91
70. WASTE BASKET, plastic	piece			6										6	32.24	193.42
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece			3			3			3			3	12	23.47	281.67
2. BROOM, soft (tambo)	piece			3									3	6	153.75	922.50
3. BROOM, STICK (tingting)	piece		2							2				4	31.25	125.00
4. CLEANSER, powder, 350gms.	canister			1			1			1				3	25.00	75.00
5. DETERGENT POWDER, all purpose, 500gms.	pouch			3			3			3			3	12	26.24	314.88
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar			3			3			3			3	12	17.75	213.04
7. DISINFECTANT SPRAY, 400 grams net content	can			3			3			3			3	12	120.08	1,440.95
8. DUST PAN, non-rigid plastic, with detachable handle	piece		3							2				5	38.08	190.39
9. FURNITURE CLEANER, 300mL/can min	can			2			2			2			2	8	88.97	711.76
10. INSECTICIDE, 600mL (420g) /can	can			2			2			2			2	8	123.36	986.87
11. MOPHANDLE, screw type, wooden handle	piece		3											3	95.94	287.82
12. MOPHEAD, 100% rayon, 400g	piece		3						3					6	103.73	622.38
13. SCOURING PAD, economy size	pack			3			3			3			3	12	123.21	1,478.46
14. TOILET BOWL & URINAL CLEANER, 900ml	bottle			3			3			3			3	12	49.04	588.43
15. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box			6			6			6			6	24	26.24	629.76

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (December 2018)	TOTAL AMOUNT
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16. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	2	2	2	2	2	2	2	2	2	2	2	2	24	151.60	3,638.34
LEGAL SIZE PAPER																
17. PAPER, multicopy, legal, for laser printing	ream			30			30			30			30	120	138.58	16,629.60
Total Office Supplies																493,955.83
COMMON OFFICE EQUIPMENT																
18. Monoblock Chair	piece	20												20	272.00	5,440.00
Total Office Equipment																5,440.00
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	piece	2												2	1,537.50	3,075.00
Tool box for 3 vehicles	set						3							3	2,500.00	7,500.00
Conference table	piece						1							1	5,000.00	5,000.00
Writing Table	piece						2							2	2,000.00	4,000.00
Office Table	piece						2							2	10,000.00	20,000.00
Computer Table	piece						1							1	1,500.00	1,500.00
Executive Chair	piece						3							3	2,500.00	7,500.00
Power Supply/UPS for Computers	piece						30							30	1,000.00	30,000.00
Broadband Wifi for provinces	unit						5							5	2,000.00	10,000.00
Powerbanks (for travels)	unit						2							2	1,000.00	2,000.00
Filing Cabinets (for 1st floor)	piece						5							5	2,750.00	13,750.00
Filing Cabinets (for provinces)	piece						5							5	2,750.00	13,750.00
Total Office Equipment and Accessories																104,325.00
Office Supplies																
Ball pen Black	pieces			22			22			22			22	88	15.00	1,320.00
Ball pen Blue	pieces			22			22			22			22	88	15.00	1,320.00

[illegible]**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION**

APPROVED BUDGET:

Recapitulation:

Office Supplies	514,515.83	565,967.41
Other Supplies	109,765.00	120,741.50

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

***Grand total for items under A and B

Prepared by:

Approved:

REMEDIOS C. CACERES
Property/Supply Officer

MANUELA N. PEÑA
Head of Office/Agency