

**ANNUAL PROCUREMENT PLAN FOR 2017**  
**For Common-Use Supplies and Equipment**  
**SUPPLEMENTAL - 1**

Item & Specifications	Unit of Measure	Quantity Requirement																Price	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 Circular lamp	piece				0	50			50				0				0	50	120.00	6,000.00
2 Convenient Outlet	piece				0	100			100				0				0	100	200.00	20,000.00
3 Duct tape	rolls				0	5			5				0				0	5	600.00	3,000.00
4 Elastomeric sealant	cans				0	15			15				0				0	15	200.00	3,000.00
5 Eneloop Rechargeable Battery, A, 2/pack with Charger	packs				0	4			4				0				0	4	1,500.00	6,000.00
6 Eneloop Rechargeable Battery, AAA, 4/pack with Charger	packs				0	4			4				0				0	4	1,500.00	6,000.00
7 Flat Wire # 16	rolls				0	3			3				0				0	3	3,500.00	10,500.00
8 Mighty bond	tubes				0	30			30				0				0	30	150.00	4,500.00
9 Rechargeable Battery, D, 2/pack with charger	packs				0	4			4				0				0	4	1,500.00	6,000.00
10 Solid copper wire, #10 TW	box				0	1			1				0				0	1	12,000.00	12,000.00
11 Solid copper wire, #12 TW	box				0	1			1				0				0	1	7,500.00	7,500.00
12 Surge Protector/Extension Cord	piece				0	43			43				0				0	43	1,178.60	50,680.00
13 Telephone wire (3 wire)	box				0	3			3				0				0	3	2,500.00	7,500.00
<b>COMMON OFFICE SUPPLIES</b>																				
1 A4 1.5" 3 Holes Ring Binder	piece				0	72			72				0				0	72	210.00	15,120.00
2 Acetate for laser printer	box				0	2			2				0				0	2	12,500.00	25,000.00
3 Assorted Medicines	lot				0	1			1				0				0	1	200,000.00	200,000.00
4 Ballpoint Pen	piece				0	1296			1296				0				0	1296	15.00	19,440.00
5 Bubble mailer, 9" x 11"	piece				0	30			30				0				0	30	25.00	750.00
6 Clear Book Divider	piece				0	20			20				0				0	20	100.00	2,000.00
7 Correction Fluid	bottle				0	38			38				0				0	38	11.70	444.60
8 Eagle Ring Binder, 3 holes, 1" thick, A4, black	piece				0	20			20				0				0	20	180.00	3,600.00
9 Eagle Ring Binder, 3 holes, 1" thick, legal, black	piece				0	20			20				0				0	20	190.00	3,800.00
10 Facial tissue	box				0	300			300				0				0	300	100.00	30,000.00
11 File Folder (Ring Binder)	piece				0	380			380				0				0	380	210.00	79,800.00
12 Heavy Duty ID Protector	piece				0	800			800				0				0	800	30.00	24,000.00
13 Heavy Duty Retractable ID Badge Holder with belt clip	piece				0	800			800				0				0	800	62.50	50,000.00
14 Highlighter Blue	piece				0	252			252				0				0	252	35.55	8,958.60
15 Manila envelope, white, 9" x 12"	piece				0	50			50				0				0	50	10.00	500.00
16 Notepad, stick-on, 3" x 4"	pad				0	30			30				0				0	30	54.39	1,631.80
17 Paste, 200 grams	jar				0	24			24				0				0	24	312.50	7,500.00
18 Peerless Box	piece				0	15			15				0				0	15	150.00	2,250.00
19 Post It Flag, Assorted Colors, 1/2 inch (1x36x12)	piece				0	432			432				0				0	432	31.20	13,478.40
20 Roller pen, black, point 0.6	piece				0	50			50				0				0	50	60.00	3,000.00
21 Self-inking stamp	piece				0	10			10				0				0	10	1,500.00	15,000.00
22 Sign Pen Pilot	piece				0	1296			1296				0				0	1296	35.00	45,360.00
23 Specialty paper	pack				0	50			50				0				0	50	30.00	1,500.00
24 Staplewire (for heavy duty stapler)	box				0	24			24				0				0	24	208.33	5,000.00
25 Styrofoam	piece				0	1			1				0				0	1	250.00	250.00
26 MDS Checks	booklet			12	12				0				0				0	0	700.00	8,400.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
- Acct. #2067-9014-98					0				0				0				0						
- Acct. # 2067-9014-01					0				0				0				0						
27 Regular Checks	booklet			6	6				0				0				0				600.00	3,600.00	
- Acct. #0142-0302-76					0				0				0				0						
- Acct. #0162-0295-41					0				0				0				0						
28 Accountable Form No. 51	box			6	6				0				0				0				10,500.00	63,000.00	
Specialized Official Receipt	(1000 ORs/box)				0				0				0				0						
29 Purchased Order Form	booklet			50	50				0				0				0				1,000.00	50,000.00	
30 ERC Watermarks	ream			100	100				0				0				0				180.00	18,000.00	
<b>COMMON JANITORIAL SUPPLIES</b>																							
1 Bidet with hose	set				0	100			100				0				0	0			400.00	40,000.00	
2 Car freshener	can				0	300			300				0				0	0			200.00	60,000.00	
3 Fill valve	piece				0	100			100				0				0	0			300.00	30,000.00	
4 Flexible hose, water inlet to lavatory	piece				0	50			50				0				0	0			120.00	6,000.00	
5 Flexible hose, water inlet to toilet tank	piece				0	50			50				0				0	0			150.00	7,500.00	
6 Floormats	piece				0	2			2				0				0	0			300.00	600.00	
7 Flush valve	piece				0	100			100				0				0	0			250.00	25,000.00	
8 Lumber, nails, colored thumbtacks, hinges, door, handles, screws, etc.	lot				0	1			1				0				0	0			200,000.00	200,000.00	
9 Pail and dipper	set				0	1			1				0				0	0			300.00	300.00	
10 P-trap with pop-up valve	set				0	100			100				0				0	0			900.00	90,000.00	
11 PVC tiles	box				0	10			10				0				0	0			300.00	3,000.00	
12 Rugby	bottle				0	10			10				0				0	0			100.00	1,000.00	
13 Tank lever	piece				0	100			100				0				0	0			30.00	3,000.00	
14 Toilet tank to toilet bowl, rubber bushing with bolt	piece				0	50			50				0				0	0			100.00	5,000.00	
15 Toilet tissue dispenser	piece				0	8			8				0				0	0			3,500.00	28,000.00	
16 Universal valve	piece				0	100			100				0				0	0			350.00	35,000.00	
17 Waste Bin 10" x 8" opening, 12" in height plastic material black	piece				0	21			21				0				0	0			300.00	6,300.00	
18 Water base adhesive	galloon				0	5			5				0				0	0			650.00	3,250.00	
<b>OFFICE EQUIPMENT AND ACESORIES</b>																							
Bundy Clock Consumables:																							
1 Bundy clock ribbon	box				0	24			24				0				0	24			800.00	19,200.00	
2 Bundy clock time card	piece				0	1000			1000				0				0	1000			2.00	2,000.00	
Camcorder Accessories:																							
3 Rechargeable battery pack	piece				0	3			3				0				0	3			5,000.00	15,000.00	
4 Wireless remote	piece				0	1			1				0				0	1			2,000.00	2,000.00	
5 CD Storage Case w/ Lock	piece				0	21			21				0				0	21			1,500.00	31,500.00	
6 Clipboard w/ Pen Holder	piece				0	21			21				0				0	21			200.00	4,200.00	
7 Heavy duty stapler, long arm	piece				0	3			3				0				0	3			1,500.00	4,500.00	
ID Printer Consumables:																							
8 YMCKT-K ribbon	roll				0	5			5				0				0	5			10,000.00	50,000.00	
9 Genuine hologram ribbon	roll				0	5			5				0				0	5			10,000.00	50,000.00	
10 Isopropanol saturated & cleaning swabs	set				0	3			3				0				0	3			1,500.00	4,500.00	
11 Composite plain pvc cards	box				0	4			4				0				0	4			6,000.00	24,000.00	
12 Notarial seals	box				0	5			5				0				0	5			60.00	300.00	
13 Paper trimmer/cutter, A4	piece				0	1			1				0				0	1			2,000.00	2,000.00	
14 Puncher, 3-holes	piece				0	4			4				0				0	4			750.00	3,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement																Price	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
15 Rubber stamp	piece				0	4			4				0				0	4	175.00	700.00
16 Time card rack	piece				0	5			5				0				0	5	1,000.00	5,000.00
17 Fax Machine	piece				0	4			4				0				0	4	18,750.00	75,000.00
18 Paper Cutter	piece				0	1			1				0				0	1	10,000.00	10,000.00
19 Paper Shredder	piece				0	4			4				0				0	4	10,000.00	40,000.00
20 Binding Machine	piece				0	1			1				0				0	1	8,000.00	8,000.00
<b>COMPUTER SUPPLIES AND EQUIPMENT</b>																				
1 2TB External Hard Drive	piece				0	35			35				0				0	35	1,857.14	65,000.00
2 32GB USB Flash Drive	piece				0	4			4				0				0	4	1,620.00	6,480.00
3 64GB OTG Flash Drive	piece				0	97			97				0				0	97	268.04	26,000.00
4 700MB CD-Recordable	spool				0	10			10				0				0	10	1,729.00	17,290.00
5 700MB CD-Rewritable	spool				0	10			10				0				0	10	5,187.00	51,870.00
6 APC Smart UPS RT 6000 Battery with Battery check and installation	piece				0	1			1				0				0	1	16,500.00	16,500.00
7 IBM SAS - 146GB 15K rpm - FRV39R7350	piece				0	2			2				0				0	2	21,450.00	42,900.00
8 Laminated Thermal Tape, 12mm, black or white TZ (e) Tape	piece				0	9			9				0				0	9	1,000.00	9,000.00
9 LAN Cable	box				0	4			4				0				0	4	8,000.00	32,000.00
10 Laser Presentor	piece				0	5			5				0				0	5	13,800.00	69,000.00
11 Memory Card	piece				0	10			10				0				0	10	2,620.00	26,200.00
12 Olympia ETW Ribbon	piece				0	72			72				0				0	72	98.00	7,056.00
13 RJ45	piece				0	500			500				0				0	500	5.00	2,500.00
14 RJ45 Protector	piece				0	1000			1000				0				0	1000	2.00	2,000.00
15 SanDisk Extreme PRO 128GB up to 95 MB SDXC	piece				0	2			2				0				0	2	3,850.00	7,700.00
16 WD Passport Ultra 3TB External USB 3.0/2.0 Portable Hard Drive	piece				0	25			25				0				0	25	6,200.00	155,000.00
17 Software Upgrades (MS Office, Windows, SQL Server, Exchange, Sharepoint)	lot				0	1			1				0				0	1	3,000,000.00	3,000,000.00
18 UPS preferably APC Back-Ups, Model No. APCBX625CI-MS 700W/625VA	piece				0	21			21				0				0	21	4,038.10	84,800.00
19 APC Backup	piece				0	5			5				0				0	5	8,000.00	40,000.00
20 Subwoofer Speaker	piece				0	5			5				0				0	5	1,500.00	7,500.00
21 Desktop/Laptop	piece				0				0				0				0	0		2,415,000.00
22 Printer	piece				0				0				0				0	0		1,307,990.00
<b>*Other Categories</b>																				
1 Bid Box	unit				0	2			2				0				0	2	6,000.00	12,000.00
2 Christmas décor	lot				0	2			2				0				0	2	15,000.00	30,000.00
3 Planner	piece				0	500			500				0				0	500	1,000.00	500,000.00
4 Plaque of Recognition	piece				0	60			60				0				0	60	2,000.00	120,000.00
5 Plastic Serving Tray, 18" x 14", w/ non-skid Marks and non-slip, black	piece				0	4			4				0				0	4	400.00	1,600.00
6 Recognition Supplies	piece				0	700			700				0				0	700	500.00	350,000.00
7 Tarpaulin	piece				0	24			24				0				0	24	700.00	16,800.00
8 Token (corporate giveaways)	piece				0	800			800				0				0	800	247.50	198,000.00
9 Wall calendar	piece				0	500			500				0				0	500	250.00	125,000.00
10 Wooden License Frame	piece				0	100			100				0				0	100	500.00	50,000.00
11 Magfile, double, black, legal	piece				0	10			10				0				0	10	190.00	1,900.00

Item & Specifications	Unit of Measure	Quantity Requirement																Price	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
12 Medicine Kit/Bag	piece				0	4			4				0				0	4	2,500.00	10,000.00
13 Suction cap hook	piece				0	25			25				0				0	25	20.00	500.00
14 Wall Clock	piece				0	20			20				0				0	20	2,000.00	40,000.00
<b>TOTAL</b>																				<b>10,586,499.40</b>

Prepared by:

*Rosele M. Guintu*  
**ROSELE M. GUINTU**  
 Human Resource Management Officer III

Date Prepared: February 3, 2017

Certified Funds Available /  
 Certified Appropriate Funds Available:

*Luzyviminda N. Cabalbag*  
**LUZYVIMINDA N. CABALBAG**  
 Financial and Management Officer II

Approved by:

*Jose Vicente B. Salazar*  
**JOSE VICENTE B. SALAZAR**  
 Chairman and CEO *mysd*

