



**Calamba Water District**  
 Lakeview Subdivision, Halang Calamba, Laguna  
 Tel.Nos. 545-1614;245-2086;245-3180/3182  
 Tel./Fax No. (049) 545-9752

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

Department/Bureau/Office: CALAMBA WATER DISTRICT  
 Region: IV-A  
 Address: Lakeview Subdivision, Brgy. Halang Calamba City

Contact Person: MR. CEFERINO O. LEGASPI  
 Position: BAC Secretariat Head  
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Item & Specifications	Unit of Measure	Quantity Requirement																Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT	
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				Total Qty.
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES (PS - DBM / AGENCY TO AGENCY)</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
OS001	Battery 9 volts	pc		2		2			0				0				0	2	172.15	344.30	PS-DBM / Shopping
OS002	Battery AA	pc	2	109		111		109		109		109		109		109		438	29.98	13,131.24	PS-DBM / Shopping
OS003	Battery AAA, alkaline	pc		34	15	49		32		32		32		32		32		145	32.24	4,674.80	PS-DBM / Shopping
OS004	Battery AAA	pc		36		36		36		36		36		36		36		144	32.24	4,642.56	PS-DBM / Shopping
OS005	Battery Lithium 3B	pc	3			3				0		0		0		0		3	64.17	192.51	PS-DBM / Shopping
OS006	Battery Rechargeable AA	pc			4	4				0		0		0		0		4	29.98	119.92	PS-DBM / Shopping
OS007	Battery Rechargeable AAA	pc	2	6	2	10				0		0		0		0		10	401.57	4,015.70	PS-DBM / Shopping
OS008	Bulb 100 watts	pc				0		5		5		5		5		5		10	55.00	550.00	PS-DBM / Shopping
OS009	Electrical tape	pc		2	15	17			15	15				0		0		32	33.00	1,056.00	PS-DBM / Shopping
<b>COMMON OFFICE SUPPLIES</b>																					
OS010	Ballpen (blk) - for Brigada Eskwela	pc		100		100				0				0		0		100	6.60	660.00	PS-DBM / Shopping
OS011	Ballpen black (for logsheet - Ordinary)	pc		100		100		100		100		83		83		0		283	6.60	1,867.80	PS-DBM / Shopping
OS012	Bond paper short	ream		86	15	101		77		77		50		50		35		263	155.00	40,765.00	PS-DBM / Shopping
OS013	Booklet IRR	pad		7		7				0		0		0		0		7	100.00	700.00	PS-DBM / Shopping
OS014	Brown Envelope Long	pc		135	25	160		100	25	125		100		100		0		385	3.12	1,201.20	PS-DBM / Shopping
OS015	Brown Envelope Short	pc		70	25	95		40	50	90		0		0		0		185	2.48	458.80	PS-DBM / Shopping
OS016	Carbon Film, polyethylene, 216mm x 330mm, black	pack		5		5				0		0		0		0		5	314.92	1,574.60	PS-DBM / Shopping
OS017	Carbon Paper Long (Blue)	pack		1	3	4				0		0		0		0		4	450.89	1,803.56	PS-DBM / Shopping
OS018	Cartolina	pc		25		25				0		0		0		0		25	6.01	150.25	PS-DBM / Shopping
OS019	Clip board long	pc		30		30				0		0		0		0		30	52.11	1,563.30	PS-DBM / Shopping
OS020	Columnar Book 12 Columns	pc		12		12				0		0		0		0		12	25.30	303.60	PS-DBM / Shopping
OS021	Columnar Book 16 Columns	pc			10	10		10		10		0		0		0		20	48.40	968.00	PS-DBM / Shopping
OS022	Columnar Book 4 Columns	pc		25		25		15		15		0		0		0		40	25.08	1,003.20	PS-DBM / Shopping
OS023	Columnar Book 5 Columns	pc		5		5				0		0		0		0		5	24.20	121.00	PS-DBM / Shopping
OS024	Correction fluid	pc			10	10				0		0		0		0		10	28.88	288.80	PS-DBM / Shopping
OS025	Correction Tape	pc		137	31	168		50	103	25	178	50	26	76		0		422	38.00	16,036.00	PS-DBM / Shopping
OS026	Data File Box, (5"x9"x15-3/4")	pc		29		29				0		0		0		0		29	100.00	2,900.00	PS-DBM / Shopping
OS027	Data File Long	pc			14	14				0		0		0		0		14	67.83	949.62	PS-DBM / Shopping
OS028	Data file with cover / Archfile binder long	pc		60		60		30		30		0		0		0		90	474.32	42,688.80	PS-DBM / Shopping
OS029	Double Adhesive tape	pc		16	2	18		15		15		0		0		0		33	27.50	907.50	PS-DBM / Shopping
OS030	Double clip - Big	pc		37	40	77		25	41	66		0		0		0		143	6.00	858.00	PS-DBM / Shopping
OS031	Double clip - Small	pc		10		10				0		0		0		0		10	3.30	33.00	PS-DBM / Shopping
OS032	Envelope, mailing white, 500s/box	pc		25		25				0		0		0		0		25	2.50	62.50	PS-DBM / Shopping
OS033	Eraser for white board	pc		1	1	2				0		0		0		0		2	16.50	33.00	PS-DBM / Shopping
OS034	Eraser, rubber	pc		1	5	6				0		0		0		0		6	18.15	108.90	PS-DBM / Shopping
OS035	Folder long ordinary	pc		195	25	220		107		25	132			0		0		352	5.50	1,936.00	PS-DBM / Shopping
OS036	Folder short ordinary	pc		170	25	195		42		25	67			0		0		262	4.77	1,249.74	PS-DBM / Shopping
OS037	Glue - Clear	pc		1	6	7				0		0		0		0		7	24.89	174.23	PS-DBM / Shopping
OS038	Glue stick (Big)	pc		10		10				0		0		0		0		10	24.74	247.40	PS-DBM / Shopping
OS039	Glue stick (paste)	pc		1		1				0		0		0		0		1	16.78	16.78	PS-DBM / Shopping
OS040	Glue white	pc		18	3	21		14		14		0		0		0		35	45.65	1,597.75	PS-DBM / Shopping
OS041	Highlighter	pc		38	10	48		10	27	7	44	10	10	10		30	10	132	34.44	4,546.08	PS-DBM / Shopping
OS042	Index Card 5 x 8"	pc			60	60				0		0		0		0		60	0.75	45.00	PS-DBM / Shopping

Item & Specifications	Unit of Measure	Quantity Requirement																	Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.			
05043 Letter Envelope long	pc		25		25				0				0				0	25	1.47	36.75	PS-DBM / Shopping
05044 Marking Pen, whiteboard, black	pc		2	10	12	8		8				0					0	20	34.25	685.00	PS-DBM / Shopping
05045 Money Detector bulb	pc		12		12				0				0				0	12	62.98	755.76	PS-DBM / Shopping
05046 Notebook	pc		50		50		50		50		50		50		35		35	185	22.00	4,070.00	PS-DBM / Shopping
05047 Notebook - for Brigada Eskwela	pc		250		250				0				0				0	250	15.00	3,750.00	PS-DBM / Shopping
05048 Official Cashbook #51-A	pc			2	2				0				0				0	2	253.00	506.00	PS-DBM / Shopping
05049 Packaging tape 48mm, 50 meters length	pc		14	10	24	25	7	5	37		25		25				0	86	28.82	2,478.52	PS-DBM / Shopping
05050 Pad paper - for Brigada Eskwela	pc		100		100				0				0				0	100	15.00	1,500.00	PS-DBM / Shopping
05051 Paint Marker black	pc			2	2				0				0				0	2	88.00	176.00	PS-DBM / Shopping
05052 Paper Clip big jumbo coated	pc		26	18	44	20		26	46	20		20	23				23	133	21.27	2,828.91	PS-DBM / Shopping
05053 Paper Clip small	pc		14	6	20	10			10	11			11				0	41	7.44	305.04	PS-DBM / Shopping
05054 Paper Fastener, for paper, metal, 50 sets/box	pc		13	24	37		10	10	20		9		9				0	66	57.83	3,816.78	PS-DBM / Shopping
05055 Paper Fastener, for paper, plastic	pc		31	7	38	10	21		31	9			9				0	78	27.97	2,181.66	PS-DBM / Shopping
05056 Paper, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		30	40	70	25	15	40	80	25	25	25	75	20	22		42	267	165.00	44,055.00	PS-DBM / Shopping
05057 Paper, mimeo, WhiteWove, 210mm x 297mm (A4), 60gsm	ream			40	40			40	40				0				0	80	148.50	11,880.00	PS-DBM / Shopping
05058 Paper, mimeo, GroundWood, short	ream		3		3				0				0				0	3	100.00	300.00	PS-DBM / Shopping
05059 Paper, mimeo, WhiteWove, short	ream		16	9	25	5	16	9	30	5	16	3	24		16		16	95	123.20	11,704.00	PS-DBM / Shopping
05060 Paper, thermal, 210mmx30M, 1/2" core	roll		2	8	10	25	25		50	25	25	5	55				0	115	66.73	7,673.95	PS-DBM / Shopping
05061 Paste with applicator	pc		1		1				0				0				0	1	36.30	36.30	PS-DBM / Shopping
05062 Pencil #1	pc		4	5	9	5	5	5	15	5	5	5	15				0	39	10.00	390.00	PS-DBM / Shopping
05063 Pencil #2	pc		8	7	15	10	10	7	27	10	10	10	30				0	72	10.00	720.00	PS-DBM / Shopping
05064 Pencil lead	tube		8	5	13				0				0				0	13	38.94	506.22	PS-DBM / Shopping
05065 Pencil, mechanical, for 0.5mm lead	pc		11	5	16	2			2				0				0	18	32.45	584.10	PS-DBM / Shopping
05066 Permanent Marking pen - Black (Broad Tip)	pc		20	20	40	10	10	17	37	10	10	5	25	10	8		18	120	38.50	4,620.00	PS-DBM / Shopping
05067 Permanent Marking pen - Blue (Broad Tip)	pc		7	5	12	5	5	5	15	5	5		10				0	37	38.50	1,424.50	PS-DBM / Shopping
05068 Permanent Marking pen - Red (Broad Tip)	pc		7	5	12				0				0				0	12	38.50	462.00	PS-DBM / Shopping
05069 Permanent Marking pen black	pc		3	3	6	3	3		6				0				0	12	38.50	462.00	PS-DBM / Shopping
05070 Permanent Marking pen red	pc		3	3	6	3	2	3	8				0				0	14	38.50	539.00	PS-DBM / Shopping
05071 Plastic Envelop (Long)	pc		185		185				0				0				0	185	27.50	5,087.50	PS-DBM / Shopping
05072 Press folder long	pc		560	150	710	100	342	150	592	100	100	107	307	100	130		230	1839	12.47	22,932.33	PS-DBM / Shopping
05073 Press folder short	pc		241	150	391	100	100	120	320	50		60	110				0	821	11.42	9,375.82	PS-DBM / Shopping
05074 Push pin	box		3	4	7				0				0				0	7	26.05	182.35	PS-DBM / Shopping
05075 Record book 200pp.	pc		2		2				0				0				0	2	95.54	191.08	PS-DBM / Shopping
05076 Record book 300pp - multiprint	pc		30	30	60	30	30	30	90	11			11				0	161	95.54	15,381.94	PS-DBM / Shopping
05077 Record book 300pp.	pc		172	43	215				0				0				0	215	95.54	20,541.10	PS-DBM / Shopping
05078 Record book 500pp - multiprint	pc		14		14				0				0				0	14	95.54	1,337.56	PS-DBM / Shopping
05079 Record book 500pp.	pc		24	2	26	5	5	4	14				0				0	40	95.54	3,821.60	PS-DBM / Shopping
05080 Record book stock # 8511	pc		2		2				0				0				0	2	95.54	191.08	PS-DBM / Shopping
05081 Rubberband - Big	box		43	6	49	2	15		17				0				0	66	154.51	10,197.66	PS-DBM / Shopping
05082 Rubber Band ( small)	box		2		2				0				0				0	2	154.51	309.02	PS-DBM / Shopping
05083 Ruler	pc		6	2	8	2	2		4				0				0	12	17.16	205.92	PS-DBM / Shopping
05084 Signpen black	pc		9	5	14	5	8	5	18	10	5	10	25	5	7		12	69	52.33	3,610.77	PS-DBM / Shopping
05085 Signpen blue	pc		2		2				0				0				0	2	52.33	104.66	PS-DBM / Shopping
05086 Stamp pad ink 50ml	pc		8	3	11		5	2	7				0				0	18	35.20	633.60	PS-DBM / Shopping
05087 Stamp pad, felt pad, min 60mm x 100mm	pc		5	1	6				0				0				0	6	47.12	282.72	PS-DBM / Shopping
05088 Staple Wire - for Gun Tacker	box		2		2				0				0				0	2	100.00	200.00	PS-DBM / Shopping
05089 Staple wire small	box		6	5	11				0				0				0	11	35.90	394.90	PS-DBM / Shopping
05090 Staple wire # 35	box		40	15	55	15	29	15	59	15	24	13	52	7	24		31	197	42.90	8,451.30	PS-DBM / Shopping
05091 Tape, masking, 24mm, 50 meters length	pc		15	4	19	3	7		10				0				0	29	18.15	526.35	PS-DBM / Shopping
05092 Tape, masking, 48mm, 50 meters length	pc		5	10	15	10	10		20	7			7				0	42	41.53	1,744.26	PS-DBM / Shopping
05093 Transparent tape 1"	pc		41	5	46	15	26	15	56	15	15	18	48				0	150	19.11	2,866.50	PS-DBM / Shopping
05094 Transparent tape 2"	pc		2	3	5	2			2				0				0	7	32.00	224.00	PS-DBM / Shopping
05095 Yellow pad	pc		2	5	7	2			2				0				0	9	33.00	297.00	PS-DBM / Shopping
LEGAL SIZE PAPER - OFFICE SUPPLIES																					
05096 Paper, bond, Premium Grade- Legal Size	ream		50	50	100	50	50	50	150	50	50	50	150	50	65		115	515	175.00	90,125.00	PS-DBM / Shopping

Item & Specifications	Unit of Measure	Quantity Requirement																Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT	
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				Total Qty.
05097 Paper, mimeo, Whitewove <i>GPPB rulings legal sizes coupon bond must be accounted separately</i>	ream		30	30	60	30	30	30	90	30	30	30	90	30	11		41	281	154.00	43,274.00	PS-DBM / Shopping
<b>COMMON OFFICE DEVICES</b>																					
05098 Gun Tacker (Staple Gun)	pc			1	1				0				0				0	1	800.00	800.00	PS-DBM / Shopping
05099 Metal Scissors (Big)	pair			2	2				0				0				0	2	220.00	440.00	PS-DBM / Shopping
05100 Paper clip dispenser	pc		2		2				0				0				0	2	200.00	400.00	PS-DBM / Shopping
05101 Puncher - ordinary	pc	2	10	2	14	1			1				0				0	15	200.00	3,000.00	PS-DBM / Shopping
05102 Puncher, heavy duty	pc		1	3	4				0				0				0	4	600.00	2,400.00	PS-DBM / Shopping
05103 Scissors, (8")	pair	5	10	1	16	5	3		8				0				0	24	61.60	1,478.40	PS-DBM / Shopping
05104 Tape dispenser	pc	1	5		6				0				0				0	6	52.49	314.94	PS-DBM / Shopping
05105 Staple remover	pc		5	2	7				0				0				0	7	12.65	88.55	PS-DBM / Shopping
05106 Stapler # 35 (Heavy Duty)	pc		1		1				0				0				0	1	2,000.00	2,000.00	PS-DBM / Shopping
05107 Stapler # 35 with remover	pc	2	2	11	15	7	7	4	18	4			4				0	37	322.85	11,945.45	PS-DBM / Shopping
<b>COMMON JANITORIAL SUPPLIES</b>																					
05108 Air freshener	pc		6	16	22	3	6	6	15	6			6	6			6	49	250.00	12,250.00	PS-DBM / Shopping
05109 Alcohol, 70%, Isopropyl	bot		6	16	22	10	16	14	40	16	10	14	40	18			18	120	89.10	10,692.00	PS-DBM / Shopping
05110 Broom soft	pc		25	15	40	25	5		30				0				0	70	165.00	11,550.00	PS-DBM / Shopping
05111 Broom stick	pc		25	10	35	25			25				0				0	60	27.50	1,650.00	PS-DBM / Shopping
05112 Detergent powder, all purpose, 500gms.	pouch		5		5				0				0				0	5	77.00	385.00	PS-DBM / Shopping
05113 Dishwashing liquid 250ml	pc		11		11		6		6				0				0	17	89.10	1,514.70	PS-DBM / Shopping
05114 Disinfectant, 400 grams net content	pc		7		7	6			6				0				0	13	257.40	3,346.20	PS-DBM / Shopping
05115 Garbage bag	pc			50	50		50		50				0				0	100	6.60	660.00	PS-DBM / Shopping
05116 Tissue paper -2 ply	pc		36		36				0				0				0	36	25.00	900.00	PS-DBM / Shopping
05117 Toilet brush w/ handle	pc		1		1				0				0				0	1	71.50	71.50	PS-DBM / Shopping
<b>COMMON OFFICE EQUIPMENT</b>																					
05118 Blade, heavy duty cutter(L500)	pc	7	5	11	23	5	11	5	21	5			5				0	49	23.17	1,135.33	PS-DBM / Shopping
05119 Book End	pc	7			7				0				0				0	7	107.00	749.00	PS-DBM / Shopping
05120 Calculator 12" Digits MS-V20	unit	2	3	4	9				0				0				0	9	175.13	1,576.17	PS-DBM / Shopping
05121 Calculator, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit	1	2	3	6	2	3	2	7				0				0	13	457.60	5,948.80	PS-DBM / Shopping
05122 Cutter, heavy duty	m	3	4	5	12				0				0				0	12	22.00	264.00	PS-DBM / Shopping
05123 Numbering Machine	unit		2	3	5				0				0				0	5	950.00	4,750.00	PS-DBM / Shopping
05124 Monoblock Chair	pc	20			20				0				0				0	20	913.59	18,271.80	PS-DBM / Shopping
05125 Receptacle	pc			10	10				0				0				0	10	35.75	357.50	PS-DBM / Shopping
<b>CONSUMABLES &amp; ACCESSORIES</b>																					
05126 CD R (Recordable)	pc	12			12				0				0				0	12	15.42	185.04	PS-DBM / Shopping
05127 DVD-Re-Writable, 4x speed, 4.7GB capacity	pc	10	30	50	90		50		50				0				0	140	42.63	5,968.20	PS-DBM / Shopping
05128 Computer Continous Forms, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	5			5				0				0				0	5	723.00	3,615.00	PS-DBM / Shopping
05129 Computer Continous Forms, 1 ply, 11" x 9-1/2", 2000sheets/box	box	15	62		77		60		60		50		50				0	187	710.48	132,859.76	PS-DBM / Shopping
05130 Computer Continous Forms, 2 ply, 11" x 14-7/8", 1000 sets/box	box	12		12	24				0				0				0	24	1,604.67	38,512.11	PS-DBM / Shopping
05131 Computer Continous Forms, 2 ply, 11" x 9-1/2", 1000 sets/box	box	5	32		37		30		30		22		22				0	89	936.89	83,383.21	PS-DBM / Shopping
05132 Computer Continous Forms, 3 ply, 11 x 9-1/2", 500 sets/box	box	8			8				0				0				0	8	864.23	6,913.84	PS-DBM / Shopping
05133 Computer Keyboard (ps2 or usb cord type)	pc	20		10	30				0				0				0	30	330.00	9,900.00	PS-DBM / Shopping
05134 Computer mouse (scroll track)	pc	5		6	11		6		6				0				0	17	202.99	3,450.83	PS-DBM / Shopping
05135 Computer mouse (Wireless)	pc	4			4				0				0				0	4	202.99	811.96	PS-DBM / Shopping
05136 Computer Mouse Pad	pc	14	2	10	26				0				0				0	26	27.50	715.00	PS-DBM / Shopping
05137 Computer Mouse, optical, USB conection type	pc	11	8	2	21				0				0				0	21	316.80	6,652.80	PS-DBM / Shopping
05138 Computer Ribbon for L310	pc	24			24		24		24				0				0	48	165.00	7,920.00	PS-DBM / Shopping





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		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.			
OS241	Correction Tape for electric type writer	pc		3		3	6		6		3		3				0	12	19.80	237.60	Shopping
OS242	Dater (received)	pc			2	2			0				0				0	2	121.00	242.00	Shopping
OS243	Desk pad	pad				0	30		30				0				0	30	148.50	4,455.00	Shopping
OS244	Document keeper	pc		50		50	100		50	150		50		50		68	68	318	412.78	131,264.04	Shopping
OS245	Folder long with zipper	pc				0	5		5				0				0	5	407.55	2,037.75	Shopping
OS246	Folder, leather	pc				0	10		10	5			5				0	15	407.55	6,113.25	Shopping
OS247	Ink (self-inking stamp)	pc		2		2	2	2	4	2	2		4				0	10	200.00	2,000.00	Shopping
OS248	Ink for calculator with tape (EL1750P)	pc		2		2			0				0				0	2	88.00	176.00	Shopping
OS249	Ink for Label maker	bot.		2		2			0				0				0	2	500.00	1,000.00	Shopping
OS250	Laminated tape/paper (label maker)	roll		2		2			0				0				0	2	500.00	1,000.00	Shopping
OS251	Lamination film 75mm x 100mm x 100s	box		20		20	10		10		10		10	10			10	50	215.76	10,788.00	Shopping
OS252	Manila Paper	pc		30		30			0				0				0	30	3.85	115.50	Shopping
OS253	Numbering Machine ink	pc			2	2	5		5				0				0	7	150.00	1,050.00	Shopping
OS254	Paper fastener long (8 1/2 -9 1/2 inch long)	pc				0	8		4	12			0				0	12	118.80	1,425.60	Shopping
OS255	Paper /Post-it (1/2" x 2")	pack		9		9			0				0				0	9	80.00	720.00	Shopping
OS256	Paper/Post it (sign here) (1/2")	pack		5		5			0				0				0	5	60.00	300.00	Shopping
OS257	Paper/Post-it (3" x 2")	pack		9		9		9	9				0				0	18	120.00	2,160.00	Shopping
OS258	Pen with stand	pc		2		2			0				0				0	2	322.06	644.12	Shopping
OS259	Photo paper	pc		5	2	7			0				0				0	7	66.00	462.00	Shopping
OS260	Plastic envelope (with handle)	pc		15	10	25	10	3	25	38	25	10	35	25			25	123	69.03	8,490.69	Shopping
OS261	Plastic envelope long expanded	pc		5		5		10		10	5		5	3			3	23	69.03	1,587.69	Shopping
OS262	PVC Sheet for ID	pc			2	2			0				0				0	2	2,439.36	4,878.72	Shopping
OS263	Plastic cover	ntr				0	8		8				0				0	8	15.73	125.84	Shopping
OS264	Press folder long - expanded	pc		25		25	25		25	25			25	25			25	100	25.00	2,500.00	Shopping
OS265	Queing machine ticket	pc		12		12	12		12				0				0	24	942.17	22,612.08	Shopping
OS266	Queuing machine button	pc		3		3			0				0				0	3	2,882.00	8,646.00	Shopping
OS267	Ring binder- large	pc		10	10	20	10	10		20			0				0	40	50.60	2,024.00	Shopping
OS268	Ring binder- medium	pc		5	15	20	15	15	15	45			0				0	65	50.60	3,289.00	Shopping
OS269	Ribbon for electric typewriter	pc		4		4	4		4	4			4				0	12	100.10	1,201.20	Shopping
OS270	Rubber Stamp	pc		3		3	3		3				0				0	6	150.00	900.00	Shopping
OS271	Rubber Stamp (Certified True Copy)	pc				0	1		1				0				0	1	500.00	500.00	Shopping
OS272	Rubber Stamp (Juliana S. Haca)	pc				0	1		1				0				0	1	150.00	150.00	Shopping
OS273	Rubber Stamp (OGM)	pc				0	2		2				0				0	2	500.00	1,000.00	Shopping
OS274	Rubber Stamp (On Leave)	pc				0	1		1				0				0	1	150.00	150.00	Shopping
OS275	Scale ruler	pc				0	2		2				0				0	2	400.00	800.00	Shopping
OS276	Steno notebook	pc				0	6		6				0				0	6	20.63	123.78	Shopping
OS277	Signpen refill black	pc				0		10		10		5	5	5			5	20	123.20	2,464.00	Shopping
OS278	Sliding folder long	pc				0	10		10				0				0	10	10.73	107.30	Shopping
OS279	Sliding folder short	pc				0	10		10				0				0	10	7.70	77.00	Shopping
OS280	Sticker paper (white/A4)	pack				0	4		4				0				0	4	31.63	126.52	Shopping
OS281	Specialty board paper long	pc		5	10	15	5	10	10	25	10		10				0	50	28.60	1,430.00	Shopping
OS282	Specialty board paper short	pc		5		5		5		5			0				0	10	25.85	258.50	Shopping
OS283	Thermal paper for queuing machine	roll		100		100		100	50	150	100	50	150	100			100	500	27.00	13,500.00	Shopping
OS284	Toner / Ink for copier (INEO164) ASD &fm.	pc		2		2	2	2	4	5			5	2			2	13	3,781.25	49,156.25	Shopping
OS285	Toner / Ink Cartridge AR208E -pdd	pc		1		1			0				0				0	1	4,546.30	4,546.30	Shopping
OS286	Toner / Ink for copier AR-021FT	pc		3		3	2		2				0				0	5	6,910.25	34,551.25	Shopping
OS287	Toner / Ink for mimeo graphing machine	pc		3		3	3	5	8	2	5		7	5			5	23	1,600.00	36,800.00	Shopping
OS288	Toner / Ink #AR 016F (copying machine)	pc			3	3		2	2				0				0	5	6,770.50	33,852.50	Shopping
OS289	Tracing paper 8085 x 20 x 30	pc				0	1		1				0				0	1	2,264.90	2,264.90	Shopping
OS290	Transparent Cover 20x20	pc				0	138		138				0				0	138	15.73	2,170.74	Shopping
OS291	Typewriter ribbon	pc			2	2	3		3				0				0	5	22.12	110.60	Shopping
OS292	WD 40 penetrating oil	pc				0	2		2				0				0	2	214.50	429.00	Shopping
<b>COMMON JANITORIAL SUPPLIES</b>																					
OS293	Cotton Balls ( Big Pack )	pc		6		6	6		6				0				0	12	82.50	990.00	Shopping
OS294	Disinfectant Spray	pc			5	5		5	5				0				0	10	257.40	2,574.00	Shopping
OS295	Disinfectant liquid (bleach 1 tr. )	pc		3		3			0				0				0	3	20.35	61.05	Shopping
OS296	Door mat	pc		4		4			0				0				0	4	46.75	187.00	Shopping

Item & Specifications	Unit of Measure	Quantity Requirement																	Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.			
05297 Dust pan	pc		10	6	16	25			25	15			15				0	56	55.00	3,080.00	Shopping
05298 Face mask	pc			25	25				0				0				0	25	82.50	2,062.50	Shopping
05299 Feather duster	pc			5	5		5		5				0				0	10	70.00	700.00	Shopping
05300 Floor matting (heavy duty)	pc				0	4			4				0				0	4	4,500.00	18,000.00	Shopping
05301 Floor rugs	pc		10		10				0				0				0	10	60.50	605.00	Shopping
05302 Flower pot w/ basin	pc			10	10		10		10				0				0	20	231.00	4,620.00	Shopping
05303 Gloves - Knitted	pair			25	25		25		25		25		25		25		25	100	80.00	8,000.00	Shopping
05304 Hand sanitizer pump	bottle		3		3	3			3				0				0	6	136.40	818.40	Shopping
05305 Hand soap	pc			6	6	5	5		10				0				0	16	38.50	616.00	Shopping
05306 Hand Towel	pc				0	10			10				0				0	10	16.50	165.00	Shopping
05307 Insecticides	pc			5	5		15		15	10			10				0	30	325.60	9,768.00	Shopping
05308 Ornamental Plants	pc				0	10			10				0				0	10	500.00	5,000.00	Shopping
05309 Pail - big	pc			5	5		5		5				0				0	10	140.00	1,400.00	Shopping
05310 Rake	pc			5	5				0				0				0	5	261.43	1,307.15	Shopping
05311 Rugs	kl		5		5				0				0				0	5	52.25	261.25	Shopping
05312 Rugs 2x3	pc				0	4			4	4			4				0	8	1,700.00	13,600.00	Shopping
05313 Sacks	pc			100	100		100		100	100			100	100			100	400	13.20	5,280.00	Shopping
05314 Sando bag	pc				0	2			2				0				0	2	33.00	66.00	Shopping
05315 Scouring pad big	pc			5	5		10		10				0				0	15	35.20	528.00	Shopping
05316 Slender Bolo	pc			5	5		5		5				0				0	10	825.00	8,250.00	Shopping
05317 Square rugs	pc			20	20		20		20	20			20	20			20	80	60.50	4,840.00	Shopping
05318 Toilet deodorant	box		1		1				0				0				0	1	56.10	56.10	Shopping
<b>CONSUMABLES &amp; ACCESSORIES</b>																					
05319 Adaptor Charger for laptop	pc				0	1			1				0				0	1	2,750.00	2,750.00	Public bidding
05320 Anti - Virus	pc				0	2			2	3			3				0	5	900.00	4,500.00	Public bidding
05321 Anti -virus	pc				0	2			2				0				0	2	900.00	1,800.00	Public bidding
05322 Audio Card	pc				0				0				0	1			1	1	4,900.00	4,900.00	Public bidding
05323 AVR	pc				0	1			1				0				0	1	401.50	401.50	Public bidding
05324 Battery for laptop	pc				0	3			3				0				0	3	2,464.00	7,392.00	Public bidding
05325 Battery for laptop (PT#KT00403012C490F832BE01)	pc				0	2			2				0				0	2	4,500.00	9,000.00	Public bidding
05326 Battery for laptop-OGM	pc				0	1			1				0				0	1	4,356.00	4,356.00	Public bidding
05327 Card reader	pc				0	1			1				0				0	1	266.75	266.75	Shopping
05328 CD Case	pc				0	2			2				0				0	2	330.00	660.00	Shopping
05329 CD/DVD Binder with sleeves	pc				0	3			3				0				0	3	359.70	1,079.10	Shopping
05330 CMOS Battery / Mother board battery	pc			3	3	5			5	3			3				0	11	200.00	2,200.00	Shopping
05331 Computer Chair w/ Armrest w/ gaslift	pc				0				0	5			5	4			4	9	3,850.00	34,650.00	Public bidding
05332 Computer chair with armrest	pc				0				0	5			5	4			4	9	5,000.00	45,000.00	Public bidding
05333 Computer chair without armrest	pc				0				0				0	1			1	1	3,500.00	3,500.00	Public bidding
05334 Computer Continuous Forms, 2 ply, 11" x 9-1/2", w/ Letter Head	box			5	5		5		5	5			5	5			5	20	2,849.00	56,980.00	Shopping
05335 Computer speaker	pc				0				0	1			1				0	1	341.00	341.00	Public bidding
05336 Computer speaker	pc				0				0	1			1				0	1	341.00	341.00	Shopping
05337 CR Battery 2032	pc				0	5			5	5			5				0	10	55.00	550.00	Shopping
05338 Earphone	pc	1			1				0				0				0	1	500.00	500.00	Shopping
05339 External Hard Disk Drive	pc				0				0	5			5				0	5	4,000.00	20,000.00	Public bidding
05340 External Hard Drive 2TB	pc				0				0	2			2				0	2	5,051.20	10,102.40	Public bidding
05341 Hub (24 ports)	pc				0	4			4				0				0	4	5,600.00	22,400.00	Shopping
05342 Hub (8 ports)	pc				0	2			2				0				0	2	1,500.00	3,000.00	Shopping
05343 Internal Hard Disk Drive	unit				0				0	1			1				0	1	3,490.00	3,490.00	Public bidding
05344 Internal Hard Disk Drive	unit				0				0	8			8				0	8	3,490.00	27,920.00	Public Bidding
05345 LCD Monitor 15"	pc				0				0	1			1				0	1	4,550.00	4,550.00	Public bidding
05346 LCD Monitor 18.5 - engg.	pc				0				0	1			1				0	1	4,994.00	4,994.00	Public bidding
05347 LCD Monitor 18.5 - (2 -engg/3 hrd)	pc				0				0	6			6				0	6	4,994.00	29,964.00	Public Bidding
05348 Memory (4G) DDR3	pc				0				0	2			2				0	2	3,300.00	6,600.00	Public bidding
05349 Memory Card	pc				0				0	1			1				0	1	4,900.00	4,900.00	Public bidding
05350 Memory card slotted	pc				0				0	1			1				0	1	500.00	500.00	Public bidding






Item & Specifications	Unit of Measure	Quantity Requirement																Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT	
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				Total Qty.
OS407 Photo album (classy)	pc		1		1				0				0				0	1	2,640.00	2,640.00	Shopping
OS408 Picture Frame	pc		5		5				0				0				0	5	84.87	424.35	Shopping
OS409 Picture Frame (classy)	pc		2		2				0				0				0	2	1,609.58	3,219.16	Shopping
OS410 Plastic for plate	pc		10		10				0				0				0	10	71.50	715.00	Shopping
OS411 Plastic traffic cone	pc				0	6			6				0				0	6	605.00	3,630.00	Shopping
OS412 Portable emergency kit bag	set				0	3			3				0				0	3	1,650.00	4,950.00	Shopping
OS413 Rain Coat ( Pants & Jacket )	set			5	5	10			10	6			6	5			5	26	715.00	18,590.00	Shopping
OS414 Raincoat (batman)	pc		6		6	10			10	10			10	6			6	32	447.33	14,314.56	Shopping
OS415 Reflectorized tape 3"	pc				0	4			4				0				0	4	2,150.70	8,602.80	Shopping
OS416 Reflectorized vest	pc		6		6	10			10	10			10	6			6	32	250.00	8,000.00	Shopping
OS417 Ribbon - Silk (dark blue & red)	roll		2		2				0				0				0	2	200.00	400.00	Shopping
OS418 Round bowl (small)	pc		12		12				0				0				0	12	80.00	960.00	Shopping
OS419 Rubber Boots - Heavy Duty	pair		6		6	10			10	10			10	6			6	32	294.25	9,416.00	Shopping

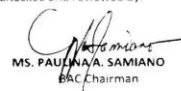
Item & Specifications	Unit of Measure	Quantity Requirement																	Unit Price	TOTAL AMOUNT	MODE OF PROCUREMENT
		Jan	Feb	Mar	Q1	April	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.			
OS420 Rubber wipes (chamois)	pc			1	1				0				0				0	1	440.00	440.00	Shopping
OS421 Safety Goggles	pc				0	2			2				0				0	2	200.00	400.00	Shopping
OS422 Safety Hat / Hard Hat	pc			6	6	5			5	5			5	5			5	21	300.00	6,300.00	Shopping
OS423 Serving dish (big)	set			3	3				0				0				0	3	2,000.00	6,000.00	Shopping
OS424 Suggestion Box (. Acrylic )	pc			1	1				0				0				0	1	200.00	200.00	Shopping
OS425 Swing door lock	pc				0	5			5				0				0	5	209.00	1,045.00	Shopping
OS426 Tarpauline	pc		4		4	5			5	5			5				0	14	1,500.00	21,000.00	Shopping
OS427 Tarpauline (different size-pdd)	pc		4		4	4			4	4			4				0	12	297.00	3,564.00	Shopping
OS428 Tarpauline 2 x 4"	pc		5		5	25			25	10			10	5			5	45	350.00	15,750.00	Shopping
OS429 Tarpauline big	pc		3		3	2			2				0				0	5	800.00	4,000.00	Shopping
OS430 Telephone	unit				0	10			10	10			10				0	20	900.00	18,000.00	Shopping
OS431 Telephone Box	pc				0	50			50	50			50				0	100	90.00	9,000.00	Shopping
OS432 Telephone wire (100 mtrs)	roll				0	1			1				0				0	1	1,700.00	1,700.00	Shopping
OS433 Top glass 24" x 43"	pc				0	1			1				0				0	1	1,430.00	1,430.00	Shopping
OS434 Umbrella (Big)	pc			5	5	10			10	10			10				0	25	219.73	5,493.25	Shopping
OS435 Warning sign 0.6 x 0.6	pc				0	160			160				0				0	160	100.00	16,000.00	Shopping
OS436 Warning sign 2 x 3"	pc				0	20			20				0				0	20	275.00	5,500.00	Shopping
OS437 Warning tape 75mm x 305m	pc				0	12			12				0				0	12	649.00	7,788.00	Shopping
OS438 Welding Gloves	pc				0	5			5				0				0	5	182.23	911.15	Shopping
OS439 Welding Mask (heavy duty)	pc				0	4			4				0				0	4	269.50	1,078.00	Shopping
OS440 Wireless phone	pc				0	4			4				0				0	4	3,000.00	12,000.00	Shopping
OS441 Wireless phone (Heavy duty)	pc				0	1			1				0				0	1	5,500.00	5,500.00	Shopping
<b>C. TOTAL (A + B):</b>																				<b>3,716,357.19</b>	
<b>D. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:		THREE MILLION SEVEN HUNDRED SIXTEEN THOUSAND THREE HUNDRED FIFTY SEVEN & 19/100 ONLY																			
<b>E. MONTHLY CASH REQUIREMENTS</b>																					
E.1 Available at Procurement Service Stores					838,158.03				483,521.60				248,770.45					118,340.35			
E.2 Other Items not available at PS but regularly purchased from other sources					760,836.81				620,945.16				499,838.63					145,946.16			
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					1,598,994.84				1,104,466.76				748,609.08					264,286.51			


\*Other categories that are not indicated herein  
 \*\*Prices are FOB Manila/Applicable for items under A.


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


Prepared and consolidated by:  MR. CEFERINO O. LEGASPI  
 BAC Secretariat Head


Checked and reviewed by:

 MS. PAULINA A. SAMIANO  
 BAC Chairman


 MR. EDWIN L. CARTAGO  
 BAC Vice Chairman

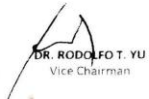
 ENGR. JOSELITO A. GILLERA  
 BAC Member


 MS. MA CARMELITA ELEPANO  
 BAC Member


 MS. CHONA B. SANTOS  
 BAC Member


Approved by:


 REV. FR. REINE LUCINO B. ERIGA  
 Chairman of the Board

 DR. RODOLFO T. YU  
 Vice Chairman

 MR. EXEQUIEL A. AGUILAR, JR.  
 Corporate Secretary

 ENGR. RESTITUTO B. SUMANGA, SR.  
 General Manager

 DR. MYRNA P. PAMPLONA  
 Treasurer

 MR. ERVY R. MERCADO  
 P.R.O.

REV. FR. REINE LUCINO B. ERIGA  
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