



**Calamba Water District**  
 Lakewood Subdivision, Haling Calamba, Laguna  
 Tel. Nos. 545-1614; 245-2086; 245-3180; 3182  
 Tel. Fax No. (0439) 545-9752

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

Department/Bureau/Office: CALAMBA WATER DISTRICT  
 Region: N-A  
 Address: Lakewood Subdivision, Brgy. Haling Calamba City

Agency Account Code: \_\_\_\_\_

Contact Person: MR. RONNIE SIERRA  
 Position: BAC Secretariat Head  
 E-mail: cwd\_bar@rnhoo.com  
 Telephone/Mobile Nos: 049-545-2853

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMMON ELECTRICAL SUPPLIES</b>																				
OS001 Battery AA	pc			70	70													70	33.00	4,422.00
OS002 Battery AA	pc	1			1													1	27.50	27.50
OS003 Battery AAA	pc			20	20													20	41.80	836.00
OS004 Battery AAA Alkaline	pc			36	36													36	41.80	1,504.80
OS005 Battery AAA Energizer	pc			28	28													28	77.00	2,156.00
OS006 Battery Rechargeable AA	pc				0				4									4	495.00	1,980.00
OS007 Battery Rechargeable AAA	pc				19													19	495.00	9,405.00
OS008 Battery Rechargeable AAA	pc				2													2	650.00	1,310.00
OS009 Extension Cord = Multiple Gang (4-5 Gang)	pc	1			1													1	1,000.00	1,000.00
<b>COMMON OFFICE SUPPLIES</b>																				
OS010 Bond paper Short	ream			35	35													35	187.00	15,895.00
OS011 Bond paper A4	ream			50	50													50	192.50	9,625.00
OS012 Bond paper A4 - LAB	ream	6			6													6	192.00	1,152.00
OS013 Bond paper Legal	ream	45			195													45	120	5,400.00
OS014 Brown envelope long	pc	100			100													100	4.95	4,950.00
OS015 Brown envelope long	pc	40			40													40	4.00	1,600.00
OS016 Brown envelope short	pc	100			100													100	3.85	385.00
OS017 Brown envelope short	pc	40			40													40	3.50	140.00
OS018 Carbon paper long (Black)	pack			2	2													2	495.00	990.00
OS019 Colored Multi Purpose paper (Orange) 8.5x 11.75	bx				0				50									50	30.00	1,500.00
OS020 Columnar book 4 columns	pc			15	15													15	27.50	412.50
OS021 Columnar book 5 columns	pc	11			11													11	27.50	302.50
OS022 Correction tape	pc			40	40													40	36.30	1,452.00
OS023 Correction tape - LAB	pc	6			6													6	38.50	231.00
OS024 Correction tape for electric typewriter	pc			12	12													12	27.50	330.00
OS025 Double clip big	pc	25			25													25	7.70	1,925.00
<b>22,651.30</b>																				

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
OS020 Double clip small	PC		15	15	30		15	15	30		15		10		10		10		70	3.85	269.50	
OS027 Envelope mailing white 500's / box	PC			105	10.5														105	1.38	144.90	
OS048 Eraser rubber	PC			1	1														1	22.00	22.00	
OS049 Folder long ordinary	PC	40	100	100	240	120	30	100	350	70	100	100	100	270	0			53	913	7.15	6,527.95	
OS049 Folder short ordinary	PC	35		100	135	20	30	100	150	10	100	102	102	112	0			53	397	6.05	2,401.85	
OS051 Gestener Copy Printer	PC		2		2	2			2	2			2	4	4			2	10	10	2,156.00	21,560.00
OS051 Gestener Copy Printer	PC				0				4					0	0			4	4	1,210.00	4,840.00	
OS052 Glue clear big	PC			4	4				0					0	0			4	4	50.21	200.84	
OS054 Glue white	PC				0				2					0	0			4	4	26.95	53.90	
OS051 Glue clear big	PC			5	5				0					0	0			5	5	47.11	235.55	
OS051 Glue clear big	PC	10			10				10					0	0			10	10	47.11	471.10	
OS051 Glue stick big	PC								0					0	0			0	0	27.50	27.50	
OS051 Glue stick big	PC		5						0					0	0			5	5	47.11	235.55	
OS051 Ground wood paper (Short)	ream	3			9				0					0	0			0	0	192.50	192.50	
OS051 Highlighter	PC			12	12				10					0	0			0	0	35.00	35.00	
OS051 Highlighter	PC			20	20				18	24				24				62	62	35.20	2,183.40	
OS051 Highlighter	PC	18			18				15					0	0			15	48	23.79	1,141.92	
OS054 I.D. Lace	PC			300	300				0					0	0			300	300	20.00	6,000.00	
OS054 Marking pen, Whiteboard black	PC			10	10				10					10	10			10	30	38.50	1,155.00	
OS054 Mighty Bond	PC			10	10				10					0	0			10	20	50.86	1,017.20	
OS054 Official Cashbook # 41A	PC			2	2				0					0	0			2	2	302.50	605.00	
OS054 Packaging tape 48mm, 50 mtrs length	roll	2		12	12				10					4	4			28	54	44.00	2,376.00	
OS054 Packaging tape 2"	roll	2		2	2				0					0	0			2	2	28.94	57.88	
OS054 Paper clip lumbo	box	11	20	20	51				10					0	0			84	84	23.10	1,940.40	
OS054 Paper clip small	box	6		25	31				20					20	20			71	71	16.50	1,171.50	
OS051 Paper clip dispenser	PC			2	2				0					0	0			2	2	66.00	132.00	
OS051 Paper fastener for metal	pack			3	3				0					0	0			3	3	35.20	105.60	
OS051 Paper fastener for metal	pack	3			3				0					0	0			3	3	50.37	151.11	
OS053 Paper fastener for metal	pack			24	24				24					24	24			72	72	50.38	3,627.36	
OS054 Paper fastener for plastic	pack	25			35				19					20	20			84	84	35.20	2,956.80	
OS055 Pencil # 1	PC			41	41				0					0	0			41	41	13.20	541.20	
OS055 Pencil # 2	PC			16	16				10					0	0			26	26	13.20	343.20	
OS057 Pencil lead	tube		5		5				5					0	0			10	10	29.75	297.50	
OS058 Permanent Marking Pen Black- Broad tip	PC	17		36	53				8					5	5			113	113	38.50	4,350.50	
OS059 Permanent Marking Pen Black	PC	1		7	8				7					0	0			15	15	39.50	592.50	
OS060 Permanent Marking Pen Blue	PC			5	5				6					0	0			11	11	38.50	423.50	
OS061 Permanent Marking Pen Red	PC			8	8				8					0	0			16	16	38.50	616.00	
OS062 Press folder long	PC		100	100	200	100			300					55	55			555	555	14.50	8,047.50	
OS063 Press folder long	PC		100	100	200	100			0					101	101			501	501	15.40	7,715.40	
OS064 Press folder long	PC			100	100				260					200	200			310	310	14.30	4,437.00	
OS065 Press folder long	PC	340			340				30					0	0			30	30	15.40	462.00	
OS066 Press folder short	PC			100	200				164					100	100			36	36	14.30	514.80	
OS067 Press folder short	PC	120			120				100					110	110			330	330	13.20	4,356.00	
OS068 Push pin	box			7	7				0					0	0			7	7	28.66	200.62	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
OS669 Push pin	box				0				2										2	30.80	61.60			
OS670 Record book 200pp.	pc			6	6				0										6	66.35	398.10			
OS671 Record book 500pp.	pc				2				2										6	86.32	517.92			
OS672 Record book 500pp.	pc				3				0										3	102.64	307.92			
OS673 Ruler	pc			8	8				0										8	16.50	132.00			
OS674 Ruler	pc								0										0					
OS675 Signpen black	pc			5	5				4										9	13.20	118.80			
OS676 Signpen blue	pc			5	5				34										120	60.50	7,260.00			
OS677 Stamp pad	pc			5	5				0										5	60.50	302.50			
OS678 Stamp pad	pc			5	5				0										5	71.50	357.50			
OS679 Stamp pad Ink Semi	bot			8	8				0										8	32.35	64.70			
OS680 Staple wire # 35	box			2	2				0										5	38.50	308.00			
OS681 Staple wire # 35	box			1	1				12										13	21.47	107.35			
OS682 Staple wire # 35	box			40	42				40										72	47.50	617.50			
OS683 Tape, Masking 24mm 50 meters length	pc			7	7				0										7	24.20	169.40			
OS684 Tape, Masking 1"	pc				24				0										24	19.80	475.20			
OS685 Tape, Masking 48mm 50 meters length	pc			7	7				0										7	35.20	246.40			
OS686 Tape, Masking 48mm 50 meters length	pc			10	10				0										10	36.50	365.00			
OS687 Transparent Tape 1" / Scotch tape 1"	pc			50	50				40										90	20.90	1,881.00			
OS688 Transparent Tape 1" / Scotch tape 1"	pc				0				0										12	24.20	701.88			
OS689 Transparent Tape 1" / Scotch tape 1"	pc			50	50				10										70	17.67	1,236.90			
OS690 Transparent Tape 2" / Scotch tape 2"	pc			10	10				10										30	36.77	803.10			
OS691 Transparent Tape 2" / Scotch tape 2"	pc			0	0				13										12	33.00	396.00			
<b>422,483.62</b>																								
<b>COMMON OFFICE DEVICES</b>																								
OS692 Cutter Heavy Duty	pc			6	6				6										12	38.50	462.00			
OS693 Cutter blade (Refill) Big	pc			2	2				2										5	12.07	60.35			
OS694 Paper Cutter (Wooden based 12x15)	pc			1	1				0										1	1,980.00	1,980.00			
OS695 Puncher heavy duty	pc				0				3										3	660.00	1,980.00			
OS696 Scissors 8"	pc			8	8				7										15	990.00	990.00			
OS697 Scissors 8"	pc			5	5				5										14	51.70	723.80			
OS698 Calculator 12 digits MS-V20	unit			3	6				0										27	550.00	14,850.00			
<b>31,046.15</b>																								
<b>COMMON JANITORIAL SUPPLIES</b>																								
OS699 Axe	pc			8	8				0										8	1,000.00	8,000.00			
OS700 Alcohol 70%, Isopropyl	bot			10	10				7										17	82.50	1,402.50			
<b>9,402.50</b>																								
<b>COMMON OFFICE EQUIPMENT</b>																								
OS701 Blade, Heavy Duty Cutter (10 pc/pack)	pack			5	5				0										5	22.00	110.00			
OS702 Cash box	pc			1	1				0										1	1,500.00	1,500.00			

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMMON COMPUTER SUPPLIES</b>																				
OS103 Canon Printer Ink all you can G2000 790 BLK	box				0		4	4										4	300.00	1,200.00
OS104 Canon Printer Ink all you can G2000 790 M	box				0		2	2										2	300.00	600.00
OS105 Canon Printer Ink all you can G2000 790 C	box				0		2	2										2	300.00	600.00
OS106 Canon Printer Ink all you can G2000 790 Y	box				0		2	2										2	300.00	600.00
OS107 Computer Continuous Form 1 ply ,11 x 14 7/8" 2000 sheets / box	box				3							4						7	1,265.00	8,855.00
OS108 Computer Continuous Form 1 ply ,11 x 14 7/8" sheets / box	box				5							0						8	1,265.00	10,120.00
OS109 Computer Continuous Form 1 ply ,11 x 9 1/2" 2000 sheets / box	box				3							0						7	808.50	5,659.50
OS110 Computer Continuous Form 1 ply ,11 x 9 1/2" 2000 sheets / box	box				0		50	60				4						100	1,003.20	100,320.00
OS111 Computer Continuous Form 2 ply ,11 x 9 1/2" 1000 sheets / box	box				0			24				12						46	1,114.30	51,357.80
OS112 Computer Continuous Form 2 ply ,11 x 9 1/2" with letter head	box				0							5						5	3,133.90	15,669.50
OS113 Computer Continuous Form 3 ply ,11 x 9 1/2" 500 sheets / box CARBON LESS	box				3							4						7	1,400.00	9,800.00
OS114 Computer Continuous Form 2 ply ,11 x 9 1/2" 1000 sheets / box CARBON LESS	box				3							4						7	1,500.00	10,500.00
OS115 Computer Continuous Form 2 ply ,11 x 14 7/8" 1000 sheets / box CARBON LESS	box				3							4						7	1,655.20	11,586.40
OS116 Computer Continuous Form 2 ply ,11 x 14 7/8" 1000 sheets / box CARBON LESS	box				12							0						12	1,760.00	21,120.00
OS117 CD-R Recordable - FIN	pc				5							5						15	28.05	420.75
OS118 CD-RWritable	pc				0							12						12	45.00	540.00
OS119 Blank CD-RW/DVD-RW	pc				50							50						100	60.50	6,050.00
OS120 Computer Keyboard PS2/USB	pc				4							4						8	363.00	2,904.00
OS121 Computer Keyboard Wireless	pc				6							0						6	500.00	3,000.00
OS122 Computer Mouse Wireless	pc				0							0						4	385.00	1,540.00
OS123 Computer Mouse Optical, usb Connection	pc				2							3						5	385.00	1,925.00
OS124 Computer Mouse Pad - FIN	pc				3							0						3	22.00	66.00
OS125 Computer Mouse Pad - COM / ADMIN	pc				0		10	10				5						15	33.00	495.00
<b>HANDBOOK ON PROCUREMENT</b>																				
<b>268,678.95</b>																				



Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMMON OFFICE SUPPLIES</b>																				
05100 Acetate paper A4 - 100 pgs / box	box				3													3	311.30	933.90
05101 Acetate paper A4	pc	150			150													300	3.00	900.00
05102 Archfile folder with two holes	pc		15		15													38	165.00	6,270.00
05103 Ballpen black	pc	20			149													885	25.30	22,390.50
05104 Ballpen black Ordinary	pc				500													740	11.00	8,140.00
05105 Ballpen black My gel pen	pc				12													34	22.00	748.00
05106 Ballpen blue	pc				5													66	25.30	1,669.80
05107 Ballpen blue My gel pen	pc				12													12	22.00	264.00
05108 Ballpen red	pc				5													123	25.30	3,111.90
05109 Ballpen red My gel pen	pc				25													11	22.00	242.00
05110 Binder clip	pc	12			11													52	6.05	314.60
05111 Bond paper with logo	ream				5													11	1,540.00	16,940.00
05112 Business envelope white with logo	pc	10			10													1500	4.27	6,405.00
05113 Business envelope white with logo	pc				10													10	4.26	42.60
05114 Carton box / Cigarette box	pc	20			20													20	22.00	440.00
05115 Chalk	box				1													1	50.00	50.00
05116 Clear book long	pc				17													17	60.50	1,028.50
05117 Coin envelope	pc				50													50	1.10	55.00
05118 Crayons	box				100													100	55.00	5,500.00
05119 Data file box (5 x 9 x 15 3/4)	pc				10													18	132.00	2,376.00
05120 Data file long	pc				10													10	79.62	796.20
05121 Data file with cover / Archfile binder long	pc				16													32	495.00	15,840.00
05122 Dater (received)	pc				2													2	132.00	264.00
05123 Desk pad	pad				10													30	132.00	3,960.00
05124 Document keeper wide long	pc				10													33	412.78	13,621.74
05125 Document keeper wide long	pc				10													20	412.00	8,240.00
05126 Double adhesive tape 1"	pc	5			5													10	29.70	297.00
05127 Double adhesive tape 1"	pc				15													15	38.50	577.50
05128 Double adhesive tape 2"	pc				5													5	65.45	327.25
05129 Folder long with zipper	pc				19													19	407.55	7,743.45
05130 Index Card 5 x 8"	pc				151													151	1.10	166.10
05131 Index Card 6 x 4"	pc				0													100	1.10	110.00
05132 Index Tab	pc				190													290	20.00	5,800.00
05133 Ink for Self-Inking Stamp	pc				7													14	286.00	4,004.00
05134 Ink for Self-Inking Stamp	pc	2			2													2	500.00	1,000.00
05135 Ink for Label maker	bot				2													2	500.00	1,000.00
05136 Laminated tape / paper (label maker)	roll				2													2	500.50	1,001.00

OTHER ITEMS NOT AVAILABLE AT P5 BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

Wireless counter controller (GAD)

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
05-01 Lamination film 300mm x 200mm x 200's	box			36	0													36	258.50	12,935.00
05-01 Mechanical pencil 0.5	pc	5			30													36	11.00	396.00
05-01 Notebook ordinary spiral	pc			302	5	5												10	32.45	324.50
05-01 Notebook for in-house training	pc			140	140													302	35.07	7,570.40
05-01 Numbering Machine Ink	bot			2	2	200	200											540	35.00	18,900.00
05-01 Pad paper Grade 1 and 2	pad			100	100													5	66.00	330.00
05-01 Pad paper Grade 4	pad			100	100													100	20.00	2,000.00
05-01 Pad paper Grade 6	pad			100	100													100	16.50	1,650.00
05-01 Paper Post 4 1/2 x 2"	pack			7	7													100	29.76	2,970.00
05-01 Paper fastener long (8 1/2 - 9 1/2) inch long	pack	2			2	1												7	99.00	693.00
05-01 Paper fastener long (8 1/2 - 9 1/2) inch long	pack			6	6													5	122.10	610.50
05-01 Paper post 4 1/2 (SMP here)	pack			7	7													6	126.50	759.00
05-01 Paper post 4 1/2 x 2"	pack			3	3													14	99.00	1,386.00
05-01 Paper post 4 1/2 x 4"	pack	5			5													3	123.00	369.00
05-01 Photo paper	pc			2	2													2	24.75	98.00
05-01 Photo paper	pack			12	12													2	71.50	143.00
05-01 Plastic cover	mt			14	14													25	71.50	1,787.50
05-01 Plastic envelope long without handle	pc			5	5													14	16.50	231.00
05-01 Plastic envelope long with handle	pc			100	100													5	30.25	151.25
05-01 Plastic envelope long with handle	pc	10			10	200	200											648	82.50	53,460.00
05-01 Plastic folder long	pc			100	100													20	75.90	1,518.00
05-01 Print Sheet for ID	box			3	3													26	35.20	8,307.20
05-01 Quiet Machine Ticket	roll					24	24											2	2,683.08	5,366.16
05-01 Record book 300pp Multiprint	pc			50	50													24	869.00	20,856.00
05-01 Record book 300pp	pc					37	37											87	93.50	8,124.50
05-01 Record book 300pp Multiprint	pc					15	15											26	95.54	2,484.04
05-01 Record book 300pp	pc			4	4													4	121.00	484.00
05-01 Ribbon	roll			5	5													14	102.54	1,435.56
05-01 Ribbon	roll			5	5													5	50.00	250.00
05-01 Ribbon for electric typewriter	pc			5	5													5	210.00	1,050.00
05-01 Ring binder large	pc		5		6													36	165.00	5,940.00
05-01 Ring binder medium	pc			6	6													6	131.00	786.00
05-01 Ring binder large	pc	20																20	42.90	858.00
05-01 Ring binder medium	pc			6	6													6	71.00	426.00
05-01 Ring binder small	pc	30																30	42.90	1,287.00
05-01 Rubber band small	box	2																5	169.20	846.00
05-01 Rubber band small	box			5	5													7	276.00	1,932.00
05-01 Rubber stamp small	pc			4	4													4	275.00	1,100.00
05-01 Rubber stamp	pc					3	3											3	550.00	1,650.00
05-01 Rubber band big	pc	2																2	500.00	1,000.00
05-01 Rubber band big	box																	11	176.00	1,936.00
05-01 Rubber band big	box																	10	330.00	3,300.00
05-01 Sign pier refill black	pc			5	5													5	135.54	677.70

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
05340 Sliding folder long	pc				0	25		25											25	33.00	825.00			
05341 Sliding folder short	pc				0			25											25	22.00	550.00			
05342 Specialty board paper long	pack			20	20			0											20	50.00	1,000.00			
05343 Specialty board paper long	pack			40	40			40											120	44.00	5,280.00			
05344 Specialty board paper short	pack		40	40	80	40		40											320	33.00	10,560.00			
05345 Steno notebook	pc			9	9			0											9	66.00	594.00			
05346 Sticker paper A4 white	pack			28	28			0											28	49.50	1,386.00			
05347 Thermal paper 210 x 30mm	roll			32	32			30											62	79.20	4,910.40			
05348 Thermal paper for queuing machine	roll				0			0											300	33.00	9,900.00			
05349 Thermal paper for fax machine	roll	2			2			0											2	77.00	154.00			
05350 Toner INE0164	pc			1	1			1											3	3,850.00	11,550.00			
05351 Toner INE0164	pc			2	2			1											5	9,416.00	47,080.00			
05352 Toner for minio graphing machine	pc		2	2	4			1											8	1,210.00	9,680.00			
05353 Toner Cartridge AR08E	pc			2	0			2											2	4,675.00	9,350.00			
05354 Toner for copier AR021F	pc		1		1			1											3	7,233.60	21,700.80			
05355 Toner for copier - PROD	pc	1			1			0											1	7,285.73	7,285.73			
05356 Tracing paper 8085 k 20 x 30	roll			1	1			0											1	2,475.00	2,475.00			
05357 Whiteboard 3 ft x 5ft	pc			3	3			0											3	1,500.00	4,500.00			
05358 Whiteboard 36 x 24	pc			1	1			0											1	1,082.95	1,082.95			
<b>CONSUMABLES</b>																								<b>470,363.53</b>
05359 Dye Ink Black	cart			2	2			2											4	605.00	2,420.00			
05360 Dye Ink Refill (Cyan, Yellow, Magenta)	cart			2	2			2											6	605.00	3,630.00			
05361 Earphone	cart		1		1			0											1	328.90	328.90			
05362 Ink Cartridge C2000 (Black, Cyan, Magenta, Yellow)	cart	10			10			12											32	400.00	12,800.00			
05363 Ink Cartridge 932 Black	cart			2	2			1											3	1,947.00	5,841.00			
05364 Ink Cartridge 933 Colored	cart			3	3			3											6	993.30	5,959.80			
05365 Ink for Printer ML-T-DiDSL (SCX-4600)	cart			4	4			4											13	3,793.35	49,313.55			
05366 Ink Cartridge 47 Black	cart			4	4			4											12	434.50	5,214.00			
05367 Ink Cartridge 57 Colored	cart		3		3			2											8	869.00	6,952.00			
05368 Ink for New Printer (Black, Cyan, Magenta, Yellow)	cart			4	4			4											16	700.00	11,200.00			
05369 Ink for New Printer Colored	cart			2	2			2											4	700.00	2,800.00			
05370 Ink for New Printer (Black, Cyan, Magenta, Yellow)	cart			8	8			8											24	700.00	16,800.00			
05371 Ink Pigment Black	cart			6	6			6											22	396.00	8,712.00			
05372 Ink Pigment Cyan, Magenta, Yellow, Blue	cart		7		7			7											21	396.00	8,316.00			
<b>COMMON OFFICE EQUIPMENT &amp; ACCESSORIES</b>																								<b>140,267.35</b>
05373 Book end	pc			5	5			0											10	165.00	1,650.00			
05374 Ceiling fan	pc			6	6			0											6	2,300.00	13,200.00			



Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT									
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
05274 Coffee maker	pc		1		1														1	3,500.00	3,500.00				
05276 Coffee cup and saucer	set	12			12														12	200.00	2,400.00				
05277 Cup and saucer	pc				0			36											36	50.60	1,821.60				
05278 Desktop organizer	pc		1																1	880.00	880.00				
05279 Exhaust fan	pc		2																2	2,000.00	4,000.00				
05280 Fax machine	unit				1														1	5,995.00	5,995.00				
05281 Folding table	unit				3														3	4,400.00	13,200.00				
05282 Class table sign 13 x 3.25 milior plate sign	pc				2														2	770.00	1,540.00				
05283 Mobile pedestal	unit				0														0	4,950.00	0.00				
05284 Name plate (Table)	pc				0			1											1	10,200.00	10,200.00				
05285 Name plate (Table)	pc				0			1											1	3,080.00	3,080.00				
05286 Numbering Machine	unit				1														1	2,750.00	2,750.00				
05287 Paper Shredder (Heavy Duty)	unit		1																1	2,200.00	2,200.00				
05288 Paper Shredder (Heavy Duty)	unit				2														2	12,000.00	24,000.00				
05289 Printer (continuous ink)	unit				1														1	10,890.00	10,890.00				
05290 Printer L360	unit		1																1	10,000.00	10,000.00				
05291 Printer L360	unit				1														1	10,890.00	10,890.00				
05292 Printer Desktop 1635	unit				0			2											2	4,838.90	9,677.80				
05293 Printer 3 in 1	unit				2														2	10,890.00	21,780.00				
05294 Comp. Printer ink all you can w/ T6641 ink (L360)	unit				0			1											1	10,890.00	10,890.00				
05295 Printer L360 (Dot Matrix)	unit				1														1	10,901.00	10,901.00				
05296 Rechargeable flashlight	unit				10														10	950.00	9,500.00				
05297 Receiving Chair -Cang Chair	pc				10														10	11,372.00	113,720.00				
05298 Stand fan 16"	pc				0			1											1	2,200.00	2,200.00				
05299 Stand fan 18"	pc				4														4	2,750.00	11,000.00				
05300 Stand fan 18"	pc				4														4	835.00	3,340.00				
05301 Stamp self-inking,small	pc				4														4	1,320.00	5,320.00				
05302 Stamp self-inking big	pc				0			3											3	3,960.00	11,880.00				
05303 Visitors Chair	unit				6														6	1,485.00	8,910.00				
05304 Water Dispenser	unit				0			1											1	6,817.80	6,817.80				
05304 Wireless Phone	pc		2																2	3,520.00	7,040.00				
<b>COMMON OFFICE DEVICES</b>																								<b>395,973.10</b>	
05305 Puncher Heavy Duty	pc	2		3	5														5	660.00	3,300.00				
05306 Stapler # 35 with remover	pc			9	9			7											24	352.00	8,448.00				
05307 Stapler # 35 with remover	pc	3	2		5			3											5	350.90	1,754.50				
05308 Stapler # 35 (heavy duty)	pc			1	1														1	2,000.00	2,000.00				
05309 Tape dispenser	pc				0			4											4	253.00	1,012.00				
<b>CLEANING EQUIPMENT, ACCESSORIES AND SUPPLIES</b>																								<b>16,514.50</b>	
05310 Broom Stick	pc			55	55			50											105	50.00	5,250.00				
05311 Dust pan plastic	pc				0			20											20	66.00	1,320.00				
05312 Garbage bag big	pc				0			30											30	30.00	900.00				
05313 Hacksaw blade	pc			10	10														10	35.75	357.50				

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMPUTER SUPPLIES AND ACCESSORIES</b>																				
05310 Adapter (3 in 1 converter)	PC		1			1												1	700.00	700.00
05311 Adapter	PC		1			1												1	60.00	60.00
05312 Anti-virus	PC			2		2				2								5	1,175.00	6,875.00
05313 Anti-virus	PC	1																1	1,174.35	1,174.35
05314 AVR	PC		2			2												2	605.00	1,210.00
05315 Battery for laptop	PC			2		2												2	6,000.00	12,000.00
05316 Battery for laptop	PC		1			1												1	4,950.00	4,950.00
05317 CMOS Battery / Motherboard Battery	PC					4				4								8	330.00	2,640.00
05318 Computer Chair with armrest	PC					0				7								13	4,235.00	55,055.00
05319 Computer Chair with armrest with gaslift	PC		9			9												9	4,700.00	42,300.00
05310 Computer Mouse scroll track	PC			1		1												1	385.00	385.00
05321 Computer Mouse wireless	PC					0				4								4	385.00	1,540.00
05331 CR Battery 2032	PC					0				4								5	60.50	302.50
05332 Earphone	PC					0				5								5	328.00	1,312.00
05333 Executive Chair	PC					0				1								1	9,000.00	9,000.00
05334 Executive Chair	PC					0				1								1	14,999.00	14,999.00
05335 Executive Table	PC					0				1								1	3,712.50	7,425.00
05316 External Hard Disk Drive 1TB	PC					1												2	2,739.00	5,478.00
05317 External Hard Disk Drive 2TB	PC					6												6	5,445.00	32,670.00
05318 External Hard Disk Drive 4TB	PC					0				0								1	5,390.00	5,390.00
05319 External Hard Disk Drive 4TB	PC					0				0								1	5,280.00	5,280.00
05340 Graphic Processing Unit / Display Adaptor	unit					1												1	5,280.00	5,280.00
05341 Flashdrive 64gb, USB	PC					1				8								9	1,500.00	13,500.00
05342 Flashdrive 32gb, USB	PC					3				2								5	1,045.00	5,225.00
05343 Flashdrive	PC					7				10								17	900.90	15,315.30
05344 Flashdrive 16gb, USB	PC					0				2								2	880.00	1,760.00
05345 LCD Monitor 18.5"	PC					7				0								7	7,920.00	55,440.00
05346 Trendnet TC-CT68	PC					0				3								3	6,600.00	19,800.00
05347 UPS APC	unit					1				1								2	700.00	1,400.00
05348 USB Print Cable	unit	2				6				5								18	4,070.00	73,260.00
05349 USB Hub	unit					0				3								3	131.00	393.00
						0				1								1	500.00	500.00
<b>OTHER CATEGORIES</b>																				
05350 Acrylic Wall Poster holder	unit					0				6								6	5,000.00	30,000.00
05351 Back pack bag big (water proof)	unit					0				6								6	800.00	4,800.00
05352 Body camera	unit					0				4								4	11,773.4	47,093.6
05353 Cellphone load	PC					0				6								6	143.00	858.00
05354 Cellphone Prepaid Card	PC		20			20				40								120	100.00	12,000.00
<b>395,813.55</b>																				
<b>69,980.00</b>																				

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
05335 Container sticker	pc			50	50														50	150.00	7,500.00
05336 Cork board 3' x 5'	pc				0			2	2										2	2,530.20	5,060.40
05337 CWD Sticker Logo Sticker (4/6 wheeler)	set		17		17														17	653.00	11,101.00
05338 CWD Sticker Logo Sticker (motorcycle)	set		15		15														15	97.00	1,455.00
05339 Container	pc			44	44														44	150.00	6,600.00
05340 Disposable Fork	pack			18	18														18	30.00	540.00
05341 Disposable Glass	pack			35	35			30	30										65	50.00	3,250.00
05342 Disposable spoon	pack			18	18			18	18										36	30.00	1,080.00
05343 Disposable spoon and fork	pc				0			36	36										36	15.00	540.00
05344 Door Lock	pc				0			1	1										1	275.00	275.00
05345 Drinking Glass	pc			12	12														12	38.50	462.00
05346 Drinking Glass	pc				0			36	36										36	24.20	871.20
05347 Duct Tape	pc			1	1			5	5										12	165.00	1,980.00
05348 Flashlight ultraviolet and underwater	pc				0			3	3										3	1,759.16	5,277.48
05349 Frame 16 x 20 (for Certificate)	pc				0			8	8										8	770.00	6,160.00
05350 Fruit Bearing Trees - World Water Day	pc			250	250														250	200.00	50,000.00
05371 GRP sectional water tanks	unit				0			1	1										1	12,800.00	12,800.00
05372 Glass Plate (Dining)	pc		36		36														36	50.60	1,821.60
05373 G.I. Wire Straw	roll				0			4	4										4	40.00	160.00
05374 Helmet (Full face)	pc			2	2			4	4										4	2,145.00	4,290.00
05375 Helmet	pc				0			4	4										4	3,025.00	12,100.00
05376 High Chair	pc				0			2	2										2	4,900.00	9,800.00
05377 Key duplicate	pc			1	1														1	165.00	165.00
05378 Measuring tape 5 mtrs	pc				0			2	2										2	286.00	572.00
05379 Megaphone, Rechargeable w/ SD & USB Memory	unit			1	1			2	2										1	3,185.88	3,185.88
05380 Messenger Bag - CSD	pc				0			2	2										2	2,000.00	4,000.00
05381 Messenger Bag - (For P.O.)	pc				0			1	1										1	2,500.00	2,500.00
05383 Microwave oven	pc				0			1	1										1	4,724.50	4,724.50
05384 Nylon Rope - braided 25mm	mtr			10	10			100	100										100	500.00	50,000.00
05384 Ornamental plants	set				0			0	0										10	550.00	5,500.00
05385 Oven Toaster	pc				0			1	1										1	1,067.00	1,067.00
05386 Over all Coat	pc				0			2	2										2	1,650.00	3,300.00
05387 Pad lock 60mm	pc				0			2	2										2	385.00	770.00
05388 Paper cups	pc			10000	10000														24000	2.00	48,000.00
05389 Paper cups	box			20	20			3	3										40	700.00	28,000.00
05390 Photo album	pc				0			3	3										3	880.00	2,640.00
05391 Picture frame	pc				0			5	5										5	330.00	1,650.00
05392 Picture frame (classy)	pc				0			2	2										2	825.00	1,650.00
05393 Pipe Wrench 10"	pc				0			6	6										6	1,782.00	10,692.00
05394 Pipe Wrench 8"	pc				0			6	6										6	1,389.10	8,334.60
05395 Platform truck pushcart 300kgs	pc				0			1	1										1	2,376.00	2,376.00
05396 Placemat	pc			24	24														24	90.00	2,160.00
05397 Fork (Stainless)	pc			24	24														24	23.00	552.00
05398 Portable Emergency Kit Bag	set				0			1	1										1	2,500.00	2,500.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total quantity	Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
OS499 Pushcart basket stainless	PC				0			2											2	3,000.00	6,000.00
OS400 Protective glasses (Goggles)	PC				0			2											2	5,000.00	10,000.00
OS401 Rain coat (pants & jacket)	set			3	3			0											3	1,380.00	3,840.00
OS403 Rain coat (pants & jacket)	set				0			20											20	850.00	17,000.00
OS404 Rain coat	set				0			2											2	715.00	1,430.00
OS405 Reflective warning adhesive tape	roll				0			3											3	550.00	1,650.00
OS406 Reflectonized ves t	PC				0			20											20	506.00	10,120.00
OS407 Rubber boots - heavy duty	pair			10	10			10											20	400.00	8,000.00
OS408 Rubber boots - heavy duty	pair				0			3											3	800.00	2,400.00
OS409 Safety hat / Hard hat	pair				0			20											20	385.00	7,700.00
OS410 Safety Shoes ( 9 " 8 " , 11 " )	pair				2			2											2	800.00	1,600.00
OS411 Serving spoon	PC				0			6											6	1,089.00	6,534.00
OS412 Spoon (stainless)	PC				0			24											24	22.00	528.00
OS413 Table cloth	PC				0			6											6	155.00	930.00
OS414 Tail Piece Gasket	PC				0			100											100	35.79	3,579.00
OS415 Tarpaulin	PC				0			5											5	350.00	1,750.00
OS416 Tarpaulin 3 x 4 "	PC				0			5											5	385.00	1,925.00
OS417 Tarpaulin 3 x 3 "	PC				0			2											2	500.00	1,000.00
OS418 Tarpaulin 3 x 5 "	PC				0			4											4	300.00	1,200.00
OS419 Tarpaulin 4 x 1 ft.	PC			10	10			10											30	80.00	2,400.00
OS420 Tarpaulin 4 x 5 ft	PC				0			20											20	440.00	8,800.00
OS421 Tarpaulin 4 x 5 ft	PC				0			10											10	385.00	3,850.00
OS422 Tarpaulin 3 x 5ft	PC				0			3											3	704.00	2,112.00
OS423 Tarpaulin 4 x 8ft	PC				2			12											14	480.00	6,720.00
OS424 Tarpaulin 6 x 4 ft.	PC			12	12			6											24	2,750.00	66,000.00
OS425 Tent	unit				0			350											350	6.01	2,103.50
OS426 Teflon Tape					0			40											40	219.87	8,794.80
OS427 Tree Wire	PC				100			100											200	15.00	3,000.00
OS428 Tree Seedlings small	PC				1000			1000											2000	50.00	100,000.00
OS429 Tree Seedlings small	PC				400			180											580	250.00	145,000.00
OS430 Tshirt	PC				0			16											16	302.50	4,840.00
OS431 Warning sign 2 x 3	roll				0			8											8	715.00	5,720.00
OS432 Warning tape 75mm x 305m	roll				2			2											4	357.50	1,430.00
OS433 Warning tape 5cm	roll				2			3											5	687.50	3,437.50
OS434 Water Bottle	pack				0			15											15	250.00	3,750.00
OS435 Water Container	PC				0			2											2	250.00	500.00

TOTAL (B) : OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASE FROM OTHER SOURCES 2,340,675.35

C TOTAL (A + B) X THREE MILLION FOUR HUNDRED FIFTY THOUSAND TEN PESOS & 32/100 ONLY 3,490,000.32

D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct
<b>E. GRAND TOTAL (C - D)</b>		THREE MILLION FOUR HUNDRED FIFTY THOUSAND TEN PESOS & 32/100 ONLY													3,450,010.32	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:		THREE MILLION FOUR HUNDRED FIFTY THOUSAND TEN PESOS & 32/100 ONLY													3,450,010.32	
<b>G. MONTHLY CASH REQUIREMENTS</b>		THREE MILLION FOUR HUNDRED FIFTY THOUSAND TEN PESOS & 32/100 ONLY													3,450,010.32	
G.1 Available at Procurement Service Stores		X														
G.2 Other Items not available at PS but regularly purchased from other sources		X														
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		X														
		378,860.48													1,009,336.97	
		1,034,864.98													2,340,673.95	
		1,413,735.46													3,450,010.32	

\*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 Supplier/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 and consolidated by: **MR. ROMAN G. SIERVA**  
BAC Secretariat Head

Checked and reviewed by: **ENGR. JOSELITO G. GILERA**  
BAC Chairman

**MS. REMEDIOS L. MARFORI**  
BAC Vice Chairman

**MS. MERCEDES A. CARBON**  
BAC Member

**MS. MA. CARMELITA M. ELEPANO**  
BAC Member

**MS. CONZALA C. MANE**  
BAC Member

Approved by: **REV. FR. REINE LUCIANO B. ERICA**  
Chairman of the Board

**MR. ERIC S. BARRADO**  
Vice Chairman

**ENGR. RESTRITO B. SUMANCA SR.**  
General Manager

**MR. EZEQUEL A. AGUIAR JR.**  
Corporate Secretary

**DR. MYRNA P. PAMPONA**  
Treasurer

**ENGR. LUISITO S. GUINTO**  
P.R.O.