

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **CIVIL SERVICE COMMISSION RO5**

Region: **V**

Address: **Rawis, Legazpi City**

FUND - 103A

Contact Person: _____

Position: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		First Quarter			Second Quarter			Third Quarter			Fourth Quarter			Total		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	4			1			1			1			7	15.00	104.98
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	15			5			5						25	20.56	513.97
2. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	5												5	482.04	2,410.20
3. INK CARTRIDGE, Epson TO38	cart	3			3			3			3			12	496.93	5,963.21
4. INK CARTRIDGE, Epson TO39	cart	2			1			1			2			6	778.49	4,670.97
5. TONER CARTRIDGE, HP Q2612A	cart	2			1			1			1			5	2,952.19	14,760.93
6. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart	2												2	4,760.27	9,520.54
7. RIBBON, Epson RN 8750	cart	11			5			5			5			26	79.05	2,055.37
COMMON OFFICE SUPPLIES																
1. ALCOHOL, 70%, ethyl	bottle	6												6	38.83	232.99
2. CHALK, white, dustless, 100 pcs/box	box	3				2				2				7	35.85	250.98
3. CLIP, backfold, 50mm, 125/box	box	3			2			2						7	44.99	314.93
4. CLIP, backfold, 19mm, 125/box	box	3						3						6	7.77	46.60
5. CORRECTION FLUID, water based, min 15mL.	bottle	14				50		2		50	2			118	10.11	1,193.52
6. DATA FILE BOX, (5"x9"x15-3/4")	box	26			3			3			2			34	66.40	2,257.74
7. ENVELOPE, documentary (10"x15"), 500s/box	piece	400			24	500		24		500	199			1647	1.20	1,976.40
8. ENVELOPE, mailing white with window, 500s	box				1			1			1			3	213.81	641.42
9. ENVELOPE, expanding, plastic, legal size	piece	175				200				200	75			650	41.00	26,652.80
10. ENVELOPE, documentary, A4, 500s/box	piece	112												112	0.95	106.40
11. FOLDER, tagboard, legal size, 100s/box	piece	25			24	1000		49		1000	24			2122	4.50	9,549.00
12. FOLDER, tagboard, A4 size, 100s/box	pack	180												180	261.37	47,047.10
13. GLUE, all purpose, 300 grams min.	jar	102												102	38.55	3,932.40

14. MARKER, fluorescent, 3 colors/set	set				1			1			2	42.85	85.70
15. MARKING PEN, whiteboard, black	piece	2			200			200			402	15.53	6,244.02
16. MARKER, permanent, black	piece	2			10			10			22	13.91	305.91
17. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	29		20	10		18	10	14		101	148.68	15,016.73
18. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	3					1		1		5	21.19	105.94
19. PAPER, thermal,210mmx30M, 1/2" core	roll	8		1			5		1		15	37.49	562.38
20. PAPER FASTENER, for paper, metal, 50 sets/box	box	7		1			1				9	84.50	760.51
21. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	2		1			1		1		5	16.07	80.34
22. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	4					1				5	136.66	683.30
23. SIGN PEN, black	piece	6		3			3		2		14	42.72	598.14
24. STAMP PAD INK, violet, 50mL	bottle	16			25			25	6		72	27.85	2,005.29
25. STAMP PAD, felt pad, min 60mm x 100mm	piece	75									75	25.71	1,928.16
26. STAPLE WIRE, standard, #35	box	6		4			4		4		18	26.76	481.67
27. TAPE, masking, 24mm, 50 meters length	roll				10			10			20	42.85	856.96
28. TAPE, masking, 48mm, 50 meters length	roll	9		3			4		4		20	86.33	1,726.69
29. TAPE, transparent, 24mm, 50 meters	roll	8					2				10	11.20	111.96
30. TAPE, transparent, 48mm, 50 meters	roll	2		1					3		6	20.99	125.95
31. TAPE, packaging, 48mm, 50 meters length	roll	7							1		8	19.82	158.54
32. TWINE, plastic, one kilo per roll	roll	4			1			1	1		7	58.92	412.41
COMMON OFFICE DEVICES													
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	1									1	10.71	10.71
2. CUTTER, heavy duty	piece	1									1	27.85	27.85
3. PUNCHER, heavy duty	piece	3									3	117.83	353.50
4. SCISSORS, (6")	pair	11									11	19.28	212.10
7. STAPLER, heavy duty, standard	piece	3									3	167.73	503.18
8. STAPLE REMOVER, twin jaws	piece	9		1							10	20.23	202.29
9. WASTE BASKET, plastic	piece	3		1							4	21.62	86.48
COMMON JANITORIAL SUPPLIES													
1. BROOM, soft (tambo)	piece	1		1			1		1		4	123.19	492.75
2. BROOM, STICK (tingting)	piece	1		1			1				3	20.35	61.06
3. CLEANSER, powder, 350gms.	canister	5		1			1		1		8	17.84	142.72
4. DUST PAN, non-rigid plastic, with detachable handle	piece	1					1				2	26.78	53.56
5. INSECTICIDE, 600mL (420g) /can	can	3		1			1		1		6	119.97	719.85
6. TOILET BOWL & URINAL CLEANER, 900ml	bottle	8		2			2				12	64.27	771.26
LEGAL SIZE PAPER													
1. PAPER, for PPC	ream	16		1	10		12	10	8		57	178.53	10,176.20
COMMON OFFICE EQUIPMENT													
1. CHAIR, monobloc, without armrest,beige/white	unit	12									12	246.38	2,956.51

2. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	1											1	2,099.55	2,099.55
OTHER CONSUMABLES															
1. INK CARTRIDGE, HP CN692AA(HP 704), black	cart	3		3			2			2			10	342.29	3,422.90
2. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart	3		3			2			2			10	342.29	3,422.90
3. TONER CARTRIDGE, HP CB435A, black	cart				2					2			4	2,566.62	10,266.46
4. TONER CARTRIDGE, HP CE285A, black	cart	1		1			2			3			7	2,734.71	19,142.98
5. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart	1											1	4,911.56	4,911.56
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)															
Office Equipment and Accessories															
1. Voice-Operated Microcassette Voice Recorder, M-570V Sony	piece	1											1	3,500.00	3,500.00
2. CSC Dry Seal (new logo)	piece	2											2	1,300.00	2,600.00
Office Supplies															
1. Ballpoint pen, black, with tie and holder/stand	piece	5											5	150.00	750.00
2. Board Paper, for certificate	box			1									1	700.00	700.00
3. Glue, all purpose, 40ml	piece	180			150				150				480	20.00	9,600.00
4. OHP Pen, black	piece	200		175	200				200	175			950	40.00	38,000.00
5. Tape, masking, small roll	roll	250			150		70		150				620	5.00	3,100.00
6. Polyethelyne bag, transparent, 40 x 60 x .003	piece	20		10	30				30	10			100	30.00	3,000.00
7. Picture Seat Plan	piece	180		250	400				400	250			1480	8.00	11,840.00
8. Corrugated boxes	piece	1000			500				500				2000	15.00	30,000.00
9. Ballpoint pen, fine point, black	piece	15					3			3			21	5.00	105.00
Cleaning Equipment and Supplies															
1. Dishwashing Liquid Soap	bottles	6											6	45.00	270.00
Electrical equipment and components and supplies															
1. Rechargeable Battery, AAA size, with Charger	piece			1									1	1,500.00	1,500.00
Computer Supplies															
1. Toner, for Brother Printer DCP-7065DN, #TN-2260	ca	2		1			2			1			6	1,900.00	11,400.00
2. Toner, for Fuji Xerox Phaser 3200, #CWAA747	ca	2		2			2			2			8	4,850.00	38,800.00
Computer Equipment and Accessories															
1. Printer Table for scanner	piece	1											1	1,500.00	1,500.00
2. Paper Shredding Machine (for ESD use)	unit			1									1	260,000.00	260,000.00
3. Handycam Video Recorder	unit					1							1	30,000.00	30,000.00
4. Audio/Video/CCTV Systems/Accessories	set					1							1	35,000.00	35,000.00

5. Dual Wan VPN Router	unit			1									1	11,000.00	11,000.00
6. Wired Broadband Router	unit			2									2	1,200.00	2,400.00
7. 8-port Switch Hubs	unit			7									7	850.00	5,950.00
8. Computer Systems	set									18			18	35,476.00	638,568.00
9. UPS	unit									19			19	1,600.00	30,400.00
10. Automatic Voltage Regulator (AVR)	unit									6			6	500.00	3,000.00
11. Hard Disks with Power Cables	unit									23			23	3,650.00	83,950.00
12. Keyboards	piece									6			6	150.00	900.00
13. Mouse	piece									3			3	350.00	1,050.00
14. Memory Modules	piece									11			11	1,500.00	16,500.00
15. Multimedia Video Projector	unit			6									6	30,500.00	183,000.00
16. Notebook PC	unit			6									6	28,500.00	171,000.00
17. Audio Mixer with Mic Preamp & compressors and USB/Audio Interface	unit			1									1	12,000.00	12,000.00
18. Wireless Microphone System	unit			4									4	15,000.00	60,000.00
19. 2.1 Speaker Systems with USB and SD MP3 Playback Ports	unit			2									2	3,000.00	6,000.00
20. Interactive Video Projector with Universal Projector Ceiling Mount	set			1									1	70,000.00	70,000.00
21. Video Projector Wireless Adapter with Mount Adapter Device for Universal Projector Ceiling Mount Device	set			1									1	15,000.00	15,000.00
22. MFP Copier/Scanner/Printer/Fax Mono Laser Printers	unit			11									11	9,500.00	104,500.00
23. MFP Copier/Scanner/Printer Color Ink Tank Printers/built-in CISS	unit			12									12	9,700.00	116,400.00
24. MFP Copier/Scanner/Printer/Printer/Fax Color Laser Printer	unit			1									1	33,000.00	33,000.00
25. Hybrid Tablet/Netbook PC	set			1									1	28,000.00	28,000.00
26. Electric Projector Screen	set			1									1	60,000.00	60,000.00
27. Security Certificate Printing Device for Grant of Eligibility under Special Laws	unit			1									1	9,000.00	9,000.00
													0		-
*Other Categories															
1. Risograph copy of exam application form	ream	2			1			1				1	5	350.00	1,750.00
2. Steel Rack for 201 File	unit				5								5	4,000.00	20,000.00

***GRAND TOTAL: **2,391,820.20**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 239,182.02

APPROVED BUDGET: 2,631,002.22

*Other categories that are not indicated herein

***Grand total for items under A and 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:

ROSELITO B. DIOLATA

Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

SHARLAINE LL. PRIETO

Accountant /
Local Budget Officer

Approved:

CECILIA R. NIETO

Head of Office/Agency

Date Prepared: November 15, 2012