

**COMPREHENSIVE ANNUAL PROCUREMENT PLAN FOR 2014**

Department/Bureau/Office: NEDA/ Philippine National Volunteer Service Coordinating Agency  
 Region: National Capital Region (NCR)  
 Address: NEDA sa QC, EDSA, Diliman, Quezon City

Contact Person: Elisa D. Bautista  
 Position: Acting Property & Supply Officer  
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	Unit of Measure	Quantity Requirement													Unit Price	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>A. GOODS</b>																	
<b>A.1. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet	6	6	6	6	6	6	6	6	6	6	6	6	6	72	36.40	2,620.80
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6	6	6	6	6	6	6	6	6	6	6	6	6	72	36.40	2,620.80
3. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set		10			10			10						30	312.00	9,360.00
4. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		20			20		20		20		20			100	364.00	36,400.00
5. FLUORESCENT LAMP, tubular, 18 watts	piece		5			5			5			5			20	35.36	707.20
6. FUSE, 30 amperes	piece	5							5						10	25.48	254.80
7. STARTER, 4-40 watts	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	3.50	252.00	
8. TAPE, electrical	roll		2			2			2			2			8	19.24	153.92
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																	
1. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	30	10	50	14	14	30	20	16	180	40	16	30	450	9.52	4,284.00	
2. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	16.07	964.20	
3. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	25						25						50	9.72	486.00	
4. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	5						5			5			15	504.40	7,566.00	
5. INK CARTRIDGE, Canon Part No. CL-811, colored	cart	15	5		15			15	15		15		15	95	959.92	91,192.40	
6. INK CARTRIDGE, Canon Part No. PG-810, colored	cart	15		15		15		15				15	5	80	720.20	57,616.00	
7. CARTOLINA, assorted color, 20s/pack	pack				2									2	70.72	141.44	
8. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	10	10	10	10	10	10	10	10	10	10	10	10	120	13.00	1,560.00	
9. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	62.40	2,246.40	
10. ENVELOPE, documentary (10"x15"), 500s/box	box								2					2	496.41	992.82	
11. ENVELOPE, expanding, kraft, legal size, 100s/box	box								2					2	577.20	1,154.40	
12. ENVELOPE, documentary, A4, 500s/box	box				2									2	403.52	807.04	
13. ERASER, rubber	piece	20						20						40	3.12	124.80	
14. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			1										1	76.32	76.32	
15. FOLDER, pressboard, plain, legal, 100s/box	pack		5						5					10	842.40	8,424.00	
16. FOLDER, tagboard, A4 size, 100s/box	pack					8						8		16	296.40	4,742.40	
17. FOLDER, morocco/fancy, legal size, 50s/pack	pack		2			2			2			2		8	336.54	2,692.32	
18. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle		2			2			2			2		8	284.75	2,278.00	

	Unit of Measure	Quantity Requirement													Unit Price	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
19. GLUE, all purpose, 300 grams min.	jar	5						5						10	51.98	519.80
20. INDEX TAB, self-adhesive, 10 pcs/box	box		2											2	52.00	104.00
21. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	10						10						20	9.36	187.20
22. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle	1		1		1		1		1		1		6	520.00	3,120.00
23. MARKING PEN, whiteboard, black	piece	25			25			25			25			100	12.27	1,227.00
24. MARKING PEN, whiteboard, blue	piece	5						5					5	15	12.27	184.05
25. MARKING PEN, whiteboard, red	piece	5						5					5	15	12.27	184.05
26. MARKER, permanent, black	piece	5			5			5			5		5	25	14.56	364.00
27. MARKER, permanent, blue	piece	5			5			5			5		5	25	14.56	364.00
28. MARKER, permanent, red	piece	5						5					5	15	14.56	218.40
29. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece		10			10			10			10	1	41	8.11	332.51
30. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	20	25	20	20	25	20	20	25	20	20	25	20	260	106.39	27,661.40
31. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream			2				1		1		1		5	123.64	618.20
32. PAPER FASTENER, for paper, metal, 50 sets/box	box	6		6		6			6		6			30	65.36	1,960.80
33. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box		5			5			5		5			20	11.80	236.00
34. PAPER CLIP, gem type, 32mm, 100s/box	box		5			5			5		5			20	6.64	132.80
35. RECORD BOOK, 300 pages, smythe sewn	book	2	2	2	2	2	2	2	2	2	2	2	2	24	49.92	1,198.08
36. RIBBON, nylon, manual typewriter	spool	1						1						2	15.60	31.20
37. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	5.30	63.60
38. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	11.44	137.28
39. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	1		1		1		1		1		1		6	102.94	617.64
40. RULER, plastic, 300mm	piece	5						5						10	2.27	22.70
43. SIGN PEN, black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	42.52	3,061.44
42. SIGN PEN, red	piece	5						5						10	42.52	425.20
43. STAMP PAD INK, violet, 50mL	bottle	1	1	1	1	1	1	1	1	1	1	1	1	12	22.88	274.56
44. 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		6			6		6		6		6		30	30.94	928.20
45. TAPE, adding machine, GSP bond	roll	2	2	2	2	2	2	2	2	2	2	2	2	24	8.68	208.32
46. TAPE, masking, 24mm, 50 meters length	roll	5			5			5			5			20	47.84	956.80
47.TAPE, transparent, 24mm, 50 meters	roll	5			5			5			5			20	15.39	307.80
48. TAPE, packaging, 48mm, 50 meters length	roll		5			3			3			3		14	30.99	433.86
49. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle		2			2			2					6	82.68	496.08
50. TOILET TISSUE, 12 rolls/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	67.60	811.20
51. TWINE, plastic, one kilo per roll	roll	1						1						2	41.58	83.16
<b>COMMON OFFICE DEVICES</b>																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	5						5						10	8.30	83.00
2. CUTTER, heavy duty	piece	5						5						10	29.62	296.20
3. PUNCHER, heavy duty	piece	5						5						10	91.78	917.80

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4. SCISSORS, (6")	pair	5						5						10	12.77	127.70	
5. SHARPENER, single cutterhead	piece	3						3						6	176.80	1,060.80	
6. STAPLER, heavy duty, standard	piece	5						5						10	112.11	1,121.10	
7. STAPLE REMOVER, twin jaws	piece	5						5						10	17.16	171.60	
8. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	2						2					2	6	46.47	278.82	
<b>COMMON JANITORIAL SUPPLIES</b>																	
1. RAG, COTTON, (7") in diameter	kilo	1	1	1	1	1	1	1	1	1	1	1	1	12	41.60	499.20	
<b>LEGAL SIZE PAPER</b>																	
1. PAPER, multicopy, legal, for laser printing	ream		15					15					15	45	121.18	5,453.10	
<b>COMMON OFFICE EQUIPMENT</b>																	
1. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit	1						1						2	2,059.20	4,118.40	
<b>A.2. OTHER ITEMS NOT AVAILABLE AT PS AND PURCHASED FROM OTHER SOURCES</b>																	
<b>Office Supplies</b>																	
1 Double sided tape	roll	10						10						20	38.75	775.00	
2 Board Paper	Pack	50						50						100	22.75	2,275.00	
3 Sticker paper	Pack	20						50						70	31.75	2,222.50	
4 Illustration Board	Pc	4												4	300.00	1,200.00	
5 Clear card case (letter size)	Pc							50						50	54.75	2,737.50	
6 SOV trophy	Pc												8	8	3,100.00	24,800.00	
7 SOV medal	Pc												2	2	2,500.00	5,000.00	
8 Certificate frame	Pc	10											10	20	850.00	17,000.00	
9 Micro SD card	Pc										3			3	800.00	2,400.00	
10 USB Flash drive (8GB)	Pc				6									6	370.00	2,220.00	
11. Plastic cover	Yd	50												50	15.00	750.00	
12. Ink film KX-FA 136A	Box				2									2	1,275.00	2,550.00	
13. Manila Paper	Pc	50												50	4.00	200.00	
14. Permanent Marker Black (OHP/Fine Point)	pc	12						12						24	50.00	1,200.00	
15. Permanent Marker Blue (OHP/Fine Point)	Pc	6						6						12	50.00	600.00	
16. T-shirt with printing (for VIDA)	Pc							24						24	300.00	7,200.00	
17. Flash drive (2GB) (for VIDA)	Pc							24						24	200.00	4,800.00	
<b>Computer Equipment and Accessories</b>																	
1. Keyboard	pc		2		2			2					2	8	150.00	1,200.00	
2. Automatic Voltage Regulator	pc		4		2			2					2	10	350.00	3,500.00	
3. Computer Mouse	pc							2					2	4	150.00	600.00	
4. Extension wire (3 mtrs. w/fuse)	pc	5						5						10	400.00	4,000.00	

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<b>Fuel</b>																	
1. Diesel	liter	90	90	90	90	90	90	90	90	90	90	90	90	90	1080	44.00	47,520.00
2. Gasoline	liter	30	30	30	30	30	30	30	30	30	30	30	30	30	360	55.00	19,800.00
<b>Furnitures and Fixtures</b>																	
1. Office Partition - partition panels & doors															0		-
- 1 m x 2.5m panels	pc									50.5					51	11,067.00	558,883.50
- partition doors w/ lock	pc									6					6	18,360.00	110,160.00
<b>Other Supplies</b>																	
1. Refill of Fire Extinguisher	10 lbs/tank	3													3	400.00	1,200.00
<b>B. SERVICES</b>																	
<b>Printing Services</b>																	
1 RA 9418 Volunteer Act Flyers	copies	1000													1000	7.50	7,500.00
2 RA 9418 Volunteer Act Booklet	copies				1000										1000	28.50	28,500.00
3. Agency Annual Report	copies					1000									1000	36.80	36,800.00
4. 50 years of volunteering in the Philippines	copies											1000			1000	125.00	125,000.00
5. Certificate Holder	copies			500											500	40.00	20,000.00
6. SOV Flyers	copies						3500								3500	3.76	13,160.00
7. SOV Posters	copies						1000								1000	13.00	13,000.00
8. NVM Poster	copies											1000			1000	13.25	13,250.00
9. SOV Awarding Program	copies												100		100	75.00	7,500.00
10. Christmas cards	copies										3000				3000	7.90	23,700.00
11. Calling cards	100 pcs									2					2	550.00	1,100.00
12. PNVSCA Stationary	ream							10							10	850.00	8,500.00
12. Tarpaulins/banner	Piece									1				2	3	1,000.00	3,000.00
<b>Courier Services</b>																	
1 Mailing of official documents	Piece	25	20	20	50	20	20	20	20	20	20	50	25		310	80.00	24,800.00
															0		-
<b>Venue/Meals/Accommodation for Events &amp; Training</b>																	
1. VisMin Volunteer Sharing Session	Pax			75											75	1,359.00	101,925.00
2. Luzon Volunteer Sharing Session	Pax				75										75	1,412.00	105,900.00
3. Program Officers Sharing Session	Pax										25				25	750.00	18,750.00
4. Staff Teambuilding	Pax					16									16	1,500.00	24,000.00
5. VIDA Orientation Seminar	Pax						24								24	7,530.00	180,720.00
6. Planning & Performance Review Sessions	Pax x days						50						75		125	450.00	56,250.00
7. SOV Awarding Ceremony	Pax										120				120	1,200.00	144,000.00
8. SOV awardees' accommodations	Pax												6		6	9,000.00	54,000.00
															0		-

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<b>Equipment Maintenance</b>																	
1. General Cleaning of A/C units	Units		7			8			7				8		30	1,000.00	30,000.00
2. Change oil of motor vehicles	Units		3						3						6	2,000.00	12,000.00
3. Car wash of motor vehicles	Units	3						3							6	1,000.00	6,000.00
4. Replacement of Tires	Piece	2						4							6	3,000.00	18,000.00
														0			-
<b>*Other Categories</b>																	
1. Professional Services - IT	man/m	1	1	1	1	1	1	1	1	1	1	1	1	1	12	25,000.00	300,000.00
2. Professional Services - Writer/Editor/Artist	man/m								1	1	1	2			5	28,000.00	140,000.00
3. General Services - Janitorial	man/m	1	1	1	1	1	1	1	1	1	1	1	1	1	12	21,902.00	262,824.00
4. General Services - Security	man/m	1	1	1	1	1	1	1	1	1	1	1	1	1	12	21,383.00	256,596.00
5. General Services - Others	man/m	1	1	1	1	1	1	1	1	1	1	1	1	1	12	15,050.00	180,600.00
6. Office Space Rental	500sqm											1	1	1	3	225,000.00	675,000.00
7. Photocopy Machine Rental	10000cps	1	1	1	1	1	1	1	1	1	1	1	1	1	12	6,720.00	80,640.00
8. Internet Connection	8mbps/m	1	1	1	1	1	1	1	1	1	1	1	1	1	12	3,500.00	42,000.00

**GRAND TOTAL:**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

Php 4,141,125.61

APPROVED BUDGET:

Php 4,555,238.17

Php 7,595,000.00

\*Other categories that are not indicated herein

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed goods and services has been included in or is within our approved budget for the year.

Prepared by (as confirmed by the BAC):

*Elisa D. Bautista*  
**ELISA D. BAUTISTA**  
 Property/Supply Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

*Flerida J. Giron*  
**FLERIDA J. GIRON**  
 Accountant III

Approved:

*Jose Lito D. Vera*  
**JOSELITO D. VERA**  
 Head of Office/Agency

Date Prepared: 30 January 2014

*Jose* *Ked* *Julie*  
*John*  
*Sam*