

COMPREHENSIVE ANNUAL PROCUREMENT PLAN FOR 2015 For Common-Use Supplies and Equipment

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

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Item & Specifications	Unit of Measure	Quantity Requirement																			** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT		
		Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	Jul	Aug	Sep	Q3	Oct	Nov	Dec	Q4	Total						
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
COMMON ELECTRICAL SUPPLIES																								
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet				18	277				18	277				18	277				18	277	72	15.39	1,108.08
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				18	260				18	260				18	260				18	260	72	14.46	1,041.12
3. FUSE, 30 amperes	piece				0	0				5	62.4				0	0				10	125	15	12.48	187.20
4. TAPE, electrical	roll				2	35.3				2	35.3				2	35.3				2	35.3	8	17.63	141.04
COMMON COMPUTER SUPPLIES/CONSUMABLES																								
1. EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0	0				1	2356				0	0				1	2356	2	2,355.60	4,711.20
2. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				125	1399				125	1399				125	1399				125	1399	500	11.19	5,595.00
3. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				4	1531				4	1531				2	765				2	765	12	382.72	4,592.64
4. INK CARTRIDGE, Canon Part No. CL-811, colored	cart				5	4467				5	4467				5	4467				5	4467	20	893.36	17,867.20
5. INK CARTRIDGE, Canon Part No. PG-810, black	cart				10	7202				10	7202				10	7202				10	7202	40	720.20	28,808.00
6. MOUSE, optical, USB connection type	piece				3	432				3	432				3	432				3	432	12	144.04	1,728.48
COMMON OFFICE SUPPLIES																								
1. CARTOLINA, assorted color, 20s/pack	pack				2	141				2	141				2	141				2	141	8	70.72	565.76
2. CARTOLINA, white, 20s/pack	pack				0	0				0	0				0	0				1	52	1	52.00	52.00

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3. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece				3	112				3	112				0	0				0	0	6	37.44	224.64
4. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece				3	125				3	125				0	0				0	0	6	41.60	249.60
5. CLIP, backfold, 19mm, 12s/box	box				15	109				15	109				15	109				15	109	60	7.28	436.80
6. CLIP, backfold, 25mm, 12s/box	box				15	164				15	164				15	164				15	164	60	10.92	655.20
7. CLIP, backfold, 32mm, 12s/box	box				15	245				15	245				15	245				15	245	60	16.33	979.80
8. CLIP, backfold, 50mm, 12s/box	box				15	585				15	585				15	585				15	585	60	39.00	2,340.00
9. CLIP, bulldog, 73mm (3")	piece				15	125				15	125				15	125				15	125	60	8.32	499.20
10. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair				12	145				12	145				12	145				12	145	48	12.05	578.40
11. DATA FILE BOX, (5"x9"x15-3/4")	box				30	2092				10	697				10	697				10	697	60	69.73	4,183.80
12. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece				30	2309				15	1154				15	1154				15	1154	75	76.95	5,771.25
13 ERASER, rubber	piece				0	0				20	43.2				0	0				20	43.2	40	2.16	86.40
14. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 gsm., 0.22mm (min) thickness, five (5) colors per set	set				10	109				0	0				0	0				0	0	10	10.92	109.20
15. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 2216mm Leaf size, 68mm x 15mm Tab size, 153 GSM. 0.22mm (min) thickness, five(5) colors per set	set				20	333				20	333				20	333				10	166	70	16.64	1,164.80
16. FOLDER, pressboard, plain, legal, 100s/box	pack				1	936				0	0				0	0				0	0	1	935.89	935.89
17. FOLDER, morocco/fancy, legal size, 50s/pack	pack				1	291				0	0				0	0				0	0	1	291.20	291.20
18. GLUE, all purpose, 300 grams min.	jar				2	95.6				2	95.6				2	95.6				2	95.6	8	47.82	382.56
19. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece				0	0				3	117				0	0				0	0	3	39.00	117.00
20. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve				15	369				30	739				10	246				10	246	65	24.63	1,600.95

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21. MARKING PEN, whiteboard, bullet type, black	piece				10	123				10	123				10	123				10	123	40	12.27	490.80
22. MARKING PEN, whiteboard, bullet type, blue	piece				10	123				10	123				10	123				10	123	40	12.27	490.80
23. MARKING PEN, whiteboard, bullet type, red	piece				5	61.4				5	61.4				5	61.4				5	61.4	20	12.27	245.40
24. MARKER, permanent, bullet type, black	piece				40	486				40	486				40	486				40	486	160	12.15	1,944.00
25. MARKER, permanent, bullet type, blue	piece				20	243				20	243				20	243				20	243	80	12.15	972.00
26. MARKER, permanent, bullet type, red	piece				5	60.8				5	60.8				5	60.8				5	60.8	20	12.15	243.00
27. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream				40	4665				40	4665				40	4665				40	4665	160	116.62	18,659.20
28. PARCHMENT PAPER, A4 size, 80gsm,100sheets/pack	ream				1	88.4				1	88.4				1	88.4				0	0	3	88.40	265.20
29. PAPER FASTENER, for paper, metal, 50 sets/box	box				5	328				5	328				5	328				5	328	20	65.50	1,310.00
30. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box				3	40.6				3	40.6				3	40.6				3	40.6	12	13.52	162.24
31. PAPER CLIP, gem type, 32mm, 100s/box	box				6	36.7				6	36.7				6	36.7				6	36.7	24	6.12	146.88
32. PENCIL, lead, w/eraser, one(1) dozen per box	box				1	19.6				1	19.6				1	19.6				1	19.6	4	19.62	78.48
33. PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	piece				1	300				0	0				0	0				0	0	1	299.52	299.52
34. PUSH PIN, flat head type, assorted colors, 100s/case	case				1	19.1				0	0				0	0				0	0	1	19.08	19.08
35. RECORD BOOK, 300 pages, smythe sewn	book				3	163				3	163				3	163				3	163	12	54.18	650.16
36. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece				10	530				10	530				0	0				0	0	20	53.04	1,060.80
37. RING BINDER, 25mm x 1.12m (1"x44"), plastic, 10 pcs/bundle	bundle				1	114				0	0				0	0				0	0	1	113.88	113.88
38. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box				1	106				1	106				1	106				1	106	4	105.85	423.40
39. RULER, plastic, 450mm	piece				5	71.3				5	71.3				5	71.3				5	71.3	20	14.25	285.00
40. SIGN PEN, black	piece				25	1100				25	1100				25	1100				25	1100	100	44.01	4,401.00
41. SIGN PEN, red	piece				1	44				1	44				1	44				1	44	4	44.01	176.04
42. STAMP PAD INK, violet, 50mL	bottle				1	20.8				0	0				0	0				0	0	1	20.80	20.80
43. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box				5	119				5	119				5	119				5	119	20	23.80	476.00
44. TAPE, masking, 24mm, 50 meters length	roll				5	265				5	265				5	265				5	265	20	53.04	1,060.80
45. TAPE, transparent, 24mm, 50 meters	roll				10	174				10	174				10	174				10	174	40	17.37	694.80
46. TAPE, transparent, 48mm, 50 meters	roll				1	33.3				2	66.6				0	0				0	0	3	33.28	99.84
47. TAPE, packaging, 48mm, 50 meters length	roll				10	333				10	333				10	333				10	333	40	33.28	1,331.20
48. TOILET TISSUE, 12 rolls/pack	pack				25	1889				25	1889				25	1889				25	1889	100	75.57	7,557.00

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COMMON OFFICE DEVICES																									
1. CUTTER, heavy duty	piece				2	43.7						2	43.7								2	43.7	8	21.84	174.72
2. PUNCHER, heavy duty	piece				2	208						2	208								2	208	8	103.98	831.84
3. SCISSORS, (6")	pair				2	31.1						2	31.1								2	31.1	8	15.53	124.24
4. STAPLER, heavy duty, standard	piece				5	543						5	543								5	543	20	108.66	2,173.20
5. STAPLE REMOVER, plier type	piece				2	34.9						2	34.9								2	34.9	8	17.44	139.52
6. TAPE DISPENSER, heavy duty, for 24mm(1")	piece				2	66.6						2	66.6								2	66.6	8	33.28	266.24
7. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece				1	30.7						1	30.7								0	0	2	30.67	61.34
COMMON JANITORIAL SUPPLIES																									
1. RAG, COTTON, (7") in diameter, assorted colors	kilo				1	43.7						1	43.7								1	43.7	4	43.68	174.72
LEGAL SIZE PAPER																									
1. PAPER, multicopy, legal, for laser printing	ream				20	2621						20	2621								20	2621	80	131.06	10,484.80
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
Office Supplies																									
1 Double sided tape	roll				10	388						10	388								10	388	40	38.75	1,550.00
2 Certificate Paper	pack				25	569						25	569								25	569	100	22.75	2,275.00
3 Sticker Paper	pack				25	794						25	794								25	794	100	31.75	3,175.00
4 Multicolor A4	Ream				20	6420						20	6420								20	6420	80	321.00	25,680.00
5 Clear Card Case	pc				50	2738						0	0								0	0	50	54.75	2,737.50
6 Binder, 2-ring, (3"), long	pc				10	650						10									15		45	65.00	2,925.00
7 Folder, clear plactic, L-type, A4 (clear front, morocco back)	pc				30							30											60	15.00	900.00
8 Folder, clear plastic, L-type, Legal (clear front, morocco back)	pc				30							30											60	18.00	1,080.00
9 Board Paper A4	pk				7							7									6		26	22.75	591.50
10 Gift wrapper	pc											10										10	20	15.00	300.00
11 Certificate frame	pc				5							5									10	10	20	800.00	16,000.00
12 SOV trophy	pc																				8	8	8	3,800.00	30,400.00
13 SOV medal	pc																				2	2	2	2,500.00	5,000.00

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14 USB Flash drive (8GB)	pc																			2	2	370.00	740.00
15 Plastic cover	yd				50																50	18.00	900.00
16 Ink Film FR 136A	box				1				1				1							1	4	450.00	1,800.00
17 Permanent marker Black (OHP/Fine Point)	pc				12				12												24	65.00	1,560.00
18 Permanent marker Blue (OHP/Fine Point)	pc				6				6												12	65.00	780.00
19 T-shirt with printing (for VIDA)	pc							24	24												24	300.00	7,200.00
20 Token	pc				5				5				5								15	400.00	6,000.00
21 Bag	pc				5				5				5				10	10			25	150.00	3,750.00
22 Red paper padding glue	bottle				1																1	300.00	300.00
23 Micro SD card	pc				1																1	800.00	800.00
24 CMOS Battery	pc				5																5	50.00	250.00
25 ID Holder	pc				75																75	10.00	750.00
Computer Equipment and Accessories																							
1 Keyboard	pc				3				2												5	150.00	750.00
2 Extension wire (3 mtrs. with fuse)	pc				2																2	500.00	1,000.00
2 Automatic Voltage Regulator	pc				2				2												4	300.00	1,200.00
Fuel																							
1 Oil Lubricants	liter							15	15								15	15			30	150.00	4,500.00
2 Gasoline/Diesel	liter	209	209	209	628		209	209	209	628		209	209	209	628		209	209	209	628	2513	38.00	95,500.08
Furnitures and Fixtures																							
1 Office Partition - partition panels & doors																							
- 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
Other Supplies																							
1 Refill of Fire Extinguisher	10 lbs/tank			6	6																6	400.00	2,400.00
B. SERVICES																							
Printing Services																							
1 RA 9418 Volunteer Act Flyers	copies		1000		1000																1000	8.00	8,000.00
2 Agency Annual Report	copies						1000		1000												1000	13.50	13,500.00
3 Certificate Holder	copies			300	300																300	40.00	12,000.00

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4 SOV Flyers	copies			3000	3000															3000	4.00	12,000.00	
6 SOV Posters	copies			1000	1000															1000	15.19	15,190.00	
7 NVM Poster	copies										1000									1000	13.50	13,500.00	
8 SOV Awarding Program	copies																		150	150	115.00	17,250.00	
9 Christmas Cards	copies																3000			3000	8.00	24,000.00	
10 Calling Cards	100 pcs/box			2	2															2	550.00	1,100.00	
11 PNVSCA Stationary	ream			10	10															10	850.00	8,500.00	
12 Tarpaulins/banner	pc										2		2				2	2		4	1,000.00	4,000.00	
Courier Services																							
1 Mailing of official documents	pc	265	265	265	795		265	265	265	795		265	265	265	795		265	265	265	795	3180	80.00	254,400.00
Venue/Meals/Accommodation for Events & Training																							
1 Regional Volunteer & LPI Sharing Session	pax			65	65		65	65		130										195	500.00	97,500.00	
2 Program Officers Sharing Session	pax																	25		25	750.00	18,750.00	
3 Staff Teambuilding	pax			28	28															28	1,500.00	42,000.00	
4 VIDA Orientation Seminar	pax																25			25	7,530.00	188,250.00	
5 Planning & Performance Review Sessions	pax x days							24		24										24	48	750.00	36,000.00
6 SOV Awarding Ceremony	pax																			120	120	1,500.00	180,000.00
7 SOV Awardees' Accommodations	pax																			10	10	9,000.00	90,000.00
Equipment Maintenance																							
1 General Cleaning of A/C units	units			7	7				8	8			7	7				8	8	30	1,000.00	30,000.00	
2 Change oil of motor vehicles	units			3	3							3		3						6	2,000.00	12,000.00	
3 Car wash of motor vehicles	units								3	3								3	3	6	1,000.00	6,000.00	
4 Replacement of tires	pc			2	2													2	2	4	4,000.00	16,000.00	
"Other Categories"																							
1 Professional Services - M&E IT Consultant	man/m							1	2	3		1								3	66,666.67	200,000.00	
2 General Services - Janitorial	man/m	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3	12	21,902.00	262,824.00
3 General Services - Security	man/m	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3	12	21,383.00	256,596.00
4 General Services - Others (Driver)	man/m	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3	12	15,050.00	180,600.00
5 Office Space Rental	480/sqm			1	1		1	1	1	3		1	1	1	3		1	1	1	3	10	283,583.30	2,835,833.00
6 Photocopy Machine Rental	10000cps	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3	12	6,720.00	80,640.00
7 Internet Connection	8mbps/m	1	1	1	3		1	1	1	3		1	1	1	3		1	1	1	3	12	3,500.00	42,000.00

