

ANNUAL PROCUREMENT PLAN FOR 2016 For Common-Use Supplies and Equipment

Department/Bureau/Office: **NEDA - Philippine National Volunteer Service Coordinating Agency**
 Region: **National Capital Region (NCR)**
 Address: **Ground Floor, Philippine Sugar Center Building, North Avenue, Diliman, Quezon City**

Contact Person: **Elisa D. Bautista**
 Position: **Administrative Officer I**
 E-mail : **psgs@pnvsca.gov.ph**
 Telephone/Mobile Nos: **±632-4548797**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	15	-	-	15	15	-	-	15	15	-	-	15	15	-	-	15	60	17.14	1,028.40		
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	12	-	2	14	14	-	-	14	10	-	8	18	10	2	-	12	58	14.77	856.66		
3 TAPE, electrical	roll	5	-	-	5	-	-	-	-	5	-	-	5	-	-	-	-	10	18.20	182.00		
COMMON OFFICE SUPPLIES																						
1 CLEARBOOK, A4 size	piece	32	-	-	32	-	-	-	-	-	2	-	2	-	-	-	-	34	37.44	1,272.96		
2 CLEARBOOK, Legal size	piece	26	-	-	26	-	-	-	-	-	-	-	-	-	-	-	-	26	41.60	1,081.60		
3 CLIP, backfold, 19mm, 12 pieces per box	box	3	-	-	3	2	-	-	2	1	-	-	1	2	-	-	2	8	7.28	58.24		
4 CLIP, backfold, 25mm, 12 pieces per box	box	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	16.64	133.12		
5 CLIP, backfold, 32mm, 12 pieces per box	box	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	20.68	165.44		
6 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	25	-	-	25	25	-	-	25	25	-	-	25	25	-	-	25	100	41.08	4,108.00		
7 DATA FILE BOX, made with chipboard, with closed ends	box	22	-	-	22	10	-	-	10	22	-	-	22	-	-	-	-	54	69.73	3,765.42		
8 DATA FOLDER, made with chipboard, taglia lock	piece	20	-	-	20	-	-	20	20	20	-	-	20	20	-	-	20	80	76.95	6,156.00		
9 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	0	-	1	-	-	-	-	1	-	-	1	-	-	-	-	2	403.52	907.92		
10 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box	1	0	-	1	-	-	-	-	1	-	-	1	-	-	-	-	2	507.40	1,141.65		
11 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1	-	-	1	-	-	-	-	1	-	-	1	-	-	-	-	2	621.71	1,243.42		
12 ENVELOPE, EXPANDING, plastic	piece	10	-	-	10	-	-	-	-	10	-	-	10	-	-	-	-	20	35.03	700.60		
13 ERASER, plastic or rubber	piece	3	-	-	3	7	-	-	7	-	-	-	-	-	-	-	-	10	2.16	21.60		
14 FASTENER, for paper, metal, 50 sets per box	box	1	-	1	2	-	-	-	-	-	1	-	1	-	-	-	-	3	57.09	171.27		
15 FILE TAB DIVIDER, A4, five (5) colors per set	set	25	-	-	25	25	-	-	25	25	-	-	25	25	-	-	25	100	12.48	1,248.00		
16 FILE TAB DIVIDER, Legal Size, five(s) colors per set	set	25	-	-	25	25	-	-	25	25	-	-	25	25	-	-	25	100	16.64	1,664.00		
17 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	1	-	-	1	-	-	1	1	-	-	1	1	-	-	-	-	3	291.20	873.60		
18 GLUE, all purpose, 300 grams min.	jar	3	-	-	3	3	-	-	3	3	-	-	3	3	-	-	3	12	48.88	586.56		
19 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	50.84	50.84		
20 MARKER, fluorescent, 3 colors per set	set	12	-	-	12	-	-	-	-	5	7	-	12	-	-	-	-	24	35.55	853.20		
21 MARKER, whiteboard, bullet type, black	piece	8	4	-	12	9	-	-	9	8	-	8	16	5	-	-	5	42	11.80	495.60		
22 MARKER, whiteboard, bullet type, blue	piece	8	4	-	12	9	-	-	9	8	-	8	16	5	-	-	5	42	11.80	495.60		
23 MARKER, whiteboard, bullet type, red	piece	3	1	-	4	4	-	-	4	3	-	1	4	3	-	-	3	15	11.80	177.00		
24 MARKER, permanent, bullet type, black	piece	8	5	-	13	15	-	-	15	8	-	20	28	8	-	-	8	64	9.65	617.60		

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
25 MARKER, permanent, bullet type, blue	piece	8	5	-	13	15	-	-	15	8	-	20	28	8	-	-	8	64	9.65	617.60		
26 MARKER, permanent, bullet type, red	piece	6	2	-	8	8	-	-	8	6	-	10	16	6	-	-	6	38	9.65	366.70		
27 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	5	-	5	10	-	-	-	5	-	50	55	-	-	-	-	-	65	10.30	669.50		
28 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	12	-	-	12	-	-	-	10	-	-	10	-	-	-	-	-	22	31.20	686.40		
29 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	15	3	-	18	10	3	-	13	10	3	-	13	10	3	-	13	57	13.52	770.64		
30 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	15	3	-	18	10	3	-	13	10	3	-	13	10	3	-	13	57	6.76	385.32		
31 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	40	-	-	40	40	-	-	40	40	-	-	40	40	-	-	40	160	117.83	18,852.80		
32 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	-	-	-	-	-	-	-	-	-	-	-	10	-	-	-	10	10	132.02	1,320.20		
33 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	2	-	-	2	1	-	-	1	1	-	-	1	1	-	-	1	5	92.04	460.20		
34 PENCIL, lead, w/eraser, one(1) dozen per box	box	10	-	-	10	-	-	-	10	-	-	10	-	-	-	-	-	20	19.62	392.40		
35 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5	20	60.32	1,206.40		
36 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	1	-	-	1	-	-	-	1	-	-	1	-	-	-	-	-	2	256.87	513.74		
37 RUBBER BAND, 70mm min lay flat length (#18)	box	1	-	1	2	-	-	-	-	-	-	-	-	-	-	-	-	2	105.85	211.70		
38 RULER, plastic, 450mm, 1 piece in individual plastic	piece	3	-	-	3	3	-	-	3	3	-	-	3	3	-	-	3	12	15.60	187.20		
39 SIGN PEN, black	piece	22	-	-	22	15	-	-	15	22	-	-	22	15	-	-	15	74	44.01	3,256.74		
40 SIGN PEN, blue	piece	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	44.01	352.08		
41 SIGN PEN, red	piece	1	-	-	1	1	-	-	1	1	-	-	1	1	-	-	1	4	44.01	176.04		
42 STAMP PAD INK, violet, 50mL	bottle	1	-	-	1	-	-	-	1	-	-	1	-	-	-	-	-	2	22.88	45.76		
43 STAPLE WIRE, Standard	box	5	1	-	6	-	1	-	1	5	1	-	6	-	1	-	1	14	18.92	264.88		
44 TAPE, masking, 24mm, 50 meters length	roll	5	-	-	5	5	-	-	5	5	-	-	5	10	-	-	10	25	55.12	1,378.00		
45 TAPE, masking, 48mm, 50 meters length	roll	7	-	-	7	-	-	-	-	5	-	1	6	-	-	-	-	13	105.04	1,365.52		
46 TAPE, transparent, 24mm, 50 meters	roll	10	-	-	10	10	-	-	10	10	-	-	10	10	-	-	10	40	17.37	694.80		
47 TAPE, transparent, 48mm, 50 meters	roll	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5	20	33.28	665.60		
48 TAPE, packaging, 48mm, 50 meters length	roll	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5	20	33.28	665.60		
49 TWINE, plastic, one kilo per roll	roll	1	-	-	1	-	-	-	1	-	-	-	1	-	-	-	-	2	54.08	108.16		
COMMON OFFICE DEVICES																						
1 CUTTER KNIFE, heavy duty	piece	-	-	-	-	3	-	-	3	-	-	3	3	-	-	-	-	6	19.43	116.58		
2 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	123.43	987.44		
3 SCISSORS, (6")	pair	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5	20	15.53	310.60		
4 STAPLER, standard	piece	3	-	-	3	3	-	-	3	3	-	-	3	3	-	-	3	12	92.23	1,106.76		
5 STAPLE REMOVER, plier type	piece	7	-	-	7	-	-	-	-	-	-	-	-	-	-	-	-	7	17.63	123.41		
COMMON COMPUTER SUPPLIES																						
1 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	10	-	-	10	-	-	-	10	-	-	10	-	-	-	-	-	20	21.37	427.40		
2 EXTERNAL HARD DRIVE, 1TB, 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	-	-	-	-	-	-	-	5	-	-	5	-	-	-	-	-	5	3,092.96	15,464.80		
3 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	11	-	-	11	5	-	-	5	3	-	-	3	-	-	-	-	19	234.00	4,446.00		

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
4 MOUSE, optical, USB connection type	unit	5	-	2	7	-	-	-	-	6	-	-	6	-	-	-	-	13	137.28	1,784.64	
CONSUMABLES																					
1 INK CART, CANON PG-810, Black	cart	9	-	-	9	9	-	-	9	9	-	-	9	9	-	-	9	36	619.84	22,314.24	
2 INK CART, CANON CL-811, Colored	cart	5	-	-	5	5	-	-	5	5	-	-	5	6	-	-	6	21	819.52	17,209.92	
3 INK CART, EPSON C13T6664100 (T6641), Black	cart	3	-	-	3	3	-	-	3	3	-	-	3	4	1	-	5	14	254.80	3,567.20	
4 INK CART, EPSON C13T664200 (T6642), Cyan	cart	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	254.80	2,038.40	
5 INK CART, EPSON C13T664300 (T6643), Magenta	cart	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	254.80	2,038.40	
6 INK CART, EPSON C13T664400 (T6644), Yellow	cart	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	254.80	2,038.40	
7 INK CART, HP CB335WA, (HP74), Black	cart	2	-	-	2	2	-	-	2	2	-	-	2	2	-	-	2	8	678.08	5,424.64	
8 INK CART, HP CB337WA, (HP75), Tri-color	cart	3	-	-	3	-	-	-	-	3	-	-	3	-	-	-	-	6	780.00	4,680.00	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON OFFICE SUPPLIES																					
1 CLIP, bulldog, 73mm (3")	piece	10	-	-	10	-	-	-	-	10	-	-	10	-	-	-	-	20	8.32	166.40	
2 MANILA PAPER, 10sheets per pack	pack	20	-	-	20	15	-	-	15	20	-	5	25	10	-	-	10	70	26.00	1,820.00	
3 MAP PIN, round head, 100 pieces per case	case	-	1	-	1	-	-	-	-	-	1	-	1	-	-	-	-	2	40.35	80.70	
4 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	150.80	150.80	
5 STAPLE WIRE, Heavy duty, 23/17	box	5	-	-	5	-	-	-	-	5	-	-	5	-	-	-	-	10	41.48	414.80	
6 TIME CARD, for Amano Bundy Clock, 100 pieces bundle	bundle	-	-	-	-	-	-	-	-	2	-	-	2	-	-	-	-	2	69.47	138.94	
7 Smart Ribbon Kit, SIADC-P-YMCKOK	piece	2	-	-	2	-	-	-	-	2	-	-	2	-	-	-	-	4	6,000.00	24,000.00	
Office Supplies																					
1 STICKER PAPER	pack	5	-	-	5	5	-	-	5	5	-	-	5	-	5	-	5	20	42.50	850.00	
2 MULTI-COLOR PAPER	ream	-	-	-	-	2	-	-	2	-	-	3	3	-	4	-	4	9	350.00	3,150.00	
3 VELLUM BOARD PAPER (short 200 GSM)	pack	-	5	-	5	-	10	-	10	-	5	-	5	-	-	-	-	20	33.00	660.00	
4 BOARD PAPER (for printing of IDs)	pack	3	-	-	3	3	-	-	3	3	-	-	3	3	-	-	3	12	30.00	360.00	
5 DOUBLE SIDED TAPE	roll	5	-	-	5	5	-	-	5	5	-	-	5	5	-	-	5	20	57.00	1,140.00	
6 GIFT WRAPPER	piece	-	2	-	2	-	-	-	-	-	2	-	2	-	-	-	-	4	15.00	60.00	
7 FOLDER, clear plastic, L-type, A4 (clear front, morocco back)	piece	40	-	-	40	-	-	-	-	-	-	-	-	-	-	-	-	40	15.00	600.00	
8 SD Card, 64GB Class 10	piece	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1	2,000.00	2,000.00	
9 Photopaper, A4	pack	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	5	60.00	300.00	
10 Photopaper, 4"x6"	pack	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	5	30.00	150.00	
Computer Supplies																					
1 CD-RW 12x 700MB with case	piece	-	100	-	100	100	-	-	100	200	-	-	200	100	-	-	100	500	30.00	15,000.00	
2 FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	-	-	-	-	-	-	-	-	-	-	50	50	-	-	-	-	50	310.00	15,500.00	
3 AUTOMATIC VOLTAGE REGULATOR	piece	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	1,880.00	3,760.00	
4 MOUSE, wireless	piece	3	-	-	3	-	-	-	-	3	-	-	3	-	-	-	-	6	699.00	4,194.00	
5 Keyboard	piece	3	-	-	3	-	-	-	-	3	-	-	3	-	-	-	-	6	150.00	900.00	
6 Thermal Paste	piece	2	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	2	600.00	1,200.00	
7 PVC Card	piece	4	-	-	4	-	-	-	-	-	-	-	-	-	-	-	-	4	250.00	1,000.00	


Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
8 VGA Cable, 5 meters	piece	1	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-	-	1	400.00	400.00		
9 RJ45 Clip	piece	100	-	-	100	-	-	-	-	100	-	-	100	-	-	-	-	-	200	5.00	1,000.00		
10 RJ45 Rubber Boots	piece	50	-	-	50	-	-	-	-	50	-	-	50	-	-	-	-	-	100	5.00	500.00		
11 CMOS 2030 Battery	piece	5	-	-	5	-	-	-	-	-	-	-	-	-	-	-	-	-	5	50.00	250.00		
Computer Equipment and Accessories																							
1 Desktop PC Quad Core 3.5 Ghz, 8 GB RAM, 1 TB HDD with discrete Graphics Card, 24" LED Monitor	set	-	-	-	-	-	-	-	-	2	-	-	2	-	-	-	-	-	2	50,000.00	100,000.00		
2 Desktop PC Dual Core 3.0 GHz, 4 GB RAM, 500 GB HDD	set	-	-	-	-	-	-	-	-	7	-	-	7	-	-	-	-	-	7	30,000.00	210,000.00		
3 Laptop Quad Core 3.0 GHz; 4 GB RAM; 1 TB HDD; 15.6" display with discrete graphics card	set	-	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	1	35,000.00	35,000.00		
4 Laptop Quad Core 2.5 GHz, 4 GB RAM, 500 GB HDD, 14"	pc	-	-	-	-	-	-	-	-	2	-	-	2	-	-	-	-	-	2	27,000.00	54,000.00		
5 Operating System (Windows 7 Pro 64-bit or higher)	pc	-	-	-	-	-	-	-	-	12	-	-	12	-	-	-	-	-	12	10,000.00	120,000.00		
6 Gigabit Router	pc	-	-	-	-	-	-	-	-	1	-	-	1	-	-	-	-	-	1	14,500.00	14,500.00		
C. TOTAL (A + B):																					754,547.50		
D. ADDITIONAL PROVISION FOR INFLATION (10% of C. TOTAL)																					75,454.75		
E. GRAND TOTAL (C + D)																					830,002.25		
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							
G. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores		X			54266	X			28179	X			65624	X			28452	X					
G.2 Other Items not available at PS but regularly purchased from other sources					16740				4618				560130				4987.5						
TOTAL MONTHLY CASH REQUIREMENTS					71005				32797				625753				33440						

*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 budget for the year.


Prepared by:


ELISA D. BAUTISTA
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


FLERIDA J. GIRON
 Accountant

Approved by:


JOBELITO C. DE VERA
 Head of Office/Agency