

**ANNUAL PROCUREMENT PLAN FOR 2017  
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 Buildig  
North Avenue, Diliman, Quezon City

Agency Code No.:

Contact Person: Elisa D. Bautista  
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Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity	
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																					
<b>COMMON ELECTRICAL SUPPLIES</b>																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	15			15	15			15	15			15	15				15	60	17.42	1,045.20
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	15			15	15			15	15			15	15				15	60	15.03	901.80
3 TAPE, electrical	roll	5			5	5			5	5			5	5				5	20	18.20	364.00
<b>COMMON OFFICE SUPPLIES</b>																					
6 CARTOLINA, assorted color, 20 pieces per pack	pack	5			5	5			5	5			5	5				5	20	64.48	1,289.60
8 CLEARBOOK, A4 size	piece	50			50	50			50	50			50	50				50	200	39.52	7,904.00
9 CLEARBOOK, Legal size	piece	50			50	50			50	50			50	50				50	200	43.68	8,736.00
10 CLIP, backfold, 19mm, 12 pieces per box	box	25			25	25			25	25			25	25				25	100	7.28	728.00
11 CLIP, backfold, 25mm, 12 pieces per box	box	5			5	5			5	5			5	5				5	20	13.50	270.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	2			2	2			2	2			2	2				2	8	19.12	152.96
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	50			50	50			50	50			50	50				50	200	31.20	6,240.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	50			50	50			50	50			50	50				50	200	69.78	13,956.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	50			50	50			50	50			50	50				50	200	68.64	13,728.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1				0	1			1					0	2	381.54	763.08
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1				0	1			1					0	2	507.40	1,014.80
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1				0	1			1					0	2	621.71	1,243.42
25 FASTENER, for paper, metal, 50 sets per box	box	2			2				0	2			2					0	4	57.09	228.36
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	25			25				0	25			25					0	50	70.67	3,533.50
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	25			25	25			25	25			25	25				25	100	12.48	1,248.00
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	25			25	25			25	25			25	25				25	100	16.64	1,664.00
29 FOLDER, Fancy, A4, 50s/ bundle	bundle	2			2	2			2	2			2	2				2	8	234.00	1,872.00
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	2			2	2			2	2			2	2				2	8	291.20	2,329.60
31 FOLDER, L-type, A4, 50 pieces pack	pack	10			10	10			10	10			10	10				10	40	166.40	6,656.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	10			10	10			10	10			10	10				10	40	203.84	8,153.60
36 GLUE, all purpose, 300 grams min.	jar				0				0	5			5					0	5	44.18	220.90
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0				0	2			2					0	2	50.84	101.68
40 MARKER, fluorescent, 3 colors per set	set	45			45	45			45	45			45	45				45	180	35.55	6,399.00
41 MARKER, whiteboard, bullet type, black	piece	25			25	25			25	25			25	25				25	100	10.28	1,028.00
42 MARKER, whiteboard, bullet type, blue	piece	25			25	25			25	25			25	25				25	100	10.28	1,028.00
43 MARKER, whiteboard, bullet type, red	piece	25			25	25			25	25			25	25				25	100	10.28	1,028.00
44 MARKER, permanent, bullet type, black	piece	25			25	25			25	25			25	25				25	100	9.65	965.00
45 MARKER, permanent, bullet type, blue	piece	25			25	25			25	25			25	25				25	100	9.65	965.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
46 MARKER, permanent, bullet type, red	piece	20			20	20			20	20			20	20			20	80	9.65	772.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	50			50	50			50	50			50	50			50	200	10.40	2,080.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	10			10	10			10	10			10	10			10	40	31.20	1,248.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	10			10	10			10	10			10	10			10	40	40.51	1,621.60
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	10			10	10			10	10			10	10			10	40	54.06	2,162.40
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	50			50	50			50	50			50	50			50	200	12.85	2,570.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	50			50	50			50	50			50	50			50	200	6.43	1,286.00
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	85			85	90			90	90			90	90			90	355	112.32	39,873.60
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	35			35	35			35	35			35	35			35	140	132.02	18,482.80
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	5			5	5			5	5			5	5			5	20	88.40	1,768.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	50			50	50			50	50			50	50			50	200	256.87	51,374.00
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	30			30	30			30	30			30	30			30	120	15.48	1,857.60
67 SIGN PEN, black	piece	50			50	50			50	50			50	50			50	200	38.10	7,620.00
68 SIGN PEN, blue	piece	25			25	25			25	25			25	25			25	100	38.10	3,810.00
69 SIGN PEN, red	piece	10			10	10			10	10			10	10			10	40	38.10	1,524.00
70 STAMP PAD INK, violet, 50ml	bottle	5			5	5			5	5			5	5			5	20	24.63	492.60
72 STAPLE WIRE, Heavy duty, 23/13	box	10			10	10			10	10			10	10			10	40	30.42	1,216.80
73 STAPLE WIRE, Standard	box	5			5	5			5	5			5	5			5	20	18.92	378.40
76 TAPE, transparent, 24mm, 50 meters	roll	50			50	50			50	50			50	50			50	200	17.37	3,474.00
78 TAPE, packaging, 48mm, 50 meters length	roll	20			20	20			20	20			20	20			20	80	30.63	2,450.40
80 TWINE, plastic, one kilo per roll	roll	5			5	5			5	5			5	5			5	20	49.92	998.40
<b>SHARPENERS AND CUTTERS</b>																				
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	10			10	10			10	10			10	10			10	40	187.20	7,488.00
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	10			10	10			10	10			10	10			10	40	114.28	4,571.20
6 SCISSORS, (6")	pair	10			10	10			10	10			10	10			10	40	13.73	549.20
7 STAPLER, standard	piece	10			10	10			10	10			10	10			10	40	82.16	3,286.40
<b>PERIPHERALS</b>																				
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	5			5				0	5			5				0	10	142.36	1,423.60
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0				0	1			1				0	1	26,483.60	26,483.60
<b>STORAGE</b>																				
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0				0	6			6				0	6	194.48	1,166.88
<b>PRINTERS</b>																				
16 INK CART, CANON PG-810, Black	cart	8			8	8			8	8			8	8			8	32	737.36	23,595.52
17 INK CART, CANON CL-811, Colored	cart	3			3	3			3	3			3	3			3	12	970.32	11,643.84
28 INK CART, EPSON C13T6664100 (T6641), Black	cart	3			3	3			3	3			3	3			3	12	254.80	3,057.60
29 INK CART, EPSON C13T6664200 (T6642), Cyan	cart	3			3	3			3	3			3	3			3	12	254.80	3,057.60
30 INK CART, EPSON C13T6664300 (T6643), Magenta	cart	3			3	3			3	3			3	3			3	12	254.80	3,057.60
31 INK CART, EPSON C13T6664400 (T6644), Yellow	cart	3			3	3			3	3			3	3			3	12	254.80	3,057.60

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<b>B. OTHER ITEMS NOT AVAILABLE AT IS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>Office Supplies</b>																				
1 Manila Paper, 10 sheets per pack	pack	20			20				0	20			20				0	40	50.00	2,000.00
2 Map Pin, round head, 100 pieces per case	case	1			1	1			1	1			1	1			1	4	45.00	180.00
3 Time Card, Amano Bundy Clock, 100 pcs.	bundle	2			2	2			2	2			2	2			2	8	90.00	720.00
4 Smart Ribbon Kit, SIADC-P-YMCKOK	piece	1			1				0	1			1				0	2	6,000.00	12,000.00
5 Sticker Paper	pack	50			50	50			50	50			50	50			50	200	55.00	11,000.00
6 Multi-color Paper	ream	5			5	5			5	5			5	5			5	20	340.00	6,800.00
7 Vellum Paper (short 200gsm)	pack	5			5	5			5	5			5	5			5	20	35.00	700.00
8 Board Paper (for printing of IDs)	pack	5			5	5			5	5			5	5			5	20	35.00	700.00
9 Double sided tape	roll	5			5	5			5	5			5	5			5	20	55.00	1,100.00
10 Gift wrapper, 10 pcs./bundle	bundle				0				0	2			2	2			2	4	100.00	400.00
11 Folder, L-type, A4 (clear front, morocco back)	pack	5			5	5			5	5			5	5			5	20	500.00	10,000.00
12 SD card, 64GB Class	piece	1			1				0				0				0	1	2,000.00	2,000.00
13 Photopaper A4	pack	5			5	5			5	5			5	5			5	20	80.00	1,600.00
14 Photopaper Legal	pack	5			5	5			5	5			5	5			5	20	85.00	1,700.00
15 Multicopy letter size	ream				0				0	2			2				0	2	320.00	640.00
16 Binder, 2-ring (3") long	piece				0	10			10	10			10	10			10	30	120.00	3,600.00
17 Sign Pen (for the Director) .06	piece	20			20	20			20	20			20	20			20	80	100.00	8,000.00
					0				0				0				0	0		-
<b>Computer Supplies</b>																				
1 CD-RW 12x 700 MB with case	piece	200			200	100			100	200			200	200			200	700	30.00	21,000.00
2 CMOS 2030 Battery	piece	10			10	10			10	5			5	10			10	35	50.00	1,750.00
3 AVR	piece	5			5	5			5	5			5	5			5	20	500.00	10,000.00
4 Keyboard	piece	5			5	5			5	5			5	5			5	20	500.00	10,000.00
5 Thermal Paste	piece	2			2	1			1	2			2	2			2	7	600.00	4,200.00
6 PVC Card	piece	4			4				0				0				0	4	250.00	1,000.00
7 VGS Cable, 5 meters	piece	2			2	2			2	2			2	2			2	8	400.00	3,200.00
8 RJ45 clip	piece	50			50				0	50			50				0	100	5.00	500.00
9 RJ45 Rubber Boots	piece	50			50				0	50			50				0	100	5.00	500.00
					0				0				0				0	0		-
<b>Computer Equipment and Accessories</b>																				
1 Desktop PC	piece				0			12	12				0				0	12	36,000.00	432,000.00
2 Laptop (13)	piece				0			4	4				0				0	4	31,500.00	126,000.00
3 Laptop (15)	piece				0			1	1				0				0	1	45,000.00	45,000.00
4 Tablet	piece				0			2	2				0				0	2	18,000.00	36,000.00
5 Smartphone	piece				0			3	3				0				0	3	18,000.00	54,000.00
6 Projector	piece				0			1	1				0				0	1	36,000.00	36,000.00
																				-
<b>*Other Categories</b>																				
1 Shovel	piece				0				0				0	30			30	30	150.00	4,500.00
2 Gloves	piece				0				0				0				30	30	50.00	1,500.00
3 Bulb, 40 watts	piece	20			20	20			20	20			20	20			20	80	100.00	8,000.00
4 Tokens	piece				0				0				0				10	10	4,500.00	45,000.00
5 Trophy	piece				0				0				0				9	9	3,000.00	27,000.00
6 Medals	piece				0				0				0				2	2	2,000.00	4,000.00
7 Frames	piece				0				0				0				2	2	1,500.00	3,000.00

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8 Plaques	piece				0				0				0				2	2	2,000.00	4,000.00		
<b>C. TOTAL</b>																						
<b>D. ADDITIONAL INFORMATION (SEE ITEM 10.000000 TOTAL)</b>																						
<b>E. GRAND TOTAL</b>																						
<b>F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																						
<b>G. MONTHLY CASH REQUIREMENTS</b>																						
G.1 Available at Procurement Service Stores				78451.4				86734.6				126651					86934.6			378771.74		
G.2 Other Items not available at PS but regularly purchased from other sources				17000				740900				15750					104500			878150		
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>				<b>95451.4</b>				<b>827635</b>				<b>142401</b>					<b>191435</b>			<b>1256921.74</b>		

\*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*

ELISA D. BAUTISTA  
Property/Supply Officer

Certified Funds Available /  
Certified Appropriate Funds Available:

*Florida J. Giron*  
FLORIDA J. GIRON

Accountant /  
Local Budget Officer

Approved by:

*Jose Lito C. De Vera*  
JOSE LITO C. DE VERA  
Head of Office/Agency

Date Prepared: 14 November 2016