

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **LOCAL GOVERNMENT OF SAN SIMON**
 Region: **R3 (CENTRAL LUZON)**
 Address: **Mac Arthur H-way, Brgy. San Agustin
 San Simon, Pampanga**

Agency Account Code: **5-02-03-990**

Contact Person: **ENGR. BENIGNO M. BONUS**
 Position: **General Services Officer**
 E-mail : **municipalityofsansimon_pamp@yahoo.com**
 Telephone/Mobile Nos: **(045) 435-4520**

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Aug 15, 2016	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	20			20				0	20			20				0	40	17.42	696.80	
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	20			20				0	20			20				0	40	15.03	601.20	
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0				0				0				0	0	77.56	-	
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	114.40	-	
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0				0				0				0	0	36.30	-	
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0				0				0				0	0	93.29	-	
7 TAPE, electrical	roll	50			50	50			50	50			50	50				50	200	18.20	3,640.00
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll		5		5				0		5		5					0	10	624.00	6,240.00
2 AIR FRESHENER, 280ml/can	can	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	10	30	120	83.20	9,984.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle	20		20	40	20		20	40	20		20	40	20		20	40	160		47.82	7,651.20
4 CARBON FILM, A4 size, 100 sheets per box	box	5			5	5			5	5			5	5				5	20	197.58	3,951.60
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	5			5				0				0					0	5	202.80	1,014.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack	10			10	10			10	10			10	10				10	40	64.48	2,579.20
7 CHALK, white, dustless, 100 pieces per box	box				0				0				0					0	0	25.86	-
8 CLEARBOOK, A4 size	piece	30			30	30			30	30			30	30				30	120	39.52	4,742.40
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	75			75	75			75	75			75	75				75	300	7.28	2,184.00
11 CLIP, backfold, 25mm, 12 pieces per box	box	75			75	75			75	75			75	75				75	300	13.50	4,050.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	50			50	50			50	50			50	50				50	200	19.12	3,824.00
13 CLIP, backfold, 50mm, 12 pieces per box	box	50			50	50			50	50			50	50				50	200	43.68	8,736.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	30		40	70	30		40	70	30		40	70	30		40	70	280		31.20	8,736.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	40			40	40			40	40			40	40				40	160	69.78	11,164.80
16 DATA FOLDER, made with chipboard, taglia lock	piece	50			50	50			50	50			50	50				0	150	68.64	10,296.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	5			5				0	5			5					0	10	381.54	3,815.40
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	5			5	5			5	5			5	5				5	20	507.40	10,148.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	5			5	5			5	5			5	5				5	20	621.71	12,434.20
20 ENVELOPE, EXPANDING, plastic	piece	50		50	100	50		50	100	50		50	100	50		50	100	400		27.61	11,044.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	10			10				0	10			10					0	20	499.20	9,984.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	5			5				0	5			5				0	10	561.60	5,616.00	
23 ERASER, felt, for blackboard/whiteboard	piece	35			35				0				0				0	35	11.11	388.85	
24 ERASER, plastic or rubber	piece				0				0				0				0	0	2.29	-	
25 FASTENER, for paper, metal, 50 sets per box	box	30			30	30			30	30			30	30				30	120	57.09	6,850.80
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	50			50	25			25	25			25	25				25	125	70.67	8,833.75
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set			40	40			40	40			40	40		40		40	40	160	16.64	2,662.40
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	10			10				0				0					0	10	291.20	2,912.00
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	0	203.84	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	5			5				0	5			5					0	10	746.72	7,467.20
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	10			10				0	10			10					0	20	200.37	4,007.40
36 GLUE, all purpose, 300 grams min.	jar	25			25	25			25	25			25	25				25	100	44.18	4,418.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10			10				0	10			10					0	20	50.84	1,016.80
38 LOOSELEAF COVER, 50sets per bundle	bundle				0				0				0					0	0	539.76	-
39 MAGAZINE FILE BOX, LARGE	piece	50			50	20			20	50			50	75				75	195	41.60	8,112.00
40 MARKER, fluorescent, 3 colors per set	set	35			35	10			10	10			10	10				10	65	35.55	2,310.75
41 MARKER, whiteboard, bullet type, black	piece	50			50	20			20	20			20	20				20	110	10.28	1,130.80
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	20			20	20			20	20			20	20				20	80	10.28	822.40
44 MARKER, permanent, bullet type, black	piece	50			50	20			20	50			50	20				20	140	9.65	1,351.00
45 MARKER, permanent, bullet type, blue	piece	25			25	25			25	25			25	25				25	100	9.65	965.00
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	100			100	30			30	30			30	40				40	200	10.40	2,080.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	20	20		40	20		20	40	20		20	40	20		20		40	160	31.20	4,992.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	20	20		40	20		20	40	20		20	40	20		20		40	160	40.54	6,486.40
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	20			20	20			20	20			20	20				20	80	54.06	4,324.80
51 PAD PAPER, Ruled	pad	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10		30	120	18.26	2,191.20
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	25			25	25			25	25			25	25				25	100	12.85	1,285.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	25			25	25			25	25			25	25				25	100	6.43	643.00
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0					0	0	115.95	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0					0	0	135.65	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	10			10				0				0					0	10	91.94	919.40
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	35	35	50	120	35	35	50	120	35	35	50	120	35	35	50	120	480	114.35	54,888.00	
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
59 PAPER, Thermal, 216mm x 30m	roll	10			10	10			10	10			10	10				10	40	31.15	1,246.00
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	80			80	30			30	30			30	30				30	170	19.62	3,335.40
61 PHILIPPINE NATIONAL FLAG	piece	30			30				0				0					0	30	278.72	8,361.60
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	15		15	30		15		15	15			15	30				15	90	60.32	5,428.80
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	10		10	20		10		10	10		10	20		10			10	60	86.85	5,211.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	5			5	5			5	5			5	5				5	20	256.87	5,137.40
65 RUBBER BAND, 70mm min lay flat length (#18)	box	25			25				0				0					0	25	93.31	2,332.75

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	50			50				0				0				0	50	15.48	774.00	
67 SIGN PEN, black	piece	100			100	35			35	35			35	36			36	206	38.10	7,848.60	
68 SIGN PEN, blue	piece	50			50	20			20	20			20	20			20	110	38.10	4,191.00	
69 SIGN PEN, red	piece	50			50	20			20	20			20	20			20	110	38.10	4,191.00	
70 STAMP PAD INK, violet, 50mL	bottle	30			30				0	30			30				0	60	24.63	1,477.80	
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	60			60				0	40			40				0	100	27.66	2,766.00	
72 STAPLE WIRE, Heavy duty, 23/13	box	20			20	20			20	20			20	20			20	80	30.42	2,433.60	
73 STAPLE WIRE, Standard	box	50			50	25			25	25			25	25			25	125	18.92	2,365.00	
74 TAPE, masking, 24mm, 50 meters length	roll	25	10	5	40	25	10	5	40	25	10	5	40	25	10	5	40	160	55.12	8,819.20	
75 TAPE, masking, 48mm, 50 meters length	roll	10		10	20	10		10	20	10		10	20	10		10	20	80	105.04	8,403.20	
76 TAPE, transparent, 24mm, 50 meters	roll	25	10	5	40	25	10	5	40	25	10	5	40	25	10	5	40	160	17.37	2,779.20	
77 TAPE, transparent, 48mm, 50 meters	roll	25	10	5	40	25	10	5	40	25	10	5	40	25	10	5	40	160	26.52	4,243.20	
78 TAPE, packaging, 48mm, 50 meters length	roll	10			10	10			10	10			10	10			10	40	30.63	1,225.20	
79 TOILET TISSUE, 12 rolls per pack	pack	10			10	10			10	10			10	10			10	40	67.60	2,704.00	
80 TWINE, plastic, one kilo per roll	roll	15			15	15			15	15			15	15			15	60	49.92	2,995.20	
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	20			20				0	20			20				0	40	124.80	4,992.00	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	25			25				0	25			25				0	50	9.19	459.50	
2 CUTTER KNIFE, heavy duty	piece	20			20				0	20			20				0	40	19.76	790.40	
3 DATING AND STAMPING MACHINE	piece	5			5				0				0				0	5	478.38	2,391.90	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	5			5	5			5	5			5	5			5	20	187.20	3,744.00	
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	45			45				0	45			45				0	90	13.73	1,235.70	
7 STAPLER, standard	piece	15			15	15			15	15			15	15			15	60	82.16	4,929.60	
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	5			5				0				0				0	5	878.80	4,394.00	
9 STAPLE REMOVER, plier type	piece	35			35				0	20			20				0	55	18.18	999.90	
10 TAPE DISPENSER, table top	piece	25			25				0	25			25				0	50	47.72	2,386.00	
11 WASTE BASKET, non-rigid plastic	piece	40			40				0	45			45				0	85	23.90	2,031.50	
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (tambo)	piece	20			20	20			20	20			20	20			20	80	88.40	7,072.00	
2 BROOM, stick (tingting)	piece	15	5	5	25	15	5	5	25	15	5	5	25	15	5	5	25	100	23.92	2,392.00	
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	10			10	10			10	10			10	10			10	40	41.60	1,664.00	
4 CLEANSER, scouring powder, 350grams/can	can	15			15	25			25	25			25	15			15	80	21.27	1,701.60	
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	15	5	5	25	15	5	5	25	15	5	5	25	15	5	5	25	100	37.43	3,743.00	
6 DISINFECTANT SPRAY, 400-550 grams	can	10			10	10			10	10			10	10			10	40	119.60	4,784.00	
7 DUST PAN, non-rigid plastic	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	27.96	1,677.60	
8 FLOOR WAX, Paste, red	can	2			2				0	2			2				0	4	202.80	811.20	
9 FURNITURE CLEANER, aerosol, 300mL/can	can	6			6	6			6	6			6	6			6	24	84.76	2,034.24	

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
10 INSECTICIDE, aerosol type, 600mL/can	can	14			14	14			14	14			14	14			14	56	124.80	6,988.80
11 MOPBUCKET	piece	1			1	1			1	1			1	1			1	4	1,820.00	7,280.00
12 MOPHANDLE, screw type, aluminum handle	piece	3			3	3			3	3			3	3			3	12	142.48	1,709.76
13 MOPHEAD, made of rayon	piece	5			5	5			5	5			5	5			5	20	98.80	1,976.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	25			25	25			25	25			25	25			25	100	49.69	4,969.00
15 SCOURING PAD, 5 pieces per pack	pack	5			5	5			5	5			5	5			5	20	102.96	2,059.20
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll	10			10	10			10	10			10	10			10	40	139.88	5,595.20
17 DISINFECTANT, bleaching solution	cont	7			7	7			7	7			7	7			7	28	101.82	2,850.96
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	20			20	10			10	10			10	10			10	50	142.36	7,118.00
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	5			5	5			5	5			5	5			5	20	328.64	6,572.80
4 CHAIR, monobloc, without armrest, beige	piece	100			100				0	50			50				0	150	254.68	38,202.00
5 CHAIR, monobloc, without armrest, white	piece	100			100				0				0				0	100	254.80	25,480.00
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	5			5				0				0				0	5	6,229.60	31,148.00
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	1			1				0				0				0	1	25,272.00	25,272.00
8 ELECTRIC FAN, industrial	unit	15			15				0	25			25				0	40	956.80	38,272.00
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-
11 ELECTRIC FAN, wall type	unit				0				0				0				0	0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit	1			1				0	1			1				0	2	3,502.72	7,005.44
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	5			5				0	5			5				0	10	1,080.56	10,805.60
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs), brand new	unit	5			5				0				0				0	5	4,992.00	24,960.00
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit	1			1				0				0				0	1	26,483.60	26,483.60
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0	2			2				0	2	7,488.00	14,976.00
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				0	2			2				0	2	5,699.20	11,398.40
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	5,831.52	-

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20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0				0				0				0	0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	10			10				0				0				0	10	1,289.60	12,896.00
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit	10			10				0				0				0	10	1,242.80	12,428.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																				
1 LATERAL FILING CABINET (SOHO)	set				0				0	10			10				0	10	14,300.00	143,000.00
2 STEEL STORAGE CABINET	unit				0				0	10			10				0	10	11,900.00	119,000.00
3 DELL LAPTOP	unit	10			10				0				0				0	10	20,500.00	205,000.00
4 EPSON Printer	unit	5			5				0	5			5				0	10	10,500.00	105,000.00
5 DESKTOP COMPUTER	unit	5			5				0	5			5				0	10	14,900.00	149,000.00
6 TYPEWRITER, gx6750	unit	2			2				0				0				0	2	5,950.00	11,900.00
7 OFFICE TABLE	piece	15			15				0				0				0	15	2,700.00	40,500.00
8 OFFICE CHAIR, black	piece	20			20				0				0				0	20	1,800.00	36,000.00
COMMON OFFICE SUPPLIES																				
1 BINDER, 3-ring, D-type, legal size	pair	5			5				0	5			5				0	10	125.00	1,250.00
2 NOTE PAD, (2"x2"), 400 sheets/pad	pad	20			20				0				0				0	20	105.00	2,100.00
3 RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	10			10				0	5			5				0	15	34.00	510.00
4 RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	10			10				0	5			5				0	15	38.00	570.00
5 RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle	10			10				0	5			5				0	15	46.00	690.00
6 RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	bundle	10			10				0	5			5				0	15	55.00	825.00
7 RING BINDER, 19mm x 1.12m(3/4"x44"), plastic, 10 pcs/ bundle	bundle	10			10				0	5			5				0	15	105.00	1,575.00
8 RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	bundle	10			10				0	5			5				0	15	233.00	3,495.00
9 PAPER, bond, 8.5"x11" (letter), subs. 20	ream	50		20	70	50		20	70	50		20	70	50		20	70	280	117.00	32,760.00
10 LETTERHEAD, (per Department), 8.5"x11" (letter)	ream	20			20	20			20	20			20	20			20	80	1,400.00	112,000.00
11 LETTERHEAD, (per Department), 8.5"x13" (legal)	ream	20			20	20			20	20			20	20			20	80	1,600.00	128,000.00
12 TAPE, Double adhesive	piece	50			50	50			50	50			50	50			50	200	20.00	4,000.00
13 YELLOW PAPER, pad	pad	10			10				0	10			10				0	20	35.00	700.00
14 STABILO, highlighter	piece	25			25	25			25	25			25	25			25	100	26.00	2,600.00
15 STICKER PAPER, A4	pack	20			20	20			20	20			20	20			20	80	20.00	1,600.00
16 CORRECTION FLUID	piece	20			20	20			20	20			20	20			20	80	12.00	960.00
17 BOOK COVER, tax declarations	set	50			50				0				0				0	50	350.00	17,500.00
18 GLUE STICK	piece	25			25				0	25			25				0	50	5.00	250.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
2 COMPACT DISK STORAGE CASE	piece	50			50				0	50			50				0	100	60.00	6,000.00		
3 COMPACT DISK STORAGE, envelope type, paper	piece	100			100				0	100			100				0	200	15.00	3,000.00		
4 FLASH DRIVE, 8GB, USB	piece	15			15				0				0				0	15	295.00	4,425.00		
5 DVD RECORDABLE	piece	50			50				0	50			50				0	100	12.00	1,200.00		
6 INK REFILL BK	bottle	45			45				0	45			45				0	90	295.00	26,550.00		
7 INK REFILL Y	bottle	45			45				0	45			45				0	90	295.00	26,550.00		
8 INK REFILL M	bottle	45			45				0	45			45				0	90	295.00	26,550.00		
9 INK REFILL C	bottle	45			45				0	45			45				0	90	295.00	26,550.00		
Computer Equipment and Accessories																						
1 SIGNATURE PAD, Genius easy pen 1405x	set	5			5				0				0				0	5	3,000.00	15,000.00		
2 COMPUTER MONITOR, 18.5 inches	unit	2			2				0				0				0	2	3,900.00	7,800.00		
3 COMPUTER KEYBOARD	piece	5			5				0				0				0	5	270.00	1,350.00		
4 ADF SCANNER	unit	5			5				0				0				0	5	4,100.00	20,500.00		
5 PRINTER RIBBON, LX-300	piece	10			10				0				0				0	10	125.00	1,250.00		
6 PRINTER RIBBON, FX-2175	piece	10			10				0				0				0	10	180.00	1,800.00		
7 MOUSEPAD	piece	10			10				0				0				0	10	65.00	650.00		
*Other Categories																						
1 ID LACE	piece	150			150				0	150			150				0	300	7.00	2,100.00		
2 SPECIALIZED MUG	piece	500			500				0	500			500				0	1000	55.00	55,000.00		
3 LGU ECO-BAG (Souvenir)	piece	300			300	300			300	300			300	300			300	1200	9.00	10,800.00		
4 LGU Shirt (Souvenir)	piece	300			300	300			300	300			300	300			300	1200	180.00	216,000.00		
5 First Aid Kit	set	10			10				0	10			10				0	20	250.00	5,000.00		
6 Deposit Vault	set	1			1				0				0				0	1	100,000.00	100,000.00		
C. TOTAL (A + B):																					2,629,377.00	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					262,937.70	
E. GRAND TOTAL (C + D)																					2,892,314.70	
F. APPROVED BUDGET BY THE AGENCY HEAD																				TWO MILLION NINE HUNDRED SIXTY THOUSAND SIX HUNDRED ELEVEN AND EIGHTY THREE CENTAVOS		
In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores	X				706580	X				166532	X				588151	X				165318		0
G.2 Other Items not available at PS but regularly purchased from other sources					302225					57700					149450					57700	0	
TOTAL MONTHLY CASH REQUIREMENTS					1008805					224232					737601					223018	0	

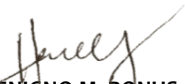
*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		

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:


ENGR. BENIGNO M. BONUS
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


LEE BRIAN B. PINEDA
 ICO-Municipal Accountant

Approved by:


LEONORA C. WONG
 Municipal Mayor

Date Prepared:

23-Nov-16