

**ANNUAL PROCUREMENT PLAN FOR 2018  
For Common-Use Supplies and Equipment**

Department/Bureau/Office: BUREAU OF FISHERIES AND AQUATIC RESOURCES BUREAU OF FISHERIES AND AQUATIC RESOURCE  
Region: REGIONAL OFFICE NO. 7  
Address: ARELLANO BLVD., CEBU CITY

	Item & Specifications	Unit of Measurement	Quantity Requirement																Price Catalogue	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	BALLAST, 18 watts	piece		60		60				0		60		60				0	120	78.00	9,360.00
2	BALLAST, 36 watts	piece		60		60				0		60		60				0	120	105.00	12,600.00
1	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		100		100				0		100		100				0	200	20.28	4,056.00
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		100		100				0		100		100				0	200	19.20	3,840.00
4	BATTERY, size D, alkaline, 2 pieces per pack	pack		50		50				0		20		20				0	70	91.94	6,435.80
5	FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	30			30				0				25	25			0	55	280.54	15,429.70
6	FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	30			30				0				25	25			0	55	368.94	20,291.70
7	FLUORESCENT LAMP, tubular, 18 watts	piece	40			40				0				40	40			0	80	40.97	3,277.60
8	FLUORESCENT LAMP, tubular, 36 watts	piece	40			40				0				40	40			0	80	280.80	22,464.00
9	FLUORESCENT LAMP, tubular, 28 watts	piece	40			40				0				40	40			0	80	114.40	9,152.00
10	COMPACT FLUORESCENT LIGHT, 18 watts	piece	35			35				0				30	30			0	65	103.85	6,750.25
11	TAPE, electrical	roll	30			30				0				25	25			0	55	18.20	1,001.00
12	Extension wire 3 gang heavy duty (5 mtrs)	piece	5			5				0	5			5				0	10	550.00	5,500.00
13	Extension wire 6 gang heavy duty (5 mtrs)	piece	5			5				0	5			5				0	10	850.00	8,500.00
<b>COMMON PLUMBING SUPPLIES/DEVICES</b>																					
1	Adjustable (Katala), Standard Size	set		1		1				0				0				0	1	801.00	801.00
2	Adjustable (Yabe-tubo), Standard Size	set		1		1				0				0				0	1	502.00	502.00
3	Box Wrench	set		1		1				0				0				0	1	4,000.00	4,000.00
4	Elbow PVC Pipe, 1/2	piece		20		20				0		20		20				0	40	80.00	3,200.00
5	Gate Bulb	piece		2		2				0				0				0	2	250.00	500.00
6	Hammer with rubber Grip	piece		3		3				0				0				0	3	205.00	615.00
7	Hose Cup Holder	piece			2	2				0				0				0	2	200.00	400.00
8	Common Nails #1	kilo		3		3				0		4		4				0	7	102.56	717.92
9	Common Nails # 1 1/2	kilo		3		3				0		4		4				0	7	100.00	700.00
10	Common Nails #2	kilo		3		3				0		4		4				0	7	100.00	700.00
11	Common Nails #3	kilo		3		3				0		4		4				0	7	100.00	700.00
12	Open Wrench	set			1	1				0				0				0	1	2,601.00	2,601.00
13	Paint (red lead)	gallon			4	4				0				2	2			0	6	1,250.00	7,500.00
14	Paint (Concrete)	gallon			4	4				0				2	2			0	6	1,255.00	7,530.00
15	Paint (wood)	gallon			4	4				0				2	2			0	6	1,255.00	7,530.00
16	PVC Coupling, threaded	piece			10	10				0				0				0	10	1,200.00	12,000.00
17	Pruning Shear	piece		3		3				0				0				0	3	235.00	705.00
18	Solvent	can		3		3				0				3	3			0	6	150.00	900.00
19	Tee PVC Pipe	piece			10	10				0				0				0	10	100.00	1,000.00
20	Teflon Tape	roll			8	8				0				8	8			0	16	179.00	2,864.00
21	Vise-grip	set		1		1				0				0				0	1	1,000.00	1,000.00
22	Water Hose	meter		20		20				0				0				0	20	230.00	4,600.00
<b>COMMON COMPUTER SUPPLIES</b>																					
1	Adaptor for computer	piece		5		5				0				0				0	5	110.00	550.00
2	Computer Keyboard	piece		20		20				0				0				0	20	350.00	7,000.00
3	Cable USB type	piece	5			5				0				0				0	5	295.00	1,475.00

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity								
4	Epson Ribbon cartridge (LX300+) RN #8750	cart	12			12	12				12	12				12	12		12	48	210.00	10,080.00					
5	Computer Power Supply	unit		7		7					0				6	6			0	13	895.00	11,635.00					
6	Cooling Pad (Lap Top)	piece		11		11					0				9	9			0	20	890.00	17,800.00					
7	Compact Disc Recordable 700mb	piece				0	12				12					0			0	12	20.00	240.00					
8	Crimper	piece		3		3					0					0			0	3	300.00	900.00					
9	CD Rewritable with case	piece				0	20				20				20	20			0	40	50.00	2,000.00					
10	DVD Rewritable with case	piece				0	20				20				20	20			0	40	45.00	1,800.00					
11	DVD writer, SATA/USB (External)	piece		6		6					0				6	6			0	12	1,750.00	21,000.00					
12	External Hard Drive, 1TB	piece	20			20					0					0			0	20	4,500.00	90,000.00					
13	Extension wire (5 meters) 4 gang	piece	6			6					0				6	6			0	12	1,200.00	14,400.00					
14	Flash Drive 8 GB	piece	10			10					0				10	10			0	20	500.00	10,000.00					
15	Flash Drive 16 GB	piece	20			20					0				20	20			0	40	550.00	22,000.00					
16	Hard Disk Drive, 500 GB SATA	unit			10	10					0					0			0	10	3,000.00	30,000.00					
17	License Software Windows 8.1 Prof, 64 bit,	unit			8	8					0					0			0	8	8,000.00	64,000.00					
18	Mouse Optical USB connection type	piece			25	25					0				25	25			0	50	410.00	20,500.00					
19	Mouse optical, wireless	piece			15	15					0					0			0	15	620.00	9,300.00					
20	Mouse Pad	piece			19	19					0				19	19			0	38	100.00	3,800.00					
21	Nail circle Cable clip, 10mm, 100s/pack	pack			5	5					0					0			0	5	400.00	2,000.00					
22	Power Bank	piece			10	10					0					0			0	10	809.00	8,090.00					
23	Printer Cable	piece			7	7					0					0			0	7	500.00	3,500.00					
24	Speaker (use workshop and etc.)	unit				0	2				2					0			0	2	8,100.00	16,200.00					
25	Speaker for computer	unit				0	4				4					0			0	4	3,000.00	12,000.00					
26	Switch hub 24 port 10/100 + 2 port gigabyte switch	unit			2	2					0					0			0	2	5,500.00	11,000.00					
27	USB port extension ( 4 ports)	piece	10			10					0					0			0	10	450.00	4,500.00					
28	UPS (500 VA)	unit	12			12					0					0			0	12	1,700.00	20,400.00					
<b>CONSUMABLES</b>																											
1	HP ink cartridge 21 black	cart.	6			6	6				6	6				6	6			6	24	900.00	21,600.00				
2	HP ink cartridge 22 colored	cart.	6			6	6				6	6				6	6			6	24	900.00	21,600.00				
3	HP ink cartridge 60 colored	cart.	6			6	6				6	6				6	6			6	24	850.00	20,400.00				
4	HP ink cartridge 60 black	cart.	6			6	6				6	6				6	6			6	24	750.00	18,000.00				
5	HP ink cartridge 61 black	cart.	25			25	25				25	25				25	25			25	100	805.00	80,500.00				
6	HP ink cartridge 61 colored	cart.	25			25	25				25	25				25	25			25	100	900.00	90,000.00				
7	HP ink cartridge 704 black	cart.	24			24	24				24	24				24	24			24	96	500.00	48,000.00				
8	HP ink cartridge 704 tri-color	cart.	24			24	24				24	24				24	24			24	96	500.00	48,000.00				
9	HP Ink Cartridge #678 black	cart.	100			100	100				100	100				100	100			100	400	550.00	220,000.00				
10	HP Ink Cartridge # 678 colored	cart.	100			100	100				100	100				100	100			100	400	650.00	220,000.00				
11	HP Ink Cartridge 680 black	cart.	6			6	6				6	6				6	6			6	24	810.00	19,440.00				
12	HP Ink Cartridge 680 tri-color	cart.	6			6	6				6	6				6	6			6	24	810.00	19,440.00				
13	HP Ink Cartridge RTC83A	cart.	40			40	40				40	40				40	40			40	160	2,400.00	384,000.00				
14	HP Ink Cartridge RTC85A black	cart.	40			40	40				40	40				40	40			40	160	2,400.00	384,000.00				
15	HP ink GT51 Black	bottle	18			18	18				18	18				18	18			18	72	420.00	30,240.00				
16	HP ink GT52 Magenta	bottle	18			18	18				18	18				18	18			18	72	420.00	30,240.00				
17	HP ink GT52 Cyan	bottle	18			18	18				18	18				18	18			18	72	420.00	30,240.00				
18	HP ink GT52 Yellow	bottle	18			18	18				18	18				18	18			18	72	420.00	30,240.00				
19	HP ink cartridge 932XL black (HP officejet 7612)	cart.	12			12	12				12	12				12	12			12	48	1,500.00	72,000.00				
20	HP ink cartridge 933XL Cyan (HP officejet 7612)	cart.	12			12	12				12	12				12	12			12	48	1,500.00	72,000.00				
21	HP ink cartridge 933XL Yellow (HP officejet 7612)	cart.	12			12	12				12	12				12	12			12	48	1,500.00	72,000.00				
22	HP ink cartridge 933XL Magenta (HP officejet 7612)	cart.	12			12	12				12	12				12	12			12	48	1,500.00	72,000.00				
23	Canon Cartridge Ink 810 black	cart.	60			60	60				60	60				60	60			60	240	800.00	192,000.00				
24	Canon Cartridge Ink 811 colored	cart.	60			60	60				60	60				60	60			60	240	930.00	223,200.00				
25	Canon PGI-35 Black cartridge (Canon iP110 Printer)	cart.	6			6	6				6	6				6	6			6	24	800.00	19,200.00				
26	Canon CLI-36 Color cartridge (Canon iP110 Printer)	cart.	6			6	6				6	6				6	6			6	24	800.00	19,200.00				
27	Cartridge Toner 210A Black	cart.	6			6	6				6	6				6	6			6	24	2,800.00	67,200.00				

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
28	Cartridge Toner 211A Blue	cart	6			6	6					6	6					6	24	3,000.00	72,000.00	
29	Cartridge Toner 212A Yellow	cart	6			6	6					6	6					6	24	3,000.00	72,000.00	
30	Cartridge Toner 213A Cyan	cart	6			6	6					6	6					6	24	3,000.00	72,000.00	
31	Epson L120 Cyan	cart	6			6	6					6	6					6	24	250.00	6,000.00	
32	Epson L120 Yellow	cart	6			6	6					6	6					6	24	250.00	6,000.00	
33	Epson L120 Magenta	cart	6			6	6					6	6					6	24	250.00	6,000.00	
34	Epson L120 Black	cart	6			6	6					6	6					6	24	250.00	6,000.00	
35	Brother Ink Cartridge LC73BK	cart	6			6						0	6					0	12	695.00	8,340.00	
36	Brother Ink Cartridge LC73C	cart	6			6						0	6					0	12	695.00	8,340.00	
37	Brother Ink Cartridge LC73Y	cart	6			6						0	6					0	12	695.00	8,340.00	
38	Brother Ink Cartridge LC73M	cart	6			6						0	6					0	12	695.00	8,340.00	
39	Brother Ink Cartridge LC535 XL-B	cart	2			2	2					2	2					2	8	550.00	4,400.00	
40	Brother Ink Cartridge LC535 XL-C	cart	2			2	2					2	2					2	8	550.00	4,400.00	
41	Brother Ink Cartridge LC535 XL-M	cart	2			2	2					2	2					2	8	550.00	4,400.00	
42	Brother Ink Cartridge LC77XL-BL	cart	2			2						0	2					0	4	2,300.00	9,200.00	
43	Brother Ink Cartridge LC77XL-Y	cart	2			2						0	2					0	4	1,200.00	4,800.00	
44	Brother Ink Cartridge LC77XL-C	cart	2			2						0	2					0	4	1,200.00	4,800.00	
45	Brother Ink Cartridge LC77XL-M	cart	2			2						0	2					0	4	1,200.00	4,800.00	
46	Toner for Duplo A-120 (copier)	bottle	15			15						0	15					0	30	750.00	22,500.00	
47	Toner for Canon IR1022 (copier)	bottle	4			4						0	4					0	8	5,000.00	40,000.00	
48	Toner for Sharp copier AR5631	cart	4			4						0	4					0	8	3,000.00	24,000.00	
49	Toner for Sharp copier AR-M201	cart	3			3						0	3					0	6	6,000.00	36,000.00	
50	Toner for Sharp copier AR-6023N	bottle	6			6						0	6					0	12	6,000.00	72,000.00	
51	Toner Ricoh MP-1500	bottle	2			2						0	5					0	7	2,000.00	14,000.00	
52	Toner for Gestetner MP 2001L	bottle	25			25						0	25					0	50	3,000.00	150,000.00	
53	Toner cartridge Gestetner d-Copia	bottle	12			12						0	12					0	24	3,700.00	88,800.00	
54	Toner cartridge Samsung SF-565PR Black	bottle	6			6						0	6					0	12	3,200.00	38,400.00	
55	Toner for RISO (Risograph CP10)	bottle	10			10						0	10					0	20	4,000.00	80,000.00	
56	Toner Resolution cartridge RTC210	cart	4			4						0	4					0	8	3,400.00	27,200.00	
57	Toner Resolution cartridge RTC211	cart	4			4						0	4					0	8	3,400.00	27,200.00	
58	Toner Resolution cartridge RTC212	cart	4			4						0	4					0	8	3,400.00	27,200.00	
59	Toner Resolution cartridge RTC213	cart	4			4						0	4					0	8	3,400.00	27,200.00	
60	Master Roll (for Risograph CP10)	roll	2			2		2				2					4		4	6	2,500.00	20,000.00
	Master Roll (Duplo A120)	roll	1			1						0							0	2	1,000.00	2,000.00
						0						0							0	0		
						0						0							0	0		
						0						0							0	0		
	<b>COMMON OFFICE SUPPLIES</b>					0						0							0	0		
1	Acetone, 500ml	bottle	4			4						0	3					0	7	320.00	2,240.00	
2	Adhesive tape with foam	piece	10			10						0				10	10	0	20	152.00	3,040.00	
3	Adhesive tape	piece	10			10						0				10	10	0	20	82.00	1,640.00	
4	Arch File, side clip, legal size, blue	piece	15			15						0				15	15	0	30	201.00	6,030.00	
5	Arch File, center clip, legal size, blue	piece	12			12						0				10	10	0	22	178.00	3,916.00	
6	BATTERY, Lithium 1.2.3 alkaline	piece		15		15						0				15	15	0	30	80.25	2,407.50	
7	Battery 9V for DO Meter	piece		4		4						0						0	4	136.00	544.00	
8	Battery for pH meter	piece		4		4						0						0	4	136.00	544.00	
9	Ballpen, 0.5, blue	piece		240		240						0				240	240	0	480	15.00	7,200.00	
10	Ballpen, 0.5, black	piece		240		240						0				240	240	0	480	15.00	7,200.00	
11	Binder Clip, 1" (12pcs/box)	box		30		30						0				30	30	0	60	80.00	4,800.00	
12	Binder Clip, 1 1/2" (12pcs/box)	box		30		30						0				30	30	0	60	110.00	6,600.00	
13	Binder Clip, 2" (12pc/box)	box		30		30						0				30	30	0	60	125.00	7,500.00	
14	Bond Paper, US, Subs.20, 8.5x13" (legal size)	ream	300			300	250					250	300					250	1100	230.00	253,000.00	
15	Bond Paper, US, Subs.20, 8.5x11" (short size)	ream	300			300	250					250	300					250	1100	196.00	215,600.00	

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16	Bond Paper A4 size (8 1/4 x 11 3/4), 70 gsm	ream	300			300	250					250	300				300	250			250	1100	210.00	231,000.00
17	Brown Envelope, short	piece	750			750						0	750				750				0	1500	7.00	10,500.00
18	Brown Envelope, long	piece	750			750						0	750				750				0	1500	8.00	12,000.00
19	Calculator, two way power, 14 digits (heavy duty)	unit	10			10						0					0				0	10	1,000.00	10,000.00
20	Cartolina, assorted colors	piece	20			20						0	20				20				0	40	8.50	340.00
21	Clip board, legal size	piece	9			9						0					0				0	9	129.50	1,165.50
22	Clear Book, Refillable, 20pcs, legal size	piece	15			15						0					0				0	15	86.00	1,290.00
23	Clear Book, REFILL, 10s/pack, legal size	pack				0						0	10				10				0	10	120.00	1,200.00
24	Clear Book, Refillable, 20pcs, short size	piece	15			15						0					0				0	15	86.00	1,290.00
25	Cork Board (2 x 2 ft)	piece	10			10						0					0				0	10	1,500.00	15,000.00
26	Correction Pen	piece	150			150						0	150				150				0	300	80.00	24,000.00
27	Correction Tape WH605 Whipper, Refillable	piece	100			100						0	100				100				0	200	90.00	18,000.00
28	Correction Tape WH605 Whipper, REFILL, 2pc/pack	pack	50			50						0	50				50				0	100	87.00	8,700.00
29	Cellophane wrapper, assorted colors	piece	25			25						0	25				25				0	50	25.00	1,250.00
30	Data Filer, horizontal, blue, legal size	piece	50			50						0					0				0	50	185.00	9,250.00
31	Notebook, 40 leaves	piece	200			200						0					0				0	200	20.00	4,000.00
32	Double Sided Tape 18mm x 10m	roll	50			50						0	50				50				0	100	80.00	8,000.00
33	Double Adhesive Tape 1.3" Foam Type, big	roll	50			50						0	50				50				0	100	150.00	15,000.00
34	Duct Tape, #129, 48 x 10 (Color Gray) (2")	roll	100			100						0	100				100				0	200	110.00	22,000.00
35	Envelope, Documentary A4, 500pcs/box	box	1			1						0					0				0	1	500.00	500.00
36	Envelope, Pay, kraft, 500s / box	box	2			2						0					0				0	2	300.00	600.00
37	Envelope, Brown (short size)	piece	500			500						0	500				500				0	1000	8.00	8,000.00
38	Envelope Brown (legal size)	piece	500			500						0	500				500				0	1000	10.00	10,000.00
39	Envelope, plastic, ordinary, legal size	piece	150			150						0	150				150				0	300	20.00	6,000.00
40	Envelope, plastic, ordinary, short size	piece	150			150						0	150				150				0	300	18.00	5,400.00
41	Envelope, plastic with holder, legal size	piece	250			250						0	250				250				0	500	90.00	45,000.00
42	Envelope, Expanding, with garter, legal size	piece	300			300						0	300				300				0	600	18.00	10,800.00
43	Envelope, Expanding, with garter, short size	piece	300			300						0	300				300				0	600	15.00	9,000.00
44	Envelope, Mailing white, ordinary, 500s/box, legal size	box	5			5						0	3				3				0	8	260.00	2,080.00
45	Eraser, blackboard/whitboard	piece	10			10						0					0				0	10	15.00	150.00
46	Eraser, rubber	piece	20			20						0					0				0	20	10.00	200.00
47	Fastener, vinyl coated (plastic), 7cm, 50s/box	box	50			50						0	50				50				0	100	60.00	6,000.00
48	Fastener, vinyl coated (plastic), 8 1/2", 50s/box	box	50			50						0	50				50				0	100	115.00	11,500.00
49	Fax Paper 8.2"	roll	10			10						0	5				5				0	15	100.00	1,500.00
50	Felt Paper, assorted color	doz	3			3						0	3				3				0	6	55.00	330.00
51	Folder, expanding, thick green with tab, legal size	piece	250			250						0	250				250				0	500	25.00	12,500.00
52	Folder, expanding, thick green, short size	piece	100			100						0	100				100				0	200	22.00	4,400.00
53	Folder, White, Ordinary, legal size	piece	500			500						0	500				500				0	1000	10.00	10,000.00
54	Folder, White, Ordinary, short size	piece	500			500						0	500				500				0	1000	8.00	8,000.00
55	Folder, plastic with slider, legal size	piece	500			500						0	500				500				0	1000	18.00	18,000.00
56	Folder, plastic with slider, short size	piece	500			500						0	500				500				0	1000	15.00	15,000.00
57	Folder, green, Ordinary, legal size	piece	200			200						0	200				200				0	400	10.00	4,000.00
58	Folder, green, Ordinary, short size	piece	200			200						0	200				200				0	400	8.00	3,200.00
59	Folder, Morocco, legal size	piece	100			100						0					0				0	100	15.00	1,500.00
60	Glue, all purpose (450 ml)	bottle	50			50						0					0				0	50	250.00	12,500.00
61	Glue, all purpose, 130 ml	bottle	50			50						0					0				0	50	75.00	3,750.00
62	Gun Tacker, heavy duty	piece	6			6						0					0				0	6	1,500.00	9,000.00
63	Gun Tacker Wire	box	6			6						0					0				0	6	175.00	1,050.00
64	Glue Gun	piece	6			6						0					0				0	6	1,000.00	6,000.00
65	Glue Stick	piece	55			55						0					0				0	55	30.00	1,650.00
66	Highlighter, assorted color	piece	80			80						0	80				80				0	160	35.00	5,600.00
67	Index card 5x8 inches (100s/pack)	pack	5			5						0					0				0	5	56.00	280.00
68	Ink for Rubber Stamp	bottle	12			12						0	12				12				0	24	125.00	3,000.00
69	Illustration Board (assorted sizes)	piece	12			12						0					0				0	12	55.00	660.00

	Item & Specifications	Unit of Measurement	Quantity Requirement																	Price Catalogue	Total Amount
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
70	Lead Mechanical pencil no. 5	piece	50			50				0			0				0	50	26.00	1,300.00	
71	Map pin, round head	box	15			15				0	15		15				0	30	50.00	1,500.00	
72	Magic Tape 1 inch (3m)	roll	35			35				0			0				0	35	130.00	4,550.00	
73	Masking Tape 1"	roll	65			65				0	65		65				0	130	50.00	6,500.00	
74	Masking Tape 2"	roll	45			45				0	45		45				0	90	80.00	7,200.00	
75	Masking Tape 4"	roll	10			10				0			0				0	10	125.00	1,250.00	
76	Mimeo Paper, whitewove, substance 20, legal size	ream	450			450				0	500		500				0	950	170.00	161,500.00	
77	Mimeo Paper, whitewove, substance 20, short size	ream	450			450				0	450		450				0	900	180.00	162,000.00	
78	Mighty Bond	piece	45			45				0	30		30				0	75	85.00	6,375.00	
79	Marker Pen, whiteboard, broad, 12s/box, black	box	10			10				0	10		10				0	20	570.00	11,400.00	
80	Marker Pen, whiteboard, broad, 12s/box, blue	box	10			10				0	10		10				0	20	570.00	11,400.00	
81	Marker Pen, whiteboard, broad, 12s/box, red	box	10			10				0	10		10				0	20	570.00	11,400.00	
82	Marker Pen, whiteboard, broad, 12s/box, green	box	10			10				0	10		10				0	20	570.00	11,400.00	
83	Marker, permanent, broad, 12s/box, black	box	10			10				0	8		8				0	18	415.00	7,470.00	
84	Marker, permanent, broad, 12s/box, blue	box	10			10				0	8		8				0	18	415.00	7,470.00	
85	Marker, permanent, broad, 12s/box, red	box	10			10				0	8		8				0	18	415.00	7,470.00	
86	Marker, permanent, broad, 12s/box, green	box	10			10				0	8		8				0	18	415.00	7,470.00	
87	NT Cutter, 18mm	piece	20			20				0			0				0	20	360.00	7,200.00	
88	NT Cutter Blade, 18mm, 10s/pack	pack	10			10				0			0				0	10	100.00	1,000.00	
89	Packaging Tape 2"	roll	58			58				0	57		57				0	115	150.00	17,250.00	
90	Packaging Tape 4"	roll	40			40				0	20		20				0	60	175.00	10,500.00	
91	Paper clip, small (33mm) vinyl coated, 100s/box	box	60			60				0	60		60				0	120	50.00	6,000.00	
92	Paper Clip, jumbo (50mm), vinyl coated, 100s/box	box	60			60				0	60		60				0	120	50.00	6,000.00	
93	Paper Cutter/trimmer, wooden base, heavy duty	piece	3			3				0			0				0	3	1,500.00	4,500.00	
94	Parchment Paper, A4, 80gsm, 100 sheet/pack	pack	5			5				0			0				0	5	200.00	1,000.00	
95	Plastofoil Carbon Film, 100s, legal size (black & blue)	box	15			15				0			0				0	15	410.00	6,150.00	
96	Plastofoil Carbon Film, 100s, short size (black & blue)	box	15			15				0			0				0	15	395.00	5,925.00	
97	Pencil Sharpener, single cutterhead, Heavy Duty	piece	16			16				0			0				0	16	510.00	8,160.00	
98	Pencil No. 2, 12s/box	box	50			50				0			0				0	50	100.00	5,000.00	
99	Philippine Flag, standard (ready made)	piece	13			13				0			0				0		1,500.00	-	
100	Post-it note 47.6mm x 73mm (1 1/4 in x 2 3/4 in)	pad	55			55				0	45		45				0	100	55.00	5,500.00	
101	Post-it Note 76mm x 76mm (3in x 3in)	pad	55			55				0	45		45				0	100	55.00	5,500.00	
102	Post-it Note 15mm x 50mm	pad	55			55				0	45		45				0	100	55.00	5,500.00	
103	Puncher, Heavy Duty	piece	20			20				0			0				0	20	285.00	5,700.00	
104	Push Pin, Flat Head Type, assorted colors, 100s/box	box	38			38				0			0				0	38	55.00	2,090.00	
105	Photo Paper, 230gsm, high glossy, 20sheet/pack	pack	20			20				0	10		10				0	30	300.00	9,000.00	
106	Sign Pen Blue (Parker)	piece	30			30				0	30		30				0	60	300.00	18,000.00	
107	Plastic Cover	roll	10			10				0			0				0	10	1,100.00	11,000.00	
108	Ring Binder 1/2, 3/4, 1", 2", plastic	piece	20			20				0			0				0	20	85.00	1,700.00	
109	Record Book, 500 pages, Smythe sewn #85	piece	150			150				0	100		100				0	250	250.00	62,500.00	
110	Record Book, 300 pages, Smythe sewn #85	piece	30			30				0	30		30				0	60	220.00	13,200.00	
111	Record Book, 200 pages, Smythe sewn #85	piece	50			50				0	60		60				0	110	180.00	19,800.00	
112	Refill for Parker sign pen	piece	20			20				0	25		25				0	45	125.00	5,625.00	
113	Rubber band, 350g, big	box	30			30				0	25		25				0	55	195.00	10,725.00	
114	Rubber Eraser	piece	20			20				0			0				0	20	10.00	200.00	
115	Rubber Stamp	piece				0			16				0				0	16	500.00	8,000.00	
116	Rugby (big)	bottle	15			15				0	15		15				0	30	75.00	2,250.00	
117	Ruler, 12 inches, plastic	piece	65			65				0	30		30				0	95	18.00	1,710.00	
118	Stamp Pad	piece	15			15				0	15		15				0	30	100.00	3,000.00	
119	Stamping Pad Ink, 30ml	bottle	30			30				0	25		25				0	55	48.00	2,640.00	
120	Stamping Dater	piece	12			12				0			0				0	12	100.00	1,200.00	
121	Plastic ring for Comb Binding, 1/4" (6mm), 100s/box, blue & black	box	2			2				0			0				0	2	270.00	540.00	
122	Plastic ring for Comb Binding, 1/2" (12mm), 100s/box, blue & black	box	2			2				0			0				0	2	380.00	760.00	
123	Spiral Notebook (Assorted)	piece	50			50				0			0				0	50	30.00	1,500.00	

	Item & Specifications	Unit of Measurement	Quantity Requirement																	Price Catalogue	Total Amount	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
124	Scissor, heavy duty	piece	45			45							0						0	45	100.00	4,500.00
125	Sharpener, single cutter head	piece	25			25							0	20					0	45	250.00	11,250.00
126	Sign Pen, Black	piece	200			200							0	200					0	400	35.00	14,000.00
127	Sign Pen, Blue	piece	200			200							0	200					0	400	35.00	14,000.00
128	Sign Pen, Green	piece	100			100							0	100					0	200	35.00	7,000.00
129	Sign Pen, Red	piece	25			25							0	25					0	50	35.00	1,750.00
130	Staple Wire, Standard # 35	box	200			200							0	200					0	400	170.00	68,000.00
131	Staple Wire #10	box	100			100							0	100					0	200	75.00	15,000.00
132	Stapler #35 with remover, heavy duty	piece	65			65							0	50					0	115	350.00	40,250.00
133	Stapler (small # 10)	piece	30			30							0						0	30	75.00	2,250.00
134	Specialty Paper, legal size, 10s/pack	pack	150			150							0	150					0	300	50.00	15,000.00
135	Specialty Board, 220gsm thick, legal size, 10sheet/pack	pack	50			50							0						0	50	45.00	2,250.00
136	Scotch Tape 1"	roll	200			200							0	100					0	300	40.00	12,000.00
137	Scotch Tape 2"	roll	100			100							0						0	100	55.00	5,500.00
138	Scotch Tape Dispenser, Heavy Duty	piece	15			15							0						0	15	135.00	2,025.00
139	Tape measure	piece	100			100							0						0	100	55.00	5,500.00
140	Table tray (3 layer), black color	piece	3			3							0						0	3	230.00	690.00
141	Thumbtacks	box	15			15							0						0	15	15.00	225.00
142	Thermal Paper	roll	5			5							0						0	5	130.00	650.00
143	Typewriter Ribbon, black	box	20			20							0						0	20	50.00	1,000.00
144	Waterwell Paste 7oz (200g)	container	10			10							0						0	10	115.00	1,150.00
145	Whiteboard with aluminum frame, 18" x 24"	piece	2			2							0						0	2	1,000.00	2,000.00
146	Whiteboard with aluminum frame, 4' x 8'	piece	3			3							0						0	3	2,500.00	7,500.00
147	Yellow Pad	pad	20			20							0						0	20	30.00	600.00
<b>COMMON JANITORIAL SUPPLIES</b>																						
1	Aluminum foil, 16 m long x 30 cm x 16 cm	roll	25			25							0	25					0	50	115.95	5,797.50
2	Alcohol, Rubbing, 70% solution, 500 ml	bottle	200			200							0	250					0	450	114.95	51,726.60
3	Air Freshener (320ml)	bottles	200			200							0	250					0	450	305.00	137,250.00
4	Apron	piece	50			50							0						0	50	150.00	7,500.00
5	Bathsoap, 135g	piece	100			100							0	100					0	200	50.00	10,000.00
6	Bleach, 3587ml	gal	60			60							0						0	60	360.00	21,600.00
7	Broom, soft (lanot)	piece	50			50							0	50					0	100	55.00	5,500.00
8	Broom (midrib/tingting)	piece	50			50							0	50					0	100	25.00	2,500.00
9	Cotton, big	piece	10			10							0	15					0	25	75.00	1,875.00
10	Car Freshener	can	100			100							0	100					0	200	355.00	71,000.00
11	Dishwashing Liquid 800 ml	bottle	200			200							0	100					0	300	275.00	82,500.00
12	Detergent Powder, 1.75kg/pack	pack	75			75							0	85					0	160	255.00	40,800.00
13	Detergent Bar Soap	bar	50			50							0	50					0	100	30.00	3,000.00
14	Dirt Cleaner 500 ml	bottle	30			30							0						0	30	310.00	9,300.00
15	Dipper, plastic, big	piece	30			30							0						0	30	85.00	2,550.00
16	Door Mat, Cloth	piece	100			100							0	100					0	200	50.00	10,000.00
17	Door Mat, rubberized	piece	30			30							0						0	30	120.00	3,600.00
18	Dust pan (plastic) medium	piece	50			50							0						0	50	110.00	5,500.00
19	Declogger	gal	15			15							0	30					0	45	155.00	6,975.00
20	Disinfectant spray, 510g	bottle	200			200							0	150					0	350	400.00	140,000.00
21	Fabric Conditioner, 900ml	bottle	100			100							0	100					0	200	300.00	60,000.00
22	Feather Duster	piece	30			30							0						0	30	100.00	3,000.00
23	Floor Scrub Brush with long wood handle (Push Brush)	piece	40			40							0	45					0	85	200.00	17,000.00
24	Furniture polish, 330ml	bottle	200			200							0	150					0	350	300.00	105,000.00
25	Flower Pots (Plastic Brown Color Big)	piece	35			35							0						0	35	150.00	5,250.00
26	Grass Cutter / Scissors	piece	6			6							0						0	6	2,000.00	12,000.00
27	Glass Picher 1 set with 4 Glass	sets	5			5							0						0	5	600.00	3,000.00
28	Glass Cleaner, 500ml	bottle	200			200							0	100					0	300	260.00	78,000.00

	Item & Specifications	Unit of Measurement	Quantity Requirement																	Price Catalogue	Total Amount	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
29	Garbage bag, XL, 10s/roll	roll	100			100				0	100				100			0	200	105.00	21,000.00	
30	Garbage bag, L, 10s/roll	roll	95			95				0	100				100			0	195	95.00	18,525.00	
31	Hair cap, 100s/box	box	3			3				0	3				3			0	6	310.00	1,860.00	
32	Hand Gloves, rubberized (for cleaning)	pc	15			15				0					0			0	15	325.00	4,875.00	
33	Hanger	doz	6			6				0					0			0	6	150.00	900.00	
34	Hand Towel	doz	7			7				0	7				7			0	14	175.00	2,450.00	
35	Hand Soap (liquid)	bottle	20			20				0	20				20			0	40	110.00	4,400.00	
36	Kitchen/paper towel, all-purpose, 2 ply	roll	25			25				0					0			0	25	60.00	1,500.00	
37	Lab. Gown (blue & pink)	piece	10			10				0					0			0	10	400.00	4,000.00	
38	Mouse Trap	piece	6			6				0	6				6			0	12	175.00	2,100.00	
39	Mop Head with wooden Handle (floor mop)	piece	30			30				0	30				30			0	60	300.00	18,000.00	
40	Mop Head, cotton refill	piece	20			20				0	20				20			0	40	100.00	4,000.00	
41	Multi-Insect Killer Spray, water base, 600ml	bottle	200			200				0	200				200			0	400	375.00	150,000.00	
42	Muriatic Acid	gal	50			50				0					0			0	50	360.00	18,000.00	
43	Plastic Pail ordinary	piece	60			60				0					0			0	60	150.00	9,000.00	
44	Pot Holder	piece	45			45				0					0			0	45	25.00	1,125.00	
45	Raincoats / Suits	piece	100			100				0					0			0	100	1,110.00	111,000.00	
46	Refrigerator Cover	piece	10			10				0					0			0	10	175.00	1,750.00	
47	Rag (cotton), round small	piece	250			250				0	300				300			0	550	5.00	2,750.00	
48	Rubber Boots / Rain Boots	pair	120			120				0					0			0	120	325.00	39,000.00	
49	Scouring Pad (Medium Size)	piece	100			100				0					0			0	100	26.00	2,600.00	
50	Steel Brush	piece	30			30				0					0			0	30	55.00	1,650.00	
51	Tissue Paper, 2 ply	roll	350			350				0	350				350			0	700	12.00	8,400.00	
52	Toilet Brush with stand	piece	30			30				0					0			0	30	160.00	4,800.00	
53	Toilet Deodorizer with holder, big (deodorizer cake)	piece	200			200				0	200				200			0	400	174.00	69,600.00	
54	Toilet Bowl & Urinal Cleaner, 900ml	bottle	200			200				0	200				200			0	400	210.00	84,000.00	
55	Trash Can Plastic with Cover (Medium Size)	piece	10			10				0					0			0	10	200.00	2,000.00	
56	Toilet Pump (Plunger), ordinary	piece	30			30				0					0			0	30	80.00	2,400.00	
57	Tornado Mop	piece	10			10				0					0			0	10	1,225.00	12,250.00	
58	Umbrella, big	piece	15			15				0					0			0	15	210.00	3,150.00	
59	Vacuum Cleaner (Heavy Duty)	unit				0	2			2					0			0	2	9,500.00	19,000.00	
60	Working/construction gloves (ordinary)	pair	7			7				0					0			0	7	160.00	1,120.00	
<b>HANDBOOK ON PROCUREMENT</b>																						
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184 (8th Edition)	piece	10			10				0					0			0	10	61.83	618.30	
<b>POST HARVEST PROCESSING UTENSILS AND EQUIPMENT</b>																						
1	various processing utensils for Gender and Development	lot	1			1				0					0			0	1	20,840.00	20,840.00	
<b>KITCHEN SUPPLIES AND INGREDIENTS</b>																						
1	various kitchen supplies and ingredients for Gender and Development	lot	1			1				0					0			0	1	122,500.00	122,500.00	
<b>COMMON OFFICE EQUIPMENT</b>																						
1.	AIRPOT, 4.0 liters, w/ dispenser	unit				0				0					0			0	0		-	
2.	AUTOMATIC VOLTAGE REGULATOR, 500watts	unit		10		10				0					0			0	10	1,200.00	12,000.00	
2.	FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit				0				0					0			0	0		-	
3.	FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit				0				0					0			0	0		-	
4.	FILING CABINET, four(4) drawers, three (3) drawers ← one (1) safe, plain finish, gauge 20	unit				0				0					0			0	0		-	

Item & Specifications	Unit of Measurement	Quantity Requirement																		Price Catalogue	Total Amount							
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity										
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit				0				0				0					0	0							-		
10. CHAIR, monobloc, without armrest, beige/white	piece				0	55			55				0					0	55		274.00					15,070.00		
12. ELECTRIC FAN, orbit type	unit				0				0				0					0	0							-		
13. ELECTRIC FAN, with stand	unit				0				0				0					0	0							-		
14. ELECTRIC FAN, wall type	unit				0	2			2				0					0	2		782.00					1,564.00		
16. FACSIMILE TRANSCIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0				0				0					0	0							-		
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0				0					0	0							-		
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit				0				0				0					0	0							-		
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit				0				0				0					0	0							-		
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap, automatic clamping, stationery blade guard, A4-A6 format indications	unit				0				0				0					0	0							-		
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit				0				0				0					0	0							-		
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit				0				0				0					0	0							-		
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit				0				0				0					0	0							-		
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit				0				0				0					0	0							-		
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit				0				0				0					0	0							-		
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit				0				0				0					0	0							-		
27. PUNCHING/BINDING 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							-		
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES</b>																												
<b>Office Equipment and Accessories</b>																												
1, various equipment and accessories as maybe requested by various offices/stations and facilities including Special Projects	lot		1			1							0						0								2,000,000.00	2,000,000.00
																												-
																												-



Item & Specifications	Unit of Measurement	Quantity Requirement																	Price Catalogue	Total Amount	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
<b>Office Supplies</b>																					
1. various office supplies as maybe request by various offices/stations and facilities including Special Projects	lot	1			1				0				0					0	1	2,000,000.00	2,000,000.00
<b>Photographic/Filming, Audio/Video Equipment, Radio Communication Equipment and Etc.</b>																					
1. Digital camera	unit				0	2			2				0					0	2	8,200.00	16,400.00
2. Underwater Camera	unit		2		2				0				1	1				0	3	62,000.00	186,000.00
3. LCD Projector	unit				0			1	1				0					0	1	60,000.00	60,000.00
4. Radio with Base Transmitter	unit			6	6				0				0					0	6	100,000.00	600,000.00
5. Audio Visual Kit	unit				0	1			1				0					0	1	100,000.00	100,000.00
6. Binocular telescope(night vision)	unit			6	6				0				0					0	6	66,600.00	399,600.00
<b>Cleaning Equipment and Supplies</b>																					
1. various cleaning equipment and supplies as maybe request by	lot	1			1				0				0					0	1	1,000,000.00	1,000,000.00
<b>Paper Materials and Products</b>																					
1. various paper materials and products as maybe request by various offices/stations and facilities including Special Projects	lot	1			1				0				0					0	1	1,000,000.00	1,000,000.00
<b>Lighting and fixtures and accessories</b>																					
1. various lighting and fixtures and accessories as maybe requested by various offices/stations and facilities to include Special Projects	lot	1			1				0				0					0	1	1,000,000.00	1,000,000.00
<b>Electrical equipment and components and supplies</b>																					
1. various electrical equipment and components and	lot	1			1				0				0					0	1	500,000.00	500,000.00
<b>MEDICAL SUPPLIES</b>																					
1. Medical Dental and Lab. Supplies	lot	1			1				0				0					0	1	2,000,000.00	2,000,000.00
<b>AGRICULTURAL, FISHERIES AND FORESTRY EQUIPMENT</b>																					
1. various agricultural, fisheries and forestry equipment as maybe requested by various offices/stations and facilities to include Special Projects	lot	1			1				0				0					0	1	500,000.00	500,000.00
<b>AGRICULTURAL SUPPLIES</b>																					
1. Commercial Feeds and Vitamins					0				0				0					0	0	6,902,000.00	6,902,000.00

Item & Specifications	Unit of Measurement	Quantity Requirement																		Price Catalogue	Total Amount
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
2. Fry/Fishery Products					0				0				0				0	0	200,000.00	200,000.00	
3. Fertilizer/Pesticide					0				0				0				0	0	1,000,000.00	1,000,000.00	
4. Fishing and Construction Supplies					0				0				0				0	0	4,000,000.00	4,000,000.00	
5. Input Assisted Projects					0				0				0				0	0	100,000,000.00	100,000,000.00	
<b>LABORATORY SUPPLIES AND EQUIPMENT</b>																					
1. Refractometer	unit			9	9				0				0				0	9	20,500.00	184,500.00	
2. pH Pen	unit			9	9				0				0				0	9	6,000.00	54,000.00	
3. Thermometer	unit			3	3				0				0				0	3	1,500.00	4,500.00	
<b>APPLIANCES</b>																					
1. Chest Freezer	units		10		10				0				0				0	10	35,000.00	350,000.00	
<b>FURNITURE AND FIXTURE</b>																					
1. Leather Sofa	set				0		1		1				0				0	1	9,000.00	9,000.00	
2. Filing Rack (stainless, 3layers)	piece				0	2			2				0				0	2	2,000.00	4,000.00	
<b>GASOLINE, OIL AND LUBRICANTS</b>																					
1. Gasoline, Oil, lubricants					0				0				0				0	0	3,000,000.00	3,000,000.00	
<b>* Other Categories</b>																					
1. Security Services					0				0				0		1		1	1	9,830,000.00	9,830,000.00	
																				<b>144,836,782.37</b>	
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:

  
**JOANNE M. GARCIA**  
 BAC Secretary

Noted:

  
**GALICANA A. TOSTON**  
 BAC Chairperson

Certified Funds Available:

  
**MARIA VICTORIA D. PEÑA**  
 OIC-Budget Officer

Approved by:

  
**ALLAN L. POQUITA, Ph.D.**  
 Regional Director

