



Republic of the Philippines
Province of Nueva Ecija
Municipality of Licab
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LICAB WATER DISTRICT

licabwd@yahoo.com (09258158582)

Website: licabwaterdistrict.gov.ph

11 January 2016

DIR. ELISA D. SALON

Director IV

Department of Budget and Management

Regional Office No. 3

Government Center, Brgy. Maimpis,
City of San Fernando, Pampanga

Dear Madam:

Respectfully submitting herewith the the hardcopy of our approved Annual Procurement Plan for 2016. For your perusal and approval.

Thank you very much and more power.

Very truly yours

ANNE LORELIE DL. LAURETA

Officer – in – Charge

ANNUAL PROCUREMENT PLAN FOR 2016

For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: LICAB WATER DISTRICT
 Region: III
 Address: LICAB, NUEVA ECIJA

Contact Person: ANNE LORELIE DL. LAURETA
 Position: Officer in Charge-LWD
 E-mail : licabwd@yahoo.com
 Telephone/Mobile Nos: 09258158582

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece														0	67.27	-
BALLAST, 1 x 40 watts	piece														0		-
3. BALLAST, 36 watts	piece														0	72.54	-
4. BATTERY, size AA, alkaline, 2 pcs./packet	packet	2		2		2		2		2		2			12	36.40	436.80
5. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
6. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-

7. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	2				2							4	280.54	1,122.16
8. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set												0	368.94	-
9. FLUORESCENT TUBE, 18 watts	piece												0	32.14	-
10. FLUORESCENT TUBE, 36 watts	piece												0	33.85	-
11. COMPACT FLUORESCENT LIGHT, 17 watts	piece												0	103.79	-
12. FUSE, 30 amperes	piece												0	10.90	-
13. FUSE, 60 amperes	piece												0	25.48	-
14. STARTER, 4-40 watts	piece												0	3.73	-
15. TAPE, electrical	roll												0	18.20	-
TOTAL															1,558.96
COMMON COMPUTER SUPPLIES															
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box												0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box	1	1	1									3	818.48	2,455.44
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box												0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box												0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box												0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box												0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box												0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box												0	722.80	-
9. COMPACT DISK CASE	piece												0	50.84	-
10. CD DRIVE CLEANER	piece												0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min. running time	piece												0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece												0	16.62	-

13. DISKETTE, 3.5", DS,DD, 10s/box	box														0		-
14. DISKETTE STORAGE CASE, for 89mm (3.5") diskettes, 100 pcs. Capacity	piece														0		-
15. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece														0	11.70	-
16. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece														0	20.02	-
17. EDP BINDER, for 11" x 9-1/2" computer forms, top binding	piece														0		-
18. EDP BINDER, for 11" x 14-7/8" computer forms, top binding	piece														0		-
19. FLASH DRIVE, 128MB, USB 2.0 and play, brand new	piece														0		-
20. FLASH DRIVE, 2GB, USB 2.0 and play	piece														0		-
21. FLASH DRIVE, 4GB, USB 2.0 and play	piece														0	292.08	-
22. FLASH DRIVE, 8GB, USB 2.0 and play	piece														0	468.00	-
23. INK CARTRIDGE, HP 51645A (HP 45)	cart														0	1,216.86	-
24. INK CARTRIDGE, HP C6615A (HP 15)	cart														0	1,149.54	-
25. INK CARTRIDGE, HP C1823D (HP 23)	cart														0	1,489.20	-
26. INK CARTRIDGE, HP C6625A (HP 17)	cart														0	1,250.52	-
27. INK CARTRIDGE, HP C6578A/D (HP 78)	cart														0	1,352.52	-
28. INK CARTRIDGE, HP C6614D (HP 20)	cart														0	1,344.36	-
29. INK CARTRIDGE, HP C4844A (HP 10)	cart														0	1,402.50	-
30. INK CARTRIDGE, HP C8727A (HP 27)	cart														0	743.58	-
31. INK CARTRIDGE, HP C8728A (HP 28)	cart														0	873.12	-
32. INK CARTRIDGE, HP C6656A (HP 56)	cart														0	810.90	-
33. INK CARTRIDGE, HP C6657A (HP 57)	cart														0	1,352.52	-
34. INK CARTRIDGE, HP C9351A (HP 21)	cart														0	615.06	-
35. INK CARTRIDGE, HP C9352A (HP 22)	cart														0	708.90	-
36. INK CARTRIDGE, HP C8765WA (HP 94)	cart														0	820.08	-
37. INK CARTRIDGE, HP C8766WA (HP 95)	cart														0	984.30	-
38. INK CARTRIDGE, HP C9361WA (HP 93)	cart														0	787.44	-
39. INK CARTRIDGE, HP C9362WA (HP 92)	cart														0	588.54	-

40. INK CARTRIDGE, HP CB314A	cart														0	256.02	-
41. INK CARTRIDGE, HP CB315A	cart														0	329.46	-
42. INK CARTRIDGE, Epson TO17	cart														0		-
43. INK CARTRIDGE, Epson TO18	cart														0		-
44. INK CARTRIDGE, Lexmark # 27, colored	cart														0	1,173.00	-
45. INK CARTRIDGE, Lexmark # 17, black	cart														0	984.30	-
46. INK CARTRIDGE, Epson TO38	cart														0	482.46	-
47. INK CARTRIDGE, Epson TO39	cart														0	755.82	-
48. MONITOR FILTER, 15"	piece														0		-
49. MONITOR FILTER, 17"	piece														0		-
50. MOUSE, PS/2 type	piece														0	197.60	-
51. TONER CARTRIDGE, HP C3906A	cart														0	3,063.06	-
52. TONER CARTRIDGE, HP C3903A	cart														0	3,588.00	-
53. TONER CARTRIDGE, HP C4092A	cart														0	2,657.10	-
54. TONER CARTRIDGE, HP C4096A	cart														0	4,112.64	-
55. TONER CARTRIDGE, HP C7115A	cart														0	2,523.48	-
56. TONER CARTRIDGE, HP 92298A	cart														0	4,498.20	-
57. TONER CARTRIDGE, HP C4127X	cart														0	5,451.90	-
58. TONER CARTRIDGE, HP Q2613X	cart														0	4,026.96	-
59. TONER CARTRIDGE, HP Q2612A	cart														0	2,866.20	-
60. TONER CARTRIDGE, HP Q5942A	cart														0	6,105.72	-
61. TONER CARTRIDGE, HP Q6511A	cart														0	5,077.56	-
62. TONER CARTRIDGE, HP C9720A	cart														0	6,436.20	-
63. TONER CARTRIDGE, HP C9721A	cart														0	8,710.80	-
64. TONER CARTRIDGE, HP C9722A	cart														0	8,710.80	-
65. TONER CARTRIDGE, HP C9723A	cart														0	8,881.60	-
66. TONER CARTRIDGE, HP Q1338A	cart														0	6,489.60	-
67. TONER CARTRIDGE, HP Q2610A	cart														0	4,882.18	-
68. TONER CARTRIDGE, HP Q3960A	cart														0	3,468.00	-
69. TONER CARTRIDGE, HP Q3961A	cart														0	4,187.10	-
70. TONER CARTRIDGE, HP Q3962A	cart														0	4,187.10	-
71. TONER CARTRIDGE, HP Q3963A	cart														0	4,187.10	-
72. TONER CARTRIDGE, HP Q5949A	cart														0	2,928.42	-
73. TONER CARTRIDGE, HP Q7553A	cart														0	3,301.74	-
74. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart														0	4,621.62	-
75. TONER CARTRIDGE, Lexmark 1382920	cart														0	14,198.40	-
76. TONER CARTRIDGE, Brother TN3060	cart														0	4,559.40	-

77. TONER, for Kyocera Mita KM-1505/1510/1810	cart														0	3,843.84	-
78. TONER, TK 100, for Kyocera Mita KM-1500	cart														0	2,843.56	-
79. TONER CARTRIDGE, Samsung ML-2250D5	cart														0	4,029.00	-
80. TONER CARTRIDGE, Samsung ML-2010D3	cart														0	2,958.00	-
81. TONER CARTRIDGE, Kyocera TK-120	cart														0	5,254.02	-
82. RIBBON, Epson RN 8755	cart														0	84.76	-
83. RIBBON, Epson RN 8750	cart														0	76.75	-
84. RIBBON, Epson RN 7754	cart														0	127.50	-
85. RIBBON, Epson RN SO 15083/SO 15086	cart														0	724.88	-
86. RIBBON, Epson RN SO 15327	cart														0	328.44	-
TOTAL																	2,455.44
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll														0	603.20	-
2. AIR FRESHENER, 280ml/can	can														0	92.56	-
3. ALCOHOL, 70% isopropyl	bottle	3	3	3	3	3	3	3	3	3	3	3	3	3	36	37.70	1,357.20
4. AUDIO CASSETTE TAPE, 90min.	piece														0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack														0	91.50	-
6.. CARBON FILM, polyethylene, A-4, 100s/box	box														0	349.44	-
7. CARBON FILM, 216mm x 330mm, 100s/box	box														0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack														0	72.80	-
9. CARTOLINA, white, 20s/pack	pack														0	57.20	-
10. CHALK, white enamel, approx. 140s/box	box														0	34.81	-
CLIP, bulldog (3")	piece														0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box														0	10.42	-
13. CLIP, backfold, 50mm, 12s/box	box														0	43.68	-
14 CLIP, backfold, 19mm, 12s/box	box														0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box														0	17.42	-
16. COLUMNAR PAD, 4 cols, 55gsm	pad														0	21.84	-
17. COLUMNAR PAD, 14 cols, 55 gsm	pad														0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad														0	45.76	-

19. COLUMNAR PAD, 18 cols, 55 gsm	pad														0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece														0	19.64	-
21. CORRECTION FLUID, 15mL.	bottle														0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box														0	64.47	-
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece														0	70.72	-
24. DRAWING INK, black, 30ml.	bottle														0		-
25. ENVELOPE,documentary(10"x15"),500s/box	box														0	577.20	-
26. ENVELOPE, expanding, kraft, legal size, 100s/box	box														0	675.86	-
27. ENVELOPE, mailing white, 500s/box	box														0	159.78	-
ENVELOPE, mailing white with window,500s	box														0	207.58	-
29. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box														0	196.04	-
30. ENVELOPE, expanding, plastic, legal size	piece														0	41.36	-
31. ENVELOPE,documentary, A4, 500s/box	box														0	526.24	-
32 ERASER, blackboard/whiteboard	piece														0	11.44	-
33. ERASER, rubber	piece														0	4.68	-
34. FILE ORGANIZER, expanding, legal, assorted colors	piece														0	83.20	-
35. FOLDER, pressboard, plain, legal, 100s/box	pack														0	851.64	-
36. FOLDER, tagboard, legal size, 100s/box	pack														0	413.92	-
37. FOLDER, tagboard, A4 size, 100s/box	pack														0	253.76	-
38. FOLDER, morocco/fancy, legal size,50s/ pack	pack														0	301.60	-
FOLDER, morocco/fancy, A4 size, 50s/ pack	bundle														0	312.00	-
40. FOLDER, clear plastic, L-type, A4 size, 50s/ pack	pack														0	247.52	-
41. FOLDER, clear plastic, L-type, legal size, 50s/ pack	pack														0	202.68	-
42. GLUE, all purpose, 300 grams min.	jar														0	37.43	-
43. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece														0	32.97	-

44. INDEX CARD, 3" x 5", ruled both sides, 500s/ pack	pack													0	44.45	-
45. INDEX CARD, 5" x 8", ruled both side, 500s/ pack	pack													0	99.84	-
46. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box													0	41.50	-
47. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box													0	56.68	-
48. INDEX TAB, self-adhesive, 5 sets/ box	box													0	67.60	-
49. LEAD, for mechanical pencil, 0.5mm, 12 pcs/ tube	tube													0	11.44	-
50. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/ pack	pack													0	493.54	-
51. MAGAZINE FILE BOX, medium	piece													0	49.56	-
52. MAGAZINE FILE BOX, large	piece													0	44.61	-
53. MAP PIN, round head, 100s/ box	box													0	36.40	-
MARKER, fluorescent, 3 colors/ set	set													0	41.60	-
55. MARKING PEN, whiteboard, black	piece	1		1		1		1		1		1		6	15.08	90.48
56. MARKING PEN, whiteboard, blue	piece													0	15.08	-
57. MARKING PEN, whiteboard, red	piece													0	15.08	-
58. MARKING PEN, permanent, black	piece													0	14.32	-
59. MARKING PEN, permanent, blue	piece													0	14.32	-
60. MARKING PEN, permanent, red	piece													0	14.32	-
61. MARKING PEN, transparency film	set													0	84.24	-
62. NOTE BOOK, stenographer's	piece													0	7.49	-
63. NOTE PAD, (3"x3")	pad													0	36.40	-
64. NOTE PAD, (3"x4")	pad													0	52.00	-
65. NOTE PAD, (2"x2"), 400 sheets/ pad	pad													0	112.32	-
66. NOTE PAD, (2"x3")	pad													0	31.20	-
67. OIL, 120ml., for typewriter	bottle													0	30.99	-
68. PAPER, bond, Premium Grade, A4	ream													0	104.80	-
69. PAPER, mimeo, Groundwood, A4	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, A4	ream													0	102.44	-
PAPER, PPC, A4	ream													0	144.35	-
72. PAPER, PPC, B4	ream													0	194.66	-
73. PAPER, ruled pad, 216mmx330mm, 100s/ pad	pad													0	20.57	-
74. PAPER, thermal, 210mmx30M	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M	roll													0	37.44	-
76. PAPER, multicopy, A4	ream													0	139.32	-

77. TRACING PAPER, in rolls, 43" x 20" yards	roll													0		-
78. PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	ream													0	161.20	-
79. PAPER FASTENER, non-rust metal, 50 sets/box	box													0	82.04	-
80. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box													0	15.60	-
81. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-
82. PENCIL, lead, w/eraser	dozen													0	24.89	-
83. PENCIL, mechanical, 0.5mm lead	piece													0	18.20	-
84. PUSH PIN, hammer head type, 100s/box	box													0	30.00	-
85. RECORD BOOK, 300 pages	book													0	50.44	-
86. RECORD BOOK, 500 pages	book						4							4	77.98	311.92
87. RIBBON, nylon, manual typewriter	spool													0	15.81	-
88. RIBBON, nylon, for Kitano Bundy Clock time recorder	piece													0	644.80	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, #18, min. 445 gms./box	box													0	132.68	-
94. RULER, plastic, 12"	piece													0	3.64	-
95. RULER, plastic, 18"	piece													0	36.40	-
96. SIGN PEN, black	piece													0	41.48	-
97. SIGN PEN, blue	piece													0	41.48	-
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50ml.	bottle	1			1		1			1				4	27.04	108.16
100. STAMP PAD, felt pad	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box	1	1	1	1	1	1	1		1		1		9	25.98	233.82
102. STENCIL PAPER, ordinary, universal	quire													0		-
103. STENCIL INK, # 217, 400ml.	tube													0		-
104. TAPE, adding machine	roll													0	10.66	-
105. TAPE, masking (1"), 24mm, 50 meters length	roll													0	41.60	-
106. TAPE, masking (2"), 48mm, 50 meters length	roll													0	83.82	-

108. TAPE, transparent, (1"), 24mm, 50 meters	roll			1			1			1			1	4	41.60	166.40
109. TAPE, transparent, (2"), 48mm, 50 meters	roll													0	20.38	-
110. TAPE, packaging, 48mm, 50 meters length	roll													0	19.24	-
111. TIME CARD, for Seiko Time Recorder,100s/bndl	bundle													0		-
112. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
113. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
114. TOILET TISSUE, 12 rolls/ pack	pack													0	61.15	-
115. TRANSPARENCY FILM, A4, 100s/box	box													0		-
116. TRANSPARENCY FILM,colored,A4,100s/ box	box													0		-
117. TWINE, plastic, one kilo per roll	roll													0	57.20	-
118. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll													0	166.40	-
TOTAL																2,267.98
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-
2. CUTTER, heavy duty,	piece													0	27.04	-
3. PUNCHER, heavy duty	piece	1					1					1		3	114.40	343.20
4.PUSHPIN							1							1	35.00	35.00
5. SCISSORS, (6")	pair													0	18.72	-
6. SHARPENER, single cutterhead	piece													0	147.35	-
7. STAMPING DATER, self-inking stamp	piece													0	436.80	-
8. STAPLER, heavy duty, standard	piece	1		1			1							3	162.84	488.52
9. STAPLE REMOVER, twin jaws	piece													0	163.84	-
10. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0	164.84	-
11. WASTE BASKET, plastic	piece	1					1							2	165.84	331.68
TOTAL																1,198.40

COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece												0	14.56	-	
2. BROOM, soft (tambo)	piece	2		2			1		1		1		8	119.60	956.80	
3. BROOM, STICK (tingting)	piece	2		2		2			2		1		10	19.76	197.60	
4. CLEANSER, powder, 350gms.	canister												0	17.32	-	
5. DETERGENT POWDER, 2,200 grams	pouch	1		1		1		1		1			6	192.00	1,152.00	
6. DETERGENT BAR	bar												0	18.72	-	
7. DISINFECTANT SPRAY, 340 gm.	can	1				1			1			1	4	190.63	762.52	
8. DUST PAN, plastic w.handle,large	piece												0	26.00	-	
9. FLOOR WAX, paste, natural,2kg.	can												0	218.40	-	
10. FLOOR WAX, paste, red, 2kg.,	can												0	306.80	-	
11. FLOOR WAX, liquid type, 3.75li.	can												0	331.50	-	
12. FURNITURE CLEANER, 400ml/can	can												0	122.72	-	
INSECTICIDE, 600ml.(420g)/can	can												0	116.48	-	
14. MOPHANDLE, screw type, wooden handle	piece												0	83.20	-	
15. MOPHEAD, 100% rayon, 400g	piece												0	71.76	-	
16. RAG, COTTON, (7") in diameter	kilo												0	43.68	-	
17. SCOURING PAD, economy size	pack												0	131.96	-	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle												0	62.40	-	
19. TOILET DEODORANT CAKE, 99%, 50gms.	box												0	33.28	-	
20. TRASHBAG, plastic, black, (XL)	roll												0	103.79	-	
TOTAL															3,068.92	
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream												0	119.22	-	
2. PAPER, mimeo, Groundwood	ream												0	91.52	-	
3. PAPER, mimeo, Whitewove	ream												0	120.02	-	
4. PAPER, for PPC	ream												0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream												0	174.72	-	

COMMON OFFICE EQUIPMENT															
1. AIRPOT, 4.0 liters, w/ dispenser	unit												0	1,144.00	-
2. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit														-
3. FILING CABINET, four (4) drawers, steel, plain	unit												0	7,953.92	-
finish, w/ 8 ball bearing rollers, gauge 24															
4. FILING CABINET, four (4) drawers, steel, plain	unit												0	9,399.52	-
finish, w/ 8 ball bearing rollers, gauge 20															
5. FILING CABINET, four(4) drawers, three (3)	unit												0	13,497.12	-
drawers + one (1) safe, plain finish, gauge 20															
6. FILING CABINET, lateral, four (4) drawers, beige,	unit												0	12,155.52	-
8 plain finish, 55"x18"x35.5(HxWxL) body, 6" x															
16" x 32" (H x W x L), gauge 20															
7. CALCULATOR, desktop, heavy duty printing,	unit												0	1,892.80	-
12 digits, two(2) color print/illuminated display															
AC power source, Canon															
8. CALCULATOR, desktop, mini-printer type,12 digits,	unit												0	925.60	-
AC/DC power source, with ink roller & adaptor															
9. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit												0	341.12	-
CALCULATOR, compact, electronic, LCD, desktop	unit	1					1				1		3	161.08	483.24
display, 12 digits, two-way power source															
11. CHAIR, monobloc, without armrest,beige/white	unit												0	239.20	-
12. DOCUMENT CAMERA, w/ DVI port, four (4)	unit												0	19,552.00	-
reference points demarcate viewing area, 8 times															
(800%) consecutive zoom, PC and Doc Cam VS															

13. ELECTRIC FAN, orbit type	unit													0	1,028.56	-
14. ELECTRIC FAN, with stand	unit													0	764.40	-
15. ELECTRIC FAN, wall type	unit													0	745.68	-
16. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
17. FACSIMILE TRANSCEIVER, uses thermal paper	unit													0	4,451.20	-
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																
FIRE EXTINGUISHER, dry chemical, for ABC class	unit													0	1,130.48	-
of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new																
19. FIRE EXTINGUISHER, pure HCFC 123, with fire	unit													0	4,726.80	-
rating of 1A, 1BC for ABC class of fire, squeeze type																
non-electrical conductor, 4.5kg (10 lbs), brand new																
20. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,	unit													0	24,939.20	-
2000 hours lamp life, supports SVGA to SXGA																
(compressed) resolution																
21. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap.	unit													0	8,838.96	-
automatic clamping, stationery blade guard, A4-A6 format indications																
22. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-

23. PRINTER, automatic data processing, impact	unit														0	16,640.00	-
dot matrix, 9-pins, 136 columns, complete w/																	
ribbons, cables and manual, Epson FX-2190																	
24. PRINTER, automatic data processing, impact	unit														0	18,156.32	-
dot matrix, 24-pins, 136 columns, complete w/																	
ribbons, cables and manual, Epson LQ-2180																	
25. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual	unit														0	7,124.00	-
ribbons, cables and manual, Epson LX-300+																	
26. PRINTER, laser, 20ppm printing speed, 1200 x	unit														0	4,139.20	-
1200 dpi, with power cord, interface cable																	
documentation, ML-2250																	
27. PRINTER, automatic data processing, impact																30,992.00	-
dot matrix, 24-pins, 136 columns, complete w/																	
ribbons, cables and manual, Epson LQ-2190																	
28. PUNCHING/BINDING MACHINE, two(2) hand	unit														0	10,398.96	-
lever system, 34cm or 13" (24 holes) punching																	
width adjustable to any format, binds 425 sheets																	
or up to 2" thick, all metal construction																	
29. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit														0	1,653.60	-
30. TIME RECORDER, (for attendance), electronic, stylish/compact design, large	unit														0	6,188.00	-

display, 2-color ribbon, with dot matrix printer,																	
bell and buzzer, wall or desk mount, 220 volts																	
31. TYPEWRITER, manual, 15" carriage, pica/	unit																
elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N																	
32. TYPEWRITER, manual, 18" carriage, pica/	unit																
elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N																	
33. TYPEWRITER, manual, 24" carriage, pica/	unit																
elite typecase, 46 keys, Philippine keyboard metal casing, Olympia SG3N																	
34. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit													0	2,038.40		-
line interactive topology, with sealed maintenance																	
free batteries, 520VA-600VA																	
TOTAL																483.24	
HANDBOOKS ON PROCUREMENT																	
1.HANDBOOK ON PUBLIC BIDDING DOCUMENTS,																	
1/2" x 11", offset printing, one color print, laminated																	
kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24		-

b. Procurement of Civil Works, 139-149 pages	piece														0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece														0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	88.40	-
2.HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece														0	32.40	-
3.HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.52	-
4.HANDBOOK ON GENERIC PROCUREMENT	set														0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																	
(4) volumes as follows:																	
Volume I(103 pages) - white color																	
Volume II (138 pages) - light blue color																	
Volume III (124 pages) - light yellow color																	
Volume IV (118 pages) - light green color																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office/Pump House Equipment and Accessories																	
1.Emergency Light		1													1	2,500.00	2,500.00
2.Money Detector		1													1	800.00	800.00
3.Electric Fan		1													1	1,500.00	1,500.00
4.Spoon	dz	2													2	100.00	200.00
Plate	dz	1													1	300.00	300.00
Rain Coat								4							4	350.00	1,400.00
7. Saucer	dz	1													1	150.00	150.00
TOTAL																	6,850.00

Office Supplies																	
1. Ballpen	pcs.	6	7	6	7	6	7	6	7	6	7	6	7	78	6.00	468.00	
2. Brush with handle	pc.	1		1		1		1		1		1		6	100.00	600.00	
3. Bond Paper short		2	2	2	2	2	2	2	2	2	2	2	2	24	150.00	3,600.00	
4. Bond Paper long		3	3	3	3	3	4	3	3	3	3	3	3	37	167.00	6,179.00	
5. Pentel Pen		1			1				1		1			4	45.00	180.00	
6. Rubber Boots										3				3	400.00	1,200.00	
7. Correction Tape		5	5	5	5	5	5	5	5	5	6	6	6	63	40.00	2,520.00	
8. Paste		1			1				1	1			1	5	35.00	175.00	
9. Pencil		1	1	1	1	2	2	2	2	2	2	2	2	20	5.00	100.00	
10. Fastener long		1		1	1			1			1	1		6	130.00	780.00	
11. Fastener short		1			1			1		1			1	5	37.00	185.00	
12. Folder long		11	11	10	10	11	10	10	10	10	10	10	10	123	6.00	738.00	
13. Folder Short		30												30	5.00	150.00	
14. Fork		2												2	100.00	200.00	
15. Envelope long		4	4	4	4	4	4	4	4	4	4	5	5	50	7.00	350.00	
16. Paper Clip big		1		1			1				1			4	20.00	80.00	
17. Paper clip small		1		1		1		1		1				5	15.00	75.00	
18. Ribbon Cable Compact 3D		1	1	1	1	1	1	1	1	1	1	1	1	12	400.00	4,800.00	
19. Ribbon Cartridge (LX-310)		1	1	1	1	1	1	1	1	1	1	1	1	12	135.00	1,620.00	
20. Dishwashing liquid		1		1		1		1		1		1		6	35.00	210.00	
21. Zonrox		1		1		1		1		1		1		6	70.00	420.00	
22. Tissue 12's		2	2	2	2	2	2	2	2	2	2	2	2	24	100.00	2,400.00	
23. Nose Mask		1			1			1			1		1	5	35.00	175.00	
24. Rubber Hand Gloves		1	1	1	1	1	1	1						7	50.00	350.00	
25. Mop with handle		1												2	130.00	260.00	
26. Dust Pan		1				1				1				3	90.00	270.00	
27. Dipper		1												1	35.00	35.00	
28. Pale		3												3	70.00	210.00	
29. Clip board				1										1	45.00	45.00	
30. Coffee		2	2	2	2	2	2	2	2	2	2	2	2	24	35.00	840.00	
31. Creamer		2	2	2	2	2	2	2	2	2	2	2	2	24	40.00	960.00	
32. Sugar		2	2	2	2	2	2	2	2	2	2	2	2	24	30.00	720.00	
33. Wall Clock		4												4	250.00	1,000.00	
34. Tarpauline		1	1	1	1	1	1	1	1	1	1			10	335.00	3,350.00	
35. Padlock		2												2	100.00	200.00	
36. Stamper		1	1	1	1	1								5	100.00	500.00	
TOTAL																35,945.00	
Service Vehicle														0			
1. Motor Vehicle with sidecar		1												1	115,500.00	115,500.00	
TOTAL														0	115,500.00	115,500.00	

															0		-
Chemicals															18	7,500.00	135,000.00
1. Chlorine Granules	drums	2	2	2	2	2	2	2	2	2					0	7,500.00	135,000.00
TOTAL																	
Motor / Engine parts & maintenance																	
1.Chain	pcs.	2			1			2							5	600.00	3,000.00
2.Air Filter	pcs.	2													2	650.00	1,300.00
3.Oil Filter	pcs.	2													2	1,000.00	2,000.00
4.Fuel Filter	pcs.	2													2	1,000.00	2,000.00
5. Brush (Steel)	pcs.	4													4	100.00	400.00
6. Tire Exterior	pc.	2		2		1		1		1				1	8	550.00	4,400.00
7. Accelerator cable	pc.	2													2	100.00	200.00
8.Bearing	pc.	2													2	250.00	500.00
9.Breakshoe	pc.	2													2	150.00	300.00
10.Clutch Cable	pc.	4													4	100.00	400.00
11.Flusher Bulb	pc.	4													4	25.00	100.00
12.Flashlight (Head Light)		2			2			2			2				8	150.00	1,200.00
13.Hand Brake Cable	pc.	2													2	100.00	200.00
14.Head Light Bulb	pc.	1													1	300.00	300.00
15.Motor Oil	pc.	1	1	1	1	1	1	1	1	1	1	1	1	1	12	190.00	2,280.00
16.Speedometer cable	pc.	2													2	100.00	200.00
17.Sprocket (Big)	pc.	5													5	150.00	750.00
18.Sprocket (small)	pc.	5													5	150.00	750.00
19.Tire	pc.	2			2			2			2				8	550.00	4,400.00
20.Coolant	pc.	6													6	300.00	1,800.00
21.Rev-X Engine Oil	pc.	18													18	200.00	3,600.00
22.Rubber Bushing	pc.	2													2	100.00	200.00
23. Booster pump	pc.	1													1	300,000.00	300,000.00
24. Chlorinator Machine	pc.	2													2	30,000.00	60,000.00
25.Pump and Motor(15hp)	pc.	1													1	250,000.00	250,000.00
26.Air Release Valve	pc.	5													5	2,500.00	12,500.00
27. Aluminum Ladder 20 steps	pc.	1													1	25,000.00	25,000.00
28.Battery (GSM)	pc.	2													2	3,500.00	7,000.00
29.Electric Drill	pc.	1													1	4,500.00	4,500.00
30.Multi-tester	pc.	1													1	2,000.00	2,000.00
31.Pressure Gauge 3/8	pc.	1													1	19,000.00	19,000.00
32.Pressure Transmitter 3/8	pc.	1													1	19,000.00	19,000.00
33.Double Pulley	pc.	1													1	1,000.00	1,000.00
34. Test Kit	pc.	2													2	3,000.00	6,000.00
35.Weighing Scale 10kg.	pc.	1													1	1,000.00	1,000.00
36. Battery Solution	pc.	2													2	35.00	70.00

37.Chlorine Reagent	pc.	50												50	1,500.00	75,000.00
38.Fuselink	pc.	12												12	60.00	720.00
39.Muriatic acid		2			2		2		1		2			9	35.00	315.00
40.Hydraulic Hose 10mm	pc.	3												3	50.00	150.00
41.Paint	pc.	7												7	650.00	4,550.00
42.Thinner	pc.	6												6	35.00	210.00
43.Air pump	pc.	1												1	200.00	200.00
														0	1,000.00	818,495.00
Lighting and fixtures and accessories																
1.Bulb Light LED		2	2	2	2	2	2	2	2	2	2	2	1	23	200.00	4,600.00
2.Bulb		1		1		1			1		1			5	100.00	500.00
3.Flat Cord #14		90												90	20.00	1,800.00
4.Fire Extinguisher,dry chemical				2										2	1,700.00	3,400.00
Fire Extinguisher, dry chemical,refill				1										1	1,000.00	1,000.00
																-
																-
TOTAL																11,300.00

Plumbing Tools																	
1.Pipe Cutter #1/2	pc.	1													1	1,200.00	1,200.00
2.Pipe Cutter #2	pc.	1													1	2,000.00	2,000.00
3.Pipe Range No. 14	pc.	2													2	1,500.00	3,000.00
4.Rochet (10-24)	pc.	1													1	3,000.00	3,000.00
TOTAL																	9,200.00
Computer SuppliesSystem																	
1.Black Ink Cartridge Epson #166		4	4	2	2	2	2	2	2	2	2	2	2	2	28	180.00	5,040.00
2.Colored Ink Cartridge Epson #166 (Cyan)		2		2	2			2				2			10	355.00	3,550.00
3.Colored Ink Cartridge Epson #166 (Yellow)		2		2	2			2				2			10	355.00	3,550.00
Colored Ink Cartridge Epson #166 (Magenta)		2		2	2			2				2			10	355.00	3,550.00
Black ink cartridge HP 704		2	2	2	2	2	2	2	2	2	2	2	2	2	24	350.00	8,400.00
6.Colored ink cartridge HP 704		1	1	1	1	1	1	1	1	1	1	1	1	1	12	450.00	5,400.00
7.Computerized Accounting System				1											1	60,000.00	60,000.00
8.Printer Continous		1													1	10,000.00	10,000.00
9.Printer Continous w/ scanner		1													1	15,000.00	15,000.00
10.Anti-Virus		1													1	5,000.00	5,000.00
11.UPS -Uninterruptible Power Supply		1													1	3,500.00	3,500.00
12.Computer		1													1	25,000.00	25,000.00
TOTAL																	147,990.00
*Other Categories																	
Printing (Forms)																	
1.Travel Order				1		1			1						3	480.00	1,440.00
2.Itinerary of Travel		1		1			1								3	480.00	1,440.00
3.Trip Ticket		1				1			1				1		4	225.00	900.00
4.Canvass Form		1						1							2	480.00	960.00
Purchase Request		1				1				1				1	4	480.00	1,920.00
Purchase Order		1				1				1				1	4	480.00	1,920.00
7.Passlip							1								1	480.00	480.00

8. Inspection & Acceptance Report		1			1			1			1			4	480.00	1,920.00
9. Store Requisition Slip		1		1		1		1		1		1		6	480.00	2,880.00
10. Petty Cash Voucher		1	1	1	1	1	1	1	1	1	1			10	480.00	4,800.00
11. Maintenance Order Form		1			1		1		1					4	480.00	1,920.00
12. Daily Time Record		1		1		1		1		1		1		6	45.00	270.00
13. Statement of Account		2	2	2	2	2	2	1	1	1	1	1	1	18	1,250.00	22,500.00
14. JEV Forms		1				1				1				3	480.00	1,440.00
15. Official Receipt	bklt	25	25	25	25	25	25	25	25	25	25	25	25	300	60.00	18,000.00
16. Application Forms	pcs.	1												1	480.00	480.00
17. Checkbooklets	bklt	1		1		1		1				1		5	360.00	1,800.00
TOTAL																65,070.00

GRAND TOTAL: 1,240,882.94
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 1,364,971.23
APPROVED BUDGET: 1,364,971.23

*Other categories that are not indicated herein

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

***Grand total 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:

MARY GRACE U. ESGUERRA
Sr. Accounting Processor B

Certified Funds Available:

MARY GRACE U. ESGUERRA
Sr. Accounting Processor B

Approved:

ANNE LORELIE DL. LAURETA
General Manager - OIC