

ANNUAL PROCUREMENT PROGRAM
 (For Common-Use Goods Available from PS)
 for Fiscal/Calendar Year 2010

Department/Bureau/Office: **BUREAU OF WORKING CONDITIONS**
 Region:
 Address:

Contact Person: DAVID M. ESTANISLAO
 Position: LEO I
 E-mail:
 Telephone/Mobile Nos: 5273000 loc. 308

Item & Specifications	Quantity Requirements					PS Price as of Ps Current Price List	Total Amount
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON ELECTRICAL SUPPLIES							
1. BALLAST, for 1-40 watts GE, RS, 220 v	12	0	12	0	24	81.15	1,947.60
2. BATTERY, size AA, Alkaline, 2 pcs/pack	12	12	12	12	48	16.65	799.20
3. BATTERY, size AAA Alkaline, 2 pcs/pack	12	12	12	12	48	17.70	849.60
4. EXTENSION CORD, 10 mtrs.	0	0	0	0	0	120.00	0.00
5. FLUORESCENT TUBE, 40 WATTS, GE, RS	25	25	25	25	100	40.00	4,000.00
6. TAPE, electrical	5	0	0	0	5	13.35	66.75
7. STARTER, 4-40watts	25	25	25	25	100	4.85	485.00
8. EMERGENCY LIGHT "OMNI" wall mounted	0	0	0	0	0	1,500.00	0.00
SUB-TOTAL:							8,148.15
COMMON COMPUTER SUPPLIES							
9. COMPACT DISK RECORDABLE 700MB, 80 min. running time	100	100	100	100	400	9.90	3,960.00
10. DISKETTE, 3.5", DS, DD, 10s/box	5	5	5	5	20	49.50	990.00
11. MOUSE, USB, optical	5	0	5	0	10	145.60	1,456.00
12. INK CARTRIDGE, HP 703 (black)	12	12	12	12	48	350.00	16,800.00
13. INK CARTRIDGE, HP 703 (color)	12	12	12	12	48	350.00	16,800.00
14. INK CARTRIDGE, HP C9351A black (21)	17	17	17	17	68	639.60	43,492.80
15. INK CARTRIDGE, HP C9352A color (22)	17	15	15	16	63	738.40	46,519.20
16. INK CARTRIDGE, HP C6615D black (15)	5	5	5	5	20	1,196.00	23,920.00
17. INK CARTRIDGE, HP C1823D color (23)	4	4	4	4	16	1,549.60	24,793.60
18. TONER, HP C4092A black	3	3	3	3	12	2,506.40	30,076.80
19. INK CARTRIDGE, LEXMARK Z515 27 color	6	6	6	6	24	1,102.40	26,457.60

20. INK CARTRIDGE, LEXMARK Z515 17 black	6	6	6	6	24	975.55	23,413.20
21. TONER, LEXMARK E450A11P	0	0	0	0	0	4,000.00	0.00
22. TONER, HP Q2612A	3	3	3	3	12	3,120.00	37,440.00
23. TONER, HP CB435A	3	3	3	3	12	2,610.40	31,324.80
24. TONER, HP 92298A	3	3	3	3	12	4,555.20	54,662.40
25. CD CASE, 24 disc capacity	0	0	0	0	0	150.00	0.00
SUB-TOTAL:							382,106.40

COMMON OFFICE SUPPLIES

26. AUDIO CASSETTE TAPE, 90 min.	10	10	10	10	40	12.35	494.00
27. BALLPOINT PEN, black	100	100	100	100	400	2.90	1,160.00
28. BALLPOINT PEN, blue	100	100	100	100	400	2.90	1,160.00
29. BALLPOINT PEN, red	50	50	50	50	200	2.90	580.00
30. CARBON FILM, POLYETHYLINE, A-4 100s/bx	2	0	2	0	4	369.20	1,476.80
31. Facimile Ink Film, Fullmark TTRP55 2rls/bx.	6	6	6	6	24	300.00	7,200.00
32. CARTOLINA, assorted color, 20s/pack	1	1	0	0	2	56.20	112.40
33. CARTOLINA, white, 20s/pack	1	1	0	0	2	51.50	103.00
34. CLIP, double/binder 50mm, 12s/box	10	10	10	10	40	29.65	1,186.00
35. CLIP, double/binder 25mm, 12s/box	10	10	10	10	40	8.25	330.00
36. CLIP, double/binder 19mm, 12s/box	10	10	10	10	40	4.90	196.00
37. CORRECTION FLUID, 20 ml.	10	10	10	10	40	11.70	468.00
38. DATA FOLDER, w/finger ring, (3" x 9" x 15")	10	10	10	10	40	61.10	2,444.00
39. ENVELOPE, documentary, for A4, 500s/bx	2	2	2	2	8	430.05	3,440.40
40. ENVELOPE, documentary (10" x 15"), 500s/bx	2	2	2	2	8	159.95	1,279.60
41. ENVELOPE, expanding, legal size, 100s/bx	2	2	2	2	8	801.15	6,409.20
42. ENVELOPE, mailing white, 500s/bx	1	1	1	1	4	159.95	639.80
43. ERASER, rubber	5	5	5	5	20	5.10	102.00
44. FOLDER, pressboard, plain, legal 100s/bx	1	0	1	0	2	736.35	1,472.70
45. FOLDER, FILE letter, 100s	2	2	2	2	8	275.25	2,202.00
46. FOLDER, FILE legal, 100's	2	2	2	2	8	287.55	2,300.40
47. GLUE, all purpose, 300 grams	5	5	5	5	20	45.45	909.00
48. GLUE, tube type, 2 way type, 35 ml.	5	5	5	5	20	14.75	295.00
49. INDEX CARD, plain (3" x 5"), 500s/pack	2	2	1	1	6	48.05	288.30
50. INDEX CARD, plain (5" x 8"), 500s/pack	2	2	1	1	6	112.30	673.80
51. INDEX TAB, self-adhesive, 5 sets/bx	5	5	0	0	10	45.00	450.00
52. MAP PIN, round head, 100s/bx	2	2	0	0	4	20.70	82.80
53. MARKER, fluorescent, 3 colors/set	2	2	2	2	8	53.05	424.40

54. MARKING PEN, whiteboard, black	12	12	12	12	48	25.50	1,224.00
55. MARKING PEN, whiteboard, blue	12	12	12	12	48	25.50	1,224.00
56. MARKING PEN, whiteboard, red	12	12	12	12	48	25.50	1,224.00
57. MARKING PEN, permanent, black	12	12	12	12	48	26.95	1,293.60
58. MARKING PEN, permanent, blue	12	12	12	12	48	26.95	1,293.60
59. MARKING PEN, permanent, red	12	12	12	12	48	26.95	1,293.60
60. MARKING PEN, transparency film	2	2	2	2	8	84.25	674.00
61. NOTE BOOK, stenographer's	20	20	20	20	80	9.35	748.00
62. NOTE PAD, (3" x 3")	5	5	5	5	20	16.40	328.00
63. NOTE PAD, (3" x 4")	5	5	5	5	20	20.80	416.00
64. PAPER, bond, Premium Grade , A4	45	45	45	45	180	139.25	25,065.00
65. PAPER, PPC, A4	45	45	45	45	180	153.40	27,612.00
66. PAPER, bond, premium grade, legal	45	45	45	45	180	145.60	26,208.00
67. PAPER, PPC, legal	45	45	45	45	180	168.30	30,294.00
68. PAPER, multicopy, A4	45	45	45	45	180	174.40	31,392.00
69. PAPER, ruled pad, 216mm x 330mm	10	10	10	10	40	21.50	860.00
70. PAPER FASTENER, metal	5	5	5	5	20	78.75	1,575.00
71. PAPER CLIP, gem type, 33mm, 100s/bx	10	10	10	10	40	4.40	176.00
72. PASTE, solid waterwell, 200ml	5	5	5	5	20	17.55	351.00
73. PENCIL, with eraser, 12s/bx	5	5	5	5	20	34.20	684.00
74. PENCIL, mechanical, 0.5mm lead	5	5	5	5	20	89.35	1,787.00
75. RECORD BOOK, 500 pages	10	10	10	10	40	93.60	3,744.00
76. RUBBER BAND, #18, 400 gms.	5	5	5	5	20	87.25	1,745.00
77. SIGN PEN, black, 12s/bx	2	2	2	2	8	37.35	298.80
78. SIGN PEN, blue, 12s/bx	2	2	2	2	8	37.35	298.80
79. SIGN PEN, red, 12s/bx	1	1	1	1	4	37.35	149.40
80. SIGN PEN, green, 12s/bx	0	0	0	0	0	37.35	0.00
81. STAMP PAD INK, violet, 50 ml.	5	5	5	5	20	22.25	445.00
82. STAMP PAD, felt pad	2	2	0	0	4	21.85	87.40
83. STAPLE WIRE, standard, # 35	5	5	5	5	20	30.05	601.00
84. NOTARIAL SEAL, Globe brand, 40s/bx	3	3	3	3	12	50.00	600.00
85. TAPE, masking (2")	5	5	5	5	20	52.55	1,051.00
86. TAPE, masking (1")	5	5	5	5	20	24.20	484.00
87. TAPE, transparent (2")	5	5	5	5	20	13.65	273.00
88. TAPE, transparent (1")	5	5	5	5	20	6.85	137.00
89. TAPE, packaging (2")	5	5	5	5	20	13.65	273.00
90. TWINE, plastic, one kilo	5	5	0	0	10	41.55	415.50

91. WRAPPING PAPER, kraft, 65 gms.	2	0	2	0	4	77.70	310.80
92. PUNCHER, heavy duty	4	4	0	0	8	77.00	616.00
93. STAPLER, heavy duty	0	0	0	0	0	247.40	0.00
94. STAPLE REMOVER, twin jaws	5	5	0	0	10	6.10	61.00
95. CERTIFICATE HOLDER, Adventurer, CH-3 (8.5 in x 11in) Black	1	1	1	0	3	1,500.00	4,500.00
SUB-TOTAL							209,693.10

COMMON OFFICE EQUIPMENT

95. AIRPOT, 4.0 liters, w/ dispenser	0	0	0	0	0	1,118.00	0.00
96. FILING CABINET, 4 drawers, steel, plain finish w/ 8 ball bearing rollers, g 22	0	0	0	0	0	5,231.00	0.00
97. FILING CABINET, 4 drawers, steel, plain finish, w/ 8 ball bearing rollers, g 20	0	0	0	0	0	6,084.00	0.00
SUB-TOTAL:							0.00

GRAND TOTAL:

599,947.65

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

659,942.42

APPROVED BUDGET:

Prepared by:

Certified Funds Available:

Approved:

ELENA C. QUERIJERO
Sr. LEO

RICHELDA L. BALLAD
Chief, Accounting Div.

ATTY. BRENDA L. VILLAFUERTE
Director IV