

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte **Surigao Del Norte**
 - d. Camiguin **Camiguin**
3. 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.
4. Do not delete any field in the APP Form.
5. 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. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurement-service.org
7. 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.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: DOLE/Bureau of Working Conditions
Region: Main/NCR
Address: DOLE Main Bldg. Muralla cor Gen. Luna Sts., Intramuros Manila

Contact Person: Expectacion D. Ruivivar
Position: Labor Employment Officer III
E-mail : dole.bwc@gmail.com
Telephone/Mobile Nos: 5273000 loc 308

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | Total | ** PS Price Catalogue as of (09.12.2011) | Total Amount | |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--------------|----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | |
| 1. BATTERY, size AA, alkaline, 2 pcs./packet | packet | 12 | | | 12 | | 12 | | | | 12 | | | | 48 | 36.40 | 1,747.20 |
| 2. BATTERY, size AAA, alkaline, 2 pcs./packet | packet | 12 | | | 12 | | 12 | | | | 12 | | | | 48 | 14.56 | 698.88 |
| 5. FLUORESCENT LAMP, tubular, 36 watts | piece | | | | | | | | | | | | | | | | |
| 8. TAPE, electrical | roll | | | | | | | | | | | | | | 0 | 18.20 | - |
| COMMON COMPUTER SUPPLIES/CONSUMABLES | | | | | | | | | | | | | | | | | |
| 1. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time | piece | 10 | | | 10 | | 10 | | | | 10 | | | | 40 | 8.79 | 351.60 |
| 2. DVD RECORDABLE, 16x speed, 4.7GB capacity | piece | | | | 20 | | 20 | | | | 20 | | | | 60 | 11.70 | 702.00 |
| 5. FLASH DRIVE, 8GB, USB 2.0, plug and play | piece | 5 | | | | | 5 | | | | | | | | 10 | 468.00 | 4,680.00 |
| 6. INK CARTRIDGE, HP C6615DA (HP 15) | cart | 1 | | | 1 | | 1 | | | | 1 | | | | 4 | 1,149.54 | 4,598.16 |
| 7. INK CARTRIDGE, HP C6615DA (HP 23) | cart | 1 | | | 1 | | 1 | | | | 1 | | | | 4 | 1,562.00 | 6,248.00 |
| 8. INK CARTRIDGE, HP C9351AA (HP 21) | cart | 3 | | | 3 | | 3 | | | | 3 | | | | 12 | 615.06 | 7,380.72 |
| 15. INK CARTRIDGE, HP C9352AA (HP 22) | cart | 3 | | | 3 | | 3 | | | | 3 | | | | 12 | 708.90 | 8,506.80 |
| 16. INK CARTRIDGE, Lexmark # 27, colored | cart | 1 | | | 1 | | 1 | | | | 1 | | | | 4 | 1,173.00 | 4,692.00 |
| 17. INK CARTRIDGE, Lexmark # 17, black | cart | 1 | | | 1 | | 1 | | | | 1 | | | | 4 | 984.30 | 3,937.20 |
| 18. MOUSE, optical, USB connection type | piece | 4 | | | 4 | | 4 | | | | 4 | | | | 16 | 197.60 | 3,161.60 |

| | | | | | | | | | | | | | | |
|--|--------|----|--|--|----|--|--|----|--|--|--|----|----------|-----------|
| 19. TONER CARTRIDGE,HP Q2612A | cart | 1 | | | 1 | | | 1 | | | | 4 | 2,866.20 | 11,464.80 |
| 19. TONER CARTRIDGE,HP CB435A | cart | 2 | | | | | | 2 | | | | 4 | 2,866.20 | 11,464.80 |
| 20. INK CARTRIDGE, HP 27 | cart | 4 | | | 4 | | | 4 | | | | 16 | 1,000.00 | 16,000.00 |
| 21. INK CARTRIDGE, HP 28 | cart | 2 | | | 2 | | | 2 | | | | 8 | 1,200.00 | 9,600.00 |
| 22. TONER CATRIDGE, HP CE285A | piece | 8 | | | 5 | | | 8 | | | | 26 | 3,500.00 | 91,000.00 |
| 23. TONER CATRIDGE, HP92A | cart | 1 | | | 1 | | | 1 | | | | 4 | 3,000.00 | 12,000.00 |
| 24. Ink Cartridge, HP 703, black | piece | 8 | | | 8 | | | 8 | | | | 32 | 350.00 | 11,200.00 |
| 24. Ink Cartridge, HP 703, colored | piece | 6 | | | 6 | | | 6 | | | | 24 | 370.00 | 8,880.00 |
| 24. Ink Cartridge, HP 704, black | piece | 3 | | | 3 | | | 3 | | | | 12 | 350.00 | 4,200.00 |
| 24. Ink Cartridge, HP 704, colored | piece | 3 | | | 3 | | | 3 | | | | 12 | 370.00 | 4,440.00 |
| 25. Toner Cartridge LEXMARK E460X11P | piece | 1 | | | | | | 1 | | | | 2 | 4,000.00 | 8,000.00 |
| 22. TONER CATRIDGE, HP CE280A | piece | 2 | | | 1 | | | 2 | | | | 6 | 3,500.00 | 21,000.00 |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | |
| 1. AIR FRESHENER, 280mL/can | can | | | | | | | | | | | 0 | 92.56 | - |
| 2. ALCOHOL, 70%, ethyl | bottle | | | | | | | | | | | 0 | 37.70 | - |
| 8. CARTOLINA, assorted color, 20s/pack | pack | | | | | | | | | | | 0 | 72.80 | - |
| 9. CARTOLINA, white, 20s/pack | pack | 1 | | | 1 | | | 1 | | | | 4 | 57.20 | 228.80 |
| 5. CLIP, backfold, 25mm, 12s/box | box | 2 | | | 2 | | | 2 | | | | 8 | 15.60 | 124.80 |
| 6. CLIP, backfold, 50mm, 12s/box | box | 2 | | | 2 | | | 2 | | | | 8 | 43.68 | 349.44 |
| 14 CLIP, backfold, 19mm, 12s/box | box | 2 | | | 2 | | | 2 | | | | 8 | 7.54 | 60.32 |
| 7. CLIP, backfold, 32mm, 12s/box | box | 2 | | | 2 | | | 2 | | | | 8 | 17.42 | 139.36 |
| 8. CORRECTION FLUID, water based, min 15mL. | bottle | 5 | | | 5 | | | 5 | | | | 20 | 9.82 | 196.40 |
| 9. DATA FILE BOX, (5"x9"x15-3/4") | box | 5 | | | 5 | | | 5 | | | | 20 | 64.47 | 1,289.40 |
| 10. DATA FOLDER, w/ finger ring, (3" x 9" x 15") | piece | 5 | | | 5 | | | 5 | | | | 20 | 67.07 | 1,341.40 |
| 25. ENVELOPE, expanding, kraft, legal size, 100s/box | box | 1 | | | 1 | | | 1 | | | | 4 | 675.86 | 2,703.44 |
| 12. ENVELOPE, mailing white, 500s/box | box | | | | | | | | | | | 0 | 159.78 | - |
| 29. ENVELOPE, expanding, plastic, legal size | piece | 5 | | | 5 | | | 5 | | | | 20 | 39.81 | 796.20 |
| 31. ERASER, blackboard/whiteboard | piece | | | | | | | 1 | | | | 1 | 11.44 | 11.44 |
| 33. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece | 5 | | | 5 | | | 5 | | | | 20 | 83.20 | 1,664.00 |
| 34. FOLDER, pressboard, plain, legal, 100s/box | pack | 2 | | | 2 | | | 2 | | | | 8 | 851.64 | 6,813.12 |
| 14. FOLDER, tagboard, legal size, 100s/box | pack | 2 | | | 2 | | | 2 | | | | 8 | 413.92 | 3,311.36 |
| 15. FOLDER, tagboard, A4 size, 100s/box | pack | 5 | | | 5 | | | 5 | | | | 20 | 253.76 | 5,075.20 |
| 37. FOLDER, morocco/fancy, legal size, 50s/pack | pack | 2 | | | 2 | | | 2 | | | | 8 | 301.60 | 2,412.80 |
| 38. FOLDER, morocco/fancy, A4 size, 50s/pack | bundle | 2 | | | 2 | | | 2 | | | | 8 | 312.00 | 2,496.00 |
| 39. FOLDER, clear plastic, L-type, A4 size, 50s/pack | pack | | | | | | | | | | | 0 | 247.52 | - |
| 40. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack | | | | | | | | | | | 0 | 228.80 | - |
| 16. GLUE, all purpose, 300 grams min. | jar | 5 | | | 5 | | | 5 | | | | 20 | 37.43 | 748.60 |
| 43. INDEX CARD,3"x 5", plain, 500s/pack | pack | | | | | | | | | | | 0 | 44.45 | - |
| 17. INDEX CARD, 5" x 8", plain, 500s/pack | pack | 2 | | | 2 | | | 2 | | | | 7 | 99.84 | 698.88 |
| 45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5") | pack | | | | | | | | | | | 0 | 41.50 | - |
| 46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8") | pack | | | | | | | | | | | 0 | 56.68 | - |
| 52. MAP PIN, round head, 100s/box | box | 1 | | | 1 | | | 1 | | | | 4 | 36.40 | 145.60 |
| 19. MARKER, fluorescent, 3 colors/set | set | 3 | | | 3 | | | 3 | | | | 12 | 41.60 | 499.20 |
| 20. MARKING PEN, whiteboard, black | piece | 5 | | | 5 | | | 5 | | | | 20 | 15.08 | 301.60 |
| 22. MARKER, permanent, black | piece | 10 | | | 10 | | | 10 | | | | 40 | 13.50 | 540.00 |
| 23. MARKER, permanent, blue | piece | | | | | | | | | | | 0 | 13.50 | - |
| 25. NOTE BOOK, stenographer's, 40 leaves | piece | | | | | | | | | | | 0 | 7.49 | - |
| 62. NOTE PAD, (3"x3"), 100 sheets/pad | pad | 5 | | | 5 | | | 5 | | | | 20 | 36.40 | 728.00 |

| | | | | | | | | | | | | |
|---|--------|----|--|----|--|----|--|----|--|----|-----------|----------|
| 26. NOTE PAD, (3"x4"), 100 sheets/pad | pad | 5 | | 5 | | 5 | | 5 | | 20 | 52.00 | 1,040.00 |
| 40. RECORD BOOK, 300 pages, Smyth sewn | book | | | | | | | 3 | | 3 | 50.44 | 151.32 |
| 41. RECORD BOOK, 500 pages, Smyth sewn | book | 5 | | 5 | | 5 | | 5 | | 20 | 88.40 | 1,768.00 |
| 42. RIBBON, nylon, manual typewriter | spool | | | | | | | | | 0 | 15.81 | - |
| 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 | - |
| 43. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or ar | box | 2 | | 2 | | 2 | | 2 | | 8 | 132.68 | 1,061.44 |
| 44. RULER, plastic, 300mm | piece | 6 | | | | 6 | | | | 12 | 3.64 | 43.68 |
| 95. RULER, plastic, 450mm | piece | | | | | | | | | 0 | 36.40 | - |
| 45. SIGN PEN, black | piece | 10 | | 10 | | 10 | | 10 | | 40 | 41.48 | 1,659.20 |
| 97. SIGN PEN, blue | piece | | | | | | | | | 0 | 41.48 | - |
| 98. SIGN PEN, red | piece | | | | | | | | | 0 | 41.48 | - |
| 46. STAMP PAD INK, violet, 50mL | bottle | 2 | | 2 | | 2 | | 2 | | 8 | 27.04 | 216.32 |
| 47. STAMP PAD, felt pad, min 60mm x 100mm | piece | 2 | | 2 | | 2 | | 2 | | 8 | 24.96 | 199.68 |
| 48. STAPLE WIRE, standard, #35 | box | 4 | | 4 | | 4 | | 4 | | 16 | 25.98 | 415.68 |
| 49. TAPE, masking, 24mm, 50 meters length | roll | | | | | | | | | 0 | 41.60 | - |
| 50. TAPE, masking, 48mm, 50 meters length | roll | 5 | | 5 | | 5 | | 5 | | 20 | 83.82 | 1,676.40 |
| 51. TAPE, transparent, 24mm, 50 meters | roll | 5 | | 5 | | 5 | | 5 | | 20 | 10.87 | 217.40 |
| 52. TAPE, transparent, 48mm, 50 meters | roll | | | | | | | | | 0 | 20.38 | - |
| 53. TAPE, packaging, 48mm, 50 meters length | roll | 3 | | 3 | | 3 | | 3 | | 12 | 19.24 | 230.88 |
| 54. TOILET TISSUE, 12 rolls/pack | pack | 1 | | 1 | | 1 | | 1 | | 4 | 61.15 | 244.60 |
| 55. TWINE, plastic, one kilo per roll | roll | | | | | | | | | 0 | 57.20 | - |
| 56. WRAPPING PAPER, kraft, 65gsm, approx. 40m | roll | 1 | | | | 1 | | | | 2 | 166.40 | 332.80 |
| COMMON OFFICE DEVICES | | | | | | | | | | | | |
| 2. CUTTER, heavy duty | piece | 5 | | | | 5 | | | | 10 | 27.04 | 270.40 |
| 4. SCISSORS, (6") | pair | 3 | | 3 | | 3 | | 3 | | 12 | 18.72 | 224.64 |
| 5. SHARPENER, single cutterhead | piece | 1 | | 1 | | | | | | 2 | 147.35 | 294.70 |
| 6. STAMPING DATER, self-inking stamp | piece | 3 | | | | | | | | 3 | 436.80 | 1,310.40 |
| 5. STAPLER, heavy duty, standard | piece | 3 | | | | 3 | | | | 6 | 162.84 | 977.04 |
| 6. STAPLE REMOVER, twin jaws | piece | 3 | | 3 | | 3 | | 3 | | 12 | 19.64 | 235.68 |
| 7. TAPE DISPENSER, heavy duty, for 24mm(1") | piece | | | 1 | | | | | | 1 | 40.23 | 40.23 |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | |
| 1. BATHROOM SOAP, 70gms. | piece | 4 | | 4 | | 4 | | 4 | | 16 | 14.56 | 232.96 |
| LEGAL SIZE PAPER | | | | | | | | | | | | |
| 1. PAPER, bond, Premium Grade | ream | 5 | | | | 5 | | | | 10 | 119.22 | 1,192.20 |
| 2. PAPER, multicopy, legal, for laser printing | ream | 3 | | | | 3 | | | | 6 | 174.72 | 1,048.32 |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | |
| 1. 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 | 12,155.52 | - |
| 2. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source | unit | | | | | | | | | 0 | 161.08 | - |
| 3. 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 | - |
| | | | | | | | | | | 0 | | |

| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | |
|--|--------|----|--|----|--|--|----|--|--|--|-----|----------|----------|
| Office Equipment and Accessories | | | | | | | | | | | | | |
| 5. Conference Chair w/o armrest | unit | | | | | | | | | | 0 | | |
| 6. Clerical Chair w/ armrest | unit | | | | | | | | | | 0 | | |
| Office Supplies | | | | | | | | | | | | | |
| 1. Ballpen, Pilot Black | pieces | 30 | | 30 | | | 30 | | | | 120 | 17.00 | 2,040.00 |
| 2. Ballpen, Pilot Blue | pieces | | | | | | | | | | 0 | 17.00 | - |
| 3. DOLE Letterhead, Legal, 70gsm | ream | 1 | | 1 | | | 1 | | | | 4 | 1,000.00 | 4,000.00 |
| 4. Letterhead, DOLE 500pcs/ream, Legal | ream | 3 | | | | | | | | | 3 | 900.00 | 2,700.00 |
| 4. Letterhead, BWC 500pcs/ream, Legal | ream | 3 | | | | | | | | | 3 | 900.00 | 2,700.00 |
| 5. Folder, Report Cover, legal size | pieces | | | | | | | | | | 0 | 14.75 | - |
| 6. Folder divider, assorted colors, A4 | pieces | | | | | | | | | | 0 | 21.75 | - |
| 7. Folder divider, assorted colors, legal size | pieces | | | | | | | | | | 0 | 22.50 | - |
| 8. Sticker Paper (assorted Colors) | pack | 1 | | 1 | | | 1 | | | | 4 | 200.00 | 800.00 |
| 9. Numberer (stamp) | pieces | | | | | | | | | | 0 | 300.00 | - |
| 10. Clearbook, a4 | pieces | | | | | | | | | | 0 | 120.00 | - |
| 11. Staple wire #10 | box | 4 | | 2 | | | 4 | | | | 2 | 17.75 | 213.00 |
| 12. Ballpen, Black | pieces | 50 | | 50 | | | 50 | | | | 200 | 3.40 | 680.00 |
| 13. Ballpen, Blue | pieces | | | | | | | | | | 0 | 3.40 | - |
| 14. Ballpen, Red | pieces | | | | | | | | | | 0 | 3.40 | - |
| 15. Envelope, plastic a4 | pieces | | | | | | | | | | 0 | 6.25 | - |
| 16. Folder, File (plain) a4 (100s/box) | box | | | | | | | | | | 0 | 219.20 | - |
| 17. Folder, Presentation, a4, 12s/pack | pack | | | | | | | | | | 0 | 72.00 | - |
| 18. Folder, Presentation, legal, 12s/pack | pack | | | | | | | | | | 0 | 82.00 | - |
| 19. Folder, Sliding transparent/plastic legal, 50s/pack | pack | | | | | | | | | | 0 | 170.95 | - |
| 20. Folder, Sliding transparent/plastic a4, 50s/pack | pack | | | | | | | | | | 0 | 166.40 | - |
| 21. Paper, board, a4 , 10pcs/pack | pack | | | | | | | | | | 0 | 100.00 | - |
| 22. Paper, board, legal, 10/pcs | pack | | | | | | | | | | 0 | 100.00 | - |
| 23. Paper, multi-colour copy, legal, GSM | ream | | | | | | | | | | 0 | 184.00 | - |
| 24. Paper, multi-colour copy, a4, 80 GSM | ream | | | | | | | | | | 0 | 160.20 | - |
| 25. Clearbook, Legal, 30 pocket refillable | pieces | 2 | | 2 | | | 2 | | | | 8 | 120.00 | 960.00 |
| 26. Ballpen, Pilot fine point, Red | pieces | | | | | | | | | | 0 | 14.75 | - |
| 27. Correction Tape | pieces | 5 | | 5 | | | 5 | | | | 20 | 20.75 | 415.00 |
| 28. EDP Binder, TB, 11x14, CCF, Spring Rod type, assorted colors | pieces | | | | | | | | | | 0 | 33.28 | - |
| 43. Mailing Envelope with DOLE Logo | box | 1 | | | | | 1 | | | | 2 | 1,300.00 | 2,600.00 |
| 44. Fax Film Fullmark TTRP55 | box | 2 | | 2 | | | 2 | | | | 8 | 300.00 | 2,400.00 |
| 45. Photo paper, kodak glossy, a4 size, 230 gsm, 300 microns | pack | | | | | | | | | | 0 | 118.00 | - |
| 46. Barcode label sticker, white, size 2"x.75, 6800/roll | roll | | | | | | | | | | 0 | 357.00 | - |
| 47. Self-Adhesive labels, No. 1x4 | box | 4 | | | | | | | | | 4 | 42.00 | 168.00 |
| 48. DV Tape, 60 mins, Sony DVM603 | pack | | | | | | | | | | 0 | 490.00 | - |
| 49. Specialty Board, vellum, 220gsm, 8 | pack | | | | | | | | | | 0 | 30.00 | - |
| 50. Photo Album | pieces | | | | | | | | | | 0 | 600.00 | - |
| 51. CD Label Sticker | pieces | | | | | | | | | | 0 | 5.00 | - |
| 52. Magic Eraser | pieces | 5 | | 5 | | | 5 | | | | 20 | 25.00 | 500.00 |
| 53. Colored Paper (assorted color) | pack | | | | | | | | | | 0 | 50.00 | - |
| 54. Kleenex Unscented Tissue Paper | box | 2 | | 1 | | | 2 | | | | 1 | 63.75 | 382.50 |
| 55. Memo Pad, with DOLE Letterhead, conqueror | pad | | | | | | | | | | 0 | 350.00 | - |
| 56. Calling Card | pack | | | | | | | | | | 0 | 500.00 | - |

| | | | | | | | | | | | | | | | | |
|--|--------|----|--|----|--|--|---|--|--|--|---|--|--|----|-----------|----------|
| 57. Envelope, plastic legal | pieces | | | | | | | | | | | | | 0 | 7.00 | - |
| 58. File Organizer, Expanding A4 | pieces | | | | | | | | | | | | | 0 | 77.45 | - |
| 59. Specialty Board Paper 8 1/2" x 11" 10s/pack | pack | | | | | | | | | | | | | 0 | 38.00 | - |
| 60. Battery 9 volts, 2pcs/packs | pack | | | | | | | | | | | | | 0 | 40.00 | - |
| 61. Button Pin Set 2.25" | pieces | | | | | | | | | | | | | 0 | 3.00 | - |
| 62. CD/DVD label/sticker | pieces | | | | | | | | | | | | | 0 | 5.00 | - |
| 63. Cutting board | pieces | | | | | | | | | | | | | 0 | 250.00 | - |
| 64. ID plastic Card Jacket (B1), with Lace | pieces | | | | | | | | | | | | | 0 | 5.00 | - |
| 65. Letterhead, BWC 500pcs/ream, A4 size, Conqueror | pieces | 5 | | | | | | | | | | | | 5 | 900.00 | 4,500.00 |
| 66. MC Cleaner | can | 1 | | 1 | | | 1 | | | | 1 | | | 4 | 45.00 | 180.00 |
| 67. Photo Paper, 5R 10pc/box | pack | | | | | | | | | | | | | 0 | 50.00 | - |
| 70. Tape Adhesive 1" | roll | | | | | | | | | | | | | 0 | 30.00 | - |
| 71. Plaque, Citation/, tokens | pieces | | | | | | | | | | | | | 0 | 1,000.00 | - |
| 72. Tape, Binding (2") clth, 50m Length | roll | | | | | | | | | | | | | 0 | 250.00 | - |
| 73. Trophys | pieces | | | | | | | | | | | | | 0 | 2,500.00 | - |
| 71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm | ream | 5 | | 5 | | | 5 | | | | 5 | | | 20 | 144.35 | 2,887.00 |
| 74. Letterhead, BWC 500pcs/ream, A4 size, Conqueror | ream | 5 | | | | | 2 | | | | | | | 7 | 900.00 | 6,300.00 |
| 76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm | ream | 10 | | 10 | | | | | | | | | | 20 | 139.32 | 2,786.40 |
| 75. BWC Mailing Envelop with logo | box | 4 | | | | | | | | | | | | 4 | 500.00 | 2,000.00 |
| 76. DOLE Mailing Envelop with logo | box | 2 | | | | | | | | | | | | 2 | 500.00 | 1,000.00 |
| PENCIL,lead, w/ eraser (1) dozen per box | box | 3 | | 3 | | | 3 | | | | 3 | | | 12 | 24.89 | 298.68 |
| Cleaning Equipment and Supplies | | | | | | | | | | | | | | | | |
| 1. Liquid Hand Soap | bottle | | | | | | | | | | | | | 0 | 63.75 | - |
| 2. Lysol Spray (510g) | can | | | | | | | | | | | | | 0 | 389.75 | - |
| 4. Liquid Dishwashing Soap | bottle | | | | | | | | | | | | | 0 | 55.00 | - |
| 5. Push cart, Trolley | unit | | | | | | | | | | | | | 0 | 3,000.00 | - |
| Computer Equipment and Accessories | | | | | | | | | | | | | | 0 | | |
| 1. Desktop Computer | Unit | | | | | | | | | | | | | 0 | 66,000.00 | - |
| 3. Electric Typewriter, with memory | Unit | | | | | | | | | | | | | 0 | 20,000.00 | - |
| 4. HP Laserjet Printer 1022 | Unit | | | | | | | | | | | | | 0 | 35,000.00 | - |
| 2. Computer Monitor Flatscreen 14" | Unit | | | | | | | | | | | | | 0 | 10,000.00 | - |
| 8. Printer, (continous ink system color printer) | Unit | | | | | | | | | | | | | 0 | 6,500.00 | - |
| 9. Keyboard | Unit | | | | | | | | | | | | | 0 | 150.00 | - |
| 10. HP Deskjet Ink Advantage 2010 - printer k010a | Unit | | | | | | | | | | | | | 0 | 3,000.00 | - |
| 14. High Speed Scanner, complete with document software, scanr | Unit | | | | | | | | | | | | | 0 | 80,000.00 | - |
| 15. External Hard Disk Drive | Unit | | | | | | | | | | | | | 0 | 3,000.00 | - |
| 16. Memory | Unit | | | | | | | | | | | | | 0 | 2,800.00 | - |
| 17. Motherboard | Unit | | | | | | | | | | | | | 0 | 9,500.00 | - |
| 18. Mouse Pad | Pieces | | | | | | | | | | | | | 0 | 50.00 | - |
| 19. RJ 45 | Pieces | | | | | | | | | | | | | 0 | 6.00 | - |
| 20. SATA Drive, 120GB, 10,000 RPM | Pieces | | | | | | | | | | | | | 0 | 2,300.00 | - |
| 21. Speakers | Pieces | | | | | | | | | | | | | 0 | 1,000.00 | - |

| | | | | | | | | | | | | | | | | | |
|---------------------------------|------|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----------|----------|
| 22. Power supply, 500 watts | Unit | | | | | | | | | | | | | | 0 | 650.00 | - |
| 23. UPS Battery | Unit | | | | | | | | | | | | | | 0 | 1,000.00 | - |
| 24. USB Hub (4 port) 2.0 | Unit | | | | | | | | | | | | | | 0 | 200.00 | - |
| 25. USB Wireless Adapter | Unit | | | | | | | | | | | | | | 0 | 500.00 | - |
| 28. Flat Bed Scanner | Unit | | | | | | | | | | | | | | 0 | 5,000.00 | - |
| 29. HP Laser Jet 1102 | Unit | | | | | | | | | | | | | | 0 | 9,000.00 | - |
| 30. Scannjet N8460 | Unit | | | | | | | | | | | | | | 0 | 60,000.00 | - |
| 31. HPi7 Laptop | Unit | | | | | | | | | | | | | | 0 | 80,000.00 | - |
| 34. SATA Drive, 500GB, 7500 RPM | Unit | | | | | | | | | | | | | | 0 | 2,500.00 | - |
| 35. UTP Cat5 | roll | 1 | | | | | | | | | | | | | 1 | 3,000.00 | 3,000.00 |
| *Other Categories | | | | | | | | | | | | | | | | | |
| 145. Coffee 3 in 1 Nescafe | pack | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 72 | 864 | 4.50 | 3,888.00 |
| 3 in 1 Nescafe, Sugar Free | pack | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 30 | 360 | 6.00 | 2,160.00 |

***GRAND TOTAL: **353,271.67**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 35,327.17

APPROVED BUDGET: **388,598.84**

*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for items under A.
 ***Grand total for items under A and 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/Consolidated by: | Certified Funds Available / Certified Appropriate Funds Available: | Recommending Approval: | Approved: |
| EXPECTACION D. RUIVIVAR LEO III | RICHELDA L. BALLAD Department Chief Accountant/ Local Budget Officer | CIRIACO A. LAGUNZAD III Undersecretary for Labor Standards and Social Protection Cluster | ATTY CATHERINE Z. LEGADOS-PARADO Head of Office/Agency |