

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

Department/Bureau/Office: TESDA Regional Office No. 5
Region: V
Address: Regional Center, Rawis, Legazpi City

Contact Person: ALECIA L. BUETRE
Position: Admin. Officer V/Supply Officer
E-mail: boquias824@yahoo.com
Telephone/Mobile Nos: 0524822101

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (06.30.2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			

A. AVAILABLE AT PROCUREMENT SERVICE STORES

COMMON ELECTRICAL SUPPLIES

3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	6															6	37.49	224.95
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	6															6	16.06	96.35
6. FLUORESCENT LIGHTING FIXTURE, 1' x 20W	set	12															24	337.43	8,098.27
7. FLUORESCENT LIGHTING FIXTURE, 1' x 40W	set	12															24	428.48	10,283.52
12. FUSE, 60 amperes	piece	10															20	26.24	524.89
14. TAPE, electrical	roll	3															6	18.75	112.48

COMMON COMPUTER SUPPLIES/CONSUMABLES

9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	50															100	10.71	1,071.20
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	10															20	18.73	374.51
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	8															8	383.49	3,067.92
15. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 8200xi, 830c, 850c, 8700xi, 880c, 890c, 895cxi, 930c, 950c, 960c, 9700xi, 9900xi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, 145, 145, 165 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, 119; INK CARTRIDGE, HP C85/85YD/T117/8J, tri-color, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 9700xi, 9900xi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	2															2	1,253.37	5,013.46
		1															1	1,393.10	2,786.19

COMMON OFFICE SUPPLIES

1. ACETATE, gauge #3, 50m in length	roll																0	630.38	-
2. AIR FRESHENER, 280ml/can	can	10															25	92.12	2,303.08
3. ALCOHOL, 70%, ethyl	bottle	20															40	41.24	1,649.65
9. CARTOLINA, assorted color, 20s/pack	pack	2															2	71.99	143.97
10. CARTOLINA, white, 20s/pack	pack	2															2	42.85	85.70
14. CLIP, backfold, 50mm, 12s/box	box	20															20	43.38	867.67
16. CLIP, backfold, 32mm, 12s/box	box	10															10	17.14	171.39
23. DATA FILE BOX, (5"x9"x15-3/4")	box	150															300	63.20	18,960.24
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	50															100	68.56	6,855.68
27. ENVELOPE, documentary (10"x15"), 500s/box	box	1															1	603.09	603.09
33. ENVELOPE, documentary, A4, 500s/box	box	1															1	474.44	474.44
37. FOLDER, pressboard, plain, legal, 100s/box	pack	1															1	877.19	877.19
38. FOLDER, tagboard, legal size, 100s/box	pack	3															6	337.43	2,024.57

Item & Specifications

Quantity Requirement

** PS Price
Catalogue as of
(06.30.2012)

Total
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39. FOLDER, tagboard, A4 size, 100s/box	pack	3														6	305.29	1,831.75
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	1														1	265.66	265.66
41. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1														1	262.44	262.44
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1														1	202.46	202.46
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1														1	215.31	215.31
57. MARKING PEN, whiteboard, black	piece	10														10	12.22	122.16
58. MARKING PEN, whiteboard, blue	piece	10														10	12.22	122.16
59. MARKING PEN, whiteboard, red	piece	10														10	12.62	126.18
60. MARKER, permanent, black	piece	10														10	12.62	126.18
61. MARKER, permanent, blue	piece	10														10	12.62	126.18
62. MARKER, permanent, red	piece	10														10	12.62	126.18
63. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	10														10	7.93	79.31
65. NOTE PAD, (3"x4"), 100 sheets/pad	pad	20														20	58.92	1,178.32
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	30														30	14.46	433.84
80. PAPER CLIP, gem type, 32mm, 100s/box	box	20														20	8.03	160.68
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	12														12	21.15	253.75
85. RECORD BOOK, 500 pages, Smythe sewn	book	30														30	91.05	2,731.56
92. RING BINDER, 12.7mm x 1.12m (1/2"x4"), plastic	piece	3														3	4.66	13.97
94. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle	3														3	101.75	305.26
97. RING BINDER, 25mm x 1.12m ("x4"), plastic	piece	3														3	12.59	37.76
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	1														1	136.66	136.66
102. RULER, plastic, 300mm	piece	6														6	3.75	22.50
103. RULER, plastic, 450mm	piece	6														6	37.49	224.95
104. SIGN PEN, black	piece	40														40	44.43	1,777.37
109. STAPLE WIRE, standard, #35	box	10														10	24.30	242.98
112. TAPE, masking, 24mm, 50 meters length	roll	6														6	47.13	282.80
113. TAPE, masking, 48mm, 50 meters length	roll	6														6	94.05	564.30
114. TAPE, transparent, 24mm, 50 meters	roll	6														6	15.00	89.98
115. TAPE, transparent, 48mm, 50 meters	roll	6														6	31.01	186.08
116. TAPE, packaging, 48mm, 50 meters length	roll	6														6	31.01	186.08
117. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle	3														3	85.16	255.48
119. TOILET TISSUE, 12 rolls/pack	pack	16														16	74.98	2,399.49
COMMON OFFICE DEVICES																		
3. PUNCHER, heavy duty	piece	4														4	101.76	407.06
4. SCISSORS, (6")	pair	6														6	17.87	107.22
5. SHARPENER, single cutterhead	piece	4														4	176.75	706.99
7. STAPLER, heavy duty, standard	piece	15														15	148.56	2,228.35
COMMON JANITORIAL SUPPLIES																		
2. BROOM, soft (tambo)	piece	4														4	123.19	1,971.01
3. BROOM, STICK (tingting)	piece	4														4	18.21	291.37
5. DETERGENT POWDER, all purpose, 500gms.	pouch	30														30	23.57	2,827.97
13. INSECTICIDE, 600ml (420g) /can	can	5														5	117.83	2,356.64
14. MOPHANDLE, screw type, wooden handle	piece	3														3	91.05	1,092.62
15. MOPHEAD, 100% rayon, 400g	piece	3														3	80.34	964.08
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	5														5	69.63	1,392.56
COMMON OFFICE EQUIPMENT																		
																	0.00	

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5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	4															4	160.56	642.23	
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit																6	1,069.06	6,414.35	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Office Supplies																				
1 Accountable Forms (Checks)	booklets	20																20	560.00	11,200.00
2 Ballpen (black)	pcs	60																60	8.00	480.00
3 Battery, 9V	pcs	20																40	174.00	6,960.00
4 Envelope, expanding, legal size	box	1																1	675.86	675.86
5 Fastener, plastic	box	30																30	23.00	690.00
6 Film, transparency, A4	box	2																2	275.00	550.00
7 Flag, Philippine	pcs	10																10	300.00	3,000.00
8 Glue, 130 gms, elmer's	bot	10																10	39.00	390.00
9 Ink refill, HP compatible (1000ml) 4 colors	btl	1																2	4,120.00	8,240.00
10 Paper, Yellow	pad	12																12	15.00	180.00
11 Replacement Film KX-FAS7A	cart	6																12	1,170.00	14,040.00
12 Ribbon, Bundy clock (Amano)	pc	1																2	850.00	1,700.00
13 Refill Ink for Sign Pen, black .5	doz	4																4	150.00	600.00
14 Refill Ink for Parker, black .5	pcs	6																12	95.00	1,140.00
15 White out (liquid)	pcs	15																30	15.00	450.00
Audio and visual presentation and composing equipment																				
1 LCD Projector	unit	1																1	45,000.00	45,000.00
Photographic or filming or video equipment																				
1 CCTV Security System	set	4																4	12,000.00	48,000.00
Cleaning Equipment and Supplies																				
1 Disinfectant	bot	3																12	239.20	2,870.40
2 Glass Cleaner	bot	6																6	138.00	828.00
3 Floor Mat, cotton	pcs	12																24	75.00	1,800.00
4 Toilet Pump	pcs	2																2	59.00	118.00
5 Dishwashing Liquid	bot	15																30	65.00	1,950.00
6 Fabric Conditioner 500ml	sachet	30																60	130.00	7,800.00
7 Zomrox 1ltr	bot	25																50	60.00	3,000.00
8 Dust Pan, Heavy Duty GI	pc	4																6	110.00	660.00
9 Muriatic Acid 500ml	bot	2																4	55.00	220.00
Paper Materials and Products																				
1 Paper, Bond legal size s-24	ream	20																40	205.00	8,200.00
2 Paper, Bond short size s-24	ream	20																40	195.00	7,800.00
3 Paper, Bond A4 s-24	ream	100																200	190.00	38,000.00
4 Paper, Carbon Legal size	box	2																2	485.00	970.00
5 Paper, Tissue, 2-ply	pck	16																32	70.55	2,257.60
6 Paper, Cambric, Long-beige	box	1																2	700.00	1,400.00
7 Paper, Cambric, A4-beige	box	2																4	650.00	2,600.00
8 Paper, Yellow	pad	12																12	15.00	180.00

