

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

Department/Bureau/Office: MANOLO FORTICH WATER DISTRICT
Region: X
Address: A.Ditona St. Tankulan Manolo Fortich Bukidnon

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													Unit Cost	** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 2 ply, 8.5" x 2, LONG	box	1												1	950.00		950.00
2. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	1			1						1			3	950.00		2,850.00
														0			-
														0			-
COMMON OFFICE SUPPLIES																	
1. ALCOHOL, 70%, ethyl	bottle	26			15			24			15			80	75.00		6,000.00
2. Agency zeal	piece	1									15			1	5000.00		5,000.00
2. COLUMNAR NOTEBOOK, 20 cols	piece										4			4	60.00		240.00
3. COLUMNAR NOTEBOOK, 6 cols	piece										2			2	20.00		40.00
4. COLUMNAR NOTEBOOK,22 cols	piece	7												7	60.00		420.00
6. COTTON rolls	roll	3			3			3			3			12	60.00		720.00
7. DATA FILE BOX, (5"x9"x15-3/4") with cover	piece	5						2						7	260.00		1,820.00
8. DATA FILE BOX, (5"x9"x15-3/4") without cover	piece	1			1			1			1			4	200.00		800.00
9. BOOK holder	piece	2												2	120.00		240.00
10. ENVELOPE, brown - long	piece	12			3			2			8			25	2.00		50.00
11. ENVELOPE, brown, letter size	piece	5			5			2			2			14	1.50		21.00
12. FOLDER, pressboard, plain, legal, 100s/box	piece	48			28			30			27			133	5.00		665.00
13. FOLDER, letter size	piece	12			8			7			8			35	3.00		105.00
12. FOLDER, Expanded	piece	45			10			18			11			84	13.00		1,092.00
14.Transparent Folder sliding - long	piece	3			2			3			2			10	15.00		150.00
15.Folder A4(Tag board)	piece	4			5									9	4.00		36.00
16. Sliding folder - long	piece	15			10			10						35	17.00		595.00
17. GLUE, all purpose	piece	2												2	25.00		50.00
18. ILLUSTRATION BOARD,	piece	6			2			8						16	40.00		640.00
19. MARKER, fluorescent, 3 colors/set	pcs	8			4			4			4			20	25.00		500.00
20. MARKING PEN, whiteboard, black	piece	1						1						2	45.00		90.00
21. MARKING PEN, whiteboard, blue	piece	1						1						2	45.00		90.00
22. MARKER, permanent, black	piece	7			1			2			1			11	30.00		330.00
23. MARKER, permanent, blue	piece	1			1									2	30.00		60.00
24.PAPER FASTENER, for paper plastic	box	3												3	22.00		66.00
25. PAPER CLIP, small	box	5			4			4			5			18	10.00		180.00
26. PAPER CLIP, big	box	3			2			2			2			9	15.00		135.00
27.Paper clamos-big	piece	10									10			20	15.00		300.00

29. Paper clamps-x/s	piece	10			5					10			25	8.00		200.00
30. PENCIL	piece	10			2			4		3			19	6.00		114.00
31. RECORD BOOK, 300 pages, smyth sewn	book	7			2			2		3			14	60.00		840.00
32. RECORD BOOK, 500 pages, smyth sewn	book	5			1			1		1			8	70.00		560.00
33. COMPOSITION notebook 30 leaves	book	6											6	10.00		60.00
34. Clear Folder - long (sliding)	piece	5			5			5		5			20	15.00		300.00
35. Clear Folder - short (sliding)	piece	5			5			5		5			20	13.00		260.00
36. Mailing envelop- white	piece	50						50					100	1.00		100.00
37. Mailing Window envelop - white	piece	150			30					70			250	1.50		375.00
38. Notepad	pads	7						7					14	100.00		1,400.00
39. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2			1			2		1			6	245.00		1,470.00
40. SIGN PEN, black	piece	14			12			11		11			48	25.00		1,200.00
41. SIGN PEN, blue	piece	1											1	25.00		25.00
42. SIGN PEN, red	piece	3											3	25.00		75.00
43. SIGN PEN, green	piece	1											1	25.00		25.00
44. STAPLE WIRE, standard, #35	box	15			11			15		12			53	30.00		1,590.00
45. TAPE, masking, 48mm, 50 meters length	roll	7			3			1		3			14	30.00		420.00
46. TAPE, transparent, 24mm, 50 meters	roll	15			8			18		7			48	30.00		1,440.00
47. TAPE, packaging, 48mm, 50 meters length- 2"	roll	5			2			1		1			9	37.00		333.00
48. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle	300			400			300		500			1500	3.00		4,500.00
49. TOILET TISSUE, 12 rolls/pack	pack	63			63			63		63			252	15.00		3,780.00
50. Post it note	pads	4						2					6	25.00		150.00
51. Ring bind 1-1/2"	length	1											1	50.00		50.00
52. Ring bind 1/2"	length	1											1	12.00		12.00
53. Ring bind 1"	length	1											1	28.00		28.00
54. Ring bind 3/4"	length	1											1	22.00		22.00
55. Ruler	piece	2											2	10.00		20.00
56. Paper tray	piece	1						2					3	400.00		1,200.00
COMMON OFFICE DEVICES													0			-
1. PUNCHER, heavy duty	piece	1											1	400.00		400.00
2. SCISSORS, large	piece	5											5	150.00		750.00
3. STAPLER, heavy duty, standard #35	piece	6						1					7	350.00		2,450.00
4. STAPLE REMOVER, twin jaws	piece	5											5	11.00		55.00
5. Stick note pad	piece	2			1					1			4	25.00		100.00
6. Stamp pad ink	piece	1											1	200.00		200.00
7. Cork board	piece	2											2	300.00		600.00
8. Bundy clock ribbon - carriage	piece	1						1					2	1500.00		3,000.00
COMMON JANITORIAL SUPPLIES													0			-
1.HAND SOAP, liquid.	piece	3			2			2		2			9	60.00		540.00
2. BROOM, soft (tambo)	piece	2						2		2			6	75.00		450.00
3. BROOM, STICK (tingting)	piece	2						2		2			6	20.00		120.00
4. DETERGENT POWDER soap, all purpose, 500gms.	piece	6			6			6		6			24	150.00		3,600.00
5. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	6			6			6		6			24	25.00		600.00
6. FURNITURE CLEANER, 300mL/can min	can	2			1			1		1			5	160.00		800.00
7. TOILET BOWL & URINAL CLEANER, 900ml	bottle	2						2		2			6	60.00		360.00
8. Insects spray	bottle	3			2			3		2			10	150.00		1,500.00
9. Floormat	meters							10					10	60.00		600.00
10. Trash can	pcs	2											2	100.00		200.00
11. Diswashing Liquid	dozen	4			4			4		4			16	72.00		1,152.00
LEGAL SIZE PAPER													0			-
1. PAPER, bond, legal size 8 1/2 x 14in Ordinary	ream	48			5			48		5			53	22.00		1,166.00

3. PAPER, bond, legal size 8-1/2 x 14in US	ream	11			9			11			11			42	150.00		6,300.00
4. PAPER, bond, letter size 8-1/2 x 11in US	ream	9			6			8			6			29	130.00		3,770.00
5. PAPER, bond , A4	ream	10			9			9			9			37	140.00		5,180.00
6. Carbon paper	box	1												1	500.00		500.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)														0			-
Office Equipment and Accessories														0			-
1. Computer mouse	piece	1			2			1						4	100.00		400.00
2. Battery charger	piece	1												1	1000.00		1,000.00
3. Rechargeable battery	piece	2												2	300.00		600.00
4. Tape dispenser	piece	2												2	350.00		700.00
5. Computer keyboard	piece				3									3	120.00		360.00
6. Calculator	piece	2												2	300.00		600.00
Office Supplies														0			-
1. Refill ink Epson L110,L210,L220,L360(black)	piece	9			9			9			9			36	300.00		10,800.00
2. Refill ink Epson L110,L210,L220,L360(magenta)	piece	4			4			6			4			18	300.00		5,400.00
3. Refill ink Epson L110,L210,L220,L360(oyan)	piece	4			4			6			4			18	300.00		5,400.00
4. Refill ink Epson L110,L210,L220,L360(yellow)	piece	4			4			6			4			18	300.00		5,400.00
5. INK , HP 2560 black	piece	1			1			1			1			4	900.00		3,600.00
6. INK , HP 2560 colored	piece	1												1	950.00		950.00
7. RIBBON, Epson with cartridge FX 2175	piece	2			1			2			2			7	360.00		2,520.00
8. RIBBON, Epson with cartridge LQ 310	piece	15			9			15			9			48	200.00		9,600.00
9. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer	cart	1						1			1			3	3200.00		9,600.00
10 Correction tape	piece	16			15			15			15			61	40.00		2,440.00
11. Application for leave - form	reams	1						1						2	250.00		500.00
12. Gasoline withdrawal form	reams	1			1			1			1			4	250.00		1,000.00
13. Requisition slip form	reams	2			2			2			2			8	260.00		2,080.00
14. Daily Time Record form	reams	1									1			2	250.00		500.00
15. Service Request form	reams	3						3						6	250.00		1,500.00
16. Application for new connection form	reams	6						3						9	260.00		2,340.00
17. Work Order form	reams	1						2						3	260.00		780.00
18. Daily Collection Remittance Report - riso	reams	2									2			4	260.00		1,040.00
19. Petty cash fund form-riso	reams	3									3			6	260.00		1,560.00
20. Water bill	box	20												20	2800.00		56,000.00
21.Official Receipts	boxes	40												40	2800.00		112,000.00
22 Ballpen - black	piece	92			52			89			52			285	7.00		1,995.00
23 Ballpen - blue	piece	23						13			3			39	7.00		273.00
24. Trip Ticket Form	reams	5			5			5			5			20	260.00		5,200.00
25. Sign pen refill - black	piece	20			19			26			19			84	20.00		1,680.00
26. Sign pen refill - red	piece	8						1			1			10	20.00		200.00
27. Refill for permanent marker - black	piece	1												1	120.00		120.00
28 Customer ledger card	piece	4000						2000						6000	14.00		84,000.00
29. BIN Card	piece	100												100	7.00		700.00
30. PARKER refill .07 - black roller ball	piece	4			3			4			3			14	200.00		2,800.00
31 Meter reading card	piece							2000						2000	10.00		20,000.00
Cleaning Equipment and Supplies														0			-
1. FABRIC conditioner	dozen	6			6			6			6			24	60.00		1,440.00
2. FOOT RUG	piece	5						5						10	100.00		1,000.00

4. Diswashing sponge	piece	4			4			4			4			16	30.00		480.00
5.Toilet Brush	piece	2						1						3	40.00		120.00
6. Bleach liquid-500ml	bottles	3			3			3			3			12	35.00		420.00
7 Towellete	piece	2						2						4	40.00		160.00
8. Dust pan	piece	2									1			3	100.00		300.00
*Other Categories														0			-
1 DENATURED alcohol	bottles	12			12			12			12			48	35.00		1,680.00
														0			-
														0			-

***GRAND TOTAL:450,000.00

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION450,000.00

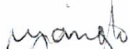
APPROVED BUDGET:450,000.00

*Other categories that are not indicated herein

***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 by:


ROSALIA R.JANOPLO
Property/Supply Assistant

Certified Funds Available /
Certified Appropriate Funds Available:


WILLIAM N.PAILAGAO
Corporate Budget Analyst B

Approved:


ENGR. ROGELIOK. PANGAN
Head of Office/Agency

Date Prepared: