

ANNUAL PROCUREMENT PLAN CY 2014

COMMON USE SUPPLIES

Department/Bureau/Office

FAR NORTH LUZON GENERAL HOSPITAL & TRAINING CENTER

Region

Address

**CAR
QUIRINO, LUNA, APAYAO**

ITEM DESCRIPTION / GENERAL SPECIFICATIONS	UNIT OF MEASU	QUANTITY REQUIREMENT												TOTAL QUANTI TY	UNIT COST ps CATALOG	TOTAL AMOUNT
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Airpot, electric	pcs					5								5	1,144.00	5,720.00
Battery AA	pairs	12			12		48				24			96	36.40	3,494.40
Battery AAA	pairs	12			12			12			12			48	14.56	698.88
Battery, D	pairs	12			12					12				36	68.12	2,452.32
Bond Paper Subs. 20 long	ream	20						21						41	119.22	4,888.02
Bond Paper Subs 20, A4	ream	20						21						41	295.00	12,095.00
Brown Envelop A4	pcs	100						100						200	5.26	1,052.00
Brown Envelop long	pcs	100			100					150				350	5.60	1,960.00
Calculator Scientific Casio - 10 digit	pcs	6							10					16	850.00	13,600.00
Carbon paper blue	bxs	2			2					2			1	7	364.00	2,548.00
Cartolina green	pcs	50			50			50		50				200	3.64	728.00
Cartolina orange	pcs	25			50			50		50			25	200	3.64	728.00
Cartolina red	pcs	50			50			50		25			25	200	3.64	728.00
Cartolina white	pcs	50			100			100		100			50	400	2.86	1,144.00
Cartolina yellow	pcs	25			50			25		50			25	175	3.64	637.00
Cartolina pink	pcs	25			50			25		50			25	175	3.64	637.00
CD, re-writable	pcs		50						50					100	19.96	1,996.00
Computer ink Hp black # 60	pcs	15	15	20	15	10	30	10	10	10	30	10	15	190	588.54	111,822.60
Computer ink Hp colored # 60	pcs			15			30				15			60	706.86	42,411.60
Computer ink, brother , black		12												12	938.40	11,260.80
Computer ink, brother , tricolor (cyan, magenta, yellow)		12												12	2,815.20	33,782.40
Computer ribbon, epson LQ2180	pcs			4			4			4				12	724.88	8,698.56
Continous form, short	bxs	1						1						2	581.67	1,163.34
Copy paper A4 , subs 24	reams	50		50		50		50		50		50		300	161.20	48,360.00
Copy paper long , subs 24	reams	50					50				50			150	174.72	26,208.00
Correction fluid	pcs		24				24				14			62	9.82	608.84
Data file box	pcs	10	10	10	10	10	10	10	20					90	64.47	5,802.30
Dish washing Foam	pcs	20		30			20			20			10	100	131.96	13,196.00
Disinfectant Spray	pcs	20		20		20		20		20		20		120	239.20	28,704.00

ITEM DESCRIPTION / GENERAL SPECIFICATIONS	UNIT OF MEASU	QUANTITY REQUIREMENT												TOTAL QUANTI TY	UNIT COST ps CATALOG	TOTAL AMOUNT
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Dustpan	pcs	5						5						10	26	260.00
Eraser	pcs	8						12						20	4.68	93.60
Expanding envelope, long	pcs		50							60				110	39.81	4,379.10
Filing cabinet, steel (4 drawers) plain	pcs		4			3								7	9,399.52	65,796.64
Filing cabinet, steel (lateral) 4 drawers, beige			4											4	12,155.52	48,622.08
Flash Dirve (USB), 8GB	pcs	5			5			5					3	18	468.00	8,424.00
Flash drive 4gb	pcs					8								8	292.08	2,336.64
Folder long	pcs	100			200			100		200		150		750	8.51	6,382.50
Folder short	pcs	100			200					210				510	2.53	1,290.30
Foot ruler	pcs	12						12						24	36.40	873.60
Footrug	pcs	24						24						48	43.68	2,096.64
Glue	bot		13						12					25	37.43	935.75
Illustration Board 1 whole	pcs					15								15	32.97	494.55
Index Card 500's	box	1												1	41.50	41.50
Insecticide Spray	tins	12							5					17	116.48	1,980.16
Logbook, 300 pp	pcs	31												31	50.44	1,563.64
Mailing Envelope, 10x15	box/100		3							3				6	159.78	958.68
Marking Pen, Pentel pen	box	60	10	15	15	15	14	10	50	10	15	10	10	234	162.00	37,908.00
Mimeographing Paper A4	reams	200				150				150				500	104.80	52,400.00
Mimeographing Paper long	reams	100				100				114				314	120.02	37,686.28
Mop handle	pcs	20			10		20		10				3	63	83.20	5,241.60
Mop heads	pcs	20					30			6			10	66	71.76	4,736.16
Mouse, optical, Usb connection	pcs		10											6	197.60	1,185.60
Notebook, steno, 40's	pcs	10	10	10	10	10	10	10	10	10	10			100	10.00	1,000.00
Paper clip, big	box	10					10				5			25	15.60	390.00
paper clip, small	box	10		10		10		10		10				50	8.84	442.00
Paper cutter	pcs	1			1			1			1		1	5	27.04	135.20
Paper cutter, refill- blade	pcs	5												5	10.40	52.00
Paper fastener	box	10		15			10			10		10		55	82.04	4,512.20
Pencil	box	10			10			10			10		3	43	24.89	1,070.27
Pencil sharpener	pcs	3			3				3				2	11	147.35	1,620.85
Plastic chair, monoblock				200											239.2	
Puncher, HD	pcs	2			1			1			1			5	114.40	572.00
Push pin	box	5			5			5			5		2	22	30.00	660.00
Ring binder 1'			10											10	12.48	124.80
Ring binder 1/2			10											10	4.37	43.70
Ring binder 2'			10											10	28.13	281.30
Ring binder 3/4			10											10	12.48	124.80
scotch brite	pcs	30			50			50			30		11	171	20.00	3,420.00
Scotch tape	pcs	50				50				50			8	158	20.38	3,220.04
Scotch tape dispenser	pcs	3			3			3			3			12	40.23	482.76
Sliding folder, long, morocco	pcs		36											36	6.24	224.64
Sliding folder, short, morocco	pcs		36											36	6.03	217.08

ITEM DESCRIPTION / GENERAL SPECIFICATIONS	UNIT OF MEASU	QUANTITY REQUIREMENT												TOTAL QUANTI TY	UNIT COST ps CATALOGU	TOTAL AMOUNT
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Softbroom	pcs		20				20			20		13		73	119.60	8,730.80
Stamp pad	pcs	2			2			2				1		7	24.96	174.72
Stamp pad ink	pcs	3						3				3		9	27.04	243.36
Staple wire	box	14			20				20			10		64	25.98	1,662.72
Staple wire remover	box	1												1	19.64	19.64
Stapler	box	5				5				5				15	162.84	2,442.60
Toilet bowl & urinal cleaner, 900ml (Muriatic A	gal	12			12			12			6		6	48	62.40	2,995.20
Toilet deodorizer (albatross)	pcs	100			100				100				66	366	33.28	12,180.48
Toilet Tissue bag x 12	bag	10					10						8	28	61.15	1,712.20
Trash bag	pcs		1080											1080	103.79	112,093.20
Trash Can	pcs		10										6	16	20.99	335.84
Typewriter ribbon	spool	6						6						12	15.81	189.72
UPS, 520 VA-600 VA	pcs					7								7	2,038.40	14,268.80
OTHERS														0		-
Fuse, 30 AMP	PC			10										10	10.35	103.50
Fuse, 60 AMP	PC			10										10	25.48	254.80
Fuse, 100 AMP	PC			10										10	5000	50,000.00
Electrical tape	ROLL			50										50	18.2	910.00
Starter 4-40 watts	PC			50										50	3.73	186.50
Fluorescent lamp, tubular 18W	PC			50										50	32.14	1,607.00
Fluorescent lamp, tubular 36W	PC			50										50	33.85	1,692.50
Bulb, 18W	PC			100										100	103.79	10,379.00
Fluorescent fixture w/ ballast, 40W	SET			20										20	368.94	7,378.80
OTHER ITEMS NOT AVAILABLE AT PS																
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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
OFFICE EQUIPMENT AND ACCESSORIES																
AVR- HD	pcs					2								2	5,000.00	10,000.00
Cabinet, wooden (dresser of doctors)	pcs					4								4	9,000.00	36,000.00
Cellphone Nokia	pcs	2												2	2,500.00	5,000.00
Curtain	span			10										10	450.00	4,500.00
Curtain rod, 12 ft long	pcs			3										3	200.00	600.00
Digital timer	pcs					6								6	1,000.00	6,000.00
Ladder, 3-4 ft						1								1	2,000.00	2,000.00
Swivel chair, high back	pcs					6								6	2,500.00	15,000.00

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Venetian Blinds	span					32								32	300.00	9,600.00
Wall clock	pcs	5												5	850.00	4,250.00
OFFICE SUPPLIES																
Ball pen pilot black	box/12	10			20		20			20		12		82	200.00	16,400.00
Ball pen pilot blue	box/12	13			13		10			14		12		62	200.00	12,400.00
Ballpen pilot red	box/12	14			18		14			10				56	200.00	11,200.00
Ballpen, Faber castell), 0.5, Black	piece	18												18	12.00	216.00
Ballpen, Faber castell), 0.5, Blue	piece	12												12	12.00	144.00
Ballpen, Faber castell), 0.5, Red	piece	12												12	12.00	144.00
Battery, Medium, Round ©	pairs	12			12		12	12			24			72	65.00	4,680.00
Clip board	pcs								14					14	120.00	1,680.00
Computer chair	pcs					6								6	1,000.00	6,000.00
Computer ribbon, epson LX30	pcs		6				6			6				18	100.00	1,800.00
Cork Board 2.5" x 3 "	pcs					8								8	1,250.00	10,000.00
Cork Board 5"x4"	pcs					6								6	300.00	1,800.00
Cork board 2 x4	pcs					1								1	300.00	300.00
Cork Board 2x2	pcs					5								5	300.00	1,500.00
Diskette	bxs	6						6						12	240.00	2,880.00
Expanding envelope, short	pcs													0	20.00	-
Expanding folder, green	pcs			100			100			150				350	15.00	5,250.00
Folder case (file)	pcs			10			10				11			31	75.00	2,325.00
Frame (for certificate)	pcs		40											40	120.00	4,800.00
Liquid ink, black	bot	3						3						6	900.00	5,400.00
Liquid ink, colored	bot	12						12						24	150.00	3,600.00
Logbook (500 leaves) , HD (personalized as required by PHIC)	pcs	30						28						58	3,500.00	203,000.00
Logbook, 150 pp	pcs	5												5	65.00	325.00
Manila Paper	yards	100							110					210	65.00	13,650.00
Masking tape	pcs	14						18						32	50.00	1,600.00
Medicine Tray, plastic	pcs	60												60	50.00	3,000.00
Microscope chair	pcs					4								4	750.00	3,000.00
Paste	bot	10			20			10			10		7	57	50.00	2,850.00
PHOTOCOPIER TONER(FUJI) DOCUCENTRE III-C 2201 MODEL, black	pcs								6					6	2500	15,000.00
Pilot marker refill	bot	4			4			4					3	15	75.00	1,125.00
Plastic bag, medium	pack	12			12			12			12			48	20	960.00
Plastic cover- transparent	yards		50											50	20.00	1,000.00
Post it notes, small	pack	3			3			3						9	50	450.00
Scissor	pcs	5			5			5					3	18	100.00	1,800.00

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Scissor (Taylor's heavy duty)	pcs		5											5	1,000.00	5,000.00
Smoke plastic (cellophane), 8x11	pack	12				12				12			12	48	20	960.00
Stapler, HD	pcs	1						1						2	600.00	1,200.00
Thumbtacks	box	4												4	30.00	120.00
Wax Paper	pcs		10											10	20.00	200.00
White board 5"x4"	pcs					10							4	14	300.00	4,200.00
White board 2x2	pcs	6				4								10	300.00	3,000.00
White Board marker black	box/12	10				5				10			5	30	180.96	5,428.80
CLEANING EQUIPMENT AND SUPPLIES																
Apron	pcs		3						3					6	250.00	1,500.00
Basin-small	pcs		4											4	75.00	300.00
Bleach Liquid-Zonrox	gal	40			20			20			20		20	120	150.00	18,000.00
Boots size 8	pcs		3				3				3			9	350.00	3,150.00
Dish washing soap (Axion)	pcs	20		20			20			20			27	107	60.00	6,420.00
Housekeeping gloves L	pcs	12				12				12			6	42	75.00	3,150.00
Instrumet Brush	pcs		20											20	35.00	700.00
Liquid soap (anti bac)1l	bot	10			10			10			10		10	50	160.00	8,000.00
Powder soap	kg													0	165.00	-
Soap case	pcs		59											59	35.00	2,065.00
Soap-safeguard	pcs	200		200		100		200		200		150		1050	20.00	21,000.00
Toilet bowl Brush	pcs	20			20			20			20		3	83	35.00	2,905.00
Toilet bowl Cleaner (Tuff)	pcs			64			30			64			13	171	250.00	42,750.00
Trash Bin, with pedal 3 ft	pcs		5										5	10	500.00	5,000.00
Utility Cart (Double bucket) with squeezer	pcs					20								20	4,500.00	90,000.00
Vinegar 1 gal	gal		12								12			24	120.00	2,880.00
GRAND TOTAL																1,582,124.90

PREPARED BY:

JULIET A. CABRERA
AO III

RECOMMENDING APPROVAL

JUANITA T. LACUESTA, MD, FPSP
BAC CHAIRMAN

APPROVED BY:

DANILO A. DOMINGO, MD, MHA
Chief of Hospital II

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