

**ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment**

Department/Bureau/Office: FAR NORTH LUZON GENERAL HOSPITAL 7 TRAINING CENTER

Region: CAR

Address: quirino, Luna, Apayao

Contact Person: JULIET CABRERA

Position: AO V

E-mail : julietcabrera30@yahoo.com

Telephone/Mobile Nos: 09175023696

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT		
		Jan	March	Q1	Q1 AMOUNT	May	June	Q2	Q2 AMOUNT	July	Sept	Q3	Q3 AMOUNT	Oct	Nov	Q4	Q4 AMOUNT	Total Quantity				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		24	24	423.7					0	0			0	0			24	17.65	423.70	
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		12	12	182.56					0	0		12	12	182.56			24	15.21	365.11	
COMMON OFFICE SUPPLIES																						
4	CARBON FILM, A4 size, 100 sheets per box	box		3	3	690.92					0	0		3	3	690.92			6	230.31	1,381.85	
6	CARTOLINA, assorted color, 20 pieces per pack	pack		50	50	3630.8		50	50	3630.75		50	50	3630.8					150	72.62	10,892.25	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		30	30	1269.4		45	45	1904.06	20	30	50	2115.6		50	50	2116	175	42.31	7,404.67	
15	DATA FILE BOX, made with chipboard, with closed ends	box		20	20	1436.4		18	18	1292.79		20	20	1436.4		10	10	718.2	68	71.82	4,883.89	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	50		50	20781		50	50	20781.3			0	0	50	50	20781	150	415.63	62,343.84		
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	50	1	51	26654					1		1	522.62			0	0	52	522.62	27,176.34	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	50		50	32018					0	0		0	0			50	640.36	32,018.07		
23	ERASER, felt, for blackboard/whiteboard	piece	2		2	20.744					0	0		0	0			2	10.37	20.74		
25	FASTENER, for paper, metal, 50 sets per box	box	20		20	1176.1			20	1176.05	20		20	1176.1	20		20	1176	80	58.80	4,704.22	
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	2		2	170.71					0	0		0	0			2	85.36	170.71		
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	200		200	37492			200	37492	300		300	56238				700	187.46	131,222.00		
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	500		500	481983			500	481983	200		200	192793				1200	963.97	1,156,760.04		
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	500		500	128008			500	128008	500		500	128008	500		500	1E+05	2000	256.02	512,033.60	
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	100		100	30898			100	30897.9			0	0				200	308.98	61,795.88		
36	GLUE, all purpose, 300 grams min.	jar		15	15	755.2			0	0			0	0				15	50.35	755.20		
40	MARKER, fluorescent, 3 colors per set	set		3	3	109.85		3	3	109.85			0	0	4			4	146.5	10	36.62	366.17

4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	3	3	578.45		0	0	4	4	771.26	1	1	192.8	8	192.82	1,542.53	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	5	5	635.66	5	5	635.665		0	0	5	5	635.7	15	127.13	1,906.99	
6	SCISSORS, (6")	pair	5	5	79.98		10	159.959	5	5	79.98	5	5	79.98	25	16.00	399.90	
7	STAPLER, standard	piece	10	10	949.97		10	949.969		0	0	15	15	1425	35	95.00	3,324.89	
8	STAPLER, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece		0	0		1	1091.55		0	0		0	0	1	1,091.55	1,091.55	
9	STAPLE REMOVER, plier type	piece		0	0		0	0		0	0		0	0	0	18.16	-	
10	TAPE DISPENSER, table top	piece	3	3	147.45		3	147.455	2	2	98.303		0	0	8	49.15	393.21	
11	WASTE BASKET, non-rigid plastic	piece		0	0		0	0		0	0		0	0	0	31.60	-	
COMMON JANITORIAL SUPPLIES																		
1	BROOM, soft (tambo)	piece		0	0		0	0		0	0		0	0	0	107.12	-	
2	BROOM, stick (tingting)	piece		0	0		0	0		0	0		0	0	0	24.64	-	
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle		0	0		0	0		0	0		0	0	0	42.85	-	
4	CLEANSER, scouring powder, 350grams/can	can		0	0		0	0		0	0		0	0	0	18.75	-	
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch		0	0		0	0		0	0		0	0	0	42.85	-	
6	DISINFECTANT SPRAY, 400-550 grams	can	12	12	1414		12	1413.98	12	12	1414	12	12	1414	48	117.83	5,655.94	
7	DUST PAN, non-rigid plastic	piece	10	10	373.68		0	0	10	10	373.68		0	0	20	37.37	747.37	
8	FLOOR WAX, Paste, red	can		0	0		0	0		0	0		0	0	0	235.66	-	
9	FURNITURE CLEANER, aerosol, 300mL/can	can		0	0		0	0		0	0		0	0	0	87.30	-	
10	INSECTICIDE, aerosol type, 600mL/can	can	12	12	1452.5		24	2905.09		0	0	24	24	2905	60	121.05	7,262.74	
11	MOPBUCKET	piece		0	0		0	0		0	0		0	0	0	1,928.16	-	
12	MOPHANDLE, screw type, aluminum handle	piece	12	12	1606.8		0	0	12	12	1606.8		0	0	24	133.90	3,213.60	
13	MOPHEAD, made of rayon	piece	24	24	2442.3		0	0	24	24	2442.3		0	0	48	101.76	4,884.67	
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle		0	0		0	0		0	0		0	0	0	44.99	-	
15	SCOURING PAD, 5 pieces per pack	pack	30	30	3695.6		0	0	30	30	3695.6		0	0	60	123.19	7,391.28	
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	30	30	8644.6		30	4322.29		0	0	30	30	4322	120	144.08	17,289.17	
COMMON OFFICE EQUIPMENT																		
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	5	5	792.69		10	1585.38	10	10	1585.4	3	3	475.6	28	158.54	4,439.05	
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit		0	0		0	0		0	0		0	0	0	426.34	-	
4	CHAIR, monobloc, without armrest, beige	piece		0	0		100	28922.4		0	0		100	28922	200	289.22	57,844.80	
5	CHAIR, monobloc, without armrest, white	piece		100	28922		50	14461.2	50	50	14461		0	0	200	289.22	57,844.80	
8	ELECTRIC FAN, industrial	unit	3	3	3535		0	0	3	3	3535		0	0	6	1,178.32	7,069.92	
9	ELECTRIC FAN, orbit type	unit		0	0		0	0		0	0		0	0	0	1,285.44	-	
10	ELECTRIC FAN, stand type	unit	5	5	5339.9		0	0	5	5	5339.9		0	0	10	1,067.99	10,679.86	
11	ELECTRIC FAN, wall type	unit		0	0		0	0		0	0		0	0	0	961.94	-	
COMMON COMPUTER SUPPLIES																		

8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	1	1	3185.7	1	3185.75	0	0	1	1	3186	3	3,185.75	9,557.25		
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	5	5	1205.1	5	1205.1	0	0	5	5	1205	15	241.02	3,615.30		
10	MOUSE, optical, USB connection type	unit		0	0	0	0	0	0		0	0	0	141.40	-		
HANDBOOK ON PROCUREMENT																	
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece		0	0	0	0	0	0		0	0	0	29.77	-		
CONSUMABLES																	
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	10	10	2624.4	10	2624.44	20	20	5248.9	10	10	2624	50	262.44	13,122.20	
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10	10	2624.4	10	2624.44	10	10	2624.4	10	10	2624	40	262.44	10,497.76	
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10	10	2624.4	10	2624.44	10	10	2624.4	10	10	2624	40	262.44	10,497.76	
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	10	10	2624.4	10	2624.44	10	10	2624.4	10	10	2624	40	262.44	10,497.76	
163	TONER CART, SAMSUNG MLT-D203E, Black	cart	10	10	74984	20	149968	10	10	74984	10	10	74984	50	7,498.40	374,920.00	
167	TONER CART, SAMSUNG MLT-D205L, Black	cart	10	10	49275	10	49275.2	10	10	49275	10	10	49275	40	4,927.52	197,100.80	
169	RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	5	5	395.26	5	395.263			0	0	0	0	10	79.05	790.53	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
COMMON ELECTRICAL SUPPLIES																	
1	BALLAST, 36 watts	piece		0	0	0	0			0	0			0	0	77.02	-
2	FLUORESCENT LAMP, tubular, 14 watts	tube		0	0	0	0			0	0			0	0	91.05	-
3	FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set		0	0	0	0			0	0			0	0	374.92	-
COMMON OFFICE EQUIPMENT																	
1	CALCULATOR, MINI-PRINTING, 1 unit per box	unit		0	0	0	0			0	0			0	0	958.72	-
2	CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit		0	0	0	0			0	0			0	0	2,024.57	-
3	ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit		0	0	0	0			0	0			0	0	3,414.99	-
4	MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit		0	0	0	0			0	0			0	0	2,785.12	-

5	WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit			0	0			0	0			0	0	0	0	0	1,069.06	-		
COMMON OFFICE SUPPLIES																					
16	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	12		12	1863.9			0	0	12		12	1863.9			0	0	24	155.32	3,727.78
17	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	12		12	3597.1			0	0	12		12	3597.1			0	0	24	299.76	7,194.26
C. TOTAL (A + B):																		2,987,256.81			
D. ADDITIONAL PROVISION FOR INFLATION (10%																			298,725.68		
E. GRAND TOTAL (C + D)																		3,285,982.49			
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores		X		1025664	1E+06		X		594283	X		347944	X								
G.2 Other Items not available at PS but regulary				0					0			0									
TOTAL MONTHLY CASH REQUIREMENTS				1025664					1E+06			594283			347944						

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

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

Prepared by:

Certified Funds Available /

Approved by:

Certified Appropriate Funds Available:

JULIET A. CABRERA

Property/Supply Officer

CHOHAN MAYE H. CARIAGA

Accountant /
Local Budget Officer

DANILO A. DOMINGO, MD,MHA

Head of Office/Agency

Date Prepared:

