

**ANNUAL PROCUREMENT PLAN FOR 2015**

For Common Use Supplies and Equipment



Department/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT, Regional Office

Contact Person: KADIL S. AYUNAN

Region: AUTONOMOUS REGION IN MUSLIM MINDANAO

Position: SUPPLY OFFICER II

Address: RESWAD Barangay Semba, Datu Odin Sinsuat, Maguindanao

Contact number: \_\_\_\_\_

Item & Specification	Unit of Measure	Quantity Requirements												**PS Price as of 2014	TOTAL AMOUNT		
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC			TOTAL	
<b>A: COMMON ELECTRIC SUPPLIES</b>																	
1 Phillips Flourescent Bulb (40 watts)	48			8			8				8			8	32	294.00	9,408.00
2 Phillips Flourescent Bulb (18watts)															0	162.00	
3 Phillips Flourescent Tube (36 watts)	48			8			8			8				8	32	210.00	6,720.00
4 Fuse (30 amperes)															0	420.00	
5 Fuse (60 amperes)															0	690.00	
6 Starter (4-10 watts)															0	15.00	
7 Electrical tape	20			5			5			5				5	20	42.00	840.00
Sub-total	116			21			21			21				21	84	1,833.00	16,968.00
<b>B: COMMON COMPUTER SUPPLIES</b>																	
1 Brother Printer 5 in 1 Tower															0	3,240.00	
2 Canon Printer Ink # 810 Black	258	20	20	20	29	20	20	20	29	20	20	20	20	20	258	900.00	232,200.00
3 Canon Printer Ink # 811 Colored	248	20	20	20	24	20	20	20	24	20	20	20	20	20	248	1,100.00	272,800.00
4 Epson Printer Ink T13 # 73n Black															0	630.00	
5 Epson Printer Ink T13 #73n Colored															0	702.00	
6. Epson L210 Refillable Ink	108	9	9	9	9	9	9	9	9	9	9	9	9	9	108	110.00	11,880.00
7. Epson L110 Refillable Ink	12	1	1	1	1	1	1	1	1	1	1	1	1	1	12	110.00	1,320.00
9. Flash Drive USB 4GB															0	540.00	
10. HP 1020 ink	12	1	1	1	1	1	1	1	1	1	1	1	1	1	12	1,500.00	18,000.00
11 HP Printer Ink # 21															0	1,500.00	
12 HP Printer Ink # 22															0	1,620.00	
13 HP Printer Ink # 27															0	1,620.00	
14 HP Printer Ink # 28															0	1,860.00	

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL			
15 Mouse PS/2 type															0	390.00	-
16 HP Printer Ink # 60 Black	24	2	2	2	2	2	2	2	2	2	2	2	2	2	24	950.00	22,800.00
17 HP Printer Ink # 60 Colored	24	2	2	2	2	2	2	2	2	2	2	2	2	2	24	800.00	19,200.00
18 HP Printer Ink Refillable 4 btl./set															0	144.00	-
19 HP Printer Laserjet F4280 Black																1,350.00	-
20 HP Printer Laserjet F4280 Colored																1,500.00	-
21 HP Printer Toner #12A															0	5,240.00	-
22 HP Printer Toner #15A																5,240.00	-
23 HP Printer Toner # 85A															0	3,439.44	-
24 Samsung Printer Toner # S104															0	4,200.00	-
Sub-total	686	55	55	55	68	55	55	55	68	55	55	55	55	55	686	38,685.44	578,200.00
<b>C. COMMON OFFICE SUPPLIES</b>																	
1 Air Freshener	144	12	12	12	12	12	12	12	12	12	12	12	12	12	144	180.00	25,920.00
2 Alcohol	144	12	12	12	12	12	12	12	12	12	12	12	12	12	144	129.00	18,576.00
3 All Purpose Glue	48			12				12			12			12	48	55.20	2,649.60
4 Ballpen 12pcs/box	660	55	55	55	55	55	55	55	55	55	55	55	55	55	660	4.50	2,970.00
5 Brown Envelope long	7800	650	650	650	650	650	650	650	650	650	650	650	650	650	7800	6.60	51,480.00
6 Brown Envelope Short	7800	650	650	650	650	650	650	650	650	650	650	650	650	650	7800	5.40	42,120.00
7 Carbon Paper 100s/box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	780.00	-
8 Cartolina Assorted	180	15	15	15	15	15	15	15	15	15	15	15	15	15	180	8.00	1,440.00
9 Cartolina White	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	144.00	-
10 Correctional Fluid/Touch n' Go 15ml	372	31	31	31	31	31	31	31	31	31	31	31	31	31	372	21.50	7,998.00
11 Data Folder	120	10	10	10	10	10	10	10	10	10	10	10	10	10	120	232.80	27,936.00
12. Acetate (Thick)	4	-	-	-	2	-	-	-	2	-	-	-	-	-	4	89.00	356.00

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL					
12 Detergent Soap Powder	600	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	600	174.00	104,400.00
13 Envelop Paying Kraft 500s/box	1200	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	235.20	282,240.00
14 Expanding Envelop	1200	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	18.60	22,320.00
15 Fax paper	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	110.00	13,200.00
16 File Organizer	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	198.00	23,760.00
17 Folder Morocco Long	110	5	5	5	30	5	5	30	5	5	5	5	5	5	5	5	110	15.00	1,650.00
18 Folder Morocco Short	110	5	5	5	30	5	5	30	5	5	5	5	5	5	5	5	110	13.20	1,452.00
19 Folder Long	6360	530	530	530	530	530	530	530	530	530	530	530	530	530	530	530	6360	8.50	54,060.00
20 Folder Short	6360	530	530	530	530	530	530	530	530	530	530	530	530	530	530	530	6360	8.00	50,880.00
21 Illustration Board	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72.00	-
22 Index Card (3"x5")	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	390.00	-
23 Index Card (5"x8")	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	558.00	-
24 Liquid Paste	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,474.80	-
25 Masking Tape 1"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42.00	-
26 Masking Tape 2"	16			4			4			4			4		4	16	57.60	921.60	
27 Muriatic Acid 4 ltrs./gal	600	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	540	198.00	106,920.00
28 Notebook (50 lvs.)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.20	-
29 Packing Tape	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	60.00	7,200.00
30 Paper Clip 100s/box	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	187.20	22,464.00
31 Paper Fastener Plastic 150s/box	276	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	276	180.00	49,680.00
32 Pencil Mongol 2 12pcs/box	540	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	540	3.50	1,890.00
33 Pentel Pen Assorted	36	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	36	40.80	1,468.80
36 Record Book	228	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	228	138.00	31,464.00
37 RER	60	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	27.00	1,620.00
38 Ribbon Nylon Manual Typewriter	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	54.00	-

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC			TOTAL		
39 Ring Binder Plastic (1")	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	21.00	2,520.00
40 Ring Binder Plastic (2")	120	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	23.00	2,760.00
41 Ruler 12" Plastic	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	34.20	-
42 Scotch Tape 1"	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42.00	-
43 Sign Pen Parker Black	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	558.00	-
44 Sign Pen Parker Blue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	558.00	-
45 Sign Pen Parker Red	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	558.00	-
46 Sign Pen Refillable Ink assorted	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	102.00	-
47 Stamping Pad Felt	192	16	16	16	16	16	16	16	16	16	16	16	16	16	16	192	102.00	19,584.00
48 Stamping Pad Ink Violet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	36.00	-
49 Staple Wire #35	64	-	-	16	-	-	-	16	-	-	-	-	-	-	16	64	65.00	4,160.00
50 Toilet Paper	1080	90	90	90	90	90	90	90	90	90	90	90	90	90	90	1080	25.00	27,000.00
51 Transparent Folder Long	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.80	-
52 Transparent Folder Short	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22.20	-
53 Trash Can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	162.00	-
54 Voucher Binder	144	12	12	12	12	12	12	12	12	12	12	12	12	12	12	144	233.40	33,609.60
55 White Board Eraser	12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	40.80	489.60
56 White Board Marker Assorted	36	3	3	3	3	3	3	3	3	3	3	3	3	3	3	36	42.00	1,512.00
59. Leave Card	600	50	50	50	50	50	50	50	50	50	50	50	50	50	50	600	0.75	450.00
60. Daily Time Record	60	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	15.00	900.00
61. Yellow Pad Paper	60	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	18.00	1,080.00
62. Sticker Paper White	4	-	-	-	2	-	-	-	-	2	-	-	-	-	-	4	33.00	132.00
63. Novus 23/19mm	4	-	-	1	-	-	-	1	-	-	-	1	-	-	1	4	75.00	300.00
64. Wipe Out Cleaner	4	-	-	1	-	-	-	1	-	-	-	1	-	-	1	4	35.00	140.00

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL		
Sub-total	37,948	3,137	3,137	3,171	3,191	3,137	3,171	3,187	3,141	3,171	3,137	3,137	3,171	37,888	10,756.75	1,053,673.20
<b>D. COMMON OFFICE DEVICES</b>																
1 Battery Energizer AA 4 pcs./box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Broom	40	-	-	10	-	-	10	-	-	10	-	-	10	40	158.40	6,336.00
3 Broom Stick	40	-	-	10	-	-	10	-	-	10	-	-	10	40	23.40	936.00
4 Cutter Blade 4 pcs./box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71.40	-
5 Cutter Heavy Duty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.80	-
6 Dust Pan	-	-	-	-	-	-	-	-	-	-	-	-	-	-	83.40	-
7 Fire Extinguisher	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,100.00	-
8 Mop w/ handle	40	-	-	10	-	-	10	-	-	10	-	-	10	40	282.00	11,280.00
9 Pouches Heavy Duty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	942.00	-
10 Printer Deskjet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,820.00	-
11 Scissor Big	-	1	-	-	-	-	-	-	-	-	-	-	-	1	162.00	162.00
12 Sharpener Heavy Duty	-	-	-	-	-	-	-	-	-	-	-	-	-	-	702.00	-
13 Stapler Heavy Duty #35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	420.00	-
14 Toilet Bowl & Urinal Bowl Cleaner	120	10	10	10	10	10	10	10	10	10	10	10	10	120	222.00	26,640.00
15 Toilet deodorant	120	10	10	10	10	10	10	10	10	10	10	10	10	120	54.00	6,480.00
16 Trash Bag	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0.90	-
17 Waste Basket	40	-	-	10	-	-	10	-	-	10	-	-	10	40	168.00	6,720.00
Sub-total	400	21	20	60	20	20	60	20	20	60	20	20	60	401	11,310.30	58,554.00
<b>E. LEGAL SIZE PAPER</b>																
1 Book Paper long	894	43	43	43	58	43	43	43	58	43	43	43	43	546	180.00	95,040.00
2 Book Paper Short	894	43	43	43	58	43	43	43	58	43	43	43	43	546	170.00	86,400.00
Sub-total	1788	86	86	86	116	86	86	86	116	86	86	86	86	1092	350.00	181,440.00



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC				
<b>F. COMMON OFFICE EQUIPMENT</b>																	
1 Airpot	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2 Calculator 12 digit solar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3 Filing Cabinet	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 Uninterrupted Power Supply (UPS)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>G. HANDBOOKS ON PROCUREMENT</b>																	
1																	
2																	
3																	
Sub-total																	
<b>H. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (pls, specify)</b>																	
<b>I Office Equipment and Accessories</b>																	
1 Refrigerator 6 cu. Ft.																	
2 Air condition 2 HP																	
3 Air condition Centralized																	
4 Electric fan Stand Fan Standard																	
5 Television 21"																	
Sub-total																	
<b>II Other Supplies</b>																	
1																	
2																	
3																	
4																	
Sub-total																	

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<b>III Audio &amp; Visual presentation and Composing Equipment</b>																
1 Speaker w/ tweeter & sub woofer 8 ohms																
2 Amplifier w/ booster																
3 Microphone Wireless																
4 Speaker wire # 10 100mts/roll																
Sub-total																
<b>IV Photographic or Filming or video equipment</b>																
1 Digital Video Camera Handy																
2 Digital Camera Heavy Duty																
3																
4																
5																
Sub-total																
<b>V Cleaning Equipment and Supplies</b>																
1 Vacuum Cleaner																
2																
3																
4																
Sub-total																
<b>VI Paper Materials and Products</b>																
1																
2																
3																
Sub-total																
<b>VII Lighting and Fixtures and Accessories</b>																

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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC			TOTAL	
1 Re-wiring of entire building RESWAD																	
2 Re-installation of Water Pipe RESWAD																	
3 Office Tables																	
4 Office Chairs																	
5 Repairs & Maintenance of Aircons																	
6 Repairs & Maintenance of Vehicles																	
Sub-total																	
<b>VIII Electrical Equipment and Components and Supplies</b>																	
1 Desktop Computer w/ accessories																	
2 Xerox Machine																	
3 Fax Machine																	
Sub-total																	
<b>IX Computer Supplies</b>																	
1																	
2																	
3																	
Sub-total																	
<b>X Computer Equipment and Accessories</b>																	
1 Internet Cable Connector																	
2 Internet Cable Wire 100mtrs./roll																	
3 Internet Router 10 outlet Heavy Duty																	
Sub-total																	
<b>XI Other Supplies</b>																	
1 NFA / M1 Rice																	



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		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL				
2 Sardines																		
3 Noodles																		
4 Brown Sugar																		
5 Nescafe																		
6 Nescafe 3 in 1																		
7 Powder Milk																		
8 Construction of Permanent warehouse																		
9 Construction of Concrete Roads																		
10 Service Truck for Operation																		
11 Repairs & Maintenance of Buildings																		
Sub-total		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>GRAND TOTAL</b>	<b>40,938</b>	<b>3,299</b>	<b>3,298</b>	<b>3,393</b>	<b>3,395</b>	<b>3,298</b>	<b>3,393</b>	<b>3,348</b>	<b>3,345</b>	<b>3,393</b>	<b>3,298</b>	<b>3,298</b>	<b>3,393</b>	<b>40,151</b>	<b>62,935</b>	<b>1,888,835</b>		

\*\*\*GRAND TOTAL \_\_\_\_\_

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION \_\_\_\_\_

APPROVED BUDGET \_\_\_\_\_

We hereby warrant that the total amount in this Annual Supplies/Equipment Procurement Program 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:

Noted by:

Approved by:

  
**KADIL S. AYUNAN**  
 Supply Officer II

  
**HADJA POMBAEN K. KADER, MPS**  
 Assistant Secretary for Admin.

  
**HAROUN AL-FASHID A. LUCMAN, JR.**  
 Regional Secretary