



April 11, 2018

MS. BINGLE B. GUTIERREZ

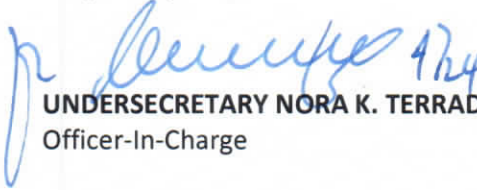
Executive Director V
Procurement Service – PhilGEPS
R.R. Road Cristobal St.
Paco, Manila 1007

Dear Executive Director Gutierrez,

In compliance with Section 7.3.5 of the 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184, we are pleased to submit to your office the Annual Procurement Plan (APP) for Common-Use Supplies and Equipment for CY 2018 of the Center for International Trade Expositions and Missions (CITEM).

Thank you.

Very truly yours,


UNDERSECRETARY NORA K. TERRADO
Officer-In-Charge

DTS # IN35051

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CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

**ANNUAL PROCUREMENT PLAN (APP) For
Common-Use Supplies and Equipment
Under Administrative Overhead Expense (AOE),
Local and International Projects
FOR CY 2018**

SUMMARY
ANNUAL PROCUREMENT PLAN (APP)
FOR COMMON-USE SUPPLIES AND EQUIPMENT
UNDER ADMINISTRATIVE OVERHEAD EXPENSE (AOE), LOCAL AND INTERNATIONAL PROJECTS
CY 2018

PARTICULARS	APPROVED BUDGET (as of 2/22/2018)	PROGRAMMED SUPPLIES/SERVICES	DIFFERENCE (AOE Budget vs Programmed Supplies/Services
Office and Other Supplies	1,541,533.00	1,447,952.45	93,580.55
Carpentry Supplies	100,000.00	90,410.00	9,590.00
Electrical Supplies	100,000.00	80,812.50	19,187.50
Medical Supplies	100,000.00	94,278.00	5,722.00
Vehicle Supplies	100,000.00	82,540.00	17,460.00
Aircon Supplies	100,000.00	96,500.00	3,500.00
TOTAL	2,041,533.00	1,892,492.95	149,040.05

- Note 1. Office and Other Supplies includes IT Supplies, Groceries and Sanitary Items
 2. The difference of Php 149,040.05 is allotted for price adjustment and amendments

Prepared by:

JAIME ANTONIO S. SANDOVAL
 Head, BAC Secretariat

Recommending Approval:

ATTY. ANNA GRACE I. MARPURI
 BAC Chairman / OIC, Corporate Services Department

MA. LOURDES D. MEDIRAN
 Deputy Executive Director

Certified Funds Available:

MALERNA C. BUYAG
 OIC, Controllership Division

Approved by:

UNDERSECRETARY NORA K. TERRADO
 Officer-In-Charge, CITEM

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

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**
Region: **NCR**
Address: Golden **Shell Pavilion, Roxas Boulevard, cor. Sen. Gil Puyat Avenue, 1300 Pasay City**

Contact Person: **Lucile G. Mosquera**
Position: **BAC Secretariat**
E-mail : citembac@citem.com.ph
Telephone/Mobile Nos: (02) 831-2201 local 309

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,ifex, hannover)	April	May	June	Q2 (automech anika, canxgo,jpc optan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, energizer, 9 volts	pack				5													5	55.00	275.00
2 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				55				23				11				21	110	42.00	4,620.00
3 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				51				20				11				22	104	42.00	4,368.00
4 Convenience outlet, 2 gang, black	piece				40													40	80.00	3,200.00
5 Convenience outlet, 2 gang, white	piece				10													10	80.00	800.00
6 PLUG, male, black	piece				68								24					92	55.00	5,060.00
7 TAPE, electrical, big black	roll				65													65	40.00	2,600.00
8 TAPE, electrical, big white	roll				8													8	40.00	320.00
COMMON OFFICE SUPPLIES																				
1 BALLPEN, ordinary (black)	piece				12				27								10	49	7.00	343.00
2 CALCULATOR, compact 12 digit	piece				4													4	350.00	1,400.00
3 CARBON FILM, A4	box				1													1	250.00	250.00
4 CARBON FILM, long	box				1													1	400.00	400.00
5 CARBON FILM, short	box				1													1	300.00	300.00
6 Card, Time (DTR) 100 pcs/bundle	bundle				1													1	250.00	250.00
7 CLEAR, VU, plastic A4	piece				313				3				58				83	457	7.50	3,427.50
8 CLEARBOOK, Legal size	piece				69				19				14				8	110	50.00	5,500.00
9 CLEARBOOK, Legal size, blue	piece								3								6	9	50.00	450.00
10 CLEARBOOK, short size	piece				23								6					29	40.00	1,160.00
11 CLEARBOOK, plastic refill, long (10 pcs/pack)	pack				1													1	40.00	40.00
12 CLIP, backfold, 1", 12 pieces per box	box				10				8				3				2	23	28.00	644.00
13 CLIP, backfold, 1/2" 12 pieces per box	box				15				2				5				12	34	25.00	850.00
14 CLIP, backfold, 1-1/4" 12 pieces per box	box				20				4				4					28	30.00	840.00
15 CLIP, backfold, 1-5/8" 12 pieces per box	box				7												1	8	40.00	320.00
16 CLIP, backfold, 2" 12 pieces per box	box				14				2				2				8	26	58.00	1,508.00
17 CLIP, backfold, 3/4" 12 pieces per box	box				21				6				6				3	36	20.00	720.00
18 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				161				43				37				15	256	50.00	12,800.00
19 ENVELOPE, expanding with string brown (long)	piece				200				20				120				30	370	11.00	4,070.00
20 ENVELOPE, expanding with string brown (short)	piece				137				20				75				30	262	10.50	2,751.00
21 ENVELOPE, expanding with string colored (long)	piece				45				30									75	28.00	2,100.00
22 ENVELOPE, expanding with string colored (short)	piece				30													30	23.00	690.00
23 ENVELOPE, expanding, transparent (long)	piece				12				28				20					60	9.00	540.00
24 ENVELOPE, expanding, transparent (short)	piece				12								20					32	9.00	288.00
25 ENVELOPE, ordinary, brown (long)	piece				500				80				160				30	770	3.00	2,310.00
26 ENVELOPE, ordinary, brown (short)	piece				332				50				135				30	547	2.50	1,367.50
27 ERASER, felt, for whiteboard	piece				1													1	25.00	25.00
28 ERASER, rubber	piece				1				1									2	15.75	31.50
29 FOLDER, L-TYPE, plastic, colored green, A4	piece																20	20	10.00	200.00

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,iflex, hannover)	April	May	June	Q2 (autograph anika, craevgo,jpc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
30 FOLDER, L-TYPE, plastic, colored, A4	piece				199				5				40					244	10.00	2,440.00
31 FOLDER, L-TYPE, plastic, colored, Long	piece				107				30				80				45	262	9.00	2,358.00
32 FOLDER, L-TYPE, plastic, colored, Short	piece				15				30				20				15	80	7.00	560.00
33 FOLDER, L-TYPE, plastic, transparent, A4	piece				334				200				110				95	739	6.00	4,434.00
34 FOLDER, L-TYPE, plastic, transparent, Long	piece				170				138				40				5	353	8.00	2,824.00
35 FOLDER, L-TYPE, plastic, transparent, Short	piece				40				35				25				20	120	6.00	720.00
36 FOLDER, Ordinary, Long	piece				140				50				60				30	280	7.00	1,960.00
37 FOLDER, Ordinary, short	piece				5				30				30				20	85	6.00	510.00
38 FOLDER, Pressboard, Long	piece				147				47				105				17	316	15.00	4,740.00
39 FOLDER, with presskit with window, A4	piece								25									25	12.00	300.00
40 GLUE GUN, HD	piece				2													2	500.00	1,000.00
41 GLUE GUN, Refill	piece				10													10	20.00	200.00
42 GLUE GUN, small	piece				2													2	100.00	200.00
43 GLUE STICK, permanent	tube				45				10				14				2	71	65.00	4,615.00
44 GLUE, 130 grams	piece				12								1					13	45.00	585.00
45 GLUE, 40 grams	piece				5				10									15	13.00	195.00
46 GLUE, all purpose, 130 grams	jar				25													25	45.00	1,125.00
47 INDEX TAB, clear	box				33				11									44	65.00	2,860.00
48 MARKER, fluorescent, green	piece				5													5	40.00	200.00
49 MARKER, fluorescent, orange	piece				3				1				8					12	40.00	480.00
50 MARKER, fluorescent, pink	piece				5													5	40.00	200.00
51 MARKER, fluorescent, yellow	piece				38				13				34				13	98	40.00	3,920.00
52 MARKER, permanent, black	piece				59				17				29				6	111	40.00	4,440.00
53 MARKER, permanent, blue	piece				23				3				13					39	40.00	1,560.00
54 MARKER, Permanent, fine point	piece				8													8	100.00	800.00
55 MARKER, permanent, red	piece				16				2				12					30	40.00	1,200.00
56 MARKER, whiteboard, black	piece				33				11				18				5	67	40.00	2,680.00
57 MARKER, whiteboard, blue	piece				13				4				13					30	40.00	1,200.00
58 MARKER, whiteboard, green	piece								1				1					2	40.00	80.00
59 MARKER, whiteboard, red	piece				8				1				8					17	40.00	680.00
60 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				47				11				18				17	93	20.00	1,860.00
61 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				163				34				38				33	268	60.00	16,080.00
62 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				10				9				10				13	42	60.00	2,520.00
63 PAPER CLIP, plastic coated (big)	box				27				9				4				1	41	10.00	410.00
64 PAPER CLIP, plastic coated (small)	box				32				11				5				1	49	15.00	735.00
65 PAPER, COPY, 80 gsm A3	ream								3				1					4	420.00	1,680.00
66 PAPER, COPY, 80 gsm A4	ream				304				261				192				147	904	185.00	167,240.00
67 PAPER, COPY, 80 gsm Legal size	ream				34				33				6				7	80	230.00	18,400.00
68 PAPER, COPY, 80 gsm letter	ream				32				44				10				1	87	170.00	14,790.00
69 PAPER, MULTIPURPOSE, 80 gsm, A4	ream				15				10				10				5	40	185.00	7,400.00
70 PEN, OHP for transparent film	piece								3				3				5	11	75.00	825.00
71 PENCIL, lead, w/eraser, One(1) dozen per box	piece				87				76				12				42	217	6.50	1,410.50
72 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				22				31				9				17	79	89.00	7,031.00
73 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				6				4				4					14	267.00	3,738.00
74 RING BINDER, 1 1/2"	piece				10				1				5				3	19	40.00	760.00

J. Jm

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,iflex, hannover)	April	May	June	Q2 (automesh amka, caexgo,ipc orplan)	July	Aug	Sept	Q3 (electronica)	Oct	Nov	Dec	Q4	Total Quantity			
75 RING BINDER, 1 1/8"	piece				2				1				5					8	30.00	240.00	
76 RING BINDER, 1"	piece				7				5				7					19	30.00	570.00	
77 RING BINDER, 1/2"	piece				2				1				7					10	15.00	150.00	
78 RING BINDER, 1/4"	piece				2				1				5					8	10.00	80.00	
79 RING BINDER, 2"	piece				12								4				3	19	50.00	950.00	
80 RING BINDER, 3/4"	piece				4				5				5					14	20.00	280.00	
81 RING BINDER, 5/16"	piece				2				1				5					8	10.00	80.00	
82 RING BINDER, 5/8"	piece				2				1				5					8	20.00	160.00	
83 RING BINDER, 7/16"	piece				2				1				5					8	15.00	120.00	
84 RING BINDER, 7/8"	piece				2				1				5					8	30.00	240.00	
85 RUBBER BAND, 70mm min lay flat length (#18)	box				4				2				1					7	85.00	595.00	
86 Ruler, long, plastic	piece				1				2									3	25.00	75.00	
87 TAPE, carpet, 2"	roll				10												10	20	170.00	3,400.00	
88 TAPE, carpet, black, 2"	roll				60													60	170.00	10,200.00	
89 TAPE, carpet, gray, 2"	roll				40													40	170.00	6,800.00	
90 TAPE, masking, 1" x 25m	roll				71				1				5				2	79	60.00	4,740.00	
91 TAPE, masking, 1/2"	roll				78													78	100.00	7,800.00	
92 TAPE, masking, 2" x 25m	roll				52				3				5				2	62	110.00	6,820.00	
93 TAPE, packaging, 2"	roll				2								8				5	15	40.00	600.00	
94 TAPE, packaging, 3"	roll				15				1				4					20	80.00	1,600.00	
95 TAPE, transparent, 1"	roll				142				81				56				7	286	15.00	4,290.00	
96 TAPE, transparent, 2"	roll				57				8				17				5	87	40.00	3,480.00	
97 TAPE, transparent, 3"	roll				10													10	55.00	550.00	
COMMON OFFICE DEVICES																					
1 CUTTER BLADE, heavy duty cutter, 10-blade per pack	pack				18													18	30.00	540.00	
2 CUTTER, HD	piece				4													4	150.00	600.00	
3 Guntacker, T50	piece				2													2	1,300.00	2,600.00	
4 Iron Handheld Steamer	piece				2													2	1,500.00	3,000.00	
5 Jigsaw tool	piece				1													1	29,400.00	29,400.00	
6 PENCIL SHARPENER	piece				1													1	441.00	441.00	
7 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				1													1	550.00	550.00	
8 SCISSORS, (8")	piece				20				3									23	85.00	1,955.00	
9 STAPLE REMOVER, plier type	piece				7													7	50.00	350.00	
10 TAPE DISPENSER, table top	piece				1													1	86.45	86.45	
COMMON COMPUTER SUPPLIES																					
1 DVD Rewritable, DVD + R, 4GB with case	piece				10				15				10				20	55	70.00	3,850.00	
2 CD, Recordable, 700MB/80 mins w/o case	piece				50				30				20				60	160	30.00	4,800.00	

for

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,ifex, hannover)	April	May	June	Q2 (automarch anika, caergo,jpc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON OFFICE SUPPLIES																				
1 ADHESIVE, spray	bottle				3							1					4	700.00	2,800.00	
2 BAG, Messengerial	piece				2												2	1,000.00	2,000.00	
3 BALLPEN , PILOT, Black	piece				148				51							21	220	29.00	6,380.00	
4 BALLPEN , PILOT, Blue	piece				86				42							3	131	29.00	3,799.00	
5 BALLPEN , PILOT, Green	piece				25				26			2				2	55	29.00	1,595.00	
6 BALLPEN , PILOT, Red	piece				49				16							4	69	29.00	2,001.00	
7 BALLPEN, M & G, Black	piece				171				27			51				25	274	11.00	3,014.00	
8 BALLPEN, M & G, Blue	piece				43				11			8				16	78	11.00	858.00	
9 BALLPEN, M & G, Red	piece				25				11			8				12	56	11.00	616.00	
10 BALLPEN, with stand/chain (black)	piece				4												4	150.00	600.00	
11 BOARD, Illustration, 30 x 40, black & white	piece				8												8	40.00	320.00	
12 BOX, Balikpapan #3	piece				5							5				5	15	130.00	1,950.00	
13 BOX, Balikpapan #4	piece				5				5								15	140.00	2,100.00	
14 BOX, Balikpapan #5	piece				5							5					10	150.00	1,500.00	
15 BUSINESS CARD HOLDER, notebook type	piece				6							2					8	180.00	1,440.00	
16 CLIP BOARD, A4	piece				1				12								13	50.00	650.00	
17 COVERBOARD, clear VU, plastic, A4	ream				1												1	270.00	270.00	
18 COVERBOARD, clear VU, plastic, Long	ream				1												1	270.00	270.00	
19 COVERBOARD, moroccan, beige, A4	piece				150												150	3.50	525.00	
20 COVERBOARD, moroccan, black, A4	piece				603				3			58				83	747	3.50	2,614.50	
21 DATA BINDER, 15-1/2" x 10-1/2" x 3" side mechanism (customize)	piece				48				5			19				18	90	100.00	9,000.00	
22 DATA FILER, 15 1/2" x 10 1/2" x 5-1/2" Customize Black	piece				73				14			18				13	118	105.00	12,390.00	
23 DATER, self-inking	piece				1												1	180.00	180.00	
24 ENVELOPE LETTER, CITEM, with window, 500 pcs per box	box								15							15	30	1,000.00	30,000.00	
25 ENVELOPE LETTER, CITEM, without window, 500 pcs per box	box				6				14								20	1,000.00	20,000.00	
26 FASTENER, plastic	box				10				5			2				3	20	30.00	600.00	
27 FILE BOX, big, black	piece				42				1			3					46	300.00	13,800.00	
28 FILE, divide, colored	pack															2	2	20.00	40.00	
29 FLAG TAB, sign here	pack				49				19			4				14	86	128.00	11,008.00	
30 FOAM, board, white 30" x 40"	piece				12												12	300.00	3,600.00	
31 FOLDER, plastic with slide (A4)	piece				30							45				50	125	30.00	3,750.00	
32 FOLDER, plastic with slide (long)	piece				55				10			25					90	8.00	720.00	
33 FOLDER, plastic with slide (short)	piece				25				10								35	6.00	210.00	
34 GUEST BOOK, A4	piece				3												3	600.00	1,800.00	
35 GUEST BOOK, handmade paper	piece				1												1	500.00	500.00	

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,ilux, hannover)	April	May	June	Q2 (suscuneth arika, caesago,joc orphan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
36 INK, stamp pad (blue)	bottle				9				4				2					15	31.50	472.50
37 INK, stamp pad (green)	bottle				5				2									7	31.50	220.50
38 INK, stamp pad (red)	bottle				5				2									7	31.50	220.50
39 1"Core	roll				6													6	1,000.00	6,000.00
40 LABEL, Gum Mailing	piece				800				500				300					1600	5.00	8,000.00
41 Mighty Bond	tube				30				22				2				4	58	48.00	2,784.00
42 PAD, stamp	piece				1													1	100.00	100.00
43 PAPER COLORED, blue, A4	ream				1													1	300.00	300.00
44 PAPER PARCHMENT, A4 10 pcs per pack	pack				5													5	65.00	325.00
45 PAPER PARCHMENT, long 10 pcs per pack	pack																5	5	65.00	325.00
46 PAPER STICKER, matte, A4	pack				20				18				16				15	69	80.00	5,520.00
47 PAPER, BOARD, white or cream A4	pack				30				50									80	150.00	12,000.00
48 PAPER, colored, long	ream																2	2	300.00	600.00
49 PAPER, letterhead CITEM (New)	ream				3													3	4,000.00	12,000.00
50 PAPER, Mimeo, green, long	ream				1				5									6	300.00	1,800.00
51 PAPER, PHOTO, A4, premium glossy, 240 gsm	pack				25				13				4				7	49	140.00	6,860.00
52 PAPER, PHOTO, A4, premium matte, 240 gsm	pack				37				13				4				5	59	130.00	7,670.00
53 PAPER, SPECIAL, Bianco Flash Master, 240 gsm Ultra	ream				1													1	2,400.00	2,400.00
54 PAPER, SPECIAL, white or cream 120 gsm	pack				12													12	200.00	2,400.00
55 PAPER, twine	kilo																1	1	400.00	400.00
56 PEN, Pilot G-Tec - C4 (refill) (black)	piece				3				3								3	9	50.00	450.00
57 PEN, Pilot G-Tec - C4 (refill) (blue)	piece				3				3								3	9	50.00	450.00
58 PEN, Pilot G-Tec - C4 (refill) (red)	piece				3				3								3	9	50.00	450.00
59 PEN, Pilot Hi-tech Point V5RS (black)	piece				94				6								28	128	65.00	8,320.00
60 PEN, Pilot Hi-tech Point V5RS (blue)	piece				49				2				9				8	68	65.00	4,420.00
61 PEN, Pilot Hi-tech Point V5RS (purple)	piece				3								2					5	65.00	325.00
62 PEN, Pilot Hi-tech Point V5RS (red)	piece				19				2				8				6	35	65.00	2,275.00
63 PEN, sign, Artline fine pt 0.4 (black)	piece				1				13				1					15	65.00	975.00
64 PEN, sign, Artline fine pt 0.4 (red)	piece				1								1					2	65.00	130.00
65 PEN, sign, pilot (black)	piece				7				45				53					105	45.00	4,725.00
66 PEN, sign, pilot (blue)	piece				5				7									12	45.00	540.00
67 PEN, sign, pilot (red)	piece				6				5				2					13	45.00	585.00
68 PILOT, CD/DVD Double marker extra fine	piece				8													8	100.00	800.00
69 Plastic, twine	roll				2													2	50.00	100.00
70 POST IT, arrow, assorted colors, plastic	pack				4				3									7	100.00	700.00
71 RIBBON, Grosgrain, assorted 1"	roll				1								1					2	600.00	1,200.00
72 RIBBON, Grosgrain, assorted 1/4"	roll				1								1					2	300.00	600.00
73 Staple wire # 33/35 copper	box				61				34				19				4	118	42.00	4,956.00
74 Stapler HD with remover	piece				3													3	352.00	1,056.00
75 TAPE, double adhesive with foam 1"	roll				5													5	100.00	500.00
76 TAPE, double adhesive without foam 0.5"	roll				26													26	85.00	2,210.00
77 TAPE, double adhesive without foam 1"	roll				29				7									36	85.00	3,060.00
78 TAPE, double adhesive without foam 2"	roll				30				1									31	70.00	2,170.00

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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,ifex, hannover)	April	May	June	Q2 (automesh anika, caexgo,jpc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity			
IT/Computer Supplies																					
1 Epson ink bottle (L100, L350) - 6641 (black)	bottle				132				75				128				37	372	500.00	186,000.00	
2 Epson ink bottle (L100, L350) - 6642 (cyan)	bottle				57				41				40				13	151	500.00	75,500.00	
3 Epson ink bottle (L100, L350) - 6643 (magenta)	bottle				58				41				41				13	153	500.00	76,500.00	
4 Epson ink bottle (L100, L350) - 6644 (yellow)	bottle				58				41				41				13	153	500.00	76,500.00	
5 External Drive 1TB	piece												1					1	4,000.00	4,000.00	
6 Flash Drive (USB) 16gb	piece				1													1	500.00	500.00	
7 Fuji Xerox Toner	piece				1													1	4,000.00	4,000.00	
8 HP Toner CE285A	piece				5				1									6	3,580.00	21,480.00	
9 HP Toner Q2612AC	piece				4				2									6	3,580.00	21,480.00	
10 Ink Bottle, Epson L800 B-T6731	piece				7				1				2					10	600.00	6,000.00	
11 Ink Bottle, Epson L800 C-T6732	piece				2				1				2					5	600.00	3,000.00	
12 Ink Bottle, Epson L800 LC-T6735	piece				6				1				2					9	600.00	5,400.00	
13 Ink Bottle, Epson L800 LM-T6736	piece				6				1				2					9	600.00	5,400.00	
14 Ink Bottle, Epson L800 M-T6733	piece				5				1				2					8	600.00	4,800.00	
15 Ink Bottle, Epson L800 Y-T6734	piece				5				1				2					8	600.00	4,800.00	
16 Print Cartridge, Epson T6731 Black	piece				4				1				2					7	600.00	4,200.00	
17 Print Cartridge, Epson T6732 Cyan	piece				4				2				2					8	600.00	4,800.00	
18 Print Cartridge, Epson T6733 Magenta	piece				4				1				2					7	600.00	4,200.00	
19 Print Cartridge, Epson T6734 Yellow	piece				4				1				2					7	600.00	4,200.00	
20 Print Cartridge, Epson T6735 LCyan	piece				4				2				2				2	10	600.00	6,000.00	
21 Print Cartridge, Epson T6736 Lmagenta	piece				3				1				2				2	8	600.00	4,800.00	
22 Printer Cartridge, Epson T-137 twin pack black	piece				3				2									5	1,000.00	5,000.00	
23 Printer Ribbon,epsn LX 300-11	piece				1				1				1				1	4	500.00	2,000.00	
Sanitary Supplies																					
1 AIR FRESHENER, 280ml/can	can				5				36				2					43	190.00	8,170.00	
2 ALCOHOL, 70%, isoprophyl, 500ml	bottle				42				25				25				20	112	70.00	7,840.00	
3 Dishwashing Liquid, 500 ml	bottle				11				7				7				7	32	130.00	4,160.00	
4 Disinfectant Spray	bottle				3				2				3				1	9	450.00	4,050.00	
5 Hand soap, 250 ml safeguard	bottle								4				3				3	10	150.00	1,500.00	
6 Paper Towel, folded	pack				4													4	70.00	280.00	
7 Sanitizer, hand	bottle				1				1				4				1	7	90.00	630.00	
8 Table Napkin, folded	pack				16				10				13				7	46	40.00	1,840.00	
9 Tissue Paper, 2 ply	roll				167				77				82				82	408	20.00	8,160.00	
10 Tissue, unscented, 200 folds	pack				31				24				29				33	117	58.00	6,786.00	
11 Toilet Duck cleaner	piece				1				1				1				1	4	190.00	760.00	
Grocery Items																					
1 Aluminum foil	piece				1				1				1				1	4	100.00	400.00	
2 Biscuit, chocolate chips	tin				12				1				3				1	17	300.00	5,100.00	
3 Biscuit, fita	tin				1													1	180.00	180.00	
4 Biscuit, mamon tostado	tin								2				2				2	6	300.00	1,800.00	
5 Biscuit, skyflakes	tin				2				1				1				1	5	300.00	1,500.00	
6 Biscuit, sunflower	tin				3													3	300.00	900.00	
7 Butter cookies	tin				1													1	180.00	180.00	
8 Canister, Ceramic for coffee, creamer, sugar	set				2													2	450.00	900.00	
9 Coffee Brewed Grinded 500g Arabic	pack				4								3					7	400.00	2,800.00	
10 Coffee Brewed, Ground 500g	pack				4				3				3				3	13	400.00	5,200.00	
11 Coffee Brewed, Hazelnut	pack				11				5				10				9	35	400.00	14,000.00	

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mf,flex, hannover)	April	May	June	Q2 (automach anika, caerigo,ipc oripen)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
12 Coffee, Nescafe, 3 in 1 36 sachets	pack				14				3				3				3	23	200.00	4,600.00
13 Corned beef, regular size	can				3													3	35.00	105.00
14 Creamer, 100 pieces per pack	pack								7				7					14	120.00	1,680.00
15 Creamer, 500g	pack				7				3				6				3	19	150.00	2,850.00
16 Detergent, powder	piece				2				6				2				2	12	30.00	360.00
17 Dish tray, small, personal size	piece				1													1	500.00	500.00
18 Egg, regular size	doz				1													1	85.00	85.00
19 Filter, coffee, for 1-4 cup coffee makers	pack				1				2				1				1	5	200.00	1,000.00
20 Green Tea, Lipton, 50 pieces per box	box				1								1				1	3	250.00	750.00
21 ICE TEA, lemon 400g	pack								1									1	150.00	150.00
22 Milk Powder, 150 grams	box				1													1	55.00	55.00
23 Noodles	pack				3													3	9.00	27.00
24 Sardines	can				3													3	16.00	48.00
25 Soap, liquid, hand, 250 ml	bottle				2								2				2	6	150.00	900.00
26 Sugar white 1 kilo per pack	pack				1								1					1	75.00	75.00
27 Sugar, 100 pieces per pack	pack				5				5				5				5	20	200.00	4,000.00
28 Sugar, brown, 1 kilo per pack	pack				5				2				3				2	12	100.00	1,200.00
29 Sugar, brown, sachets, 50 pieces per pack	pack				2				2				4				2	10	150.00	1,500.00
30 Sugar, washed, 1 kilo per pack	pack				3				3				1				3	10	100.00	1,000.00
31 Tea, Banaba, 21 teabags per box	box				5													5	150.00	750.00
Carpentry Supplies																				
1 2T Oil (big)	btl				2								2					4	150.00	600.00
2 Baby Roller with handle	piece				10													10	55.00	550.00
3 Bidet	set				20													20	300.00	6,000.00
4 Cement Portland	bags				10												8	18	300.00	5,400.00
5 Common Nail 1"	kl				30												5	35	85.00	2,975.00
6 Common Nail 1/2"	kl																5	5	85.00	425.00
7 Common Nail 2"	kl				3												5	8	85.00	680.00
8 Dead Lock	piece								10									10	250.00	2,500.00
9 Faucet Lavatory	pc				20													20	110.00	2,200.00
10 Flat bar 1/8	piece												10					10	150.00	1,500.00
11 GI Wire gauge 16	kl																5	5	70.00	350.00
12 Gravel 3/4 (with sack)	elf								2									2	1,700.00	3,400.00
13 Hallow blocks 4 x8	piece								100									100	20.00	2,000.00
14 Jigsaw Blade B-10 B-29	piece												5					5	150.00	750.00
15 Lacquer Thinner	gal				4													4	300.00	1,200.00
16 Lumber kilndry 1 x 2 x 12	piece												9					9	250.00	2,250.00
17 Lumber kilndry 2 x 2 x 10	piece												9					9	350.00	3,150.00
18 Lumber ordinary 2 x 3" x 10	piece												9					9	500.00	4,500.00
19 Nail Finishing #1	kl				10													10	85.00	850.00
20 Nail Finishing #2	kl				10													10	85.00	850.00
21 Nail Finishing #3	kl				10													10	85.00	850.00
22 Padlock HD	piece								10									10	350.00	3,500.00
23 Padlock with sidebar	pcs				3													3	100.00	300.00
24 Paint, Flat White	gal				6													6	500.00	3,000.00
25 Paint, Latex black lumb	litr				10												5	15	150.00	2,250.00
26 Paint, Latex white flat	litr				13												5	18	300.00	5,400.00
27 Paint, Semi Gloss White	tin				5													5	600.00	3,000.00

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Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mf,ifox, hannover)	April	May	June	Q2 (autometh anika, cauxgo,jpc orptan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity			
28 Paint, Thinner	gal				5													5	300.00	1,500.00	
29 Plywood 1/2" x 4 x 8	piece												9					9	900.00	8,100.00	
30 Plywood 1/4" x 4 x 8	piece												9					9	500.00	4,500.00	
31 Plywood 3/4" x 4 x 8	piece												9					9	1,300.00	11,700.00	
32 Putty mix	gal				3				2									5	350.00	1,750.00	
33 Roller Brush 4" foam	piece								12									12	55.00	660.00	
34 Roller brush 7"	piece								12									12	55.00	660.00	
35 Rugby	bottle								2									2	80.00	160.00	
36 Sand with sack (1 cubic)	elf								2									2	1,200.00	2,400.00	
37 Screw driver tools	set				2													2	600.00	1,200.00	
38 Stickwelll	gal																3	3	450.00	1,350.00	
39 Varnish, clear	gal				1													1	300.00	300.00	
40 Vulca Seal	gal								2									2	500.00	1,000.00	
41 W40 oil (big)	bottle												2					2	200.00	400.00	
Electrical Supplies																					
1 2 Gang outlet	set												20					20	80.00	1,600.00	
2 2 Gang Plate	piece												6					6	120.00	720.00	
3 3.5mm THHN stranded wire	box				1								1					2	4,235.00	8,470.00	
4 Adaptor, Universal	piece								5				5					10	57.75	577.50	
5 BULB, CFL Pinlight 8 watts warm white	piece				30													30	115.00	3,450.00	
6 BULB, Flourescent T5 18 watts	box												1					1	7,500.00	7,500.00	
7 BULB, Flourescent T5 21 watts	box				3													3	5,800.00	17,400.00	
8 BULB, Flourescent T5 28 watts	box				2								1					3	7,500.00	22,500.00	
9 CFL PinlightBulb 15watts Daylight	piece												15					15	115.00	1,725.00	
10 FLATCORD, Electrical Wire, No. 16 black	roll				3													3	3,250.00	9,750.00	
11 FLATCORD, Electrical Wire, No. 16 white	roll				3				1				1					5	3,250.00	16,250.00	
12 LED Flood Light 10watts	piece																8	8	500.00	4,000.00	
13 LED Flood Light 20watts	piece																3	3	800.00	2,400.00	
14 Switch	piece												12					12	60.00	720.00	
15 THNN, Stranded wire, 3.5mm	box				2													2	4,230.00	8,460.00	
Medical Supplies																					
1 (Gaviscon) Magnesium trisilicate sachet	piece				10				10								50	70	25.00	1,750.00	
2 Advil	piece								200				100				100	400	9.00	3,600.00	
3 Allerta 10mg	piece				100				100				100				100	400	23.00	9,200.00	
4 Amlodipine 5 mg	piece								50									50	22.85	1,142.50	
5 Band-Aid Strips	box				21				30				50				100	201	70.00	14,070.00	
6 Betadine 10% solution	bottle				2												1	3	200.00	600.00	
7 Bilastine 20 mg/tab	piece								100									100	30.00	3,000.00	
8 Bioflu 500mq	piece				130				100								100	330	7.00	2,310.00	
9 Biogesic	piece				335				100				100				100	635	5.00	3,175.00	
10 Buscopan	piece				100				100				50				50	300	25.00	7,500.00	
11 Carboxymethylcellulose	piece				1				1									2	400.00	800.00	
12 Catapres 75 mg	piece				50				50									100	33.00	3,300.00	
13 Cotton balls	pack				1								1					2	100.00	200.00	
14 Decolgen Forte (Non drowse)	piece				135				200				100				100	535	6.00	3,210.00	
15 Dequadin	piece				50				50				50				100	250	5.50	1,375.00	

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mf,ifex, hannover)	April	May	June	Q2 (automach anika, caexgo,ipc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity		
16 Diatabis (loperamide)	piece				125				100				50				100	375	8.00	3,000.00
17 Domperidone (motilium)	piece				10													10	33.00	330.00
18 Dulcolax	piece				4													4	27.00	108.00
19 Elastic bandage (Medioplast)	piece				5													5	18.00	90.00
20 Face mask	piece				100				50				50					200	5.00	1,000.00
21 Fastum gel 30mg(ketoprofen)	tube																1	1	500.00	500.00
22 Gauze Bandage 4"	piece				20													20	12.00	240.00
23 gauze pad	piece				20												20	40	5.00	200.00
24 Kremil -S	piece				100				50				100					250	19.75	4,937.50
25 Maalox antacid	piece																60	60	12.00	720.00
26 Mefenamic Acid, 500 mg	piece				225				100				100				100	525	32.00	16,800.00
27 Micropore tape 12.5	roll																1	1	60.00	60.00
28 Mupirocin(Bactroban)	piece				1													1	700.00	700.00
29 Neozep (Non drowse)	piece				100													100	5.00	500.00
30 Omega Liniment 120ml	bottle												1					1	200.00	200.00
31 Plasil 10 mg	piece				30				10								10	50	10.00	500.00
32 Salonpas	piece				5				5				5				5	20	60.00	1,200.00
33 Serc 8 mg	piece				100				100									200	53.00	10,600.00
34 Spirit of Amonia 15 ml	piece				1													1	15.00	15.00
Vehicle Supplies																				
1 ATF (Automatic Transmission Fluid)	ltr				4				4									8	250.00	2,000.00
2 Baygon (odorless)	can				4				4									8	350.00	2,800.00
3 Break Fluid	ltr				2				2									4	500.00	2,000.00
4 Car Air Freshener	pc				40													40	300.00	12,000.00
5 Detergent Powder	klg				4													4	150.00	600.00
6 Electrical Fuse 20A (Crosswind)	pcs				12				12									24	20.00	480.00
7 Electrical Fuse 20A (Innova)	pcs				12				12									24	20.00	480.00
8 Electrical tape	pcs				6				3				22					31	50.00	1,550.00
9 Flannel Cloth	yrd				10				10									20	100.00	2,000.00
10 Head lamp bulb (halogen)	pcs				12				12									24	620.00	14,880.00
11 Head lamp Glass/Plastic Cleaner	btl				3													3	200.00	600.00
12 Kanebo - Ruberized	pc				18				12									30	400.00	12,000.00
13 Liquid Detergent (Joy)	ltr				5				5									10	150.00	1,500.00
14 Park Light	pcs				12				12									24	40.00	960.00
15 Rag	kl				13													13	100.00	1,300.00
16 Relay Fuse (Innova)	pcs				6				6									12	150.00	1,800.00
17 Relay Fuse (Isuzu)	pcs				6				6									12	150.00	1,800.00
18 Silicon Gasket (big size)	pcs				2				1									3	180.00	540.00
19 Silicon Oil (clutch fan)	pcs				12													12	100.00	1,200.00
20 Stop Light Double Contact bulb	pcs				12				12									24	60.00	1,440.00
21 Synthetic Diesel Oil	liter								14									14	510.00	7,140.00
22 Synthetic Disel Lube	Ltr				14													14	510.00	7,140.00
23 Synthetic Gasoline Oil	liter								7									7	510.00	3,570.00
24 Synthetic Hi-Grease	klg				2													2	900.00	1,800.00
25 Tail Light Bulb	pcs				12				12									24	40.00	960.00

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	Mar	Q1 (create,mf,lifex, hannover)	April	May	June	Q2 (automach anlia, caxxgo,jpc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity			
Aircon Supplies																					
1 Circuit breaker 70amps, 3 phase bolt in	pcs				3								3					3	9	1,300.00	11,700.00
2 Circuit Breaker 30amps, single phase, plug in	pcs								5									3	8	650.00	5,200.00
3 Circuit breaker 30amps Bolt in	pcs								3										3	650.00	1,950.00
4 Circuit Breaker 40amps, single phase, plug in	pcs				6				2										8	1,600.00	12,800.00
5 Circuit Breaker 50amps	pcs												3					3	6	1,300.00	7,800.00
6 Compressor Capacitor 35 UF	pcs				6														6	100.00	600.00
7 Compressor Capacitor 45 UF	pcs				6														6	100.00	600.00
8 Compressor Capacitor 60 UF	pcs				6														6	100.00	600.00
9 Fan Motor 4 UF	pcs				6								6						12	50.00	600.00
10 Freon Gas	kls				50													50	100	250.00	25,000.00
11 Freon Refrigerant 22 (DY Dongyue) (22.7 kls/tank)	tank								1									1	2	5,000.00	10,000.00
12 Honey Well Switch	piece								3										3	1,000.00	3,000.00
13 Polyethylene tape (white)	rl								10									5	15	100.00	1,500.00
14 Royal cord #10, single phase	rl				3														3	1,500.00	4,500.00
15 Royal cord #10, single phase	rl				3														3	2,050.00	6,150.00
16 Royal cord #8, 3 pole	rl				3														3	1,500.00	4,500.00
Other Office Supplies and Equipment																					
1 Business card printing	box				21				9				8					4	42	300.00	12,600.00
2 Complimentary card	piece								500										500	70.00	35,000.00
3 Glass Door Lock for cabinet	piece				4														4	100.00	400.00
4 Gypsum Putty w/ hardener	gal				2														2	500.00	1,000.00
5 Long nose / Cutting Plier	piece				2														2	300.00	600.00
6 Meter, 5m	piece				3														3	300.00	900.00
7 Nylon cable zip tie, black, 4 x 200mm @ 100pcs/pack	pack				12														12	300.00	3,600.00
8 Nylon cable zip tie, black, 5x300mm @ 100pcs/pack	pack				12														12	300.00	3,600.00
9 Nylon Strings, .60 dia	roll				10														10	45.00	450.00
10 Nylon Strings, .80 dia	roll				10														10	45.00	450.00
11 Plastic, bubble wrap	roll				3														3	1,500.00	4,500.00
12 Polituff with hardener	gal				3														3	350.00	1,050.00
13 Stretch Film, 500mm (clean wrap)	roll				4														4	1,000.00	4,000.00
14 Thumbtacks	box				5														5	15.00	75.00
15 Wrapper, tissue 5's (gift wrapping use)	pack				2								2						4	70.00	280.00

for J

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT
		Jan	Feb	Mar	Q1 (create,mfi,ifex, hannover)	April	May	June	Q2 (automech amika, caexgo,jpc orplan)	July	Aug	Sept	Q3 (electronics)	Oct	Nov	Dec	Q4	Total Quantity	
C. TOTAL (A + B):																			1,892,492.95
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			189,249.30
E. GRAND TOTAL (C + D)																			2,081,742.25
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores					5233				1766				1878				1010		
G.2 Other Items not available at PS but regularly purchased					6217				3857				2225				1876		
TOTAL MONTHLY CASH REQUIREMENTS					11450				5623				4103				2886		

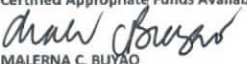
*Other categories that are not indicated herein

**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 budget for the year.

Prepared by:


JAIME ANTONIO S. SANDOVAL
Head, BAC Secretariat

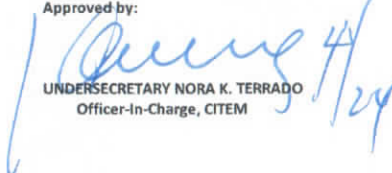
Certified Funds Available /
Certified Appropriate Funds Available:

MALERNA C. BUYAO
OIC, Controllership Division

Recommending Approval:


ATTY. ANNA GRACE I. MARPURI
BAC Chairman / OIC, Corporate Services Department


MA. LOURDES D. MEDIRAN
Deputy Executive Director

Approved by:


UNDERSECRETARY NORA K. TERRADO
Officer-In-Charge, CITEM