

**ANNUAL PROCUREMENT PLAN CY 2013
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **MINES AND GEOSCIENCES BUREAU-RO V**
 Region: _____ V _____
 Address: _____ Regional Center Site, Rawis, Legazpi City _____

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10/16/2012)	Total Amount	ORD	GEO	ADM	MMD	MESD	TOTAL
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec								
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BALLAST, 18 watts	piece	3			3			3						12	69.20	830.40			12	12	
2. BATTERY, size AA, alkaline, 2 pcs./packet	packet	3	1	1			2	4						11	27.30	300.30			8	3	
3. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		6							2				8	16.05	128.40			8		
4. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	3						3						6	337.05	2,022.30			6		
5. FLUORESCENT LAMP, tubular, 18 watts	piece	6						6						12	35.30	423.60			12		
6. STARTER, 4-40 watts	piece	10						10						20	4.05	81.00			20		
7. TAPE, electrical	roll	1			1			1			1			4	19.80	79.20			4		
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box							1						2	523.60	1,047.20				2	
2. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box		3											3	928.80	2,786.40			3		
3. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	1	2	1	1	2	3	1	2	1	1	2	1	18	475.65	8,561.70		4	2	12	
4. COMPACT DISK CASE, 50 CDs capacity	piece				1				1					2	56.40	112.80				2	
5. COMPACT DISK DRIVE CLEANER	piece			1				1						2	66.10	132.20				2	
6. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	40		5		5		27		5				82	10.70	877.40	20		12	20	
7. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	10	10	4	10		10	12	10					66	18.70	1,234.20	10		16	40	
8. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	10	12	10		10		10						52	23.00	1,196.00			12	40	
9. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece		2	2			2			2				8	300.84	2,406.74			2	6	

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10. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	1		2	1			4	2			2		12	383.10	4,597.20	2		6	4		12
11. INK CARTRIDGE, HP 51645A (HP 45)	cart		2		2		2							6	1,276.55	7,659.30				6		6
12. INK CARTRIDGE, HP C1823DA (HP 23)	cart			1		1								2	1,562.20	3,124.40				2		2
13. INK CARTRIDGE, HP C4844A (HP 10)	cart			1			1							2	1,371.30	2,742.60				2		2
14. INK CARTRIDGE, HP C8765WA (HP 94)	cart			6			6			6			6	24	860.30	20,647.20				24		24
15. INK CARTRIDGE, HP C8766WA (HP 95)	cart			3			3			3			3	12	1,032.55	12,390.60				12		12
16. TONER CARTRIDGE, HP C4092A	cart									1			1	2	3,296.70	6,593.40				2		2
17. RIBBON, Epson RN 8750	cart	2	1			2	2		3			2		12	79.00	948.00		6	6			12
18. RIBBON, Epson RN SO 15083/SO 15086	cart			1			1			1			1	4	745.80	2,983.20				4		4
COMMON OFFICE SUPPLIES																						
1. AIR FRESHENER, 280mL/can	can	2		2	2		2	4			2			14	92.30	1,292.20	8		2	4		14
2. ALCOHOL, 70%, ethyl	bottle	24	15	12	16	7	6	34	3	2	8	3		130	39.60	5,148.00	10	12	62	14	32	130
3. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack	1												1	94.15	94.15				1		1
4. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1		2				1						4	341.10	1,364.40			2		2	4
5. CLIP, bulldog (3")	piece	10		10		10		10		10				50	7.90	395.00				50		50
6. CLIP, backfold, 25mm, 12s/box	box	4			6			6			6		4	26	16.05	417.30				26		26
7. CLIP, backfold, 50mm, 12s/box	box	4			6			7			6		4	27	41.20	1,112.40			1	26		27
8. CLIP, backfold, 19mm, 12s/box	box	4			6			6			6		4	26	7.85	204.10				26		26
9. CLIP, backfold, 32mm, 12s/box	box		3		3		3		3					12	17.95	215.40				12		12
10. CORRECTION FLUID, water based, min 15mL.	bottle	10	12		5	14	3	12	4		2	2	2	66	10.11	667.56	10	8	29	13	6	66
11. DATA FILE BOX, (5"x9"x15-3/4")	box	60	67	50	5			11			5			198	63.15	12,503.70	20		18	160		198
12. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece		17	4	5		5	1	5		5		5	47	68.50	3,219.50			17	30		47
13. ENVELOPE, documentary (10" x 15")	pcs							100						100	1.15	115.00			100			100
14. ENVELOPE, expanding, kraft, legal size,	pcs	100	500											600	6.70	4,020.00		500		100		600
15. ENVELOPE, mailing white, 500s/box	box	2					1							3	163.40	490.20			1	2		3
16. ENVELOPE, mailing white with window, 500s	box						1							1	201.70	201.70			1			1
17. ENVELOPE, documentary, A4,	pcs							100						100	0.95	95.00			100			100
18. ERASER, blackboard/whiteboard	piece	1	1											2	11.80	23.60			1	1		2
19. ERASER, rubber	piece	4	7	11	3	3	3	3	3	3	3			43	4.60	197.80			13	30		43
20. FOLDER, pressboard, plain, legal, 100s/box	pack	1						1						2	880.00	1,760.00			2			2
21. FOLDER, tagboard, legal size, 100s/box	pack	3	1					1			1			6	340.00	2,040.00	1	1	2	1	1	6
22. FOLDER, tagboard, A4 size, 100s/box	pack	1	1					1			1			4	305.00	1,220.00	1		2	1		4
23. FOLDER, morocco/fancy, legal size, 50s/pack	pack			2							2			4	347.50	1,390.00			2	2		4
24. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack		1			1		1	1				1	5	292.50	1,462.50		4	1			5

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25. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack		1			1		1	1			1		5	203.30	1,016.50		4	1				5
26. GLUE, all purpose, 300 grams min.	jar	2		1	1		2	1						7	51.40	359.80			5	2			7
27. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece					10								10	33.75	337.50		10					10
28. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box						2							2	112.35	224.70			2				2
29. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle	21	1	23	15	25	20	15		10	10			140	510.00	71,400.00	60		30	50			140
30. MAP PIN, round head, 100s/box	box							1						1	37.45	37.45			1				1
31. MARKER, fluorescent, 3 colors/set	set			7		1	4	2	1	2				17	42.30	719.10		2	7	8			17
32. MARKING PEN, whiteboard, black	piece	5	2	22		2		8						39	12.20	475.80	6		26	7			39
33. MARKING PEN, whiteboard, blue	piece	4	2					8						14	12.20	170.80	8		6				14
34. MARKING PEN, whiteboard, red	piece	2	2					4						8	12.20	97.60	4		4				8
35. MARKER, permanent, black	piece	15	8		6		3	15		1	6			54	12.60	680.40	10		17	24	3		54
36. MARKER, permanent, blue	piece	7	8		4			9						28	12.60	352.80	10		12	4	2		28
37. MARKER, permanent, red	piece	5						5						10	12.60	126.00	10						10
38. MARKING PEN, for transparency	set							1						1	86.70	86.70			1				1
39. NOTE PAD, (3"x4"), 100 sheets/pad	pad	3	3		3	3		9	3		3	3		30	58.85	1,765.50	12	12	6				30
40. OIL, for general purpose, 120 mL	bottle				1			1						2	37.45	74.90			1			1	2
41. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	3	6	3	3	15	3	3	6	3	3	6	3	57	123.05	7,013.85		2					2
42. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream	5					5							5	109.95	549.75			10				10
43. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	11	4		4		7	4						30	20.15	604.50	12		4	14			30
44. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream	19	31	33	13	19	13	25	19	13	19	9	3	216	143.25	30,942.00		24	50	106	36		216
45.PAPER FASTENER, for paper, metal, 50 sets/box	box	1	2	10			2	4		2			2	23	84.40	1,941.20	10		15	8	4		37
46. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	5	4	12	1	2	10	8	2	4		2	2	52	13.40	696.80	10	8	20	14			52
47. PAPER CLIP, gem type, 32mm, 100s/box	box	5	6	2		2	7	8	2	2		2		36	9.10	327.60	10	8	12	6			36
48. PENCIL, lead, w/eraser, one(1) dozen per box	box	4	85	3		12		4		2				110	21.40	2,354.00	2	84	10	14			110
49. PUSH PIN, flat head type, assorted colors, 100s/box	box	5		1	1			1				2		10	38.55	385.50	2	2	2	4			10
50. RECORD BOOK, 300 pages, smyth sewn	book	5	12	11		8	1	17		5		5	5	69	58.85	4,060.65			34	35			69
51. RECORD BOOK, 500 pages, smyth sewn	book	6	22	3	15	1	7	17	2					73	94.20	6,876.60	16	5	30	17	5		73
52. RIBBON, nylon, manual typewriter	spool	1						5						6	15.00	90.00			4			2	6
53. RING BINDER, (1/2"x44"), plastic	piece		5	4				2	5	6				22	5.90	129.80		10	6			6	22
54. RING BINDER, (3/4"x44"), plastic	piece		11	1		5		2	5			5		29	11.75	340.75		20	9				29
55. RING BINDER, (1" x 44"), plastic	piece			1				2						3	12.60	37.80			3				3
56. RING BINDER, (2" x 44"), plastic	piece					4			4					8	30.00	240.00	2		6				8
57. RUBBER BAND, 1.0MM thickness, min. 3.5 350grams/bx	box	1	11	2		1		3	10	1				29	132.55	3,843.95		20	4	5			29
58. RULER, plastic, 305mm (12")	pcs			2										2	3.75	7.50			2				2

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59. RULER, plastic, 457mm (18")	piece		1				1							2	37.45	74.90			2			2
60. SIGN PEN, black	piece	27		15		12		8						62	44.40	2,752.80			56	6		62
61. SIGN PEN, blue	piece		4	13				8						25	44.40	1,110.00			24	1		25
62. SIGN PEN, red	piece	1												1	44.40	44.40			1			1
63. STAMP PAD INK, violet, 50mL	bottle	4	2	2	2	1		7	2		1			21	22.50	472.50	6	1	9	4	1	21
64. STAMP PAD, felt pad, min 60mm x 100mm	piece	2	1			1	1	3						8	30.90	247.20	2	1	4	1		8
65. STAPLE WIRE, standard, #35	box	6	2	8	4	3		11		2	1	2	2	41	23.00	943.00	6	1	16	14	4	41
66. TAPE, masking, 24mm, 50 meters length	roll	4	5		5	3	1		3			3		24	47.10	1,130.40	8	12	2	2		24
67. TAPE, masking, 48mm, 50 meters length	roll		3	2		3	2	2	3	3		3	2	23	93.95	2,160.85		12	2	8	1	23
68. TAPE, transparent, 24mm, 50 meters	roll	8	2	6	4	4	1	2	2	2		2		33	15.55	513.15	8	8	7	10		33
69. TAPE, transparent, 48mm, 50 meters	roll		6			2		2	2		2			14	31.00	434.00		8	6			14
70. TAPE, packaging, 48mm, 50 meters length	roll		2		2		3	2	2	1	2			14	31.00	434.00			12	10		22
71. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle		12											12	85.10	1,021.20			12			12
72. TOILET TISSUE, 12 rolls/pack	pack	4	3	5	8	4	7	3	3	3	2	3		45	74.90	3,370.50	4	12	16	9	4	45
73. TRANSPARENCY FILM, A4, 100s/box	box		2						2					4	693.40	2,773.60		4				4
74. TWINE, plastic, one kilo per roll	roll			2			2	1		2				7	43.75	306.25			1	6		7
COMMON OFFICE DEVICES																						
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack			2	1	1		1	1		1		1	8	9.65	77.20		2	2	4		8
2. CUTTER, heavy duty	piece			2		2	2	1	1	2				10	28.90	289.00		2	2	6		10
3. PUNCHER, heavy duty	piece	2	1	3	1		1							8	101.65	813.20	2		4	2		8
4. SCISSORS, (6")	pair			3		1	1	1		1			1	8	17.85	142.80			4	4		8
5. SHARPENER, single cutterhead	piece	1		1			2							4	176.55	706.20	1			3		4
6. STAPLER, heavy duty, standard	piece	3	1	1	1		2	1						9	126.30	1,136.70	2		4	2	1	9
7. STAPLE REMOVER, twin jaws	piece	2	3	4	1	5		3						18	18.50	333.00	3	2	8	5		18
8. WASTE BASKET, plastic	piece		1				1							2	26.75	53.50			2			2
COMMON JANITORIAL SUPPLIES																						
1. BATHROOM SOAP, 70gms.	piece	6					6						6	18	20.35	366.30			18			18
2. BROOM, soft (tambo)	piece	3					3							6	123.05	738.30			6			6
3. BROOM, STICK (tingting)	piece	3					3							6	18.20	109.20			6			6
4. CLEANSER, powder, 350gms.	canister	4	4	4	4	4	4	4	4	4	4			40	16.40	656.00			40			40
5. DETERGENT POWDER, all purpose, 500gms.	pouch	3			3			3			3			12	23.55	282.60			12			12
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1	2			2		1	2			2		10	18.75	187.50		8	2			10
7. DISINFECTANT SPRAY, 400 grams net content	can	2	2	2	2	2	2	2	2	1	1	1	1	20	157.30	3,146.00			20			20

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8. DUST PAN, non-rigid plastic, with detachable handle	piece	2					2						2	6	34.25	205.50			6			6
9. FLOOR WAX, paste, red, 2kgs.	can	5	5	5	5	5	5	5	5	5	5	5	5	60	294.00	17,640.00			60			60
10. FURNITURE CLEANER, 300mL/can min	can	6					6							12	103.80	1,245.60			12			12
11. INSECTICIDE, 600mL (420g) /can	can	1	1		1	1		1	1		1	1		8	117.70	941.60			8			8
12. MOPHANDLE, screw type, wooden handle	piece	2					2						2	6	90.95	545.70			6			6
13. MOPHEAD, 100% rayon, 400g	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	80.25	963.00			12			12
14. RAG, COTTON, (7") in diameter	kilo	8												8	48.15	385.20			8			8
15. SCOURING PAD, economy size	pack	4					4							8	136.75	1,094.00			8			8
16. TOILET BOWL & URINAL CLEANER, 900ml	bottle	2	2	2	2	2	2	2	2	2	2	2	2	24	69.55	1,669.20			24			24
17. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	4					4							8	30.00	240.00			8			8
18. TRASHBAG, plastic, black, (XL)	roll	10					10							20	149.50	2,990.00			20			20
LEGAL SIZE PAPER																						
1. PAPER, bond, Premium Grade,70 GSM	ream		3			3			3				3	12	128.10	1,537.20		12				12
2. PAPER, mimeo, Whitewove	ream	6	10			10	6							32	123.05	3,937.60		20	12			32
3. PAPER, multicopy, legal, for laser printing	ream	18	24	31	11	23	11	35	17	11	11	12	6	210	159.95	33,589.50		24	74	100	12	210
COMMON OFFICE EQUIPMENT																						
1. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit			1										1	4,852.00	4,852.00			1			1
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	1			1									2	9,681.51	19,363.01			1			1
3. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit			3										3	351.35	1,054.06				3		3
4. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit		1											1	165.91	165.91			1			1
5. ELECTRIC FAN, orbit type	unit			2										2	1,262.60	2,525.20				2		2
6. ELECTRIC FAN, with stand	unit		1				2				1			4	1,102.10	4,408.40	1	1		2		4
7. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit	3					3							6	4,868.60	29,211.62			6			6
8. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA	unit		1											1	25,687.38	25,687.38				1		1

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(compressed) resolution																-						
9. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit		1											1	4,263.38	4,263.38				1		1
10. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit		1											1	1,703.21	1,703.21				1		1
11. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit	1												1	2,099.55	2,099.55	1					1
OTHER CONSUMABLES																						
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart		2		2		2		2					8	1,010.68	8,085.42				8		8
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart				1					1				2	1,010.68	2,021.35				2		2
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart				1					1				2	1,010.68	2,021.35				2		2
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart				1					1				2	1,010.68	2,021.35				2		2
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart				1					1				2	1,372.08	2,744.17				2		2
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart				1					1				2	1,372.08	2,744.17				2		2
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart				1					1				2	1,372.08	2,744.17				2		2
8. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart			3					3					6	606.20	3,637.18				6		6
9. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart			3					3					6	728.07	4,368.39				6		6
10. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart		2		2		2		2		2			10	607.56	6,075.56				10		10
11. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart		2		2		1							5	930.83	4,654.16				5		5
12. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart	1	1		1	1		1	1		1	1		8	342.29	2,738.32					8	8
13. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart	1			1			1			1			4	331.99	1,327.96					4	4
14. PRINTHEAD, HP 11, black, C4810A , 8 ml	cart			2										2	1,406.75	2,813.51					2	2
15. PRINTHEAD, HP 11, cyan, 8 ml	cart			2										2	1,406.75	2,813.51					2	2
16. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart			2										2	1,406.75	2,813.51					2	2
17. PRINTHEAD, HP 11 yellow, 8 ml	cart			2										2	1,406.75	2,813.51					2	2
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
Office Equipment and Accessories																						
1. Calculator Casio DF 120TM, 12 Digits 2 way power	pcs	1			1									2	1,890.00	3,780.00			2			2
2. Chair, visitor, VCI 1000	unit	1												1	1,200.00	1,200.00	1					1

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (10/16/2012)	Total Amount	ORD	GEO	ADM	MMD	MESD	TOTAL	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total									
3. Office Chair with steel foot bracing without roller and arm rest	pcs	15												15	1,500.00	22,500.00					15	15	
4. Executive Chair (Black with roller)	unit	3												3	6,000.00	18,000.00					3		
5. Steel Cabinet Hermaco, 2 drawers	unit				1									1	9,900.00	9,900.00	1					1	
6. Accessories of Total Station Nikon DTM-850	unit							1						1	5,000.00	5,000.00					1		
7. Calibration of Total Station	unit							1						1	10,000.00	10,000.00					1	1	
Office Supplies																							
1. Ballpen Pilot BPS (black)	bxs	1	1	4				3					2	11	289.00	3,179.00				3	6	2	11
2. Ballpen Pilot BPS (blue)	bxs	1	1											2	289.00	578.00				1		1	2
3. Ballpen FASTER (black)	boxes		1				1			1			1	4	256.00	1,024.00					4		4
4. Ballpen My Gel blue	bxs	3												3	312.00	936.00				3			3
5. Ballpen My Gel black	bxs	2												2	312.00	624.00				2			2
6. Ballpen Pilot (Rotring / Fine)	bxs	3						3						6	129.00	774.00				6			6
7. Ballpen Pilot Hi Techpoint V	bxs	2												2	44.90	89.80				2			2
8. Ballpen EnerGel 0.5mm Ball Needle Point	bxs	1						1						2	88.00	176.00				2			2
9. Ballpen Faber Castell, GRIP X5 Retractable, S Fine 0.5mm, black	bx	1						1						2	18.00	36.00	2						2
10. Ballpen Faber Castell, GRIP X5 Retractable, S Fine 0.5mm, blue	bx	1												1	18.00	18.00	1						1
11. Ballpen Faber Castell, GRIP X5 Retractable, S Fine 0.5mm, red	bx	1												1	18.00	18.00	8						8
12. Battery Charger, AA size Energizer brand, 4 pcs	pck				2									2	500.00	1,000.00		2					2
13. Battery Rechargeable AA size Energizer brand	pcs						10						10	20	200.00	4,000.00		20					20
14. Battery Energizer AA size	pcs		10				10			10			10	40	50.00	2,000.00		40					40
15. Battery Penlight Eveready	pcs		4					4			4		4	16	89.00	1,424.00					16		16
16. Battery Penlight Energizer	pcs			4			4			4			4	16	78.00	1,248.00					16		16
17. Baygon Spray	btls			1				1			1		1	4	53.00	212.00					4		4
18. Bondpaper GSM 80, 8 x13 Alpine	rms	10			18				4					32	190.00	6,080.00	24			8			32
19. Bondpaper GSM 80, A4 Alpine	rms	10			18				10					38	170.00	6,460.00	32			6			38
20. Book Paper A3 size (Advance Book 20)	rms			1				1			1		2	6	312.00	1,872.00		2			4		6
21. Canister Baygon (Big)	can		1				1				1			3	283.00	849.00					3		3
22. Chipboard # 8	pcs		50											50	4.00	200.00		50					50
23. Chipboard # 4	pcs						50							50	3.00	150.00		50					50
24. Correction Tape	pcs.				2									2	46.00	92.00				2			
25. Correction Type (wipe out)	pcs			4				3			3			10	18.00	180.00					10		10
26. Countel Roll Paper, 36"x150m	roll		10											10	1,700.00	17,000.00		10					10
27. Cutter blade , small	tube								1				1	2	10.00	20.00		2					2
28. Cutter small	pcs								1				1	2	20.00	40.00		2					2

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29. STAMPING DATER, self-inking stamp	piece	2				1								3	449.90	1,349.71	1		1	1		3
30. Date File Box with Cover (A3)	bxs				6									6	129.00	774.00			6			6
31. Engineer's Fieldbook	pcs	1		10	1		5			5				22	45.00	990.00	2			20		22
32. Epoxy for plastic PVC Case of Prism (brand-bulldog)	tube						1							1	445.00	445.00				1		1
33. Eraser, Steadtler, small	pcs										10				15.00	150.00		10				10
34. Facsimile Ribbon, Brother PC-501, Refill	box	5			5			5					5	20	1,177.00	23,540.00	20					20
35. Fastener, metal with plastic coated	box	5			6		1	3				1		16	189.00	3,024.00	10		2		4	16
36. Folder, long, glossy	pcs		50											100	3.00	300.00		100				
37. Graphing paper	rms						1							1	280.00	280.00				1		1
38. Grease Pencil, Steadtler Glascochrome & Omnichrome	pcs								10					10	50.00	500.00		10				10
39. Ink Gestetner Photocopier, Toner black	pcs					3								3	3,000.00	9,000.00		3				3
40. Ink for Gestetner Copy Printer, black 5 x 500 ml/17.8 oz	pcs								2					2	1,100.00	2,200.00		2				2
41. Manila Paper	pcs	1			1			1				1		4	2.50	10.00	4					4
42. Meter Tapem fiber glass longtape 100m., stanley brand	pcs		2						2					4	2,000.00	8,000.00		4				4
43. Office Cubicles, Modular	sq. ft			300										300	200.00	60,000.00		300				300
44. Off Lotion 100 ml	btl					2						2		4	150.00	600.00		4				4
45. Paste Prince big	bottle	2			2			1				1		6	23.00	138.00	6					6
46. Pencil Lead 0.5 Steadtler	tube					1			1					2	30.00	60.00		2				2
47. Pentelpen, pilot black	pcs	1	1	5			5			5			5	22	35.00	770.00				22		22
48. Pentelpen, pilot broad assorted	pcs.				3	10			10					23	25.00	575.00		20	3			23
49. Plastic Folder, A4 size	pcs									6				6	15.00	90.00					6	6
50. Premium Inkjet Paper A3 size Mitsubishi brand	packs		1			1			1				1	4	800.00	3,200.00		4				4
51. RER	pad			1			1			1				3	50.00	150.00				3		3
52. Rubber Stamp	pcs	1			1			1		1				4	60.00	240.00	4					4
53. Refill Roller Ball-Parker 8mm Black	pcs	1	1	2	1	1	2	1	1		1	1		12	67.00	804.00				4	8	12
54. Specialty Paper-Eggshell, 8 1/2x11 GSM 90	packs	15			15				15				15	60	35.00	2,100.00					60	60
55. Spiral Binder, plastic 1 1/2 size 1.15 m long	pcs		5			5			5			5		20	15.00	300.00		20				20
56. Spiral Binder, plastic 3/8 size 1.15 m long	pcs		5			5			5			5		20	5.00	100.00		20				20
57. Staedtler Ink (black)	pcs		1			2			1			2		6	450.00	2,700.00		2		4		6
58. Staedtler (0.1)	pcs		2											2	560.00	1,120.00				2		2
59. Staedtler (0.2)	pcs		1											1	540.00	540.00				1		1
60. Staedtler (0.3)	pcs		1											1	530.00	530.00				1		1
61. Staedtler (0.40)	pcs		1											1	520.00	520.00				1		1
62. Staedtler (0.50)	pcs		1											1	500.00	500.00				1		1

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63. Staedtler (1.0)	pc		1											1	480.00	480.00				1			1	
64. Staple Gun Wire # 508 or 509	bxs			1		1		1		1				4	780.00	3,120.00					4			4
65. Stamping Numbers	pcs					1								1	465.00	465.00				1				1
66. Stapler with staple remover (small)	pcs				1									1	129.00	129.00				1				1
67. Sticker Paper A4 size (Elit) Yellow	packs							10						10	96.00	960.00				10				10
68. Tape Magic 3M, 1"	roll					1						1		2	100.00	200.00		2						2
69. Transparent Folder White long	pcs	10			10					10				30	4.00	120.00	30							30
70. Triangle 45x45x10' (Orion)	pc	1	1											2	380.00	760.00					1			1
71. Triangle 30x45x14' (Orion)	pc		1											1	365.00	365.00					1			1
72. Triangle 45x45x8' (Orion)	pcs		1					1						2	330.00	660.00					2			2
73. Triangle 30x60x10' (Orion)	pcs		1					1						2	320.00	640.00					2			2
74. Triangular Scale	pcs		1											1	520.00	520.00					1			1
75. Utility Box	pcs					2								2	250.00	500.00		2						2
Lighting and fixtures and accessories																								
1. Flourescent Tube 20 watts Philips	pcs	5			5			5						20	195.00	3,900.00				20				20
2. Bulbs 50 watts	pcs	5			5			5						20	269.00	5,380.00				20				20
														0		-								0
Computer Supplies																								
1. Anti Virus Software, Kaspersky or Panda 3 users	pcs		2	1				1	2					6	3,000.00	18,000.00		4			2			6
2. Anti Virus Program for Laptop/desktop	unit	1												1	6,000.00	6,000.00	1							
3. CD-RW 80 (700MB)	pcs				12									12	29.50	354.00				12				
4. Computer Ink HP 60 black (for F42800)	ca	5			5			5					5	20	710.00	14,200.00						20		20
5. Computer Ink HP 60 Colored (for F42800)	ca	5			5			5					5	20	850.00	17,000.00						20		20
6. Computer Ink HP Deskjet # 60 Tri color	ca		4			4								8	279.00	2,232.00				8				8
7. Computer Ink HP Deskjet # 60 black	ca		4			12								16	799.00	12,784.00				16				16
8. Computer Ink HP Deskjet 4260 # 74 (black)	ca	17			16			4						37	750.00	27,750.00	37							37
9. Computer Ink HP Deskjet 4260 # 75 (colored)	ca	11			11			3						25	850.00	21,250.00	25							25
10. Computer Ink HP Laserjet 1020	pcs	1			1			1					1	4	5,555.00	22,220.00	4							4
11. Computer Ink HP D2660	pcs	4			4			2					2	12	750.00	9,000.00	12							12
12. Computer Ink Samsung Printer ML 1020	bxs	1			1			1					1	4	3,600.00	14,400.00	4							4
13. Computer Ink, Samsung Printer ML-2010	bxs	1			1			1					1	4	3,600.00	14,400.00	4							4
14. Computer Ink CA for Laserjet P1006	ca	3		12										15	3,600.00	54,000.00				15				15
15. Computer Mouse, Genius Scroll	pcs							2						2	389.00	778.00				2				2

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16. Colored ink (assorted) for Canon Printee iP2770	set			1									1	4,590.00	4,590.00			1				1
17. External Drive, 1 Terrabyte Seagate or Quantum brand	pcs							1					1	5,000.00	5,000.00		1					1
18. HP Universal Coated Paper Q1414A-42 in. 100ft	rls			1			1		1		1		4	3,500.00	14,000.00				4			4
19. HP Heavy Weight Coated Paper 1067mmx68.5 meter (42"7225ft)	rls		1		1			1		1			4	2,890.00	11,560.00				4			4
20. Ink Ca, HP K7000 (A3+) HP 920 XL black, yellow,cyan, magenta	set				12								12	843.00	10,116.00			12				12
21. Ink Ca HP No. 82 Cyan (C4911A)	bxs				1					1			2	1,560.00	3,120.00				2			2
22. Ink Ca HP No. 82 Magenta (C4912A)	bxs				1					1			2	1,560.00	3,120.00				2			2
23. Ink Ca HP No. 82 Yellow (C4913A)	bxs				1					1			2	1,560.00	3,120.00				2			2
24. Mouse Pad	pcs					50							50	50.00	2,500.00		50					50
25. Refill Ink for EPSON T113 printer, black	btl		1						1				2	100.00	200.00		2					2
26. Refill Ink for EPSON T113 printer, cyan	btl		1						1				2	100.00	200.00		2					2
27. Refill Ink for EPSON T113 printer, magenta	btl		1						1				2	100.00	200.00		2					2
28. Refill Ink for EPSON T113 printer, yellow	btl		1						1				2	100.00	200.00		2					2
29. Refill Ink for Stylus T10 (four colors) per set	btl/liter	2			2			2			2		8	600.00	4,800.00			8				8
30. Refill Ink for Canon iP2770 (Four Colors) per set	btl/liter	2			2			2			2		8	800.00	6,400.00			8				
31. Ribbon Facsimile, Brother PC-501, Refill	bxs	5			5			5			5		20	1,177.00	23,540.00	20						
32. Toner Ca CE285 A (HP Laserjet P1102)	bxs	1		1				1		1			4	2,950.00	11,800.00				6			6
33. Toner Samsung Printer (MLT-D108 S)	pcs		2		2			2					6	3,192.00	19,152.00				6			6
Computer Equipment and Accessories																						
1. ACER Desktop (flat monitor) Pentium 4 w/ CPU and other accessories	set							1					1	37,980.00	37,980.00	1						1
2. ACER Aspire 3330T-2412G64NB	units			1				1				1	3	38,000.00	114,000.00				3			3
3. Back-UPS Pro APC 1500	unit						1						1	7,500.00	7,500.00				1			1
4. Back-UPS Pro APC 500	unit						1						1	3,500.00	3,500.00				1			1
5. Clicker, Logitech	set		2										2	2,000.00	4,000.00		2					
6. Computer	set				1								1	38,500.00	38,500.00			1				1
7. Computer Chair w/ arm, black	unit							5					5	1,900.00	9,500.00		5					5
8. Computer Chair w/o armrest	unit				1								1	1,500.00	1,500.00	1						1
9. Computer Executive Chair	unit			5									5	1,500.00	7,500.00				5			5
10. Computer Table, Sigma C2408 model	pcs								3				3	2,600.00	7,800.00		3					3
11. Desktop ACER i5 or i7 (complete set)	set			1			1			1			3	45,000.00	135,000.00				3			3
12. External Hard Drive, 500 GB	unit	1						1					2	5,000.00	10,000.00	2						2

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13. HP Colored Printer	unit				1									1	28,000.00	28,000.00	1						1		
14. HP Laserjet Printer 1020	unit				1									1	25,000.00	25,000.00	1						1		
15. HP TouchSmart Elite 7320 All-In-One Desktop	unit						1							1	60,000.00	60,000.00					1		1		
16. Laptop ACER	unit							1						1	40,000.00	40,000.00	1						1		
17. Licensed XP Software	pc				1									1	3,500.00	3,500.00	1						1		
18. Notebook Acer i5 or i7 (complete set)	set			1			1			1				3	38,000.00	114,000.00					3		3		
19. Printer EPSON LQ2190 (24 Printer Dot Matrix)	units					1					1			2	38,500.00	77,000.00					2		2		
20. Printer EPSON FX2190	unit									1				1	38,500.00	38,500.00					1		1		
21. Thinkpad battery , Lenovo (R61)	pc	1												1	7,900.00	7,900.00	1						1		
22. UPS Battery (CSB) 12V 17Ah (for Back-UPS Pro 1400)	units			1			1			1			1	4	7,000.00	28,000.00					4		4		
23. UPS Battery Panasonic Model No. LC-RA1212P1	pc											1		1	6,800.00	6,800.00					2		2		
Other Categories																									
1. Airing of radio plugs for floods and landslide	spots								300					300	150.00	45,000.00		300						300	
2. Airing of TV plugs for floods and landslide	spots								32					32	6,000.00	192,000.00		32						32	
3. Catering for IEC	pax					500			500					1000	200.00	200,000.00		1000						1000	
4. Fabrication of warming signages and billboards	pcs	1				2			2					4	6,000.00	24,000.00		4						4	
5. Maintenance, Check Up and repair of office equipment such as Computer, Printer, UPS	units															50,000.00								0	
6. Poster Printing	copies											2000		2000	25.00	50,000.00		2000						2000	
7. Printing of TIS	pcs					1000								1000	100.00	100,000.00		1000						1000	
8. Purchase of heavy duty prism case (MMD)	units															-								0	
9. Purchase of Office Equipment such as computer, Printer, UPS, Scanner, Monitors in case of non- repairable of the unit (MMD)	units															-									0
10. Reformat / Repair of Laptop	units	1			1			1			1			4	600.00	2,400.00	4							4	
11. Reformat / Repair of Desktop	units	1			1			1			1			4	500.00	2,000.00	4							4	
12. Repair of field equipment	units		1						1					2	5,000.00	10,000.00		2						2	
13. Repair of IT equipment	pcs					1						1		2	5,000.00	10,000.00		2						2	
14. Repair and Maintenance of IT Equipment, Vehicle, Aircon Electrical, Anti Virus for Laptop/Desktop, Sharp Copier etc. (ADM)	units														50,000.00	-			6					6	
15. Repair/Maintenance of MGB-V Building (ADM)																200,000.00								0	
16. Rubber Boots, Spartan, assorted sizes	pair					10								10	300.00	3,000.00		10						10	

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17. Sharp Copier Toner Model : AR 5516/AR021FT (ADM)	btl				1				1				2	9,995.00	19,990.00			2			2
18. Smartbro/Tatoo	pc				1								1	1,000.00	1,000.00	1					1
19. Tarpaulin printing (GEO / ADM)	pcs			5		5			8				18	500.00	9,000.00		10	8			18
20. Vertical Blinds (mint green) 60x120 cm & 60x210 cm (ADM-Cashier)	sets	1											1	4,499.75	4,499.75			1			1
21. Upgrading CPU (MMD)	units	1		1				1				1	5	30,000.00	150,000.00				5		5
22. Helmet	pcs				1								1	1,300.00	1,300.00				1		1
23. Raincoat	pcs	4			1								5	698.00	3,490.00				1	4	5
24. Backpack	pcs				1								1	1,789.00	1,789.00				1		1
25. Flashlight, Rechargeable	pcs								2				2	200.00	400.00					2	
26. Life Jacket	pcs	4											4	3,000.00	12,000.00					4	4
Laboratory Supplies																					
1. Aluminum Tray	pcs					10							10	100.00	1,000.00		10				10
2. Argon gas with cylinder tank 38kg	cylinder					1							1	7,000.00	7,000.00		1				1
3. Asbestor Wire # 14	pcs					5							5	200.00	1,000.00		5				5
4. Eye Goggles	pc					5							5	500.00	2,500.00		5				5
5. Fire Extinguisher	pcs					2							2	2,500.00	5,000.00		2				2
6. Glass Dissiccator (6" diameter)	pcs					1							1	9,000.00	9,000.00		1				1
7. Hydrochloric, 2.5 li	btl					1							1	5,000.00	5,000.00		1				1
8. Ice Chest, Standard size	pcs									1			1	315.00	315.00					1	1
9. Iron Clamp	pc								3				3	175.00	525.00		3				3
10. Laboratory Tray	pcs								10				10	70.00	700.00		10				10
11. Mercuric Chloride	btl					1							1	5,000.00	5,000.00		1				1
12. Nitric Acidm 2.5 li	btl								1				1	5,000.00	5,000.00		1				1
13. Nitrous oxide with cylider tank, 38kg	cylinder					1							1	6,000.00	6,000.00		1				1
14. Petroleum ether	btl								1				1	5,000.00	5,000.00		1				1
15. Pipetor, 10. ml	pc								2				2	3,000.00	6,000.00		2				2
16. Pipettor, 5ml	pcs								2				2	3,000.00	6,000.00		2				2
17. Plastic wash bottles, 500 ml	pc					10							10	100.00	1,000.00		10				10
18. Reagent bottle 100 ml.	pc					10							10	100.00	1,000.00		10				10
19. Reagents for UV-VIS Spectrophotometer	pc	1											1	50,000.00	50,000.00					1	1
20. Sample bags	pcs		1000										1000	1.00	1,000.00		1000				1000
21. Sample Bottles 1000 ml	btls								30				30	7.00	210.00					30	30

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10/16/2012)	Total Amount	ORD	GEO	ADM	MMD	MESD	TOTAL	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec									Total
22. Sample Bottles 350 ml	btls								30					30	4.20	126.00					30	30
23. Sediment Sampler	pc	1												1	5,000.00	5,000.00					1	1
24. Standard thermometer	pc					2								2	250.00	500.00		2				2
25. Terrel burner	pcs												2	2	1,500.00	3,000.00		2				2
26. Volumetric flash, 100 ml	pcs												5	5	250.00	1,250.00		5				5
27. Water Sampler	pc	1												1	8,000.00	8,000.00					1	1
Hardware Supplies (Geology Div.)																						
1. CW Nail 1"	kg		1											1	25.00	25.00		1				1
2. CW Nail 2"	kg		1											1	40.00	40.00		1				1
3. Electrical Outlet, 3 gang	pcs		5											5	35.00	175.00		5				5
4. Electrical Wire, PDX	m		25											25	15.00	375.00		25				25
5. Epoxy for Plastic PVC Case of Prism (Brand-Bulldog)	tube						1							1	150.00	150.00				1		1
6. Finishing Nail, 1"	kg		1											1	40.00	40.00		1				1
7. Formica Board	pcs		2											2	500.00	1,000.00		2				2
8. Glazing Putty	kg		2											2	100.00	200.00		2				2
9. Good Lumber, 2"x2"x12"	pcs		15											15	200.00	3,000.00		15				15
10. Marine Plywood, 1/2"	pcs		10											10	700.00	7,000.00		10				10
11. Marine Plywood, 3/4	pcs		30											30	1,200.00	36,000.00		30				30
12. Marine Plywood, 1/4	pcs		15											15	300.00	4,500.00		15				15
13. Paint Brush, 2"	pcs		2											2	45.00	90.00		2				2
14. Paint Brush, 4"	pcs		2											2	70.00	140.00		2				2
15. Paint Roller with foam	pcs		2											2	50.00	100.00		2				2
16. Paint Flatwall enamel, boysen brand	gal		6											6	450.00	2,700.00		6				6
17. Paint Quick dryin enamel, semi gloss, boysen	gal.		6											6	550.00	3,300.00		6				6
18. Rim Steel casing for gas tanks/AAS compressor	pcs		1											1	10,000.00	10,000.00		1				1
19. Sand Paper, # 100, 150, 200	pcs		50											50	5.00	250.00		50				50
20. Stickwell	li		2											2	150.00	300.00		2				2
																3,223,324.96						

*****GRAND TOTAL:** **3,223,324.96**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION **3,545,657.46**
APPROVED BUDGET: **851,000.00**

Office Supplies 755 401,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10/16/2012)	Total Amount	ORD	GEO	ADM	MMD	MESD	TOTAL																	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec									Total																
														Other Supplies	765	197,000.00																						
														Repair and Maintenance of Office Bldg.	811	221,000.00																						
														Repair and Maintenance of IT	823	32,000.00																						

*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:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

GIANELLE J. FOJAS
Property/Supply Officer

FELICITAS L. IGANA
Accountant I DENR-V
OIC Accountant for MGB-V

MA. CRISTINA E. VIRAY
OIC Budget Officer

THEODORE ROMMEL E. PESTAÑO
Head of Office/Agency

Date Prepared: November 09, 2012