PHILIPPINE SCIENCE HIGH SCHOOL - BICOL REGION CAMPUS
Tagongtong, Goa, Camarines Sur
Telefax No. (054) 453-2048

Annual Procurement Plan for FY 2018

Code (PAP)	Procurement Program / Project	PMO / End-User	Mode of Procurement	Schedule for Each Procurement				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Program/Project)
				Ads/Post of IB / REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2018 CURRENT APPROPRIATION												
I. INFRASTRUCTURE PROJECTS												
B.I.h	**PSHS Bicol Region Campus - Region V**											
	1. Completion of Dormitory Building III, Phase	FAD										
	a. Civil Works		Public Bidding	Mar-18	Mar-18	May-18	May-18	GAA	26,660,800.00		26,660,800.00	
	b. Management Services		SVP						339,200.00		339,200.00	includes CPES, project engineer's fee, plotting and blueprinting
	2. Site development, Phase 4	FAD										
	a. Design & Consultancy Services & Civil Works		Public Bidding	Jan-18	Feb-18	Mar-18	Mar-18	GAA	6,800,000.00		6,800,000.00	
	b. Management Services		SVP						200,000.00		200,000.00	includes CPES, project engineer's fee, plotting and blueprinting
	TOTAL CO - LFP, 2018 CURRENT APPROPRIATION								**34,000,000.00**		**34,000,000.00**	
II. CAPITAL OUTLAY - EQUIPMENT												
A.II.b.7	1. Office Equipment	FAD/CISD /SSD	PB/ SVP/ DC/ NP (53.5)					GAA	637,000.00		637,000.00	file compactor, airconditioning units
	2. Technical & Scientific Equipment	CISD	PB/ SVP/ DC/ NP (53.5)					GAA	900,000.00		900,000.00	Science Laboratory Equipment
	3. Furniture & Fixtures	CISD	PB/ SVP/ DC/ NP (53.5)					GAA	500,000.00		500,000.00	Bookshelves, sofa set for new building
	4. Motor Vehicles	FAD	PB/ SVP/ DC/ NP (53.5)	Mar-18	Mar-18	May-18	May-18	GAA	1,650,000.00		1,650,000.00	passenger van, 8-15 seating capacity
	TOTAL CO - EO, 2018 CURRENT APPROPRIATION								**3,687,000.00**		**3,687,000.00**	
III. MAINTENANCE AND OTHER OPERATING EXPENSES												
A.II.b.7	**A. Travel Expenses**	FAD/CISD /SSD	NP Agency-to-Agency/SVP					GAA	1,671,000.00	1,671,000.00		Local and internationalk airfare to be procured to DBM-PS under GFA
	B. Training Expenses	FAD/CISD /SSD	SVP					GAA	532,000.00	532,000.00		Attendance to seminars / workshops

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	C. Scholarship Expenses											
	1. Insurance for Student for SY2018-2019							GAA	54,000.00	54,000.00		537 students for CY 2018-2019
	2. Books							GAA	1,611,000.00	1,611,000.00		SIP - 270,000.00
	3. Instructional Materials							GAA	1,074,000.00	1,074,000.00		Stipend - 15,565,000.00
	4. School Organ							GAA	268,500.00	268,500.00		Uniform & Transpo Allowance -753,000.00
	5. Educational & Cultural Activities							GAA	1,611,000.00	1,611,000.00		
	6. Awards							GAA	268,500.00	268,500.00		
	7. Others							GAA	537,000.00	537,000.00		
	D. Common Supplies, Materials and Equipment											
	1. Common-Use Supplies and Equipment/	FAD/CISD /SSD	NP Agency-to-Agency					GAA	552,996.19	552,996.19		Various regular office supplies available at PS
	Office supplies not available at PS but regularly purchased from other sources	FAD/CISD /SSD	Shopping / SVP					GAA	509,003.81	509,003.81		Includes petty supplies and materials arising from day to day operation and other school activities
	2. ICT supplies	FAD/CISD /SSD	Shopping / SVP / DC					GAA	300,000.00	300,000.00		includes purchase of ICT supplies, accessories and peripherals
	3. Accountable forms	FAD	NP Agency-to-Agency					GAA	10,000.00	10,000.00		MDS checkbooks to be purchased at LBP
	4. Drugs and medicines	SSD	SVP					GAA	89,000.00	89,000.00		
	5. Medical, dental and laboratory supplies	CISD/SSD	SVP					GAA	428,000.00	428,000.00		
	6. Textbooks and instructional materials	CISD/SSD	SVP / DC					GAA	549,000.00	549,000.00		
	7. Fuel, oil and lubricants	FAD	SVP					GAA	509,000.00	509,000.00		
	8. Other supplies	FAD/CISD /SSD	Shopping / SVP / DC					GAA	1,130,000.00	1,130,000.00		

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				Ads/Post of IB / REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	E. Utility Expenses											
	1. Water	FAD	Direct Contracting					GAA	960,000.00	960,000.00		Partido Development Authority
	2. Electricity	FAD	Direct Contracting					GAA	2,160,000.00	2,160,000.00		Electric Cooperative (CASURECO IV)
	F. Communication Services											
	1. Postage, deliveries and courier services	FAD/CISD /SSD	SVP/Direct Contracting					GAA	55,000.00	55,000.00		
	2. Mobile services	FAD/CISD /SSD	SVP/Direct Contracting					GAA	159,000.00	159,000.00		
	3. Internet Expenses	FAD/CISD /SSD	SVP/Direct Contracting					GAA	1,044,000.00	1,044,000.00		
	G. Professional Services											
	1. Legal services	FAD	SVP					GAA	50,000.00	50,000.00		
	2. Auditing services	COA	Shopping / SVP / DC					GAA	60,000.00	60,000.00		for COA Auditors
	3. Consultancy services	FAD	SVP					GAA	110,000.00	110,000.00		
	4. ICT Consultancy services	FAD	SVP					GAA	50,000.00	50,000.00		
	5. Other professional services	FAD	SVP					GAA	678,000.00	678,000.00		Includes honorarium of resource speakers
	H. General Services											
	1. Environment / sanitary services	FAD	SVP					GAA	30,000.00	30,000.00		
	2. Janitorial services	FAD	Public Bidding	Sep-18	Sep-18	Dec-18	Dec-18	GAA	1,384,000.00	1,384,000.00		
	3. Security services	FAD	Public Bidding	Sep-18	Sep-18	Dec-18	Dec-18	GAA	1,732,000.00	1,732,000.00		
	4. Other general services	FAD	SVP					GAA	562,000.00	562,000.00		
	I. Repairs and Maintenance											
	1. Other land improvements	FAD	SVP					GAA	50,000.00	50,000.00		Includes labor and materials for the repairs and maintenance of buildings, equipment and other
	2. School buildings and other structures	FAD	SVP					GAA	360,000.00	360,000.00		

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				Ads/Post of IB / REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	3. Office equipment, F/F, ICT, T&S, other M&E	FAD	SVP					GAA	400,000.00	400,000.00		school facilities
	4. Furnitures & Fixtures	FAD	SVP					GAA	10,000.00	10,000.00		
	5. Motor vehicles	FAD	SVP					GAA	200,000.00	200,000.00		Includes maintenance of tires, battery & change oil
	J. Taxes, Insurance Premiums and Other Fees											
	1. Insurance of buildings and equipment	FAD	NP Agency-to-Agency					GAA	1,231,000.00	1,231,000.00		Insurance with GSIS
	2. Fidelity bond premium	FAD	NP A-to-A					GAA	35,000.00	35,000.00		Bond of officers at the Bureau of the Treasury
	3. Taxes, duties and licenses	FAD	Direct Contracting					GAA	30,000.00	30,000.00		
	K. Other maintenance and Operating Expenses											
	1. Advertising Expensee	FAD	NP/SVP					GAA	89,000.00	89,000.00		includes advertisement of vacant positions
	2. Subscription Expenses	FAD	NP/SVP					GAA	106,000.00	106,000.00		newspaper, journals and magazines
	3. Printing and Publication	FAD	NP/SVP					GAA	117,000.00	117,000.00		tarpauling printing, fliers, souvenirs
	4. Representation Expenses	FAD	NP/SVP					GAA	212,000.00	212,000.00		melas and accomodation for the conduct of seminars/trainings/workshops
	5. Transporatation and Delivery Expenses	FAD	NP/SVP					GAA	138,000.00	138,000.00		freight cost on deliveries of supplies and equipment

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				Ads/Post of IB / REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	6. Rent of Motor Vehicles	FAD	NP/SVP					GAA	150,000.00	150,000.00		for transport of personnel/visitors
	7. Membership Dues and Other Fees	FAD	NP/SVP					GAA	6,000.00	6,000.00		
	TOTAL, APP FOR FY 2018								23,872,000.00	23,872,000.00	37,687,000.00	

Prepared by:

AGNES B. AGNAS
Administrative Officer V
11-29-17

Concurred by BAC Members:

FELY B. BUERA
Vice Chairman

JAY P. BASSIG
Member

ARNEL B. BERMEJO
Member

JANETH D. ADAN
Member

Recommending Approval:

SEVEDEO J. MALATE
Chairman

Noted by:

LORNA P. HERNANDEZ
Administrative Officer V/FAD

Approved by:

for ELSIE G. FERRER
Director III

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

Department/Bureau/Office: DOST / PHILIPPINE SCIENCE HIGH SCHOOL - BICOL REGION CAMPUS
Region: V
Address: TAGONGTONG, GOA, CAMARINES SUR

Agency Account Code: ____________

Contact Person : ELSIE G. FERRER
Position : DIRECTOR III
E-mail : egferrer@pshs.edu.ph
Telephone No : (054) 453-2048

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 1, 2017	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
	COMMON ELECTRICAL SUPPLIES																				
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		24		24				0		24		24				48		19.50	936.00
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		12		12				0		12		12				24		18.46	443.04
3	BATTERY, size D, alkaline, 2 pieces per blister pack	pack		16		16				0				0				16		88.40	1,414.40
7	TAPE, electrical	roll		24		24				0		24		24				48		18.20	873.60
	COMMON OFFICE SUPPLIES																				
1	ACETATE, gauge #3, 50m per roll	roll		3		3				0	3			3				6		737.24	4,423.44
2	AIR FRESHENER, 280mL/can	can		48		48				0	48			48				96		85.28	8,186.88
3	ALCOHOL, 70%, ethyl, 500ml	bottle		48		48				0	48			48				96		47.82	4,590.72
4	CARBON FILM, A4 size, 100 sheets per box	box				0				0	1			1				1		197.58	197.58
6	CARTOLINA, assorted color, 20 pieces per pack	pack				0				0	36			36				36		64.48	2,321.28
7	CHALK, white, dustless, 100 pieces per box	box				0				0	50			50				50		25.86	1,293.00
8	CLEARBOOK, A4 size	piece				0	12			12				0				12		36.72	440.64
9	CLEARBOOK, Legal size	piece				0	12			12				0				12		38.91	466.92
10	CLIP, backfold, 19mm, 12 pieces per box	box		6		6				0	6			6				12		7.57	90.84
11	CLIP, backfold, 25mm, 12 pieces per box	box		6		6				0	6			6				12		13.40	160.80

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
12	CLIP, backfold, 32mm, 12 pieces per box	box		6		6				0	6			6				12	19.12	229.44
13	CLIP, backfold, 50mm, 12 pieces per box	box		6		6				0	6			6				12	39.52	474.24
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		24		24				0	24			24				48	17.56	842.88
15	DATA FILE BOX, made with chipboard, with closed ends	box		24		24				0	24			24				48	69.78	3,349.44
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box		2		2				0	2			2				4	408.14	1,632.56
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		2		2				0	2			2				4	518.08	2,072.32
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box		3		3				0	3			3				6	642.15	3,852.90
20	ENVELOPE, EXPANDING, plastic	piece				0				0				0				0	27.61	-
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0	1			1				0				1	382.64	382.64
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	1			1				0				1	410.80	410.80
23	ERASER, felt, for blackboard/whiteboard	piece				0				0	50			50				50	11.11	555.50
24	ERASER, plastic or rubber	piece				0	12			12				0				12	5.99	71.88
25	FASTENER, for paper, metal, 50 sets per	box	24			24				0	24			24				48	57.09	2,740.32
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	5			5				0	5			5				10	248.56	2,485.60
30	FOLDER, Fancy, Legal, 50 pieces per	bundle	10			10				0	10			10				20	291.20	5,824.00
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	5			5				0	5			5				10	746.72	7,467.20
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5			5				0	5			5				10	200.37	2,003.70
36	GLUE, all purpose, 300 grams min.	jar				0	12			12				0				12	47.82	573.84
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0	3			3				0				3	51.67	155.01
39	MAGAZINE FILE BOX, LARGE	piece				0		12		12				0				12	41.60	499.20
40	MARKER, fluorescent, 3 colors per set	set	12			12				0	12			12				24	35.55	853.20

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
41	MARKER, whiteboard, bullet type, black	piece	24			24	24			24	24			24	24			96	10.28	986.88
42	MARKER, whiteboard, bullet type, blue	piece	24			24	24			24	24			24	24			96	10.28	986.88
43	MARKER, whiteboard, bullet type, red	piece				0	24			24	24			24	24			72	10.28	740.16
44	MARKER, permanent, bullet type, black	piece	24			24	24			24	24			24	24			96	9.65	926.40
45	MARKER, permanent, bullet type, blue	piece	24			24	24			24	24			24	24			96	9.65	926.40
46	MARKER, permanent, bullet type, red	piece				0	24			24	24			24	24			72	9.65	694.80
47	NOTE BOOK, stenographer's, 40 leaves,	piece				0	24			24	24			24	24			72	12.04	866.88
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0	24			24	24			24				48	31.20	1,497.60
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0	24			24	24			24				48	42.62	2,045.76
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0	24			24	24			24				48	57.20	2,745.60
51	PAD PAPER, Ruled	pad				0	24			24				0				24	17.35	416.40
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	12			12	12			12	12			12	12			48	13.50	648.00
53	PAPER CLIP, gem type, 32mm, 100 pieces	box	12			12	12			12	12			12	12			48	6.64	318.72
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	150			150	150			150	150			150	150			600	114.51	68,706.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	100			100	100			100	100			100	100			400	118.35	47,340.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream				0	1			1				0				1	114.51	114.51
59	PAPER, Thermal, 216mm x 30m	roll				0	6			6				0				6	32.97	197.82
60	PENCIL, lead, w/eraser, one(1) dozen per	box	2			2	2			2	2			2	2			8	19.62	156.96
61	PHILIPPINE NATIONAL FLAG	piece				0	6			6				0				6	306.80	1,840.80
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	12			12	12			12	12			12	12			48	60.32	2,895.36
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	12			12	12			12	12			12	12			48	93.60	4,492.80
64	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle	2			2				0	2			2				4	256.87	1,027.48
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0				0	12			12				12	93.31	1,119.72

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66	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0	24			24				0				24	15.48	371.52
67	SIGN PEN, black	piece	12			12				0	12			12				24	34.61	830.64
68	SIGN PEN, blue	piece	12			12				0	12			12				24	34.61	830.64
70	STAMP PAD INK, violet, 50mL	bottle				0				0	12			12				12	24.63	295.56
71	STAMP PAD, felt pad, min 60mm x	piece				0				0	12			12				12	27.66	331.92
72	STAPLE WIRE, Heavy duty, 23/13	box	12			12				0	12			12				24	20.68	496.32
73	STAPLE WIRE, Standard	box	24			24				0	24			24				48	21.84	1,048.32
75	TAPE, masking, 48mm, 50 meters length	roll	24			24	24			24	24			24				72	105.04	7,562.88
77	TAPE, transparent, 48mm, 50 meters	roll	24			24	24			24	24			24				72	26.52	1,909.44
78	TAPE, packaging, 48mm, 50 meters	roll	12			12	12			12	12			12				36	27.96	1,006.56
79	TOILET TISSUE, 12 rolls per pack	pack	3			3	3			3	3			3	3			12	67.60	811.20
80	TWINE, plastic, one kilo per roll	roll				0				0				0	6			6	49.92	299.52
	COMMON OFFICE DEVICES																			
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1			1				0				0				1	9.83	9.83
2	CUTTER KNIFE, heavy duty	piece	12			12				0	12			12				24	19.76	474.24
3	DATING AND STAMPING MACHINE	piece				0	3			3				0				3	478.38	1,435.14
4	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece				0				0				0				0	187.20	-
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				0	12			12				0				12	114.28	1,371.36
6	SCISSORS, (6")	pair				0	12			12				0	12			24	13.73	329.52
7	STAPLER, standard	piece				0	12			12				0	12			24	82.16	1,971.84
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	3			3				0				3	878.80	2,636.40
9	STAPLE REMOVER, plier type	piece				0	12			12				0	12			24	21.84	524.16
10	TAPE DISPENSER, table top	piece				0	24			24				0				24	49.59	1,190.16
	COMMON JANITORIAL SUPPLIES																			
1	BROOM, soft (tambo)	piece				0	24			24	24			24				48	88.40	4,243.20
2	BROOM, stick (tingting)	piece				0	24			24	24			24				48	23.92	1,148.16

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			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
	COMMON COMPUTER SUPPLIES																			
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	24			24	24			24	12			12	12			72	41.60	2,995.20
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	24			24	24			24	12			12	12			72	37.43	2,694.96
6	DISINFECTANT SPRAY, 400-550 grams	can	24			24	24			24	24			24				72	120.38	8,667.36
7	DUST PAN, non-rigid plastic	piece				0	60			60				0				60	27.04	1,622.40
8	FLOOR WAX, Paste, red	can	24			24	24			24	24			24				72	269.36	19,393.92
9	FURNITURE CLEANER, aerosol, 300mL/can	can	12			12				0	12			12				24	87.36	2,096.64
10	INSECTICIDE, aerosol type, 600mL/can	can	24			24	24			24	12			12	12			72	137.28	9,884.16
11	MOPBUCKET	piece				0	6			6				0				6	1,911.00	11,466.00
12	MOPHANDLE, screw type, aluminum handle	piece	24			24				0	24			24				48	142.48	6,839.04
13	MOPHEAD, made of rayon	piece	24			24	24			24	12			12	12			72	106.08	7,637.76
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	10			10				0	10			10				20	49.69	993.80
15	SCOURING PAD, 5 pieces per pack	pack	24			24				0				0				24	102.96	2,471.04
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	50			50				0	50			50				100	139.88	13,988.00
	COMMON OFFICE EQUIPMENT																			
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				0	12			12				12	135.20	1,622.40
8	ELECTRIC FAN, industrial	unit				0	12			12				0				12	1,049.36	12,592.32
9	ELECTRIC FAN, orbit type	unit				0	24			24				0				24	1,319.76	31,674.24
10	ELECTRIC FAN, stand type	unit				0	12			12				0				12	967.10	11,605.20
11	ELECTRIC FAN, wall type	unit				0	12			12				0				12	751.92	9,023.04
13	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit			50	50				0				0				50	1,080.56	54,028.00

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 1, 2017	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0	1			1				0				1	8,088.08	8,088.08
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0	2			2				0				2	5,699.20	11,398.40
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0	2			2				2	765.44	1,530.88
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	24			24				0	24			24				48	21.79	1,045.92
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		2		2				0				0				2	3,031.60	6,063.20
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	12			12				0				12	251.68	3,020.16
10	MOUSE, optical, USB connection type	unit				0	12			12				0				12	127.80	1,533.60
HANDBOOK ON PROCUREMENT																				
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	1			1				0				0				1	46.28	46.28
CONSUMABLES																				
28	INK CART, EPSON C13T6664100 (T6641), Black	cart	24			24	24			24	24			24				72	254.80	18,345.60
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	24			24	24			24	24			24				72	254.80	18,345.60
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	24			24	24			24	24			24				72	254.80	18,345.60
31	INK CART, EPSON C13T664400 (T6644),	cart	24			24	24			24	24			24				72	254.80	18,345.60

#	Item & Specifications	Unit of Measure	Quantity Requirement															Price Catalogue as of October 1, 2017	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
172	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0	6			6				6	75.92	455.52
	B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																			
	Office Supplies																			
1	Ballpen, blue, ordinary	piece			25	25			50	50	0		25	25			50	150	5.87	879.81
2	Brown envelope, long, thick	piece			100	100				0				0				100	10.00	1,000.00
3	CD-RW with case	piece	36			36				0	36			36				72	26.00	1,872.00
4	Certificate holder	piece	24			24				0	24			24				48	45.00	2,160.00
5	Corkboard with frame, 2 x 3	piece				0				0	14			14				14	648.00	9,072.00
6	Folder, morocco, legal	piece			10	10				0				0				10	18.00	180.00
7	Glass board	piece		1		1				0				0				1	8,500.00	8,500.00
8	Glass Cleaner	piece			7	7			7	7			7	7			7	28	160.00	4,480.00
9	Glue Tube	piece			2	2				0				0				2	45.00	90.00
10	Ink, CPI mimeo Gestetner	piece		5		5				0	5			5				10	1,085.00	10,850.00
11	Paper, Bond, short	ream			5	5			5	5			5	5			5	20	180.00	3,600.00
12	Paper master, Gestetner	roll		4		4				0	4			4				8	1,960.00	15,680.00
13	Paper, photo	pack	12			12				0	12			12				24	75.00	1,800.00
14	Paper, sticker	pack				0	24			24				0	24			48	40.00	1,920.00
15	Paper, towel / kitchen	roll		24		24				0	24			24				48	35.00	1,680.00
16	Plastic cover	roll				0		2		2				0				2	1,500.00	3,000.00
17	Plastic folder	piece			200	200				0				0				200	8.00	1,600.00
18	Property tag sticker	piece		100		100				0				0				100	7.00	700.00
19	Sharpener, heavy duty	piece				0		1		1				0				1	400.00	400.00
20	Specialty paper	pack		36		36				0	36			36				72	35.00	2,520.00
21	Toner DSm615 tube, Gestetner	piece				0				0	2			2				2	2,750.00	5,500.00
22	Toner MP C2503, black	piece				0	2			2				0				2	8,890.00	17,780.00
23	Toner MP C2503, cyan	piece				0	2			2				0				2	8,890.00	17,780.00
24	Toner MP C2503, magenta	piece				0	2			2				0				2	8,890.00	17,780.00
25	Toner MP C2503, yellow	piece				0	2			2				0				2	8,890.00	17,780.00
26	Toner MP C2550, black	piece				0				0	3			3				3	4,400.00	13,200.00
27	Toner MP C2550, cyan	piece				0				0	2			2				2	7,000.00	14,000.00
28	Toner MP C2550, magenta	piece				0				0	2			2				2	7,000.00	14,000.00
29	Toner MP C2550, yellow	piece				0				0	2			2				2	7,000.00	14,000.00
30	Toner for MP2014AD Copier	piece			2	2				0	2			2				4	7,800.00	31,200.00
	Computer Supplies					0				0				0				0		
1	Computer Chair	piece		1		1				0				0				1	2,800.00	2,800.00
2	Printer, Epson L360	piece		2		2				0				0				2	7,600.00	15,200.00

	Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of October 1, 2017	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY		
3	Printer, Lazer	piece			3	3				0				0				3	8,000.00	24,000.00
4	Toner for Lazer Printer	piece			32	32				0				0				32	3,500.00	112,000.00
	PROVISION FOR EMERGENCY PURCHASES	lot			1	1			1	1		1		1	1			4	30,000.00	120,000.00
						0				0				0				0		
	ICT OFFICE SUPPLIES	lot				0	1			1				0				1	300,000.00	**300,000.00**
	ACCOUNTABLE FORMS					0				0				0				0		
1	MDS checkbook	booklet				0				0	16			16				16	625.00	**10,000.00**
	DRUGS & MEDICINES	lot				0				0	1			1				1	89,000.00	**89,000.00**
	MEDICAL, DENTAL & LABORATORY SUPPLIES	lot				0				0	1			1				1	428,000.00	**428,000.00**
	TEXTBOOKS AND INSTRUCTIONAL	lot				0				0	1			1				1	549,000.00	**549,000.00**
						0				0				0				0		
	FUEL, OIL AND LUBRICANTS	lot			1	1			1	1			1	1			1	4	127,250.00	**509,000.00**
						0				0				0				0		
	OTHER SUPPLIES AND MATERIALS	lot			1	1			1	1			1	1			1	4	282,500.00	**1,130,000.00**
						0				0				0				0		
	REPAIRS AND MAINTENANCE					0				0				0				0		
1	Other land improvements	lot			1	1			1	1		1		1	1			4	12,500.00	**50,000.00**
2	School buildings and other structures	lot			1	1			1	1		1		1	1			4	90,000.00	**360,000.00**
3	Furniture & Fixtures	lot			1	1			1	1		1		1	1			4	100,000.00	**400,000.00**
4	Repair/replacement/refurbishment of facilities, equipment and other machinery	lot			1	1			1	1		1		1	1			4	2,500.00	**10,000.00**
5	Motor vehicles	lot			1	1			1	1		1		1	1			4	50,000.00	**200,000.00**
						0				0				0				0		
	Subscription:					0				0				0				0		
	Journals and Magazines	lot				0		1		1			1	1				2	45,000.00	**90,000.00**
	Newspaper	copy	44	44	44	132	44	44	22	110	22	44	44	110	44	44	44	484	33.06	**16,000.00**
						0				0				0				0		
	Printing & Publication:	lot				0			1	1				0				1	117,000.00	**117,000.00**
						0				0				0				0		
	Books (for scholarship)	lot			1	1			1	1			1	1			1	4	402,750.00	**1,161,000.00**
	Instructional materials (for scholarship)	lot			1	1			1	1			1	1			1	4	268,500.00	**1,074,000.00**

Item & Specifications	Unit of Measure	Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Total QTY	Price Catalogue as of October 1, 2017	TOTAL AMOUNT
		Quantity Requirement																	
MACHINERY AND EQUIPMENT					0				0				0				0		
Office Equipment	lot			1	1		1		1				0				2	318,500.00	**637,000.00**
Technical and Scientific Equipment					0				0				0				0		
EQUIPMENT																			
Laboratory Equipment					0				0				0				0		
Science, Biology, Chemistry, Physics equipment	lot				0				0	1			1				1	900,000.00	**900,000.00**
Furniture & Fixtures	lot			1	1				0				0				1	500,000.00	**500,000.00**
TRANSPORTATION EQUIPMENT					0				0				0				0		
Motor Vehicle	unit				0			0	0				0			1	1	1,650,000.00	**1,650,000.00**
C. TOTAL (A + B):																			**11,692,000.00**
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			1,169,200.00
E. GRAND TOTAL (C + D)																			**12,861,200.00**
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores					182,978.61				199,962.46				131,416.98					552,996.19	552,996.19
G.2 Other Items not available at PS but regulary purchased from other sources					2,390,981.27				2,227,929.63				3,496,456.00					11,139,003.81	11,139,003.81
TOTAL MONTHLY CASH REQUIREMENTS					2,573,959.88				2,427,892.09				3,627,872.98					11,692,000.00	11,692,000.00

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:

AGNES B. AGNAS
Administrative Officer V
November 29, 2017

Concurred by BAC Members:

FELY B. BUERA
Vice Chairman

JAY P. BASSIG
Member

ARNEL P. BERMEJO
Member

JANETH D. ADAN
Member

Certified Funds Available /
Certified Appropriate Funds

MERLY V. PALAYPAYON
Accountant II

Recommending Approval:

SEVEDEO J. MALATE
Chairman

Approved by:

ELSIE G. FERRER
Director III