

ANNUAL PROCUREMENT PLAN FOR 2018

For Non 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**

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ELSIE G. FERRER

DIRECTOR III

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(054) 453-2048

Item & Specifications	Unit of Measure	Quantity Requirement																	Unit Cost	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total QTY		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																				
Office Supplies																				
1 Ballpen, blue, ordinary	piece			25	25			50	50	0		25	25			50	50	150	5.87	879.81
2 Brown envelope, long, thick	piece			100	100				0				0			50	0	100	10.00	1,000.00
3 CD-RW with case	piece	36			36				0	36			36				0	72	26.00	1,872.00
4 Certificate holder	piece	24			24				0	24			24				0	48	45.00	2,160.00
5 Corkboard with frame, 2 x 3	piece				0				0	14			14				0	14	648.00	9,072.00
6 Folder, morocco, legal	piece			10	10				0				0				0	10	18.00	180.00
7 Glass board	piece		1		1				0				0				0	1	8,500.00	8,500.00
8 Glass Cleaner	piece			7	7			7	7			7	7			7	7	28	160.00	4,480.00
9 Glue Tube	piece			2	2				0				0				0	2	45.00	90.00
10 Ink, CPI mimeo Gestetner	piece		5		5				0	5			5				0	10	1,085.00	10,850.00
11 Paper, Bond, short	ream			5	5			5	5			5	5			5	5	20	180.00	3,600.00
12 Paper master, Gestetner	roll		4		4				0	4			4				0	8	1,960.00	15,680.00
13 Paper, photo	pack	12			12				0	12			12				0	24	75.00	1,800.00
14 Paper, sticker	pack				0	24			24				0	24			24	48	40.00	1,920.00
15 Paper, towel / kitchen	roll		24		24				0	24			24				0	48	35.00	1,680.00
16 Plastic cover	roll				0		2		2				0				0	2	1,500.00	3,000.00
17 Plastic folder	piece			200	200				0				0				0	200	8.00	1,600.00
18 Property tag sticker	piece		100		100				0				0				0	100	7.00	700.00
19 Sharpener, heavy duty	piece				0		1		1				0				0	1	400.00	400.00
20 Specialty paper	pack		36		36				0	36			36				0	72	35.00	2,520.00
21 Toner D5m615 tube, Gestetner	piece				0				0	2			2				0	2	2,750.00	5,500.00
22 Toner MP C2503, black	piece				0	2			2				0				0	2	8,890.00	17,780.00
23 Toner MP C2503, cyan	piece				0	2			2				0				0	2	8,890.00	17,780.00
24 Toner MP C2503, magenta	piece				0	2			2				0				0	2	8,890.00	17,780.00
25 Toner MP C2503, yellow	piece				0	2			2				0				0	2	8,890.00	17,780.00
26 Toner MP C2550, black	piece				0				0	3			3				0	3	4,400.00	13,200.00
27 Toner MP C2550, cyan	piece				0				0	2			2				0	2	7,000.00	14,000.00
28 Toner MP C2550, magenta	piece				0				0	2			2				0	2	7,000.00	14,000.00

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	Q4	Total QTY		
29	Toner MP C2550, yellow	piece				0				0	2			2				0	2	7,000.00	14,000.00
30	Toner for MP2014AD Copier	piece			2	2				0	2			2				0	4	7,800.00	31,200.00
Computer Supplies						0				0				0				0	0		
1	Computer Chair	piece		1		1				0				0				0	1	2,800.00	2,800.00
2	Printer, Epson L360	piece		2		2				0				0				0	2	7,600.00	15,200.00
3	Printer, Lazer	piece			3	3				0				0				0	3	8,000.00	24,000.00
4	Toner for Lazer Printer	piece			32	32				0				0				0	32	3,500.00	112,000.00
PROVISION FOR EMERGENCY PURCHASES		lot			1	1			1	1		1		1	1			1	4	30,000.00	120,000.00
	ICT OFFICE SUPPLIES	lot				0	1			1				0				0	1	300,000.00	300,000.00
	ACCOUNTABLE FORMS					0				0				0				0	0		
1	MDS checkbook	booklet				0				0	16			16				0	16	625.00	10,000.00
	DRUGS & MEDICINES	lot				0				0	1			1				0	1	89,000.00	89,000.00
	MEDICAL, DENTAL & LABORATORY SUPPLIES	lot				0				0	1			1				0	1	428,000.00	428,000.00
	TEXTBOOKS AND INSTRUCTIONAL MATERIALS	lot				0				0	1			1				0	1	549,000.00	549,000.00
						0				0				0				0	0		
	FUEL, OIL AND LUBRICANTS	lot			1	1			1	1			1	1			1	1	4	127,250.00	509,000.00
						0				0				0				0	0		
	OTHER SUPPLIES AND MATERIALS	lot			1	1			1	1			1	1			1	1	4	282,500.00	1,130,000.00
						0				0				0				0	0		
REPAIRS AND MAINTENANCE						0				0				0				0	0		
1	Other land improvements	lot			1	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			1	4	90,000.00	360,000.00
3	Furniture & Fixtures	lot			1	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			1	4	2,500.00	10,000.00
5	Motor vehicles	lot			1	1			1	1		1		1	1			1	4	50,000.00	200,000.00
						0				0				0				0	0		
	Subscription:					0				0				0				0	0		
	Journals and Magazines	lot				0		1		1		1	1					0	2	45,000.00	90,000.00
	Newspaper	copy	44	44	44	132	44	44	22	110	22	44	44	110	44	44	44	132	484	33.06	16,000.00
						0				0				0				0	0		


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	Q4			Total QTY		
	Printing & Publication:	lot				0			1	1				0				0	1	117,000.00	117,000.00		
						0				0				0				0	0				
	Books (for scholarship)	lot			1	1			1	1		1	1			1	1	4	402,750.00	1,611,000.00			
	Instructional materials (for scholarship)	lot			1	1			1	1		1	1			1	1	4	268,500.00	1,074,000.00			
	<u>MACHINERY AND EQUIPMENT</u>					0				0			0				0	0					
	Office Equipment	lot			1	1		1		1			0				0	2	318,500.00	637,000.00			
	Technical and Scientific Equipment					0				0			0				0	0					
EQUIPMENT																							
	Laboratory Equipment					0				0			0				0	0					
	Science, Biology, Chemistry, Physics equipment	lot				0				0	1		1				0	1	900,000.00	900,000.00			
	Furniture & Fixtures	lot			1	1				0			0				0	1	500,000.00	500,000.00			
	TRANSPORTATION EQUIPMENT					0				0			0				0	0					
	Motor Vehicle	unit				0			0	0			0			1	1	1	1,650,000.00	1,650,000.00			
C. TOTAL (B):		11,139,003.81																					
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		1,113,900.38																					
E. GRAND TOTAL (C + D)																				12,252,904.19			
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		12,252,904.19																					
G. MONTHLY CASH REQUIREMENTS																							
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					3,023,636.91		11,139,003.81
TOTAL MONTHLY CASH REQUIREMENTS																							

*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