

**ANNUAL PROCUREMENT PLAN 2016  
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, and Misamis Occidental (Oroquieta) - **Region XIII**
  - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the 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 but fields were deleted and inserted in Portion A of the APP. The agency will be informed by 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 as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psdmb@yahoo.com.
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
8. Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -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: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - PENRO SOUTH COTABATO  
 Region: XII  
 Address: MARTINEZ SUBD. BRGY. ZONE IV, KORONADAL CITY, SOUTH COTABATO

Contact Person: MA. LEONOR P. LASTICO  
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																
<b>ELECTRICAL SUPPLIES</b>																-
Battery, size AA, Energizer, 2pcs/packet	piece		6	15	6			5					6	38	21.23	806.74
Battery, size AAA, Energizer, 2pcs/packet	piece		6	15	6			9						36	18.57	668.52
Battery, size D, alkaline, 2 pcs./ packet	piece		1	6	1		1		1		1	1		12	12.00	144.00
Electrical Tape	roll		7	8	5			8						28	31.00	868.00
Extension Wire 5meter	meter		2											2	250.00	500.00
Switch Hub	piece		2											2	1,000.00	2,000.00
Fuse, 60 amperes	piece			6				6						12	17.50	210.00

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Outlet, 3 Gang	piece			6				6						12	40.00	480.00
Plug	piece			6				6						12	10.00	120.00
Socket Adaptor	piece			6				6						12	50.00	600.00
Starter, 4-40watts	piece			6				6						12	40.00	480.00
Vulcaseal	pck		2					2			2			6	75.00	450.00
																-
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																
Antivirus	piece		4											4	1,000.00	4,000.00
COMPACT DISC RECORDABLE, 700MB min. capacity, 80 minutes	piece		6	6										12	10.04	120.48
COMPACT DISC STORAGE CASE, 50CD's capacity min., made of d	piece	1	1											2	57.80	115.60
COMPACT DISK REWRITABLE, 700MB min capacity, 80min recor	piece		6	6										12	16.95	203.40
Continuous Ink, 100ml, black	bottle			7				7						14	1,000.00	14,000.00
Continuous Ink, 100ml, blue	bottle			7				7						14	1,000.00	14,000.00
Continuous Ink, 100ml, magenta	bottle			7				7						14	1,000.00	14,000.00
Continuous Ink, 100ml, yellow	bottle			7				7						14	1,000.00	14,000.00
DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	2	2	8										12	10.25	123.00
DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	2	2	8										12	21.02	252.24
External Hard Drive (1 tera)	piece		7											7	3,845.00	26,915.00
Flash Drive (16GB), USB 2.0, plug and play	piece	3	7	19										29	532.14	15,432.06
Ink Cartridge, Canon part No. CL-810, colored	piece			3			3		3					9	759.81	6,838.29
Ink Cartridge, Canon part No. CL-811, colored	piece			3			3		3					9	1,012.72	9,114.48
Ink Cartridge, Epson, Black	piece			3			3		3					9	1,013.00	9,117.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Ink Cartridge, Epson, Colored	piece			3			3			3				9	759.81	6,838.29
Load Balancer	piece		1											1	3,000.00	3,000.00
Mouse, USB Connection Type	piece			10	3									13	151.00	1,963.00
UPS (Computer)	piece		9											9	2,500.00	22,500.00
																-
																-
<b>COMMON OFFICE SUPPLIES</b>																
Binder, 3 ring, D- type, legal, 64mm(2.5"), with insert clear-view,	pair		2											2	120.69	241.38
Clearbook Legal Size, for 216mm x 330mm (legal size) document	piece		3	20								20		43	89.30	3,839.90
Clip, backfold, 19mm, 12s	box		13		8				7			7		35	8.00	280.00
Clip, backfold, 25mm, 12s	box		13	17	8				12	13		7		70	12.00	840.00
Clip, backfold, 32mm, 12s	box		8		3				2			2		15	18.00	270.00
Clip, backfold, 50mm, 12s	box		4	5	1				6			1		17	43.00	731.00
Clip, Bulldog	piece		20	15					15					50	7.57	378.50
Columnar Notebook, 20 cols	piece								6					6	21.00	126.00
Columnar Pad, 8 cols., 50gsm min	piece		2						2					4	38.35	153.40
Columnar Pad, 16 cols., 50gsm min	piece		2	10										12	44.99	539.88
Columnar pad, 24 cols., 50gsm min	piece		2						2					4	65.00	260.00
Columnar, 22 cols									6					6	21.00	126.00
Correction Fluid	bottle		22	10					12					44	15.00	660.00
Correction Pen (12's)	box			5			5			5		5		20	1,178.00	23,560.00
Correction Tape	piece		12	15	15		17	27						86	85.25	7,331.50
Correction Tape, disposable, usable length of 6	piece		14	15	10		15	25				28		107	14.50	1,551.50
Daily Time Record ( DTR)	piece							25						25	20.00	500.00
Data File Box, (5"x9"x15-3/4")	piece		2	10				2						14	64.73	906.22
Data Folder,w/ finger ring, (3"x 9" x15")	piece		5	10				10						25	68.40	1,710.00
Envelope plastic, legal size	piece		12					12						24	3.50	84.00
Envelope plastic, short size	piece		12					12						24	3.00	72.00
Envelope, Colored, plastic, legal size	piece		50			50			50			50		200	10.00	2,000.00
Envelope, documentary (10"x 15"), 500s/box	box		5	1				5						11	532.71	5,859.81
Envelope, expanding w/ compartment w/ 297mm, A4	piece		5	10		7		15						37	25.00	925.00
Envelope, Expanding, kraft legal size, 100s/box	box			12						12				24	500.00	12,000.00
Envelope, expanding, plastic, legal size	piece		5	10				10						25	36.63	915.75
Envelope, mailing white with window, 500s	box		2	4				3						9	180.00	1,620.00
Eraser, Rubber	piece		21	25				21			10			77	3.29	253.33
File Organizer, Expanding, legal, plastic, assorted colors	piece		5	5				5						15	80.52	1,207.80
File Tab Divider, Legal Size, for 216mm x 330mm (legal size) docu	piece		10	15			5	10						40	13.72	548.80
Glue, All purpose, 300 grams min	piece		16	10				28						54	108.00	5,832.00
Folder Envelope, long			6					6						12	10.00	120.00
Folder Envelope, short	piece		15					15						30	7.00	210.00
Folder, plain long (100s)	box			10										10	500.00	5,000.00
Folder, plain, short (100s)	box			13				2						15	400.00	6,000.00
Folder, pressboard, plain, legal, 100s/box	box			2				2			2			6	888.73	5,332.38
Glue, All purpose, 300 grams min	bottle		17	8			3	6			3			37	50.50	1,868.50
Index Card 4x 6, 100s/pack	pack			2				2						4	50.00	200.00
Index Card, 3"x5", ruled both side, 500s/pack	pack		11	6				16						33	44.00	1,452.00
Index Card, 5"x8", ruled both side, 500s/pack	pack			1										1	54.86	54.86
Linen Paper, Cream	ream							2						2	650.00	1,300.00

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Logbook				5										5	90.00	450.00
Magazine File Box, 112mm x 200mm x 240mm with open end	piece		5	5					10					20	38.40	768.00
Marker, Permanet, Black	box		12		6				12				6	36	15.00	540.00
Marker, Permanet, Blue	box		9		3				9				3	24	15.00	360.00
Paper Clip, Gem type, Jumbo, 32mm, 100s/box	box		17	15					32					64	7.01	448.64
Paper Clip, Gem type, Jumbo, 48mm, 100s/box	box		17	10		10			38					75	13.50	1,012.50
Paper, lead, w/ eraser, one (1) dozen per box	box			20	5				20					45	25.00	1,125.00
Payslip 8 1/2	box		1						1					2	175.00	350.00
Pencil, lead, w/ eraser, 1dozen/box	box		15	20					5		10			50	25.13	1,256.50
Pencil, mechanical, for .5mm lead	piece		5	5					10					20	21.94	438.80
Push Pin, Flat Head type, assorted colors, 100s/case	case		7	2	1				9				1	20	21.00	420.00
Ribbon, Nylon, manual typewriter	box		13						3					16	17.00	272.00
Rubber Band, 1.0mm min thickness, 350grams/box approx, 220pc	box		4	6					8					18	107.00	1,926.00
Ruler, plastic, 300mm	piece		16	25					31					72	2.39	172.08
Ruler, plastic, 450mm	piece		11	10			10		21					52	19.75	1,027.00
Sign Pen, Black	piece		25				25						25	100	53.50	5,350.00
Sign Pen, Blue	piece			30		30			30				30	120	55.00	6,600.00
Sign Pen, Red	piece		26	25			15		46					112	37.50	4,200.00
Signpen Parker	piece		4		4				4				4	16	200.00	3,200.00
Signpen Parker Refill	piece		2		2				2				2	8	100.00	800.00
Signpen Pilot G-2, 12s/box	piece		10		10				10				10	40	180.00	7,200.00
Signpen Pilot refill, 12s/box	piece		5		5				5				5	20	90.00	1,800.00
Stamp pad ink, violet, 50ml	bottle		9	15					3					27	24.15	652.05
Stamp pad, felt pad, min 60mm x 100mm	piece		8	5										13	24.01	312.13
Staple Wire, heavy duty, 23/13, for use with heavy duty staplers, r	box		5	10					15					30	32.64	979.20
Staple Wire, standard, 500pcs/box	box		21	25			5		31				5	87	23.57	2,050.59
Sticker Paper	pack		6	15					21					42	95.00	3,990.00
Tape, masking, 24mm, 50 meters length	roll		11	10					21					42	50.47	2,119.74
Tape, masking, 48mm, 50 meters length	roll		9	20					19					48	109.94	5,277.12
Tape, packaging, 48mm, 50 meters length	roll		5	10					15					30	32.69	980.70
Tape, Transparent, 24mm, 50meters	roll		16	20			5		21					62	16.00	992.00
Tape, Transparent, 48mm, 50meters	roll		11	16			3		21	3				54	32.69	1,765.26
Thumb Tacks	box		7	10					12					29	17.00	493.00
																-
																-
<b>COMMON OFFICE DEVICES</b>																
Blade, Heavy Duty cutter, (L500), 10 pcs/pack	pack		10	15			2		13					40	8.76	350.40
Bookbinding Machine	unit		1											1	5,000.00	5,000.00
Cutter, Heavy Duty	piece		14	14			4		31					63	31.00	1,953.00
Glue Gun	piece		1	1										2	649.00	1,298.00
Paper Cutter	unit			1										1	2,000.00	2,000.00
Paper Fastener, for paper, metal, 50sets/box	box		6	4	15	15			6	4				50	116.00	5,800.00
Paper Fastener, for paper, plastic,50set/box	box		23	5					15					43	100.00	4,300.00
Puncher, Heavy Duty	piece		2	11	1				2	2				18	99.00	1,782.00
Scissors, (6")	piece		23	17					18	2				60	14.00	840.00
Sharpener, single cutter	piece		8	7					16					31	186.52	5,782.12
Stamping Dater, self-inking stamp	piece		3	6										9	499.23	4,493.07
Staple Remover, twin jaw	piece		6	6			6		6	3	6			33	18.10	597.30

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Stapler, Heavy Duty, Standard	piece		10	25				5						35	121.00	4,235.00
Tape Dispenser, Heavy Duty, for 24mm (1)	piece		4	6										10	50.00	500.00
Tape Dispenser, Heavy Duty, for 48mm	piece		4	2										6	42.44	254.64
<b>COMMON JANITORIAL SUPPLIES</b>																
Air Freshener, 280ml/can	bottle		4	4	3	6	6		1	1	9	1	1	36	97.00	3,492.00
Alcohol, 70% Ethyl	bottle		42	25	18		20	37			28			170	42.00	7,140.00
Bathroom Soap, 70grms	piece		9	8			8	9						34	16.00	544.00
Bleaching Liquid, 900ml	bottle		6		6			6			6			24	100.00	2,400.00
Broom, soft (tambo)	piece		6		6			6			6			24	75.00	1,800.00
Cleanser, powder, 350grms.	canister		6					6						12	70.20	842.40
Detergent Bar, min 392 grams net mass, four (4) pieces per bar	bar		7	13	7			10			5			42	18.00	756.00
Detergent Powder, all purpose, 500grms	piece		3	23			43	23						92	23.59	2,170.28
Dishwashing Liquid, 300ml	bottle		1	6	1			1			1			10	100.00	1,000.00
Disinfectant Spray, 400grms net content	bottle		2	4				8						14	186.90	2,616.60
Dust Pan, non-rigid plastic, with detachable handle	piece		4	5			4	2						15	25.50	382.50
Furniture Cleaner, 300ml/can min	bottle		2	2			2		2					8	104.23	833.84
Insecticide, 600ml (420g/can)	can		6		6			6			6			24	120.00	2,880.00
Mop Handle, Screw type, wooden handle	pack		1		2			1			1			5	90.00	450.00
Mop Head, 100% rayon, 400grams	roll		1		2			1			1			5	80.00	400.00
Toilet Bowl & Urinal cleaner, 900ml	bottle		14	5			6	17	2					44	46.50	2,046.00
Toilet Deodorant Cake, 99% paradochlobenzene	piece		1	8	1			9			1			20	29.00	580.00
Toilet tissue, 12rolls/pack	pack		12					12						24	109.75	2,634.00
Trashbag, plastic, Black(XL), 10pcs/pack/roll	roll		6					6						12	150.00	1,800.00
<b>LEGAL SIZE PAPER</b>																
Bond Paper Sub-20, long size	ream			300				300						600	196.00	117,600.00
Bond Paper Sub-20, A4	ream			300				300						600	131.00	78,600.00
Bond Paper Sub-20, short size	ream			300				300						600	129.00	77,400.00
<b>Office Equipment</b>																
Calculator big, 10 digits	unit			8				2						10	250.00	2,500.00
Calculator, compact electronic, LCD, desktop, display, 12 digits, two way power source	unit		8	2				3						13	164.45	2,137.85
Electric Fan w/stand	unit		3	2				3		1				9	932.62	8,393.58
Monobloc Chair	unit			60										60	262.00	15,720.00
Weighing Scale	unit		1											1	2,500.00	2,500.00
Airconditioner 2.5 HP Plit inverter with installation	unit			1							1			2	50,000.00	100,000.00
Split-Type Air Conditioner (1.5hp)	unit	1												1	29,000.00	29,000.00
Centralized Airconditioner (5toner)	unit	1												1	147,000.00	147,000.00
<b>HANDBOOKS ON PROCUREMENT</b>																
Procurement of Goods & Services. 110-115 pages				10										10	34.01	340.10

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-																	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																	
<b>Office Equipment and Accessories</b>																	
Camping Tent	unit			15											15	1,500.00	22,500.00
Trekking Jacket water proof	piece			30											30	1,400.00	42,000.00
Trekking Shoes	piece		50		20										70	5,000.00	350,000.00
Two way Radio	unit			5											5	10,000.00	50,000.00
Water Dispenser ( Hot & Cold)	unit			1				1			1				3	7,000.00	21,000.00
Waterproof Note Pad	unit			3											3	500.00	1,500.00
Curtain Rod	piece			7				7							14	400.00	5,600.00
Curtains, set	set			1	1										2	13,000.00	26,000.00
Dispenser ( Hot & Cold)	unit		1												1	7,000.00	7,000.00
Door	unit			1											1	1,500.00	1,500.00
Electric/ Manual Typewriter	unit			1											1	10,000.00	10,000.00
Executive Table with Chair	unit			1											1	7,000.00	7,000.00
Expandable Hose ( 10m)	set			1											1	5,000.00	5,000.00
Fax Machine	set		1					1							2	5,000.00	10,000.00
Filling Rack	unit			6											6	130.00	780.00
Fire Extinguisher, pure HCFC 123, w/ fire, rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit			1				1			1				3	3,914.80	11,744.40
Glass Table	set			20											20	1,000.00	20,000.00
Handheld Radio	piece		20												20	12,500.00	250,000.00
Homebase Radio	set		1					1							2	45,000.00	90,000.00
Kitchen Utensils ( plates, fork, glass, plates, sauser, spoon/ 1 doz)	set		2	4	1			1							8	5,350.00	42,800.00
Mountaineering Bag	piece		3	65											68	2,500.00	170,000.00
Office Cubicle w/ cabinets	set		1												1	150,000.00	150,000.00
Photocopier Heavy duty	unit			2											2	45,000.00	90,000.00
Portable Generator set wattage 500, voltage 220-240V-gas powered portable inverter	unit			1											1	30,000.00	30,000.00
Powe Bank 1000mah	piece		5												5	1,000.00	5,000.00
Printer (Colored Inkjet Printer 3-in-1)	piece		2	2	2			2							8	11,334.00	90,672.00
Printer, Epson L210	set		1	2											3	7,334.00	22,002.00
Printer, HP Laser Jet P1102	set		2												2	3,000.00	6,000.00
Rain Coat	piece			35											35	500.00	17,500.00
Rubber Boots	piece			60											60	300.00	18,000.00
Sala Set	set										2				2	20,000.00	40,000.00
Sleeping Bag	piece			53											53	1,200.00	63,600.00
Sphygmonanometer (Digital)	unit		2	1											3	2,500.00	7,500.00
Steel Filling Cabinet 4 drawers	unit		3				1	1							5	7,000.00	35,000.00
Lateral Cabinet (4 drawers)	unit		2												2	15,000.00	30,000.00
Transmitter Radio	set		1					1							2	30,000.00	60,000.00
Trekking Pants	piece			50											50	1,400.00	70,000.00
Tripod, projector Screen	set		1	1											2	3,000.00	6,000.00
Tumbler	piece			30											30	300.00	9,000.00
Wall Clock	unit		2	1				3							6	500.00	3,000.00
Xerox/ Photocopier Ink	bottle			2											2	4,750.00	9,500.00
CCTV Camera & Accessories, set	unit													1	150,000.00	150,000.00	
Deskkit 3/12	box		1			1		1		1		1			5	650.00	3,250.00
Rubber Boots	piece		10	25											35	325.00	11,375.00
Rain Coat	piece			30											30	500.00	15,000.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Caving Hat	piece		5											5	400.00	2,000.00	
Climbing Equipment ( L-R)	piece			4										4	2,000.00	8,000.00	
<b>Office Supplies</b>																-	
Ballpen, (Table Pen)	piece		12	5	12					12			12	53	20.00	1,060.00	
Ballpen, Black (50/box)	box			8	4				3	3			3	3	480.00	12,960.00	
Ballpen, Blue (50/box)	box		8		1					8				17	450.00	7,650.00	
Ballpen. Pilot, G-Tech, 3pcs/box	box			5										5	165.00	825.00	
Book Ends	unit			10						10				20	150.00	3,000.00	
Carbon Film, plastofoil, black, 216mm x 330mm, 100s/box	box		1	3						1				5	73.00	365.00	
Carpeta	piece			500						500				1000	7.90	7,900.00	
Cash Box	unit		2	2										4	649.00	2,596.00	
Fax Paper	piece			10										10	90.00	900.00	
Frame for certificate	piece		12							12				24	130.00	3,120.00	
Ink Refill, Black	bottle		10							10				20	120.00	2,400.00	
Ink Refill, Blue	bottle		3							3				6	120.00	720.00	
Ink Refill, Magentabo	bottle		3							3				6	120.00	720.00	
Ink Refill, Yellow	bottle		3							3				6	120.00	720.00	
Meter Tape (100 meter)	piece		2	1										3	1,500.00	4,500.00	
Notebook 50 leaves/pad	piece		24	25		10				24	25		10	118	30.00	3,540.00	
Notebook, stenographer, 40 leaves, ruled both sides	piece		40	100						90				230	8.56	1,968.80	
Notepad, (2"x 3"), 100sheets/pad	pad		10	15						25				50	34.01	1,700.50	
Notepad, (3"x 4"), 100 sheets/pad	pad		15	20						31				66	54.73	3,612.18	
Notepad, 3"x3", 100 sheets/pad	pad		5	5	10	10		5		10			5	50	31.00	1,550.00	
Paper, Linen, Letter				5		5				5			5	20	50.00	1,000.00	
Photo Paper, 20s/pack	pack		15	11	5	5				21				57	71.00	4,047.00	
Post It (100 sheets/ tower pr pack)	pack		6	12						6				24	100.00	2,400.00	
Receipt Pad	piece			18										18	36	12.00	432.00
Record Book 300 pages, smythe sewn	piece		24	20						24				68	53.00	3,604.00	
Record Book 500 pages, smythe sewn	piece		24	35		5				29	10		5	108	87.78	9,480.24	
Sharpener	piece			20										20	10.00	200.00	
Sticky Notes "3	unit		10		10					10			10	40	40.00	1,600.00	
Yellow Pad	pad		22	15		12		5		14	11			79	40.00	3,160.00	
<b>Photographic or filming or video equipment</b>																-	
100m Handheld Base Distance	unit			1										1	10,000.00	10,000.00	
20000mAh Laptop Powerbank (black)	unit		1	5										6	4,000.00	24,000.00	
Battery (S4)	unit		5											5	800.00	4,000.00	
Camera	unit		2											2	42,500.00	85,000.00	
Camera Tripod	piece		1											1	1,500.00	1,500.00	
Cellular Phone	unit		10											10	15,000.00	150,000.00	
Drones	unit		2											2	68,000.00	136,000.00	
DSLR Bag Pack	piece		1	3										4	1,500.00	6,000.00	
DSLR Camera with 600mm lens	unit		1	2										3	57,000.00	171,000.00	
GoPro HERO 4	unit		1	4										5	23,400.00	117,000.00	
GPS	unit		1	1										2	37,000.00	74,000.00	
Lens 70-30mm (canon)	unit		1	2										3	27,000.00	81,000.00	
Power Bank	piece		3	19	5									27	2,983.00	80,541.00	
Smart Phone w/ Camera	unit		4	25										29	20,670.00	599,430.00	
Tablet	unit		4											4	25,000.00	100,000.00	
Ipod	unit		1											1	30,000.00	30,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
Binocular	unit		1											1	15,000.00	15,000.00
Lapel	unit			2										2	1,500.00	3,000.00
<b>Audio and visual presentation and composing equipment</b>																-
Audio System, Portable Speacker	unit		1											1	15,000.00	15,000.00
Bulletin Board2x3	piece		1	1		1								3	1,000.00	3,000.00
Cork Board, 2x 3	piece			5										5	500.00	2,500.00
Dial or Digital Calipper	unit		1											1	15,000.00	15,000.00
Digital Voice Recorder, 4GB, memory, stereo channel, MP3, WMA	unit			2										2	10,765.00	21,530.00
Eraser( blackboard/whiteboard)	piece			3				2						5	13.15	65.75
Ink, Permanent Marker	bottle			2										2	120.00	240.00
Laser Pointer, Pen Type, metal, for presentation, green and red c	unit			3										3	580.29	1,740.87
Marker, 3 colors/ set	set			20										20	40.00	800.00
Marker, permanent, black	piece		6	20	10			16						52	15.36	798.72
Marker, permanent, blue	piece		6	20	10			15						51	15.36	783.36
Marker, permanent, red	piece		3	10				13						26	15.36	399.36
Marking Pen, whiteboard black	piece		10	20	10			10						50	12.94	647.00
Marking Pen, whiteboard blue	piece		10	20	10			20						60	12.94	776.40
Marking Pen, whiteboard red	piece		3	10				3						16	12.94	207.04
Megaphone, portable sound system, all ABS resin body, 330mm	unit			1						1				2	2,622.31	5,244.62
Multimedia Projector, 2000 ansi Lumens, 2000 hours lamp life, su	unit		1	1										2	21,121.10	42,242.20
Office Table	set			8										8	4,000.00	32,000.00
Padlock	unit			4										4	100.00	400.00
Television flat screen 30 inches	unit			2										2	27,000.00	54,000.00
Voice Recorder	unit			1										1	4,000.00	4,000.00
White Board 2 x 3	piece		5	2		3								10	1,370.00	13,700.00
Wireless Microphone	unit			3										3	1,200.00	3,600.00
E-gadget for Geotagging	unit		1											1	15,000.00	15,000.00
																-
<b>Lighting and fixtures and accessories</b>																-
Christmas Décor	set												2	2	6,500.00	13,000.00
Christmas Light	set												2	2	6,500.00	13,000.00
Christmas Tree	set											1	1	2,500.00	2,500.00	
Emergency Light	unit			4										4	1,500.00	6,000.00
Flashlight	unit			25				10						35	400.00	14,000.00
Flourecent Lamp, Tubular, 40watts	set		6	10	4	10		5						35	31.00	1,085.00
Flourecent Lighting Fixture, 1x40 watts	set		8	3				3						14	350.00	4,900.00
Flourescent Lamp, tubular, 36 watts	piece		7	7				8						22	38.40	844.80
U-Bulb	piece				10					5				15	60.00	900.00
Bulb, 20 watts	piece		6					6						12	25.00	300.00
Rechargable Head light	unit			5										5	500.00	2,500.00
Solar Power	unit		1											1	15,000.00	15,000.00
Stun Gun w/ Flashlight	unit		5											5	500.00	2,500.00
LED Head Lamp	unit		10	3										13	250.00	3,250.00
																-
<b>Electrical equipment and components and supplies</b>																-
Adapter	pieces			20				6						26	50.00	1,300.00
Cable Wire	meter			10										10	50.00	500.00
Extension Wire, 10 m	meter		2	5										7	875.00	6,125.00



Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Extension Wire, 5 m	meter		3	4				3						10	455.00	4,550.00
																-
																-
<b>Computer Supplies</b>																-
All in one Computer Touch Screen	unit		4											4	35,000.00	140,000.00
Canon Ink, (Black & Colored)	set	1	1	1	1	1	1	1	1	1	1	1	1	12	600.00	7,200.00
Computer Desktop	unit		1	3										4	35,000.00	140,000.00
Computer Keyboard	unit			5				1			5			11	500.00	5,500.00
Computer Set w/ rack & chair, printer, scanner, GPS & sounds	unit			4				1						5	40,000.00	200,000.00
Epson Ink ( Black & Colored)	set	1	1	1	1	1	1	1	1	1	1	1	1	12	600.00	7,200.00
Epson L210 Ink Black	bottle		6		6			6			6			24	350.00	8,400.00
Epson L210 Ink Cyan	bottle		2		2			2			2			8	350.00	2,800.00
Epson L210 Ink Magenta	bottle		2		2			2			2			8	350.00	2,800.00
Epson L210 Ink Yellow	bottle		2		2			2			2			8	350.00	2,800.00
Hp 700 Officejet Cartridge, Colored & black	set			4										4	700.00	2,800.00
HP Ink Advantage 685 (Black and Colored)	cart		20											20	300.00	6,000.00
Hp Toner Cartridge 320A	cart		1		3			3			1			8	2,980.00	23,840.00
Hp Toner Cartridge 321A	cart		1		1			1			1			4	2,890.00	11,560.00
Hp Toner Cartridge 322A	cart		1		1			1			1			4	2,890.00	11,560.00
Hp Toner Cartridge 323A	cart		1		1			1			1			4	2,890.00	11,560.00
Hp Toner Cartridge 85A	cart		45		15			33			17			110	2,480.00	272,800.00
Ink Cartidge, hp 704, black	cart		4		4			4			4			16	450.00	7,200.00
Ink Cartidge, hp 704, colored	cart		8		8			8			8			32	450.00	14,400.00
Ink Cartridge HP640 No. 60, black	set		3					3			3			9	267.00	2,403.00
Ink Cartridge HP640 No. 63, colored	set		1					1			1			3	800.00	2,400.00
Toner TK1147 for EcosysM2535dn (13 000 copies)	unit			1										1	6,000.00	6,000.00
Canon Ink (black)	cart		3		3			3			3			12	350.00	4,200.00
Canon Ink (Cyan)	cart		1		2			2			1			6	350.00	2,100.00
Canon Ink (Magenta)	cart		1		2			2			1			6	350.00	2,100.00
Canon Ink (Yellow)	cart		1		2			2			1			6	350.00	2,100.00
Antivirus (3:1)	piece		8											8	1,000.00	8,000.00
Mouse pad	piece		6	10				10						26	37.00	962.00
Mouse, USB Connection Type	piece		6	16	3			11						36	333.00	11,988.00
Poket Wifi	unit		1	15										16	2,600.00	41,600.00
SD Card	piece			10				6						16	700.00	11,200.00
Universal Ink	bottle		14	10		20		2		20				66	130.00	8,580.00
Universal Ink Colored	bottle		3					3						6	130.00	780.00
<b>Computer Equipment and Accessories</b>																-
AVR	unit		3											3	500.00	1,500.00
Computer Rack	unit						1			1				2	4,000.00	8,000.00
Computer Table	unit		1		1									2	3,000.00	6,000.00
External Drivertb	piece			5										5	4,000.00	20,000.00
External Hard Drive (1tera)	piece		2	1				1						4	3,000.00	12,000.00
Flash Drive (32 GB)	piece		5	5				12						22	515.50	11,341.00
Headset	piece		2	3			1							6	3,000.00	18,000.00
Load Balancer	piece		1											1	3,000.00	3,000.00
Printer	unit		1	6				2						9	8,700.00	78,300.00
Scanner	unit		1											1	7,000.00	7,000.00
UPS (computer)	piece		14	1										15	2,627.00	39,405.00
USB aAdopter Wifi	unit		1	2										3	700.00	2,100.00
Laptop	unit		1	9				5						15	50,544.00	758,160.00
Laptop, i7, Cable, battery	unit		1											1	45,000.00	45,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total					
<b>Hardware Supplies &amp; Materials</b>																		-	
Paint (colored)	can		15														15	1,000.00	15,000.00
Paint (plain whiteo	can		15														15	1,000.00	15,000.00
Paint Brush (#2)	piece		4														4	45.00	180.00
Paint Brush (#3)	piece		4														4	50.00	200.00
Paint Brush (#4)	piece		4														4	65.00	260.00
Paint Thinner	bottle		10														10	500.00	5,000.00
Roller Brush	piece		6														6	50.00	300.00
																			-
<b>Motor Vehicle Supplies &amp; Accessories</b>																			-
Motor Tire	piece		4	4				2									10	2,000.00	20,000.00
Multicab Tire	piece		4														4	3,500.00	14,000.00
Batteries, Spareparts and Tires	unit		1			1			1				1				4	10,000.00	40,000.00
Battery( 13Plates)	piece		1						1								2	4,500.00	9,000.00
Battery( 7 Plates)	piece				1												1	2,900.00	2,900.00
Motor Tire Interior	piece		4														4	150.00	600.00
Motorcycles	unit		2	5													7	120,000.00	840,000.00
Pick up tire (195x15) SLD 501	piece			4													4	10,000.00	40,000.00
Pick up tire (245x 16) SGG 406	piece			4													4	10,000.00	40,000.00
Tire (17x 265 x 700)	piece		8														8	9,500.00	76,000.00
Tire Tubeless Set	set				1												1	46,000.00	46,000.00
Tire, 31x 10.5 R15 Goodyear	piece					1											1	65,000.00	65,000.00
Battery 12 Volts			1														1	5,800.00	5,800.00
Change Oil & Oil Filter	service			1				1			1			1			4	8,750.00	35,000.00
Cleaning of Aircon	service		12			12			1	12				12			49	543.00	26,607.00
Lower Swing aircon assembly ( right/ left)	service			1													1	9,000.00	9,000.00
Motor Vehicles Maintenance	service		2	8	8	8	8	8	8	8	8	8	8	8	8		82	1,742.00	142,844.00
Repair & maintenance of Vehicle	service				1				1								2	20,000.00	40,000.00
Repair/ Maintenance of Vehicles/motorcycles ( Pick-up, SLD501, M	service		1	1		1			1	1				1			6	6,500.00	39,000.00
Upper Swing Aircon assembly ( right/ left)	service			1										1			2	12,000.00	24,000.00
Exhaust Gas Recirculation (EGR)	unit			1													1	8,000.00	8,000.00
Early Warning Device	unit			1													1	1,000.00	1,000.00
Feedback Trays	set			1													1	1,400.00	1,400.00
Floor Matting	set			1													1	7,000.00	7,000.00
																			-
<b>Fuel &amp; Lubricants</b>																			-
Brake Fluid	liter				5				5								10	200.00	2,000.00
Change Oil & Oil Filter	service		1							1				1			3	11,666.00	34,998.00
Coolant	liter				13				13								26	350.00	9,100.00
Diesel	liter				1250				1250					1250			3750	38.00	142,500.00
Engine Oil (Diesel)	liter				5				5					5			15	600.00	9,000.00
Engine Oil (Gasoline)	liter				5				5					5			15	600.00	9,000.00
Gas/ Lubricant	liter	12	12	12	12	12	12	12	12	12	12	12	12	12	12		144	60.00	8,640.00
Gasoline	liter				100				1000					1000			2100	45.00	94,500.00
Diesoline	liter	500	500	500	500	500	500	500	500	500	500	500	500	500	500		6000	22.00	132,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>*Other Categories</b>																	
1.5 Liter petbottles	piece		10												10	2.00	20.00
2 gallon buckets	piece		1												1	50.00	50.00
30 Liter plastic utility box w/ handle	unit		1												1	300.00	300.00
Alloy Chest Ascender	piece			2											2	1,700.00	3,400.00
Aluminum Cans (tree Bags)	kg		5												5	60.00	300.00
Anti Limatic Socks	piece		10												10	80.00	800.00
Birds of the Philippine Guide Book	piece		1												1	4,000.00	4,000.00
Blind River Nails	piece		1												1	4,000.00	4,000.00
Body Harness	box		5												5	200.00	1,000.00
Bolo	piece			1											1	2,000.00	2,000.00
Bylon Rope	piece		3												3	350.00	1,050.00
Climbing Rope	piece			30											30	500.00	15,000.00
Clip Tongs	piece			30											30	500.00	15,000.00
Cloth Bag	piece		1												1	1,000.00	1,000.00
Compass	piece		3												3	500.00	1,500.00
Denatured Alcohol	piece		1	2											3	834.00	2,502.00
Diameter Tape	liter		4												4	150.00	600.00
Dissecting Kit	piece		1												1	1,500.00	1,500.00
Distance Tape (100m)	set		1												1	250.00	250.00
Drift Net	unit		1												1	500.00	500.00
First Aid Kit and Supplies	set		1												1	1,500.00	1,500.00
Flagging Tape	unit		1		30										31	533.00	16,523.00
Flower Pot	piece			24											24	40.00	960.00
Gloves	piece			24											24	42.00	1,008.00
Glue Trap	piece		10	2											12	625.00	7,500.00
Hand Crank Lamp	piece		5												5	100.00	500.00
Hand Towel	unit		1												1	500.00	500.00
Herbarium Bags	piece		20												20	10.00	200.00
Inclinometer	piece		30												30	10.00	300.00
Insects Nets	unit			1											1	2,000.00	2,000.00
Jungle Bolo w/ Cover	piece		2												2	200.00	400.00
Killing Jar	piece		4												4	350.00	1,400.00
Large Resealable Bags	PCK		1												1	300.00	300.00
Latex Jar	pack		1												1	300.00	300.00
Medium Resealable Bags															1	150.00	150.00
Mist Nets	pack		1												1	150.00	150.00
Nylon Thread	piece		2												2	2,000.00	4,000.00
Office Window Grills	piece		5												5	50.00	250.00
Pesola Hanging Scale	piece			1											1	5,000.00	5,000.00
PilerType Puncher	unit		1												1	5,000.00	5,000.00
Pingpong Balls	piece		1												1	80.00	80.00
Plastic Clipboard	piece		10												10	10.00	100.00
Plastic Twine (Straw)	piece		6												6	100.00	600.00
Pole Cuter	roll		2												2	500.00	1,000.00
Prunning Shear	piece		1												1	1,000.00	1,000.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Rat Traps	piece		2											2	280.00	560.00
Self Braking Single Rope	piece		2											2	9,000.00	18,000.00
Small Resealable Bags	piece			2										2	150.00	300.00
Snake Hooks	pack		1											1	150.00	150.00
Tabo	pck		1											1	115.00	15.00
XL Trash Bags	pck		1											1	500.00	500.00
<b>Services</b>																
Building Insurance and Properties	service		1											1	37,000.00	37,000.00
Building Repair/ Maintenance	service					1								1	370,000.00	370,000.00
Cable installation	service					2								2	17,500.00	35,000.00
Catering Services- Staff Meeting	service			1										1	5,000.00	5,000.00
Catering Services (for meetings)	service		1		1		1	1		1		1		6	5,000.00	30,000.00
Catering Services for Environmental Month	service		2		2		3		1	2		1		11	17,300.00	190,300.00
Catering Services for training	service					1								1	15,000.00	15,000.00
Catering Services- PO	service					80	80	80	80					320	1,750.00	560,000.00
Catering Services, Lakbay Aral	service		1	1	1		1		1			2		8	17,500.00	140,000.00
Catering Services, Lecture/ Training	service							40						40	4,500.00	180,000.00
Catering Services, Special Events	service			150		150			150					450	400.00	180,000.00
Catering Services/ Accomodation, Lakbay Aral/ 6 Days	service			500	100	200	300	300	100		100			1600	356.00	569,600.00
Conduct Lakbay Aral	service		40											40	6,200.00	248,000.00
Cross Visit to Other NGP/ IEC (P30 000 x 1)	service									1				1	350,000.00	350,000.00
FEO Orientation (P18 000 x 1)	service		1											1	30,000.00	30,000.00
Jacket Printing (60pcs)	service		1											1	18,500.00	18,500.00
Mid- Year NGP Assessment (P40 000 x 1)	service		60											60	900.00	54,000.00
Lecture/ Training/Lakbay Aral	service		145		145			145		145				580	122.42	71,003.60
Quarterly NGP Assessment (P45 000 x 4)	piece			60		140	80	40	80	140				540	100.00	54,000.00
RISO Services	service			1			1		1			1		4	450.00	1,800.00
Bookbinding	service		10		10		10		10		10			50	80.00	4,000.00
Seminar/ workshop	service		5					5						10	500.00	5,000.00
Spiral Services	service					1								1	80.00	80.00
Tarpaulins & Signages (15/sq.ft.)	service		10		10		10		10		10			50	80.00	4,000.00
Training Supplies (Envelope, Ballpen, ID, Lanyard, Notebook, Cer	sq. ft.		250				250				250			750	15.00	11,250.00
Transportaion Fuel, Lakbay Aral/ 6 days	piece					80	80		80	80				320	250.00	80,000.00
Transportation Hire			40											40	8,300.00	332,000.00
Transportation/ Fuel, Special Events		1	1		1	1		1		1		1	1	8	7,000.00	56,000.00
Transportation/Fuel for training	service					1	2	2	2	2	1			10	8,000.00	80,000.00
Transportation/Fuel, Lakbay Aral	service					81	81		80	81				323	640.00	206,720.00
Transportation/Fuel, Lecture/ Training	service							1						1	50,000.00	50,000.00
T-shirt for training	service			1										1	8,000.00	8,000.00
T-shirt Lakbay Aral	piece					40	40		40	40				160	350.00	56,000.00
T-shirt Printing (160pcs) NGP	piece			40				80			40	40		200	355.00	71,000.00
T-shirt Printing (60pcs) Envi Month	piece						160							160	280.00	44,800.00
T-shirt Printing (Customized Polo/60pcs)	piece						105							105	290.00	30,450.00
T-shirt, Lecture/Orientation	piece		55											55	480.00	26,400.00
T-Shirt, Special Events	pieces			150		150				150				450	180.00	81,000.00
Year-end NGP Assessment/ Christmas party (P40 000 x 1)	piece												1	1	40,000.00	40,000.00





Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
	ha.																
***GRAND TOTAL: ...																	197,050,295.44

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

APPROVED BUDGET: .....

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for items under A.

\*\*\*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:

MA. LEONOR P. LASTICO

OIC-Chief, Planning and Management Section/BAC Secretariat

SHALIMAR A. DISOMANGCOP

CENR Officer  
BAC Chairman

Approved:

ENGR. MAMA G. SAMAON, AL HAJ

OIC, PENR Officer

Date Prepared: \_\_ March 1, 2016 \_\_\_\_\_





Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		