

# PHILIPPINE MERCHANT MARINE ACADEMY

San Narciso, Zambales

## ANNUAL PROCUREMENT PLAN FOR 2012

### For Common-Use Supplies and Equipment

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

1. 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.
2. Do not delete any field in the APP Form.
3. 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.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: PHILIPPINE MERCHANT MARINE ACADEMY  
 Region: III  
 Address: San Narciso, Zambales

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
<b>A. Available at Procurement Service Stores</b>																
<b>COMMON ELECTRICAL SUPPLIES</b>																
1. BALLAST, 18/20 watts	piece													0	67.27	-
2. BALLAST, 36 watts	piece													0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	4	4	4	4	4	4	4	4	4	4	4	4	48	36.40	1,747.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	2	2	2	2	2	2	2	2	2	2	2	2	24	14.56	349.44
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	3	3	3	3	3	3	3	3	3	3	3	3	36	68.12	2,452.32
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	3	3	3	3	3	3	3	3	3	3	3	3	36	280.54	10,099.44
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	4	4	4	4	4	4	4	4	4	4	4	4	48	368.94	17,709.12
8. FLUORESCENT TUBE, 18 watts	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	32.14	2,699.76
9. FLUORESCENT TUBE, 36 watts	piece	27	27	27	27	27	27	27	27	27	27	27	27	324	33.85	10,967.40
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece													0	103.79	-
11. FUSE, 30 amperes	piece													0	10.90	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece	27	27	27	27	27	27	27	27	27	27	27	27	324	3.73	1,208.52
14. TAPE, electrical	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	18.20	2,184.00
<b>COMMON COMPUTER SUPPLIES</b>																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box													0	818.48	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box														0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box														0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box														0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box														0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box														0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box														0	722.80	-
9. COMPACT DISK CASE	piece														0	50.84	-
10. CD DRIVE CLEANER	piece														0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece	13	13	13	13	13	13	13	13	13	13	13	13	13	156	8.79	1,371.24
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece	13	13	13	13	13	13	13	13	13	13	13	13	13	156	16.62	2,592.72
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece														0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece														0	20.02	-
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece	3	3	3	3	3	3	3	3	3	3	3	3	3	36	292.08	10,514.88
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece	8	8	8	8	8	8	8	8	8	8	8	8	8	96	468.00	44,928.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart	7	7	7	7	7	7	7	7	7	7	7	7	7	84	1,216.86	102,216.24
18. INK CARTRIDGE, HP C6615A (HP 15)	cart														0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (HP 23)	cart														0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart														0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart	2	2	2	2	2	2	2	2	2	2	2	2	2	24	1,352.52	32,460.48
22. INK CARTRIDGE, HP C6614D (HP 20)	cart														0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart														0	1,402.50	-
24. INK CARTRIDGE, HP C8727A (HP 27)	cart	9	9	9	9	9	9	9	9	9	9	9	9	9	108	743.58	80,306.64
25. INK CARTRIDGE, HP C8728A (HP 28)	cart	6	6	6	6	6	6	6	6	6	6	6	6	6	72	873.12	62,864.64
26. INK CARTRIDGE, HP C6656A (HP 56)	cart	7	7	7	7	7	7	7	7	7	7	7	7	7	84	810.90	68,115.60
27. INK CARTRIDGE, HP C6657A (HP 57)	cart	5	5	5	5	5	5	5	5	5	5	5	5	5	60	1,352.52	81,151.20
28. INK CARTRIDGE, HP C9351A (HP 21)	cart	7	7	7	7	7	7	7	7	7	7	7	7	7	84	615.06	51,665.04
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	5	5	5	5	5	5	5	5	5	5	5	5	5	60	708.90	42,534.00
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart														0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart														0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart														0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart														0	588.54	-
34. INK CARTRIDGE, HP CB314A	cart														0	256.02	-
35. INK CARTRIDGE, HP CB315A	cart														0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart														0		-
37. INK CARTRIDGE, Epson TO18	cart														0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart														0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart														0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart														0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart														0	755.82	-
42. MOUSE, PS/2 type	piece														0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart														0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart														0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart														0	2,657.10	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER, TK 100, for Kyocera Mita KM-1500	cart	6			6			6					6	24	2,843.56	68,245.44
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart	2	2	2	2	2	2	2	2	2	2	2	2	24	84.76	2,034.24
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart	4	4	4	4	4	4	4	4	4	4	4	4	48	724.88	34,794.24
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
<b>COMMON OFFICE SUPPLIES</b>																
1. ACETATE, gauge #3, 50m in length	roll	1			1			1					1	4	603.20	2,412.80
2. AIR FRESHENER, 280ml/can	can	10	10	10	10	10	10	10	10	10	10	10	10	120	92.56	11,107.20
3. ALCOHOL, 70% isopropyl	bottle	6	6	6	6	6	6	6	6	6	6	6	6	72	37.70	2,714.40
4. AUDIO CASSETTE TAPE, 90min.	piece													0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins.	pack	5	5	5	5	5	5	5	5	5	5	5	5	60	91.50	5,490.00
6.. CARBON FILM, polyethylene, A-4, 100s/box	box													0	349.44	-
7. CARBON FILM, 216mm x 330mm, 100s/box	box													0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	72.80	1,747.20
9. CARTOLINA, white, 20s/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	57.20	1,372.80
10. CHALK, white enamel, approx. 140s/box	box	5			5			5					5	20	34.81	696.20
11. CLIP, bulldog (3")	piece													0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box													0	10.42	-
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14 CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
16. COLUMNAR PAD, 4 cols, 55gsm	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 55 gsm	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 55 gsm	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, 15mL.	bottle	11	11	11	11	11	11	11	11	11	11	11	11	132	9.82	1,296.24
22. DATA FILE BOX, (5"x9"x15-3/4")	box	5			5			5					5	20	64.47	1,289.40
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	70.72	4,243.20
24. ENVELOPE,documentary(10"x15"),500s/box	box	1			1			1					1	4	577.20	2,308.80
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	2	1	1	2	1	2	1	2	2	2	1	2	19	675.86	12,841.34
26. ENVELOPE, mailing white, 500s/box	box	5			5			5						20	159.78	3,195.60
27. ENVELOPE, mailing white with window,500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	5			5			5					5	20	196.04	3,920.80
29. ENVELOPE, expanding, plastic, legal size	piece													0	41.36	-
30. ENVELOPE,documentary, A4, 500s/box	box	3			3			3					3	12	526.24	6,314.88
31 ERASER, blackboard/whiteboard	piece	10			10			10					10	40	11.44	457.60
32. ERASER, rubber	piece	10			10			10					10	40	4.68	187.20
33. FILE ORGANIZER, expanding, legal, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack	10			10			10					10	40	851.64	34,065.60
35. FOLDER, tagboard, legal size, 100s/box	pack	3	3	3	3	3	3	3	3	3	3	3	3	36	413.92	14,901.12
36. FOLDER, tagboard, A4 size, 100s/box	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	253.76	6,090.24
37. FOLDER, morocco/fancy, legal size,50s/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	301.60	7,238.40
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	2			2			2					2	8	312.00	2,496.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	202.68	-
41. GLUE, all purpose, 300 grams min.	jar	15			15			15					15	60	37.43	2,245.80
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	20			20			20					20	80	32.97	2,637.60
43. INDEX CARD,3"x 5",ruled both sides,500s/pack	pack													0	44.45	-
44. INDEX CARD, 5" x 8",ruled both side,500s/pack	pack	1			1			1					1	4	99.84	399.36
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box	8	8	8	8	8	8	8	8	8	8	8	8	96	67.60	6,489.60
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	150			150			150					150	600	493.54	296,124.00
50. MAGAZINE FILE BOX, medium	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	49.56	1,784.16
51. MAGAZINE FILE BOX, large	piece													0	44.61	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set	10	10	10	10	10	10	10	10	10	10	10	10	120	41.60	4,992.00
54. MARKING PEN, whiteboard, black	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	15.08	1,266.72
55. MARKING PEN, whiteboard, blue	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	15.08	1,266.72
56. MARKING PEN, whiteboard, red	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	15.08	1,266.72
57. MARKING PEN, permanent, black	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	14.32	1,374.72
58. MARKING PEN, permanent, blue	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	14.32	1,374.72
59. MARKING PEN, permanent, red	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	14.32	1,374.72
60. MARKING PEN, transparency film	set													0	84.24	-
61. NOTE BOOK, stenographer's	piece													0	7.49	-
62. NOTE PAD, (3"x3")	pad													0	36.40	-
63. NOTE PAD, (3"x4")	pad	5	5	5	5	5	5	5	5	5	5	5	5	60	52.00	3,120.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
69. NOTE PAD, (2"x3")	pad													0	31.20	-
66. OIL, 120ml., for typewriter	bottle													0	30.99	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
67. PAPER, bond, Premium Grade, A4	ream													0	104.80	-
68. PAPER, mimeo, Groundwood, A4	ream	7	7	7	7	7	7	7	7	7	7	7	7	84	56.06	4,709.04
70. PAPER, mimeo, WhiteWove, A4	ream	70	70	70	70	70	70	70	70	70	70	70	70	840	102.44	86,049.60
71. PAPER, PPC, A4	ream													0	144.35	-
72. PAPER, PPC, B4	ream													0	194.66	-
73. PAPER, ruled pad, 216mmx330mm, 100s/pad	pad	7	7	7	7	7	7	7	7	7	7	7	7	84	20.57	1,727.88
74. PAPER, thermal, 210mmx30M	roll	3			3			3			3			12	36.40	436.80
75. PAPER, thermal, 216mmx30M	roll													0	37.44	-
76. PAPER, multicopy, A4	ream	85	85	85	85	85	85	85	85	85	85	85	85	1020	139.32	142,106.40
77. PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	ream													0	161.20	-
78. PAPER FASTENER, non-rust metal, 50 sets/box	box	8	8	8	8	8	8	8	8	8	8	8	8	96	82.04	7,875.84
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	4	4	4	4	4	4	4	4	4	4	4	4	48	15.60	748.80
80. PAPER CLIP, gem type, 32mm, 100s/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60	8.84	530.40
81. PENCIL, lead, w/eraser	dozen	10	10	10	10	10	10	10	10	10	10	10	10	120	24.89	2,986.80
82. PENCIL, mechanical, 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box	3	3	3	3	3	3	3	3	3	3	3	3	36	30.00	1,080.00
84. RECORD BOOK, 300 pages	book	13	13	13	13	13	13	13	13	13	13	13	13	156	50.44	7,868.64
85. RECORD BOOK, 500 pages	book													0	77.98	-
86. RIBBON, nylon, manual typewriter	spool	5			5			5			5			20	15.81	316.20
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece			90			90			90		90		360	4.37	1,573.20
90. RING BINDER, (3/4"x44"), plastic	piece			90			90			90		90		360	12.48	4,492.80
91. RING BINDER, (1" x 44"), plastic	piece			90			90			90		90		360	12.48	4,492.80
92. RING BINDER, (2" x 44"), plastic	piece			50			50			50		50		200	28.13	5,626.00
92. RUBBER BAND, #18, min.445 gms./box	box	5			5			5			5			20	132.68	2,653.60
93. RULER, plastic, 12"	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	3.64	87.36
94. RULER, plastic, 18"	piece													0	36.40	-
95. SIGN PEN, black	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	41.48	3,484.32
96. SIGN PEN, blue	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	41.48	3,484.32
97. SIGN PEN, red	piece													0	41.48	-
98. STAMP PAD INK, violet, 50ml.	bottle			3			3			3		3		12	27.04	324.48
99. STAMP PAD, felt pad	piece			4			4			4		4		16	24.96	399.36
100. STAPLE WIRE, standard, #35	box	8	8	8	8	8	8	8	8	8	8	8	8	96	25.98	2,494.08
101. TAPE, adding machine	roll	15			15			15			15			60	10.66	639.60
102. TAPE, masking (1"), 24mm, 50 meters length	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	41.60	4,992.00
103. TAPE, masking (2"), 48mm, 50 meters length	roll													0	83.82	-
104. TAPE, transparent, (1"), 24mm, 50 meters	roll	20	20	20	20	20	20	20	20	20	20	20	20	240	41.60	9,984.00
105. TAPE, transparent, (2"), 48mm, 50 meters	roll													0	20.38	-
106. TAPE, packaging, 48mm, 50 meters length	roll	10	10	10	10	10	10	10	10	10	10	10	10	120	19.24	2,308.80
107. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle													0	97.76	-
108. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle													0	87.36	-
119. TOILET TISSUE, 12 rolls/pack	pack			1			1			1		1		4	61.15	244.60
122. TWINE, plastic, one kilo per roll	roll	3			3			3			3			12	57.20	686.40
109. WRAPPING PAPER, kraft, 65gsm, approx.40M.	roll													0	166.40	-
<b>COMMON OFFICE DEVICES</b>																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	10.40	249.60
2. CUTTER, heavy duty,	piece	9			9			9			9			36	27.04	973.44
3. PUNCHER, heavy duty	piece	3			3			3			3			12	114.40	1,372.80

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4. SCISSORS, (6")	pair	5	5	5	5	5	5	5	5	5	5	5	5	60	18.72	1,123.20
5. SHARPENER, single cutterhead	piece			1			1			1			1	4	147.35	589.40
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece	4			4			4			4			16	162.84	2,605.44
8. STAPLE REMOVER, twin jaws	piece	4			4			4			4			16	19.64	314.24
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1			1			1			1			4	40.23	160.92
10. WASTE BASKET, plastic	piece													0	20.99	-
<b>COMMON JANITORIAL SUPPLIES</b>																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece	12	12	12	12	12	12	12	12	12	12	12	12	144	119.60	17,222.40
3. BROOM, STICK (tingting)	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	19.76	2,371.20
4. CLEANSER, powder, 350gms.	canister	30	30	30	30	30	30	30	30	30	30	30	30	360	17.32	6,235.20
5. DETERGENT POWDER, 500gms.	pouch	7	7	7	7	7	7	7	7	7	7	7	7	84	18.61	1,563.24
6. DETERGENT BAR	bar	3	3	3	3	3	3	3	3	3	3	3	3	36	18.72	673.92
7. DISINFECTANT SPRAY, 340 gm.	can	2	2	2	2	2	2	2	2	2	2	2	2	24	190.63	4,575.12
8. DUST PAN, plastic w.handle,large	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	26.00	936.00
9. FLOOR WAX, paste, natural,2kg.	can													0	218.40	-
10. FLOOR WAX, paste, red, 2kg.,	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75li.	can	20	20	20	20	20	20	20	20	20	20	20	20	240	331.50	79,560.00
12. FURNITURE CLEANER, 400ml/can	can	3	3	3	3	3	3	3	3	3	3	3	3	36	122.72	4,417.92
13. INSECTICIDE, 600ml.(420g)/can	can	15	15	15	15	15	15	15	15	15	15	15	15	180	116.48	20,966.40
14. MOPHANDLE, screw type, wooden handle	piece	15	15	15	15	15	15	15	15	15	15	15	15	180	83.20	14,976.00
15. MOPHEAD, 100% rayon, 400g	piece	25	25	25	25	25	25	25	25	25	25	25	25	300	71.76	21,528.00
16. RAG, COTTON, (7") in diameter	kilo	10	10	10	10	10	10	10	10	10	10	10	10	120	43.68	5,241.60
17. SCOURING PAD, economy size	pack	9	9	9	9	9	9	9	9	9	9	9	9	108	131.96	14,251.68
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	15	15	15	15	15	15	15	15	15	15	15	15	180	62.40	11,232.00
19. TOILET DEODORANT CAKE, 99%, 50gms.	box	25	25	25	25	25	25	25	25	25	25	25	25	300	33.28	9,984.00
20. TRASHBAG, plastic, black, (XL)	roll	5	5	5	5	5	5	5	5	5	5	5	5	60	103.79	6,227.40
<b>LEGAL SIZE PAPER</b>																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream	7	7	7	7	7	7	7	7	7	7	7	7	84	91.52	7,687.68
3. PAPER, mimeo, Whitewove	ream	75	75	75	75	75	75	75	75	75	75	75	75	900	120.02	108,018.00
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream	15	15	15	15	15	15	15	15	15	15	15	15	180	174.72	31,449.60
<b>COMMON OFFICE EQUIPMENT</b>																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x	unit													0	12,155.52	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
16" x 32" (H x W x L), gauge 20																		
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit															0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit															0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit															0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit															0	161.08	-
10. CHAIR, monobloc, without armrest,beige/white	unit															0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit															0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit														30	30	1,028.56	30,856.80
13. ELECTRIC FAN, with stand	unit														30	30	764.40	22,932.00
14. ELECTRIC FAN, wall type	unit															0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														10	10	934.84	9,348.40
16. FACSIMILE TRANSCIEIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit															0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit															0	1,130.48	-
18. 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															0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit															0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit															0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit															0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit															0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit															0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit															0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit															0	4,139.20	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190															30,992.00	-		
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-		
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit													0	1,653.60	-		
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-		
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-		
<b>HANDBOOKS ON PROCUREMENT</b>																		
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																		
a. Procurement of Goods & Services, 110-115 pages	piece														0	32.24	-	
b. Procurement of Civil Works, 139-149 pages	piece														0	37.65	-	
c. Procurement of Consulting Services, 139-149 pages	piece														0	22.36	-	
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	88.40	-	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece														0	32.40	-	
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.52	-	
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set														0	130.00	-	
Volume I (103 pages) - white color																		
Volume II (138 pages) - light blue color																		
Volume III (124 pages) - light yellow color																		
Volume IV (118 pages) - light green color																		
<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>																		
1															0		-	
2															0		-	
3															0		-	
4															0		-	
5															0		-	
6															0		-	
7															0		-	
8															0		-	
9															0		-	
10															0		-	





Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	
<b>Lighting and fixtures and accessories</b>																	
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	
<b>Electrical equipment and components and supplies</b>																	
1 Halogen Bulb	piece	3			3			3					3		12	51.00	612.00
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	
<b>Computer Supplies</b>																	
1 Canon Ink # 24 Black	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	560.00	20,160.00	
2 Canon Ink # 24 Colored	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	654.10	15,698.40	
3 Hard Disk	piece	3			3			3				3		12	2,500.00	30,000.00	
4 Ink Cartridge # 60 Black	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	640.00	46,080.00	
5 Ink Cartridge # 60 Colored	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	750.00	36,000.00	
6 Power Supply	piece	3			3			3				3		12	750.00	9,000.00	
7 Toner TN 114BH (Konica Minolta)	bottle	4			4			4				4		16	4,486.90	71,790.40	
8 Video Card	piece	1			1			1				1		4	1,687.85	6,751.40	
9														0		-	
10														0		-	
<b>Computer Equipment and Accessories</b>																	
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (08.23.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
7															0	-
8															0	-
9															0	-
10															0	-
<b>*Other Categories</b>																
															0	-
															0	-
															0	-
															0	-
															0	-
6															0	-
7															0	-
8															0	-
9															0	-
10															0	-

\*\*\*GRAND TOTAL: ..... 2,497,075.78  
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.*

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: LT. RODERICK VALENTON PMMA Property/Supply Officer  
Certified Funds Available: LCDR LARENO TINGSON PMMA Accountant  
Approved: VADM FIDEL E DIÑOSO PMMA Head of Office/Agency

Date Prepared: November 11, 2011