

PHILIPPINE MERCHANT MARINE ACADEMY

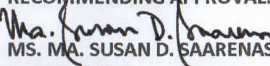
San Narciso, Zambales

ANNUAL PROCUREMENT PLAN CY 2019

Code (PAP)	Procurement Program/project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Program/ Activity/ Project)
				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOE	CO	
	SECURITY SERVICE	SU	PUBLIC BIDDING					101	5,000,000.00	5,000,000.00		For the PMMA 60.23 hectare
	MESS FOODSTUFF	MU	PUBLIC BIDDING					101	29,000,000.00	29,000,000.00		Provision of the Cadets
	RENOVATION/REHABILITATION OF MESS HALL INCLUDING MESS EQUIPMENT	MESS	PUBLIC BIDDING	28-Feb-19	19-Mar-19 AM	25-Mar-19	26-Mar-19	101	20,000,000.00		20,000,000.00	
	ACQUISITION OF SOFTWARE & IT EQUIPMENT	CME/ CMT/ ITS	PUBLIC BIDDING	28-Feb-19	19-Mar-19 PM	3/25/201	26-Mar-19	101	10,000,000.00		10,000,000.00	
	ACQUISITION OF FREE FALL LIFEBOAT INCLUDING REPAIR OF LAUNCH PAD	TRAINING CENTER	PUBLIC BIDDING	29-Jan-19	28-Feb-19	22-Feb-19	25-Feb-19	101	10,000,000.00		10,000,000.00	
	RENOVATION OF FOUR ACADEMIC/ TRAINING BUILDINGS	CME/ CMT/ TRAINING/ DMA	PUBLIC BIDDING	29-Jan-19	18-Feb-19	22-Feb-19	25-Feb-19	101	10,000,000.00		10,000,000.00	
	ACQUISITION OF ELF-TRUCK	TRANSPO	PUBLIC BIDDING	11-Jan-19	30-Jan-19	5-Feb-19	6-Feb-19	101	1,200,000.00		1,200,000.00	
	ACQUISITION OF BUS AND COASTER	TRANSPO	PUBLIC BIDDING						12,500,000.00		12,500,000.00	
	ACQUISITION OF TRACTOR	TRANSPO	SMALL VALUE PROCUREMENT					101	800,000.00		800,000.00	
	OFFICE SUPPLIES	SUPPLY UNIT	SVP	To be procured as the needed arises by Administrative Services				101	4,636,000.00	4,636,000.00		
	ACCOUNTABLE FORMS	ACCT	NP-AGENCY TO AGENCY	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		Accounting use
	DRUGS AND MEDICINES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				101	150,000.00	150,000.00		For the Cadets and Employees
	MEDICAL,DENTAL AND LAB. SUPPLIES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		For the Cadets
	FUEL,OIL AND LUBRICANTS	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	3,174,000.00	3,174,000.00		For the Transportation use
	OFFICE SUPPLIES- PS-CSE	SUPPLY UNIT	Direct Contracting	To be procured as the needed arises by Administrative Services				101	9,082,961.17	9,082,961.17		
	TEXTBOOKS AND INSTRUCTIONAL MATERIALS EXPENSES	LU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Library use
	MILITARY SUPPLIES	DNST	NP-Small Value	To be procured as the needed arises by Administrative Services				101	50,000.00	50,000.00		For DNST use
	CHEMICAL AND FILTERING SUPPLIES	GYM	NP-Small Value	To be procured as the needed arises by Administrative Services				101	800,000.00	800,000.00		For maintenance
	WATER EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	260,000.00	260,000.00		PMMA water supply consumption
	ELECTRICITY EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	11,000,000.00	11,000,000.00		PMMA electricity consumption
	POSTAGE AND COURIER SERVICES	RU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	20,000.00	20,000.00		
	MOBILE EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	515,000.00	515,000.00		PMMA Mobile services
	LANDLINE EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	650,000.00	650,000.00		PMMA Landline telephone services
	INTERNET SUBSCRIPTION EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	1,800,000.00	1,800,000.00		Internet Subscription
	CABLE,SATELITE,TELEGRAPH AND RADIO EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	40,000.00	40,000.00		PMMA Cable Subscripton
	AUDITING SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				101	500,000.00	500,000.00		
	MISCELLANEOUS EXPENSES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	104,000.00	104,000.00		
	JANITORIAL SERVICES	ADMIN	PUBLIC BIDDING					101	1,400,000.00	1,400,000.00		
	LAUNDRY SERVICES	DORM	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		Provision of the Cadets
	REPAIR AND MAINTENANCE-WATER SUPPLY SYSTEM	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		Maintenance Supplies of water
	REPAIR AND MAINTENANCE -POWER SUPPLY SYSTEM	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		Maintenance supplies of Power
	REPAIR MAINTENANCE -BUILDINGS	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	400,000.00	400,000.00		
	REPAIR AND MAINTENANCE - OTHER STRUCTURES	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		
	REPAIR AND MAINTENANCE-OFFICE EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		


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				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	REPAIR MAINTENANCE - INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT	ITS	NP-Small Value	To be procured as the needed arises by Administrative Services				101	295,000.00	295,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT	ITS	NP-Small Value	To be procured as the needed arises by Administrative Services				101	203,000.00	203,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-MEDICAL EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	50,000.00	50,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-TECHNICAL AND SCIENTIFIC EQUIPMENT	RMU	Direct Contracting	To be procured as the needed arises by Administrative Services				101	4,500,000.00	4,500,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-OTHER MACHINERY AND EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE - MOTOR VEHICLE	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	1,900,000.00	1,900,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE -FURNITURE AND FIXTURES	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-OTHER PROPERTY PLANT AND EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Preventive Maintenance
	ADVERTISING EXPENSES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		Publication requirement
	PRINTING AND PUBLICATION EXPENSES	BOA	NP-Small Value	To be procured as the needed arises by Administrative Services				101	250,000.00	250,000.00		Printing and Publication as the needed arise.
	LIBRARY AND OTHER READING MATERIALS SUBSCRIPTION	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	184,000.00	184,000.00		Daily subscription of newspaper
	OTHER PROFESSIONAL SERVICE	ADMIN						101	3,537,000.00	3,537,000.00		
	PREVENTIVE MAINTENANCE OF LED LIGHTS (HANLA)	RMU	Direct Contracting	To be procured as the needed arises by Administrative Services				101	2,551,219.00	2,551,219.00		
SUB TOTAL								148,952,180.17	84,452,180.17	64,500,000.00		
	MESS FOODSTUFF	MESS	PUBLIC BIDDING				164	3,000,000.00	3,000,000.00		Provision of the Cadets	
	CADETS UNIFORMS	DMA	PUBLIC BIDDING				164	13,000,000.00	13,000,000.00		Provision of the Cadets	
	LAUNDRY SERVICES Cadets Uniform	DMA	PUBLIC BIDDING				164	3,900,000.00	3,900,000.00		Provision of the Cadets	
	ATHLETIC SUPPLIES FOR SCUAA	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00	800,000.00		
	ATHLETIC SUPPLIES FOR SCUFAR	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	PURCHASE OF SCUFAR UNIFORM	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	200,000.00	200,000.00		For the Sporfest of Faculty and employees
	PURCHASE OF SCUAA UNIFORM	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	600,000.00	600,000.00		
	DRUGS AND MEDICINE	MED						164	400,000.00	400,000.00		
	PURCHASE OF T-SHIRT FOR EXAMINERS	BOA	NP-Small Value	To be procured as the needed arises by Administrative Services				164	30,000.00	30,000.00		
	REPAIR AND MAINTENANCE-OTHER MACHINERY AND EQUIPMENT	RMU	NP-Small Value					164	2,000,000.00	2,000,000.00		
	CALIGRAPHY OF DIPLOMA	REG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	10,000.00	10,000.00		
	REPAIR AND MAINTENANCE-WATERCRAFTS	TRNG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE OF MOTOR VEHICLE	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE-BUILDINGS	RM	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE-OFFICE EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	PLAQUES AND TOKENS	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	VIDEO COVERAGE	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	200,000.00	200,000.00		
	FUEL,OIL AND LUBRICANTS EXPENSES	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REFILL OF FIRE EXTINGUISHERS/CARCON DIOXIDE	SU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	CONSULTANCY SERVICES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	417,372.00	417,372.00		
	PURCHASE OF T-SHIRT (TRAINESS)	TRNG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	1,500,000.00	1,500,000.00		
	MEALS AND SNACKS (TRAINESS)	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	3,000,000.00	3,000,000.00		
	MEALS AND SNACKS (MEETINGS)	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	3,000,000.00	3,000,000.00		
	TRANSPORTATION AND DELIVERY	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	OFFICE EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00		800,000.00	

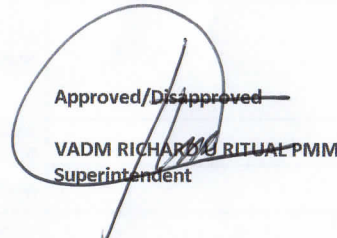
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				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	SPORTS EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00		800,000.00	
	MEDICAL EQUIPMENT	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				164	350,000.00		350,000.00	
	INFORMATION AND COMMUNICATION TECHNOLOGY	ITS	PB/SVP	To be procured as the needed arises by Administrative Services				164	5,000,000.00		5,000,000.00	
	OTHER MACHINERY AND EQUIPMENT	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	2,000,000.00		2,000,000.00	
	OTHER PROPERTY, PLANT AND EQUIPMENT	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	2,000,000.00		2,000,000.00	
	JANITORIAL SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	OFFICE SUPPLIES	SUPPLY	SVP	To be procured as the needed arises by Administrative Services				164	1,000,000.00	1,000,000.00		
	OTHER PROFESSIONAL SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	1,126,000.00	1,126,000.00		
	MEDICAL, DENTAL AND LAB. SUPPLIES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
prepared by: BAC Secretariat							SUB TOTAL	49,833,372.00		75,450,000.00		
							GRAND TOTAL	198,785,552.17				

RECOMMENDING APPROVAL:

 MS. MA. SUSAN D. SAARENAS
 Budget Officer


 MR. NORBERTO P. ALMARZA
 Member


 PROF. RONALD G. MAGSINO, MSc
 BAC Chairperson


 LCDR LARENO B TINGSON PMMA
 Assistant Superintendent for Admin & Finance

~~Approved/Disapproved~~

 VADM RICHARD B. RITUAL PMMA
 Superintendent

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: <u>PILIPPINE MERCHANT MARINE ACADEMY</u>	Agency Account Code: <u>Z003</u>	Contact Person: <u>ENGR. ELMER A. OLEA</u>
Region: <u>III-PAMPANGA</u>	Organization Type: <u>SUC</u>	Position: <u>PROCUREMENT & SUPPLY OFFICER</u>
Address: <u>SAN NARCISO, ZAMBALES</u>		E-mail: <u>preymaurino@yahoo.com</u>
		Telephone/Mobile Nos: <u>(047)9134396 loc. 163</u>

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	50	50	50	150	20,904.00	50	50	50	150	20,904.00	50	50	50	150	20,904.00	50	50	50	150	20,904.00	600.00	139.36	83,616.00
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	60	60	60	180	7,918.56	60	60	60	180	7,918.56	60	60	60	180	7,918.56	60	60	60	180	7,918.56	720.00	43.99	31,674.24
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	15	12	14	41	1,009.72	15	12	14	41	1,009.72	15	12	14	41	1,009.72	15	12	14	41	1,009.72	164.00	24.63	4,038.86
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	50	30	60	140	103,212.93	50	30	60	140	103,212.93	50	30	60	140	103,212.93	50	30	60	140	103,212.93	560.00	737.24	412,851.71
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	180.00	208.52	37,533.60
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	15	15	15	45	9,383.40	180.00	208.52	37,533.60
Paper Materials and Products																										
7	14111523-CA-A01	CARTOLINA, assorted colors	pack	20	20	20	60	4,366.75	20	20	20	60	4,366.75	20	20	20	60	4,366.75	20	20	20	60	4,366.75	240.00	72.78	17,467.01

8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,029.60	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	765.44	0.00
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	596.80	0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,034.80	0.00
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	30	30	30	90	60,362.64	30	30	30	90	60,362.64	30	30	30	90	60,362.64	30	30	30	90	60,362.64	360.00	670.70	241,450.56
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	30	30	30	90	2,899.73	30	30	30	90	2,899.73	30	30	30	90	2,899.73	30	30	30	90	2,899.73	360.00	32.22	11,598.91
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	30	30	30	90	5,045.04	30	30	30	90	5,045.04	30	30	30	90	5,045.04	30	30	30	90	5,045.04	360.00	56.06	20,180.16
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	30	30	30	90	3,734.64	30	30	30	90	3,734.64	30	30	30	90	3,734.64	30	30	30	90	3,734.64	360.00	41.50	14,938.56
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.04	0.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	180	180	180	540	71,480.45	180	180	180	540	71,480.45	180	180	180	540	71,480.45	180	180	180	540	71,480.45	2,160.00	132.37	285,921.79
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	120	120	120	360	55,710.72	120	120	120	360	55,710.72	120	120	120	360	55,710.72	120	120	120	360	55,710.72	1,440.00	154.75	222,842.88
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	130	130	130	390	44,660.62	130	130	130	390	44,660.62	130	130	130	390	44,660.62	130	130	130	390	44,660.62	1,560.00	114.51	178,642.46
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	90	90	90	270	35,094.38	90	90	90	270	35,094.38	90	90	90	270	35,094.38	90	90	90	270	35,094.38	1,080.00	129.98	140,377.54
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	30	30	30	90	1,561.25	30	30	30	90	1,561.25	30	30	30	90	1,561.25	30	30	30	90	1,561.25	360.00	17.35	6,244.99
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	96.20	0.00
25	14111818-TIF-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	20	20	20	60	2,926.56	20	20	20	60	2,926.56	20	20	20	60	2,926.56	20	20	20	60	2,926.56	240.00	48.78	11,706.24
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	150	150	150	450	31,824.00	150	150	150	450	31,824.00	150	150	150	450	31,824.00	150	150	150	450	31,824.00	1,800.00	70.72	127,296.00
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	40	40	40	120	12,230.40	40	40	40	120	12,230.40	40	40	40	120	12,230.40	40	40	40	120	12,230.40	480.00	101.92	48,921.60
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	40	40	40	120	7,849.92	40	40	40	120	7,849.92	40	40	40	120	7,849.92	40	40	40	120	7,849.92	480.00	65.42	31,399.68
Batteries and Cells and Accessories																										
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	20	20	60	1,183.73	20	20	20	60	1,183.73	20	20	20	60	1,183.73	20	20	20	60	1,183.73	240.00	19.73	4,734.91
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	15	15	15	45	877.50	15	15	15	45	877.50	15	15	15	45	877.50	15	15	15	45	877.50	180.00	19.50	3,510.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10	10	10	30	2,652.00	10	10	10	30	2,652.00	10	10	10	30	2,652.00	10	10	10	30	2,652.00	120.00	88.40	10,608.00
Manufacturing Components and Supplies																										
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	20	20	20	60	2,869.15	20	20	20	60	2,869.15	20	20	20	60	2,869.15	20	20	20	60	2,869.15	240.00	47.82	11,476.61
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.68	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	50	50	50	150	3,007.68	50	50	40	140	2,807.17	40	40	40	120	2,406.14	40	40	40	120	2,406.14	530.00	20.05	10,627.14
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	20	20	20	60	1,092.00	20	20	20	60	1,092.00	20	20	20	60	1,092.00	20	20	20	60	1,092.00	240.00	18.20	4,368.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	50	50	50	150	8,268.00	50	50	50	150	8,268.00	50	50	50	150	8,268.00	50	50	50	150	8,268.00	600.00	55.12	33,072.00
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	15	15	15	45	4,797.00	15	15	15	45	4,797.00	15	15	15	45	4,797.00	15	15	15	45	4,797.00	180.00	106.60	19,188.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	40	40	40	120	2,184.00	40	40	40	120	2,184.00	40	40	40	120	2,184.00	40	40	40	120	2,184.00	480.00	18.20	8,736.00
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	60	60	60	180	1,638.00	60	60	60	180	1,638.00	60	60	60	180	1,638.00	60	60	60	180	1,638.00	720.00	9.10	6,552.00

40	31201512-TA-To2	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	30	30	30	90	1,638.00	30	30	30	90	1,638.00	30	30	30	90	1,638.00	30	30	30	90	1,638.00	360.00	18.20	6,552.00	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	15	15	15	45	2,293.20	15	15	15	45	2,293.20	15	15	15	45	2,293.20	15	15	15	45	2,293.20	180.00	50.96	9,172.80	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	5	5	5	15	14,617.20	5	5	5	15	14,617.20	5	5	5	15	14,617.20	5	5	5	15	14,617.20	60.00	974.48	58,468.80	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	10	10	30	35,786.40	10	10	10	30	35,786.40	10	10	10	30	35,786.40	10	10	10	30	35,786.40	120.00	1,192.88	143,145.60	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	10	10	10	30	30,191.62	10	10	10	30	30,191.62	10	10	10	30	30,191.62	10	10	10	30	30,191.62	120.00	1,006.39	120,766.46	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	5	5	5	15	10,044.84	5	5	5	15	10,044.84	5	5	5	15	10,044.84	5	5	5	15	10,044.84	60.00	669.66	40,179.36	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	10	10	10	30	1,216.80	10	10	10	30	1,216.80	10	10	10	30	1,216.80	10	10	10	30	1,216.80	120.00	40.56	4,867.20	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	20	20	20	60	4,349.28	20	20	20	60	4,349.28	20	20	20	60	4,349.28	20	20	20	60	4,349.28	240.00	72.49	17,397.12	
Measuring and Observing and Testing Equipment																											
48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10	10	10	30	464.26	10	10	10	30	464.26	10	10	10	30	464.26	10	10	10	30	464.26	120.00	15.48	1,857.02	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	30	30	30	90	7,745.40	30	30	30	90	7,745.40	30	30	30	90	7,745.40	30	30	30	90	7,745.40	360.00	86.06	30,981.60	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	30	30	30	90	11,700.00	30	30	30	90	11,700.00	30	30	30	90	11,700.00	30	30	30	90	11,700.00	360.00	130.00	46,800.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	20	20	20	60	1,834.56	20	20	20	60	1,834.56	20	20	20	60	1,834.56	20	20	20	60	1,834.56	240.00	30.58	7,338.24	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	30	30	30	90	3,744.00	30	30	30	90	3,744.00	30	30	30	90	3,744.00	30	30	30	90	3,744.00	360.00	41.60	14,976.00	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	40	40	40	120	2,870.40	40	40	40	120	2,870.40	40	40	40	120	2,870.40	40	40	40	120	2,870.40	480.00	23.92	11,481.60	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	10	10	10	30	240.24	10	10	10	30	240.24	10	10	10	30	240.24	10	10	10	30	240.24	120.00	8.01	960.96	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	30	30	30	90	3,368.66	30	30	30	90	3,368.66	30	30	30	90	3,368.66	30	30	30	90	3,368.66	360.00	37.43	13,474.66	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	40	40	40	120	14,757.60	40	40	40	120	14,757.60	40	40	40	120	14,757.60	40	40	40	120	14,757.60	480.00	122.98	59,030.40	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	15	15	15	45	1,117.58	15	15	15	45	1,117.58	15	15	15	45	1,117.58	15	15	15	45	1,117.58	180.00	24.84	4,470.34	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	20	20	20	60	16,161.60	20	20	20	60	16,161.60	20	20	20	60	16,161.60	20	20	20	60	16,161.60	240.00	269.36	64,646.40	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	40	40	40	120	10,483.20	40	40	40	120	10,483.20	40	40	40	120	10,483.20	40	40	40	120	10,483.20	480.00	87.36	41,932.80	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	5	5	5	15	28,665.00	5	5	5	15	28,665.00	5	5	5	15	28,665.00	5	5	5	15	28,665.00	60.00	1,911.00	114,660.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	25	25	25	75	10,920.00	25	25	25	75	10,920.00	25	25	25	75	10,920.00	25	25	25	75	10,920.00	300.00	145.60	43,680.00	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	40	40	40	120	13,228.80	40	40	40	120	13,228.80	40	40	40	120	13,228.80	40	40	40	120	13,228.80	480.00	110.24	52,915.20	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	40	40	40	120	5,962.94	40	40	40	120	5,962.94	40	40	40	120	5,962.94	40	40	40	120	5,962.94	480.00	49.69	23,851.78	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	25	25	25	75	7,722.00	25	25	25	75	7,722.00	25	25	25	75	7,722.00	25	25	25	75	7,722.00	300.00	102.96	30,888.00	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	50	50	50	150	20,982.00	50	50	50	150	20,982.00	50	50	50	150	20,982.00	50	50	50	150	20,982.00	600.00	139.88	83,928.00	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	30	30	30	90	2,122.85	30	30	30	90	2,122.85	30	30	30	90	2,122.85	30	30	30	90	2,122.85	360.00	23.59	8,491.39	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39,208.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	30	30	30	90	1,960.92	30	30	30	90	1,960.92	30	30	230	290	6,318.52	30	30	30	90	1,960.92	560.00	21.79	12,201.28	

69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	2,724.80	0.00	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	25	25	25	75	20,748.00	25	25	25	75	20,748.00	25	25	25	75	20,748.00	25	25	25	75	20,748.00	300.00	276.64	82,992.00
71	4321503-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	35,916.40	0.00	
72	4321708-MO-O01	MOUSE, optical, USB connection type	unit	25	25	25	75	10,124.40	25	25	25	75	10,124.40	25	25	25	75	10,124.40	25	25	25	75	10,124.40	300.00	134.99	40,497.60
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	33,131.28	0.00	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	7,995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	724.88	0.00	
76	N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
78	N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
79	N/A	Hub/Switches	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
80	N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
81	N/A	Wireless Access Point	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	

Office Equipment and Accessories and Supplies

82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	4	4	4	12	308.13	4	4	4	12	308.13	4	4	4	12	308.13	4	4	4	12	308.13	48.00	25.68	1,232.52
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	20	20	20	60	454.27	20	20	20	60	454.27	20	20	20	60	454.27	20	20	20	60	454.27	240.00	7.57	1,817.09
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20	20	20	60	803.71	20	20	20	60	803.71	20	20	20	60	803.71	20	20	20	60	803.71	240.00	13.40	3,214.85
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20	20	20	60	1,233.02	20	20	20	60	1,233.02	20	20	20	60	1,233.02	20	20	20	60	1,233.02	240.00	20.55	4,932.10
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	20	20	20	60	2,371.20	20	20	20	60	2,371.20	20	20	20	60	2,371.20	20	20	20	60	2,371.20	240.00	39.52	9,484.80
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	40	40	40	120	2,106.62	40	40	40	120	2,106.62	40	40	40	120	2,106.62	40	40	40	120	2,106.62	480.00	17.56	8,426.50
88	4411515-DP-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	30	30	30	90	6,280.56	30	30	30	90	6,280.56	30	30	30	90	6,280.56	30	30	30	90	6,280.56	360.00	69.78	25,122.24
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	80	80	80	240	16,473.60	80	80	80	240	16,473.60	80	80	80	240	16,473.60	80	80	80	240	16,473.60	960.00	68.64	65,894.40
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	40	40	40	120	48,976.51	40	40	40	120	48,976.51	40	40	40	120	48,976.51	40	40	40	120	48,976.51	480.00	408.14	195,906.05
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	60	60	60	180	93,253.68	60	60	60	180	93,253.68	60	60	60	180	93,253.68	60	60	60	180	93,253.68	720.00	518.08	373,014.72
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	100	100	100	300	221,520.00	100	100	100	300	221,520.00	100	100	100	300	221,520.00	100	100	100	300	221,520.00	1,200.00	738.40	886,080.00
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	30.49	0.00	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	300	300	300	900	295,776.00	300	300	300	900	295,776.00	300	300	300	900	295,776.00	300	300	300	900	295,776.00	3,600.00	328.64	1,183,104.00
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	410.80	0.00	
96	4411912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	30	30	30	90	999.65	30	30	30	90	999.65	30	30	30	90	999.65	30	30	30	90	999.65	360.00	11.11	3,998.59
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	20	20	20	60	4,734.91	20	20	20	60	4,734.91	20	20	20	60	4,734.91	20	20	20	60	4,734.91	240.00	78.92	18,939.65
98	4411515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	5	5	5	15	1,059.08	5	5	5	15	1,059.08	5	5	5	15	1,059.08	5	5	5	15	1,059.08	60.00	70.61	4,236.34
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	10	10	10	30	374.40	10	10	10	30	374.40	10	10	10	30	374.40	10	10	10	30	374.40	120.00	12.48	1,497.60
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	10	10	10	30	499.20	10	10	10	30	499.20	10	10	10	30	499.20	10	10	10	30	499.20	120.00	16.64	1,996.80
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	100	100	100	300	75,987.60	100	100	100	300	75,987.60	100	100	100	300	75,987.60	100	100	100	300	75,987.60	1,200.00	253.29	303,950.40

102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	100	100	100	300	87,360.00	100	100	100	300	87,360.00	100	100	100	300	87,360.00	100	100	100	300	87,360.00	1,200.00	291.20	349,440.00
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.08	0.00
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	213.72	0.00
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	746.72	0.00
106	44122011-FO-Te3	FOLDER, TAGBOARD, for A4 size documents	pack	100	100	100	300	65,208.00	100	100	100	300	65,208.00	100	100	100	300	65,208.00	100	100	100	300	65,208.00	1,200.00	217.36	260,832.00
107	44122011-FO-To4	FOLDER, TAGBOARD, for legal size documents	pack	100	100	100	300	83,890.56	100	100	100	300	83,890.56	100	100	100	300	83,890.56	100	100	100	300	83,890.56	1,200.00	279.64	335,562.24
108	44122008-IT-To1	INDEX TAB, self-adhesive, transparent	box	20	20	20	60	3,112.51	20	20	20	60	3,112.51	20	20	20	60	3,112.51	20	20	20	60	3,112.51	240.00	51.88	12,450.05
109	44111515-MF-Bo2	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	30	30	30	90	3,744.00	30	30	30	90	3,744.00	30	30	30	90	3,744.00	30	30	30	90	3,744.00	360.00	41.60	14,976.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	10	10	10	30	1,116.96	10	10	10	30	1,116.96	10	10	10	30	1,116.96	10	10	10	30	1,116.96	120.00	37.23	4,467.84
111	44121708-MW-Bo1	MARKER, whiteboard, black, felt tip, bullet type	piece	40	40	40	120	1,236.77	40	40	40	120	1,236.77	40	40	40	120	1,236.77	40	40	40	120	1,236.77	480.00	10.31	4,947.07
112	44121708-MW-Bo2	MARKER, whiteboard, blue, felt tip, bullet type	piece	30	30	30	90	927.58	30	30	30	90	927.58	30	30	30	90	927.58	30	30	30	90	927.58	360.00	10.31	3,710.30
113	44121708-MW-Bo3	MARKER, whiteboard, red, felt tip, bullet type	piece	30	30	30	90	927.58	30	30	30	90	927.58	30	30	30	90	927.58	30	30	30	90	927.58	360.00	10.31	3,710.30
114	44121708-MP-Bo1	MARKER, PERMANENT, bullet type, black	piece	40	40	40	120	1,158.14	40	40	40	120	1,158.14	40	40	40	120	1,158.14	40	40	40	120	1,158.14	480.00	9.65	4,632.58
115	44121708-MP-Bo2	MARKER, PERMANENT, bullet type, blue	piece	30	30	30	90	868.61	30	30	30	90	868.61	30	30	30	90	868.61	30	30	30	90	868.61	360.00	9.65	3,474.43
116	44121708-MP-Bo3	MARKER, PERMANENT, bullet type, red	piece	30	30	30	90	868.61	30	30	30	90	868.61	30	30	30	90	868.61	30	30	30	90	868.61	360.00	9.65	3,474.43
117	44121204-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	30	30	30	90	538.20	30	30	30	90	538.20	30	30	30	90	538.20	30	30	30	90	538.20	360.00	5.98	2,152.80
118	44121204-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	30	30	30	90	1,146.60	30	30	30	90	1,146.60	30	30	30	90	1,146.60	30	30	30	90	1,146.60	360.00	12.74	4,586.40
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	120	170	120	410	8,523.74	50	120	170	340	7,068.46	180	160	160	500	10,394.80	140	180	140	460	9,563.22	1,710.00	20.79	35,550.22
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	10	10	10	30	6,049.06	10	10	10	30	6,049.06	10	10	10	30	6,049.06	10	10	10	30	6,049.06	120.00	201.64	24,196.22
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	5	5	5	15	1,450.80	5	5	5	15	1,450.80	5	5	5	15	1,450.80	5	5	5	15	1,450.80	60.00	96.72	5,803.20
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	10	10	10	30	829.92	10	10	10	30	829.92	10	10	10	30	829.92	10	10	10	30	829.92	120.00	27.66	3,319.68
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	10	10	10	30	353.18	10	10	10	30	353.18	10	10	10	30	353.18	10	10	10	30	353.18	120.00	11.77	1,412.74
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	20	20	20	60	1,644.24	20	20	20	60	1,644.24	20	20	20	60	1,644.24	20	20	20	60	1,644.24	240.00	27.40	6,576.96
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	478.38	0.00
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	10	10	10	30	5,616.00	10	10	10	30	5,616.00	10	10	10	30	5,616.00	10	10	10	30	5,616.00	120.00	187.20	22,464.00
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5	5	5	15	1,979.33	5	5	5	15	1,979.33	5	5	5	15	1,979.33	5	5	5	15	1,979.33	60.00	131.96	7,917.31
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	20	20	20	60	936.00	20	20	20	60	936.00	20	20	20	60	936.00	20	20	20	60	936.00	240.00	15.60	3,744.00
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	10	10	10	30	2,464.80	10	10	10	30	2,464.80	10	10	10	30	2,464.80	10	10	10	30	2,464.80	120.00	82.16	9,859.20
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	878.80	0.00
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	30	30	30	90	1,636.13	30	30	30	90	1,636.13	30	30	30	90	1,636.13	30	30	30	90	1,636.13	360.00	18.18	6,544.51
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10	10	10	30	1,674.82	10	10	10	30	1,674.82	10	10	10	30	1,674.82	10	10	10	30	1,674.82	120.00	55.83	6,699.26
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1	10,400.00	1			1	10,400.00	1			1	10,400.00	1			1	10,400.00	4.00	10,400.00	41,600.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	10	10	10	30	4,056.00	10	10	10	30	4,056.00	10	10	10	30	4,056.00	10	10	10	30	4,056.00	120.00	135.20	16,224.00
135	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0			0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,711.20	0.00

136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00	0.00	8,088.08	0.00
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00	0.00	5,699.20	0.00
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Printer or Facsimile or Photocopier Supplies

139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00	0.00	6,864.00	0.00					
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00	0.00	1,001.52	0.00					
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	10	10	10	30	30,888.00	10	10	10	30	30,888.00	10	10	10	30	30,888.00	10	10	10	30	30,888.00	120.00	1,029.60	123,552.00
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00					
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	20	20	20	60	46,800.00	20	20	20	60	46,800.00	20	20	20	60	46,800.00	20	20	20	60	46,800.00	240.00	780.00	187,200.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	30	30	30	90	22,932.00	30	30	30	90	22,932.00	30	30	30	90	22,932.00	30	30	30	90	22,932.00	360.00	254.80	91,728.00
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	120.00	254.80	30,576.00
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	120.00	254.80	30,576.00
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	10	10	10	30	7,644.00	120.00	254.80	30,576.00
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	658.32	0.00	0.00
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	745.68	0.00
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,492.40	0.00	0.00
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,996.80	0.00	0.00
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,996.80	0.00	0.00
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,996.80	0.00	0.00
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,996.80	0.00	0.00
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,996.80	0.00	0.00
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	3,016.00	0.00	0.00
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	15	15	15	45	29,250.00	15	15	15	45	29,250.00	15	15	15	45	29,250.00	15	15	15	45	29,250.00	180.00	650.00	117,000.00
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	10	10	10	30	22,994.40	10	10	10	30	22,994.40	10	10	10	30	22,994.40	10	10	10	30	22,994.40	120.00	766.48	91,977.60
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	339.04	0.00	0.00
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	339.04	0.00	0.00
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	629.20	0.00	0.00
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	629.20	0.00	0.00
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	629.20	0.00	0.00
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	1,242.80	0.00	0.00
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	644.80	0.00	0.00
168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	826.80	0.00	0.00

169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00	0.00	1,872.00	0.00					
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00					
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00					
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1,300.00	0.00					
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00	0.00	1,554.80	0.00					
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1,175.20	0.00					
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1,180.40	0.00					
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1,180.40	0.00					
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	15	15	15	45	15,256.80	15	15	15	45	15,256.80	15	15	15	45	15,256.80	15	15	15	45	15,256.80	180.00	339.04	61,027.20
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	10	10	10	30	10,171.20	10	10	10	30	10,171.20	10	10	10	30	10,171.20	10	10	10	30	10,171.20	120.00	339.04	40,684.80
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	40	40	40	120	40,684.80	40	40	40	120	40,684.80	40	40	40	120	40,684.80	40	40	40	120	40,684.80	480.00	339.04	162,739.20
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	60	60	60	180	61,027.20	60	60	60	180	61,027.20	60	60	60	180	61,027.20	60	60	60	180	61,027.20	720.00	339.04	244,108.80
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00					
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00					
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00					
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00					
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart				0	0.00				0	0.00				0	0.00	0.00	403.83	0.00					
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00	0.00	403.83	0.00					
187	44103105-HP-C50	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
188	44103105-HP-M50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
189	44103105-HP-Y50	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
190	44103105-HP-B50	INK CART, HP LoS60AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
191	44103105-HX-C48	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00					
192	44103105-HX-M48	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00					
193	44103105-HX-Y48	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,277.76	0.00					
194	44103105-HX-B48	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,737.02	0.00					
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00					
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00					
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00					
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	741.28	0.00					
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					
202	44103105-HX-B49	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00					

203	44103112-EP-R05	RIBBON CART, EPSON C135015516 (#8750), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	76.75	0.00
204	44103112-EP-R07	RIBBON CART, EPSON C135015531 (S015086), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	724.88	0.00
205	44103112-EP-R13	RIBBON CART, EPSON C135015632, Black, forLX-310	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	75.92	0.00
206	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,556.32	0.00
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,820.00	0.00
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,615.60	0.00
209	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,941.95	0.00
210	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,288.54	0.00
211	44103103-HP-B12	TONER CART, HP CB435A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,857.92	0.00
212	44103103-HP-B14	TONER CART, HP CB540A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,312.40	0.00
213	44103103-HP-B18	TONER CART, HP CE255A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,791.20	0.00
214	44103103-HP-B21	TONER CART, HP CE278A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,179.28	0.00
215	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,953.60	0.00
216	44103103-HP-B23	TONER CART, HP CE310A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,386.80	0.00
217	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,490.80	0.00
218	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,490.80	0.00
219	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,490.80	0.00
220	44103103-HP-B24	TONER CART, HP CE320A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,854.80	0.00
221	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,010.80	0.00
222	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,010.80	0.00
223	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,010.80	0.00
224	44103103-HP-B25	TONER CART, HP CE390A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	7,690.80	0.00
225	44103103-HP-B26	TONER CART, HP CE400A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,754.80	0.00
226	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9,978.80	0.00
227	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9,978.80	0.00
228	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9,978.80	0.00
229	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,868.80	0.00
230	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,512.00	0.00
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,512.00	0.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,512.00	0.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,079.92	0.00
234	44103103-HP-B28	TONER CART, HP CE505X, Black, high cap	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	7,213.44	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,932.80	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	6,962.80	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	8,640.85	0.00
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	3,241.70	0.00
242	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	3,946.80	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	10,051.60	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	13,156.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	2,901.60	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	2,943.20	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	2,943.20	0.00
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	2,943.20	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	7,389.20	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	9,474.40	0.00
256	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	9,474.40	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	9,474.40	0.00
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	4,440.80	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	7,441.20	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	5,049.20	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	7,472.40	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	5,049.20	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00			0	0.00	0.00	0.00	7,472.40	0.00

271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00	0.00	5,049.20	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00	0.00	7,472.40	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	3,164.72	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	7,482.80	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	3,972.80	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00	0.00	8,874.32	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00	0.00	9,630.40	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,641.60	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,912.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,444.00	0.00
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,787.20	0.00
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,745.60	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00	0.00	7,124.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00	0.00	4,617.60	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00	0.00	9,464.00	0.00
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00	0.00	9,204.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	1	1	1	3	15,194.40	1	1	1	3	15,194.40	1	1	1	3	15,194.40	12.00	5,064.80	60,777.60
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00	0.00	4,357.60	0.00
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW (2000 pages)	cart				0	0.00				0	0.00				0	0.00	0.00	6,069.44	0.00
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00	0.00	13,399.36	0.00

Audio and Visual Equipment and Supplies

291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00	0.00	28,860.00	0.00
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00	0.00	18,616.00	0.00

Flag or Accessories

293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00	0.00	319.28	0.00
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Printed Publications

294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00	0.00	46.28	0.00
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Fire Fighting Equipment

295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00	0.00	1,144.00	0.00
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00				0	0.00	0.00	4,992.00	0.00

Consumer Electronics

297	52161935-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00	0.00	6,828.14	0.00
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Furniture and Furnishings

298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00	0.00	262.60	0.00
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299	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	262.60	0.00
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,326.00	0.00
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1,326.00	0.00

Arts and Crafts Equipment and Accessories and Supplies

302	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	39.78	0.00	
303	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	42.38	0.00	
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5	5	5	15	66.30	5	5	5	15	66.30	5	5	5	15	66.30	5	5	5	15	66.30	60.00	4.42	265.20
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	30	30	30	90	3,115.01	360.00	34.61	12,460.03
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	1,038.34	10	10	10	30	1,038.34	10	10	10	30	1,038.34	10	10	10	30	1,038.34	120.00	34.61	4,153.34
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	1,038.34	10	10	10	30	1,038.34	10	10	10	30	1,038.34	10	10	10	30	1,038.34	120.00	34.61	4,153.34
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	129.67	0.00	

SOFTWARE

1	43230000-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
3	43230000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
4	43230000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
5	43230000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
6	43230000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
7	43230000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
8	43230000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
9	43230000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
10	43230000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
11	43230000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
12	43230000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
13	43230000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
14	43230000-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
15	43230000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
16	43230000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00

OTHER SOFTWARE

1							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
2							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
3							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00

PASSENGER AIR TRANSPORTATION

1	7811501-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

1	THNN WIRE #12	BX	1	1		2	5,040.00	1			1	5,040.00	1			1	5,040.00	1	1		2	5,040.00	6.00	5,040.00	30,240.00
2	Junction box	pc	20	30	20	70	45.00	15	20	30	65	45.00	20	20	20	60	45.00	20	20	20	60	45.00	255.00	45.00	11,475.00
3	THNN Wire #14	bx	1	1		2	4,130.00	1			1	4,130.00	1			1	4,130.00	1	1		2	4,130.00	6.00	4,130.00	24,780.00
4	PVC pipe orange 1/2"	pc	15	15	15	45	135.00	15	15	15	45	135.00	15	15	15	45	135.00	20	20	20	60	135.00	195.00	135.00	26,325.00
5	Welding rod, 6013	bx	1	1	1	3	6,013.00	1	1	1	3	6,013.00	1	1	1	3	6,013.00	1	1	1	3	6,013.00	12.00	6,013.00	72,156.00

COMMON OFFICE EQUIPMENT

1	Telephone unit	pc	1	1	1	3	1,000.00	1	1	1	3	1,000.00	1	1	1	3	1,000.00	1	1	1	3	1,000.00	12.00	1,000.00	12,000.00
2	Emergency light	pc	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12.00	1,500.00	18,000.00
3	Office table	pc	1	1	1	3	8,000.00	1	1	1	3	8,000.00	1	1	1	3	8,000.00	1	1	1	3	8,000.00	12.00	8,000.00	96,000.00
4	Clerical chair	pc	1	1	1	3	5,000.00	1	1	1	3	5,000.00	1	1	1	3	5,000.00	1	1	1	3	5,000.00	12.00	5,000.00	60,000.00
5	Water dispenser	pc	1	1	1	3	6,500.00	1	1	1	3	6,500.00	1	1	1	3	6,500.00	1	1	1	3	6,500.00	12.00	6,500.00	78,000.00

COMMON OFFICE SUPPLIES

1	Copy paper 8.5x11"	rms	5	5	5	15	150.00	5	5	5	15	150.00	5	5	5	15	150.00	5	5	5	15	150.00	60.00	150.00	9,000.00
2	Manila paper	roll	2	2	2	6	300.00	2	2	2	6	300.00	2	2	2	6	300.00	2	2	2	6	300.00	24.00	300.00	7,200.00
3	Ballpen	pc	30	30	30	90	6.00	30	30	30	90	6.00	30	30	30	90	6.00	30	30	30	90	6.00	360.00	6.00	2,160.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

COMMON JANITORIAL SUPPLIES

1	Ceiling broom	pc	2	2	2	6	150.00	2	2	2	6	150.00	2	2	2	6	150.00	2	2	2	6	150.00	24.00	150.00	3,600.00
2	Stick broom with handle	pc	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	24.00	180.00	4,320.00
3	Bleaching solution	gal	10	10	10	30	260.00	10	10	10	30	260.00	10	10	10	30	260.00	10	10	10	30	260.00	120.00	260.00	31,200.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Office Equipment and Accessories

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Office Supplies

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
---	--	--	--	--	--	---	------	--	--	--	---	------	--	--	--	---	------	--	--	--	---	------	------	--	------

2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Audio and visual presentation and composing equipment

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Photographic or filming or video equipment

1	Photo paper	pack	5	5	5	15	120.00	5	5	5	15	120.00	5	5	5	15	120.00	5	5	5	15	120.00	60.00	120.00	7,200.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Cleaning Equipment and Supplies

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Paper Materials and Products

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Lighting and fixtures and accessories

1						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

Electrical equipment and components and supplies																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Computer Supplies																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Common ICT Equipment																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

CONSUMABLES																									
1	Risograph master roll	roll	2	2	2	6	3,450.00	2	2	2	6	3,450.00	2	2	2	6	3,450.00	2	2	2	6	3,450.00	24.00	3,450.00	82,800.00
2	Risograph ink	tube	2	2	2	6	1,150.00	2	2	2	6	1,150.00	2	2	2	6	1,150.00	2	2	2	6	1,150.00	24.00	1,150.00	27,600.00
3	Toner sharp 235ft	cart	4	4	4	12	6,500.00	4	4	4	12	6,500.00	4	4	4	12	6,500.00	4	4	4	12	6,500.00	48.00	6,500.00	312,000.00
	Toner sharp 237ft	cart	4	4	4	12	6,500.00	4	4	4	12	6,500.00	4	4	4	12	6,500.00	4	4	4	12	6,500.00	48.00	6,500.00	312,000.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Other Categories																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

A. TOTAL																						P	10,086,501.17
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	1,008,650.12

C. GRAND TOTAL (A + B)								P	11,095,151.29	
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:								P	-	
G. MONTHLY CASH REQUIREMENTS								P	-	
G.1 Available at Procurement Service Stores		2,213,508.97		2,211,853.19		2,219,136.10		2,213,946.91	P	8,858,445.17
G.2 Other Items not available at PS but regularly purchased from other sources		56,129.00		56,129.00		56,129.00		56,129.00	P	224,516.00
TOTAL MONTHLY CASH REQUIREMENTS		2,269,637.97		2,267,982.19		2,275,265.10		2,270,075.91	P	9,082,961.17

*Agency must put the monthly requirement for air tickets both local and international.

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:


 ENGR. ELMERIA. OLEA
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


 LCDR LARENO B. TINGSON PMMA
 Accountant / Local Budget Officer

Approved by:


 VADM RICHARD J. RITUAL PMMA
 Head of Office/Agency

Date Prepared: 15 AUGUST 2018

PHILIPPINE MERCHANT MARINE ACADEMY

San Narciso, Zambales

ANNUAL PROCUREMENT PLAN CY 2019 - NON-CSE

Code (PAP)	Procurement Program/project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Program/ Activity/ Project)
				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	SECURITY SERVICE	SU	PUBLIC BIDDING					101	5,000,000.00	5,000,000.00		For the PMMA 60.23 hectare
	MESS FOODSTUFF	MU	PUBLIC BIDDING					101	29,000,000.00	29,000,000.00		Provision of the Cadets
	RENOVATION/REHABILITATION OF MESS HALL INCLUDING MESS EQUIPMENT	MESS	PUBLIC BIDDING	28-Feb-19	19-Mar-19 AM	25-Mar-19	26-Mar-19	101	20,000,000.00		20,000,000.00	
	ACQUISITION OF SOFTWARE & IT EQUIPMENT	CME/ CMT/ ITS	PUBLIC BIDDING	28-Feb-19	19-Mar-19 PM	3/25/201	26-Mar-19	101	10,000,000.00		10,000,000.00	
	ACQUISITION OF FREE FALL LIFEBOAT INCLUDING REPAIR OF LAUNCH PAD	TRAINING CENTER	PUBLIC BIDDING	29-Jan-19	28-Feb-19	22-Feb-19	25-Feb-19	101	10,000,000.00		10,000,000.00	
	RENOVATION OF FOUR ACADEMIC/ TRAINING BUILDINGS	CME/ CMT/ TRAINING/ DMA	PUBLIC BIDDING	29-Jan-19	18-Feb-19	22-Feb-19	25-Feb-19	101	10,000,000.00		10,000,000.00	
	ACQUISITION OF ELF-TRUCK	TRANSPO	PUBLIC BIDDING	11-Jan-19	30-Jan-19	5-Feb-19	6-Feb-19	101	1,200,000.00		1,200,000.00	
	ACQUISITION OF BUS AND COASTER	TRANSPO	PUBLIC BIDDING						12,500,000.00		12,500,000.00	
	ACQUISITION OF TRACTOR	TRANSPO	SMALL VALUE PROCUREMENT					101	800,000.00		800,000.00	
	OFFICE SUPPLIES	SUPPLY UNIT	SVP	To be procured as the needed arises by Administrative Services				101	4,636,000.00	4,636,000.00		
	ACCOUNTABLE FORMS	ACCT	NP-AGENCY TO AGENCY	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		Accounting use
	DRUGS AND MEDICINES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				101	150,000.00	150,000.00		For the Cadets and Employees
	MEDICAL,DENTAL AND LAB. SUPPLIES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		For the Cadets
	FUEL,OIL AND LUBRICANTS	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	3,174,000.00	3,174,000.00		For the Transportation use
	TEXTBOOKS AND INSTRUCTIONAL MATERIALS EXPENSES	LU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Library use
	MILITARY SUPPLIES	DNST	NP-Small Value	To be procured as the needed arises by Administrative Services				101	50,000.00	50,000.00		For DNST use
	CHEMICAL AND FILTERING SUPPLIES	GYM	NP-Small Value	To be procured as the needed arises by Administrative Services				101	800,000.00	800,000.00		For maintenance
	WATER EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	260,000.00	260,000.00		PMMA water supply consumption
	ELECTRICITY EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	11,000,000.00	11,000,000.00		PMMA electricity consumption
	POSTAGE AND COURIER SERVICES	RU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	20,000.00	20,000.00		
	MOBILE EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	515,000.00	515,000.00		PMMA Mobile services
	LANDLINE EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	650,000.00	650,000.00		PMMA Landline telephone services
	INTERNET SUBSCRIPTION EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	1,800,000.00	1,800,000.00		Internet Subscription
	CABLE,SATELITE,TELEGRAPH AND RADIO EXPENSES	ADMIN	Direct Contracting	To be procured as the needed arises by Administrative Services				101	40,000.00	40,000.00		PMMA Cable Subscripton
	AUDITING SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				101	500,000.00	500,000.00		
	MISCELLANEOUS EXPENSES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	104,000.00	104,000.00		
	JANITORIAL SERVICES	ADMIN	PUBLIC BIDDING					101	1,400,000.00	1,400,000.00		
	LAUNDRY SERVICES	DORM	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		Provision of the Cadets
	REPAIR AND MAINTENANCE-WATER SUPPLY SYSTEM	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		Maintenance Supplies of water
	REPAIR AND MAINTENANCE -POWER SUPPLY SYSTEM	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		Maintenance supplies of Power
	REPAIR MAINTENANCE -BUILDINGS	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	400,000.00	400,000.00		
	REPAIR AND MAINTENANCE - OTHER STRUCTURES	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		
	REPAIR AND MAINTENANCE-OFFICE EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	300,000.00	300,000.00		
	REPAIR MAINTENANCE - INFORMATION AND COMMUNICATION TECHNOLOGY EQUIPMENT	ITS	NP-Small Value	To be procured as the needed arises by Administrative Services				101	295,000.00	295,000.00		For Preventive Maintenance

Code (PAP)	Procurement Program/project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Program/ Activity/ Project)
				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	REPAIR AND MAINTENANCE-COMMUNICATION EQUIPMENT	ITS	NP-Small Value	To be procured as the needed arises by Administrative Services				101	203,000.00	203,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-MEDICAL EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	50,000.00	50,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-TECHNICAL AND SCIENTIFIC EQUIPMENT	RMU	Direct Contracting	To be procured as the needed arises by Administrative Services				101	4,500,000.00	4,500,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-OTHER MACHINERY AND EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE - MOTOR VEHICLE	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	1,900,000.00	1,900,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE -FURNITURE AND FIXTURES	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		For Preventive Maintenance
	REPAIR AND MAINTENANCE-OTHER PROPERTY PLANT AND EQUIPMENT	RMU	NP-Small Value	To be procured as the needed arises by Administrative Services				101	200,000.00	200,000.00		For Preventive Maintenance
	ADVERTISING EXPENSES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	100,000.00	100,000.00		Publication requirement
	PRINTING AND PUBLICATION EXPENSES	BOA	NP-Small Value	To be procured as the needed arises by Administrative Services				101	250,000.00	250,000.00		Printing and Publication as the needed arise.
	LIBRARY AND OTHER READING MATERIALS SUBSCRIPTION	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				101	184,000.00	184,000.00		Daily subscription of newspaper
	OTHER PROFESSIONAL SERVICE	ADMIN						101	3,537,000.00	3,537,000.00		
	PREVENTIVE MAINTENANCE OF LED LIGHTS (HANLA)	RMU	Direct Contracting	To be procured as the needed arises by Administrative Services				101	2,551,219.00	2,551,219.00		
SUB TOTAL									139,869,219.00	75,369,219.00	64,500,000.00	
	MESS FOODSTUFF	MESS	PUBLIC BIDDING					164	3,000,000.00	3,000,000.00		Provision of the Cadets
	CADETS UNIFORMS	DMA	PUBLIC BIDDING					164	13,000,000.00	13,000,000.00		Provision of the Cadets
	LAUNDRY SERVICES Cadets Uniform	DMA	PUBLIC BIDDING					164	3,900,000.00	3,900,000.00		Provision of the Cadets
	ATHLETIC SUPPLIES FOR SCUAA	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00	800,000.00		
	ATHLETIC SUPPLIES FOR SCUFAR	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	PURCHASE OF SCUFAR UNIFORM	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	200,000.00	200,000.00		For the Sporfest of Faculty and employees
	PURCHASE OF SCUAA UNIFORM	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	600,000.00	600,000.00		
	DRUGS AND MEDICINE	MED						164	400,000.00	400,000.00		
	PURCHASE OF T-SHIRT FOR EXAMINERS	BOA	NP-Small Value	To be procured as the needed arises by Administrative Services				164	30,000.00	30,000.00		
	REPAIR AND MAINTENANCE-OTHER MACHINERY AND EQUIPMENT	RMU	NP-Small Value					164	2,000,000.00	2,000,000.00		
	CALIGRAPHY OF DIPLOMA	REG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	10,000.00	10,000.00		
	REPAIR AND MAINTENANCE-WATERCRAFTS	TRNG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE OF MOTOR VEHICLE	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE-BUILDINGS	RM	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REPAIR AND MAINTENANCE-OFFICE EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	PLAQUES AND TOKENS	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	VIDEO COVERAGE	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	200,000.00	200,000.00		
	FUEL,OIL AND LUBRICANTS EXPENSES	TU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	REFILL OF FIRE EXTINGUISHERS/CARCON DIOXIDE	SU	NP-Small Value	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	CONSULTANCY SERVICES	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	240,000.00	240,000.00		
	PURCHASE OF T-SHIRT (TRAINESS)	TRNG	NP-Small Value	To be procured as the needed arises by Administrative Services				164	1,500,000.00	1,500,000.00		
	MEALS AND SNACKS (TRAINESS)	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	3,000,000.00	3,000,000.00		
	MEALS AND SNACKS (MEETINGS)	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	3,000,000.00	3,000,000.00		
	TRANSPORTATION AND DELIVERY	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		
	OFFICE EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00	800,000.00	800,000.00	
	SPORTS EQUIPMENT	ADMIN	NP-Small Value	To be procured as the needed arises by Administrative Services				164	800,000.00	800,000.00	800,000.00	
	MEDICAL EQUIPMENT	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				164	350,000.00	350,000.00	350,000.00	

Code (PAP)	Procurement Program/project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (Brief description of Program/ Activity/ Project)
				Advertisement / Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	INFORMATION AND COMMUNICATION TECHNOLOGY	ITS	PB/SVP	To be procured as the needed arises by Administrative Services				164	5,000,000.00		5,000,000.00	
	OTHER MACHINERY AND EQUIPMENT	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	2,000,000.00		2,000,000.00	
	OTHER PROPERTY, PLANT AND EQUIPMENT	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	2,000,000.00		2,000,000.00	
	JANITORIAL SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	500,000.00	500,000.00		
	OFFICE SUPPLIES	SUPPLY	SVP	To be procured as the needed arises by Administrative Services				164	1,000,000.00	1,000,000.00		
	OTHER PROFESSIONAL SERVICES	ADMIN	SVP	To be procured as the needed arises by Administrative Services				164	1,126,000.00	1,126,000.00		
	MEDICAL, DENTAL AND LAB. SUPPLIES	MED	NP-Small Value	To be procured as the needed arises by Administrative Services				164	300,000.00	300,000.00		

Prepared by: BAC Secretariat

SUB TOTAL

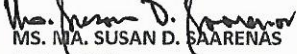
49,656,000.00

75,450,000.00


GRAND TOTAL


189,525,219.00

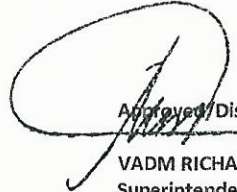
RECOMMENDING APPROVAL:


MS. MA. SUSAN D. SAARENAS
Budget Officer


MR. NORBERTO P. ALMARZA
Member


PROF. RONALD G. MAGINO, MSc
BAC Chairperson


LCDR LARENO B TINGSON PMMA
Assistant Superintendent for Admin & Finance


Approved/Disapproved
VADM RICHARD U RITUAL PMMA
Superintendent

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Name of Agency: PHILIPPINE MERCHANT MARINE ACADEMY
Name of Respondent: PROF RONALD G MAGSINO

Date: 24-Aug-18
Position: BAC CHAIRPERSON

Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website
please provide link: www.pmma.edu.ph
- Submission of the approved APP to the GPPB within the prescribed deadline
please provide submission date: 5-Dec-16

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually
please provide submission date: 30-Dec-16
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Minutes of pre-bid conference are readily available within five (5) days.

6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

Office Order creating the Bids and Awards Committee
please provide Office Order No.: 12 Series of 2017

There are at least five (5) members of the BAC
please provide members and their respective training dates:

Name/s	Date of RA 9184-related training
A. Prof Ronald G Magsino	16-Dec-17
B. Cdr. Rowena ornillo	16-Dec-17
C. Mr Norberto Almarza	16-Dec-17
D. Elmer Olea	16-Dec-17
E. Josephine Sanchez	16-Dec-17
F. Ma. Susan D. Saarenas	16-Mar-17
G. x	

Members of BAC meet qualifications

Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat
please provide Office Order No.: 2 Series of 2017

The Head of the BAC Secretariat meets the minimum qualifications
please provide name of BAC Sec Head: LTSG THELMA PEROCHO PMMA

Majority of the members of BAC Secretariat are trained on R.A. 9184
please provide training date: 16-Aug-17

8. Have you conducted any procurement activities on any of the following? (5c)

If YES, please mark at least one (1) then, answer the question below.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input checked="" type="checkbox"/> Paints and Varnishes |
| <input checked="" type="checkbox"/> Air Conditioners | <input checked="" type="checkbox"/> Food and Catering Services |
| <input checked="" type="checkbox"/> Vehicles | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers | <input type="checkbox"/> Toilets and Urinals |
| <input type="checkbox"/> Copiers | <input checked="" type="checkbox"/> Textiles / Uniforms and Work Clothes |

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

Yes

No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

Agency has a working website
please provide link: <https://www.pmma.edu.ph>

Procurement information is up-to-date

Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

Agency prepares the PMRs

PMRs are promptly submitted to the GPPB
please provide submission dates: 1st Sem - 21-Mar-17 2nd Sem - _____

PMRs are posted in the agency website
please provide link: <https://www.pmma.edu.ph>

PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

There is an established procedure for needs analysis and/or market research

There is a system to monitor timely delivery of goods, works, and consulting services

Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s

Procuring entity communicates standards of evaluation to procurement personnel

Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 16-Aug-17

Head of Procuring Entity (HOPE)

Bids and Awards Committee (BAC)

BAC Secretariat/ Procurement/ Supply Unit

BAC Technical Working Group

End-user Unit/s

Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

- There is a list of procurement related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

- There is a list of contract management related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors
Name of Civil Works Supervisor: Engr. Ronillo C.Omalin
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)
Name of CPES Evaluator: Engr. Roland Jaime Manalastas

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) 10 days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)
QUESTIONNAIRE

20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency
Agency Order/DBM Approval of IAU position/s: PMMA Special Order No.33 S. 2017
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

Yes (percentage of COA recommendations responded to or implemented within six months)
60 %

No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: **PHILIPPINE MERCHANT MARINE ACADEMY**
 Date of Self Assessment: **August 24, 2018**

Name of Evaluator: **PROF. RONALD G. MAGSINO**
 Position: **BAC Chairperson**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	59.36%	0.00		PMRs
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	94.74%	3.00		PMRs
Indicator 2. Limited Use of Alternative Methods of Procurement					
2.a	Percentage of shopping contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.b	Percentage of negotiated contracts in terms of amount of total procurement	40.64%	0.00		PMRs
2.c	Percentage of direct contracting in terms of amount of total procurement	0.00%	3.00		PMRs
2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
Indicator 3. Competitiveness of the Bidding Process					
3.a	Average number of entities who acquired bidding documents	1.22	0.00		Agency records and/or PhilGEPS records
3.b	Average number of bidders who submitted bids	1.22	0.00		Abstract of Bids or other agency records
3.c	Average number of bidders who passed eligibility stage	1.22	1.00		Abstract of Bids or other agency records
3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
		Average I	1.73		
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
4.a	Creation of Bids and Awards Committee(s)	Fully Compliant	3.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
Indicator 5. Procurement Planning and implementation					
5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Fully Compliant	3.00		APP, APP-CSE, PMR
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Compliant	3.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
Indicator 6. Use of Government Electronic Procurement System					
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records

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Name of Agency: **PHILIPPINE MERCHANT MARINE ACADEMY**
 Date of Self Assessment: **August 24, 2018**

Name of Evaluator: **PROF. RONALD G. MAGSINO**
 Position: **BAC Chairperson**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
Indicator 7. System for Disseminating and Monitoring Procurement Information					
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Substantially Compliant	2.00		Copy of PMR and received copy that it was submitted to GPPB
		Average II	2.90		
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	91.00%	3.00		APP (including Supplemental amendments, if any) and PMRs
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	78.26%	0.00		APP(including Supplemental amendments, if any)and PMRs
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Fully Compliant	3.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services Contracts with amendments and variations to order amount to 10% or less
Indicator 9. Compliance with Procurement Timeframes					
9.a	Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	100.00%	3.00		PMRs
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Fully Compliant	3.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	100.00%	3.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Compliant	3.00		Ask for copies of documentation of activities for bidders
Indicator 11. Management of Procurement and Contract Management Records					
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Fully Compliant	3.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
Indicator 12. Contract Management Procedures					
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Fully Compliant	3.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz

ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

Name of Agency: **PHILIPPINE MERCHANT MARINE ACADEMY**
 Date of Self Assessment: **August 24, 2018**

Name of Evaluator: **PROF. RONALD G. MAGSINO**
 Position: **BAC Chairperson**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and SubIndicators	Supporting Information/Documentation (Not to be Included in the Evaluation)
12.b	Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		Average III	2.75		

ANNEX A
GOVERNMENT PROCUREMENT POLICY BOARD
Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form

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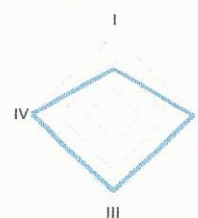
Name of Evaluator: **PROF. RONALD G. MAGSINO**
 Position: **BAC Chairperson**

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Fully Compliant	3.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs invited shall be noted.)
Indicator 14. Internal and External Audit of Procurement Activities					
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Fully Compliant	3.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
14.b	Audit Reports on procurement related transactions	Above 90-100% compliance	3.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
Indicator 15. Capacity to Handle Procurement Related Complaints					
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Fully Compliant	3.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
Indicator 16. Anti-Corruption Programs Related to Procurement					
16.a	Agency has a specific anti-corruption program/s related to procurement	Fully Compliant	3.00		Verify documentation of anti-corruption program
			Average IV	3.00	
GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)				2.59	

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
I Legislative and Regulatory Framework	3.00	1.73
II Agency Institutional Framework and Management Capacity	3.00	2.90
III Procurement Operations and Market Practices	3.00	2.75
IV Integrity and Transparency of Agency Procurement Systems	3.00	3.00
Total (Pillar I+Pillar II+Pillar III+ PillarIV)/4	3.00	2.59

Agency Rating



ANNEX B
GOVERNMENT PROCUREMENT POLICY BOARD
CONSOLIDATED PROCUREMENT MONITORING REPORT

Name of Agency: PHILIPPINE MERCHANT MARINE ACADEMY


Period Covered: CY 2017


	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PhilGEPS	No. of Contract Award Posted at PhilGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1. Public Bidding*													
1.1. Goods	36,194,833.29	22	17	35,773,535.93	5	27	27	27	22	17	0	0	17
1.2. Works	2,270,488.18	1	1	2,268,284.90		1	1	1	1	1			1
1.3. Consulting Services	0.00	0	0	0.00									
Sub-Total	38,465,321.47	23	18	38,041,820.83	5	28	28	28	23	18	0	0	18
2. Alternative Modes													
2.1.1 Shopping (52.1 a above 50K)	0.00	0	0	0.00									
2.1.2 Shopping (52.1 b above 50K)	0.00	0	0										
2.1.3 Other Shopping	0.00	0	0	0.00									
2.2.1 Direct Contracting (above 50K)	0.00	0	0	0.00									
2.2.2 Direct Contracting (50K or less)	0.00	0	0	0.00									
2.3.1 Repeat Order (above 50K)	0.00	0	0	0.00									
2.3.2 Repeat Order (50K or less)	0.00	0	0	0.00									
2.4. Limited Source Bidding	0.00	0	0	0.00									
2.5.1 Negotiation (Common-Use Supplies)	0.00	0	0	0.00									
2.5.2 Negotiation (Recognized Government Printers)	0.00	0	0	0.00									
2.5.3 Negotiation (TFB 53.1)	1,573,357.75	1	1	1,572,922.50					1	1			
2.5.4 Negotiation (SVP 53.9 above 50K)	30,393,505.00	123	0	24,475,933.72					123	0			
2.5.5 Other Negotiated Procurement (Others above 50K)	0.00	0	0	0.00									
2.5.6 Other Negotiated Procurement (50K or less)	0.00	0	0	0.00									
Sub-Total	31,966,862.75	124	1	26,048,856.22					124	1			
3. Foreign Funded Procurement**													
3.1. Publicly-Bid	0.00	0	0	0.00									
3.2. Alternative Modes	0.00	0	0	0.00									
Sub-Total	0.00	0	0	0.00									
4. Others, specify:	0.00	0	0	0.00									
TOTAL	70,432,184.22	147	19	64,090,677.05									

* Should include foreign-funded publicly-bid projects per procurement type

** All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted


LTSG THELMAR PEROCHO PMMA
 Head, BAC Secretariat


PROF. RONALD G. MAGSINO, MSC
 BAC Chairperson


VADM RICHARD URITUAL PMMA
 SUPERINTENDENT

No.	Assessment Conditions	Poor/Not Compliant (0)	Acceptable (1)	Satisfactory (2)	Very Satisfactory/Compliant (3)
		0	1	2	3
PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK					
Indicator 1. Competitive Bidding as Default Method of Procurement					
1	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Below 70.00%	Between 70.00-80.99%	Between 81.00-90.99%	Between 91.00-100%
2	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Below 20.00%	Between 20.00-39.99%	Between 40.00-50.00%	Above 50.00%
Indicator 2. Limited Use of Alternative Methods of Procurement					
3	Percentage of shopping contracts in terms of amount of total procurement	Above 7.00%	Between 6.00-7.00 %	Between 4.00-5.99 %	Below 4.00%
4	Percentage of negotiated contracts in terms of amount of total procurement	Above 15.00%	Between 11.00 -15.00%	Between 6.00-10.99%	Below 6.00%
5	Percentage of direct contracting in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
6	Percentage of repeat order contracts in terms of amount of total procurement	Above 4.00%	Between 3.00-4.00%	Between 1.00-2.99%	Below 1.00%
7	Compliance with Repeat Order procedures	Not Compliant			Compliant
8	Compliance with Limited Source Bidding procedures	Not Compliant			Compliant
Indicator 3. Competitiveness of the Bidding Process					
9	Average number of entities who acquired bidding documents	Below 3.00	3.00-3.99	4.00-5.99	6.00 and above
10	Average number of bidders who submitted bids	Below 2.00	2.00-2.99	3.00-4.99	5.00 and above
11	Average number of bidders who passed eligibility stage	Below 1.00	1.00 - 1.99	2.00-2.99	3.00 and above
12	Sufficiency of period to prepare bids	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
13	Use of proper and effective procurement documentation and technical specifications/requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY					
Indicator 4. Presence of Procurement Organizations					
14	Creation of Bids and Awards Committee(s)	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
15	Presence of a BAC Secretariat or Procurement Unit	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 5. Procurement Planning and Implementation					
16	An approved APP that includes all types of procurement	Not Compliant			Compliant
17	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
18	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Not Compliant			Compliant
Indicator 6. Use of Government Electronic Procurement System					
19	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Below 70.99%	Between 71.00-80.99%	Between 81.00-90.99%	Above 91.00%
20	Percentage of contract award information posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00- 50.99%	Between 51.00-80.00%	Above 80.00%
21	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Below 20.00%	Between 20.00 - 50.99%	Between 51.00-80.00%	Above 80.00%
Indicator 7. System for Disseminating and Monitoring Procurement Information					
22	Presence of website that provides up-to-date procurement information easily accessible at no cost	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
23	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES					
Indicator 8. Efficiency of Procurement Processes					
24	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	Below 40.00% or above 100.00%	Between 40.00- 60.99%	Between 61.00%-80.00%	Above 80.00%
25	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Below 90.00%	Between 90.00- 92.99%	Between 93.00-95.00%	Above 95.00%
26	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 9. Compliance with Procurement Timeframes					
27	Percentage of contracts awarded within prescribed period of action to procure goods	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
28	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
29	Percentage of contracts awarded within prescribed period of action to procure consulting services	Below 90.00%	Between 90.00 to 95.99%	Between 96.00 to 99.99%	100%
Indicator 10. Capacity Building for Government Personnel and Private Sector Participants					
30	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
31	Percentage of participation of procurement staff in procurement training and/or professionalization program	Less than 60.00% Trained	Between 60.00-75.99% Trained	Between 76-90% of staff trained	Between 91.00-100% Trained
32	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant			Compliant
Indicator 11. Management of Procurement and Contract Management Records					
33	The BAC Secretariat has a system for keeping and maintaining procurement records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
34	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 12. Contract Management Procedures					
35	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
36	Timely Payment of Procurement Contracts	After 45 days	Between 38-45 days	Between 31-37 days	On or before 30 days
PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM					
Indicator 13. Observer Participation in Public Bidding					
37	Observers are invited to attend stages of procurement as prescribed in the IRR	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 14. Internal and External Audit of Procurement Activities					
38	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
39	Audit Reports on procurement related transactions	Below 60% compliance	Between 61-70.99% compliance	Between 71-89.99% compliance	Above 90-100% compliance
Indicator 15. Capacity to Handle Procurement Related Complaints					
40	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant
Indicator 16. Anti-Corruption Programs Related to Procurement					
41	Agency has a specific anti-corruption program/s related to procurement	Not Compliant	Partially Compliant	Substantially Compliant	Fully Compliant

Annex D

PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE

Name of Agency: PHILIPPINE MERCHANT MARINE ACADEMY

Period: CY 2017

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Evaluation of the PPMPs and APP to come-up with the proper procurement plan thus maximizing the use of public bidding and alternative modes of procurement competitive.	End-users, BAC, Supply Unit, Budget Unit, Planning Office.	3rd quarter of the year	Manpower, Reports/Data from the offices involve
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement				
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Increase information dissemination to possible suppliers and conduct annual meeting with suppliers.	BAC, Supply Unit, End-users	4th quarter of the year	Funding, Manpower
2.c	Percentage of direct contracting in terms of amount of total procurement				
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Increase information dissemination to possible suppliers and conduct annual meeting with suppliers.	BAC, Supply Unit, End-users	4th quarter of the year	Newspaper/Conspicuous place
3.b	Average number of bidders who submitted bids	Increase information dissemination to possible suppliers and conduct annual meeting with suppliers.	BAC, Supply Unit, End-users	4th quarter of the year	Manpower, Computer, Internet, Venue
3.c	Average number of bidders who passed eligibility stage	Advise suppliers on Philgeps and R.A. 9184 requirements	BAC, Supply Unit	4th quarter of the year	Manpower, Computer, Internet,
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				

5.a	An approved APP that includes all types of procurement				
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service				
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted				
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Assign Information Technology Personnel to assist in posting and monitoring the PMR.	BAC Secretariat, ITS Unit, Accounting Unit	3rd quarter of the year	Computer, Internet, Manpower
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Evaluation of the PMPs and APP to come-up with the proper procurement plan for competitive bidding.	End-users, BAC, Supply Unit, Budget Unit, Planning Office.	3rd quarter of the year	Manpower, Reports/Data from the offices involve
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe				
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis				
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program				
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits				
14.b	Audit Reports on procurement related transactions				
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements				
16.a	Agency has a specific anti-corruption program/s related to procurement				

11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records				
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
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