

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

Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES - VISAYAS (Including UP Tacloban)  
Region VI  
Address: Miagao, Iloilo

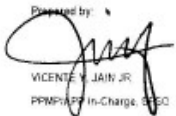
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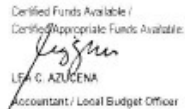
Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2015	TOTAL AMOUNT									
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug			Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity
<b>AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				142	2,473.84				18	330.96				82	1,060.04				16	313.96	241	17.42	4,168.72
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				66	991.98				25	375.75				65	976.95				8	120.74	164	15.01	2,464.92
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				30	2,326.80				17	1,318.52				8	620.48				7	542.92	62	77.56	4,803.72
5 FLUORESCENT LAMP, tubular, 36 watts	tube				56	15,724.80				2	561.60				27	7,561.60				2	561.60	87	263.80	24,279.60
7 TAPE, electrical	roll				101	1,836.20				43	782.60				36	631.60				6	105.20	186	16.20	3,421.60
																								39,323.06
<b>COMMON OFFICE SUPPLIES</b>																								
1 ACETATE, gauze #3, 50m per roll	roll				9	5,616.00				2	1,248.00				3	1,872.00						14	624.00	8,736.00
2 AIR FRESHENER, 200ml/can	can				100	8,965.60				59	4,903.80				77	6,405.40				48	3,963.60	292	43.20	24,294.40
3 ALCOHOL, 70%, ethyl, 500ml	bottle				226	10,807.32				180	8,607.60				284	14,059.08				132	6,312.24	832	47.83	39,786.24
4 CARBON FILM, A4 size, 100 sheets per box	box				148	29,241.84				1	197.58				6	1,185.48						155	197.58	30,624.90
6 CARTRIDGE, assorted color, 20 pieces per pack	pack				156	10,252.32				26	1,612.00				73	4,207.04				2	128.96	259	54.48	16,706.32
7 CHALK, white, dustless, 100 pieces per box	box				33	853.38				22	568.52				29	749.94				17	439.62	101	25.85	2,611.86
8 CLEARBOOK, A4 size	piece				2	79.04									3	118.56						5	59.52	197.60
10 CLIP, backltd, 19mm, 12 pieces per box	box				25	182.00				15	109.20				18	131.04				14	101.92	72	7.25	524.16
11 CLIP, backltd, 25mm, 12 pieces per box	box				30	312.00				11	114.40				21	216.40				10	104.00	72	19.60	748.80
12 CLIP, backltd, 32mm, 12 pieces per box	box				2	38.24									2	38.24						4	19.12	75.46
13 CLIP, backltd, 30mm, 12 pieces per box	box				12	436.96				5	181.90				9	327.42				5	181.90	31	36.38	1,127.78
14 CORRECTION TAPE, 6 meter(1m), 1 piece in individual elastic	piece				421	13,135.20				142	4,430.40				337	10,514.40				87	2,714.40	987	31.70	30,794.40
15 DATA FILE BOX, made with chipboard, with closed ends	box				32	6,419.76				13	907.14				75	5,233.50						180	69.78	12,565.40
16 DATA FOLDER, made with chipboard, legal box	piece				28	1,921.92				5	343.20				5	343.20				5	343.20	43	68.84	2,951.52
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				5	1,907.70				5	1,907.70				5	1,907.70				5	1,907.70	20	381.54	7,630.80
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				4	2,029.60				1	507.40				5	2,537.00				1	507.40	11	507.40	5,581.40
20 ENVELOPE, EXPANDING, plastic	piece				32	883.52				5	138.05				5	138.05				5	138.05	47	27.61	1,267.67
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				32	15,974.40				16	7,987.20				13	6,486.60				11	5,491.20	72	499.20	35,942.40
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box									6	3,369.60				3	1,684.80				180	101,088.00	189	501.60	106,142.40
23 ERASER, felt, for blackboard/whiteboard	piece				189	2,095.79				14	152.54				36	399.96				3	33.33	242	11.41	2,689.62
24 ERASER, plastic or rubber	piece				51	1,167.79				43	96.47				49	112.21				39	87.02	181	7.29	414.49
25 FASTENER, for paper, metal, 50 sets per box	box				86	4,909.74				26	1,484.34				485	27,699.05				48	2,740.32	545	87.09	36,823.05
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				638	45,087.45				9	636.03				19	1,342.73				9	636.03	675	70.67	47,202.25
31 FOLDER, L-type, A4, 50 pieces per pack	pack				33	5,991.20				36	5,990.40									34	5,657.00	103	96.40	17,139.20
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				54	19,160.96				1	203.84				1	203.84				1	203.84	97	203.84	19,772.48
35 FOLDER, flapboard, Legal size, 100 pieces per pack	pack				1	200.37				1	200.37				1	200.37				1	200.37	3	200.37	601.11
36 GELIE, all purposes, 300 grams min.	jar				1	44.16				54	2,385.72				158	6,980.44				32	1,413.76	245	44.16	10,824.10
37 INDEX TAB, self-adhesive, 5 self tabs, assorted colors	box				220	10,536.00				1	47.90				1	47.90				1	47.90	223	47.90	10,683.70
38 MAGAZINE FILE BOX, LARGE	piece				11	457.60									8	332.80						19	416.60	790.40
40 MARKERS, fluorescent, 3 colors per set	set				60	2,133.00				40	1,422.00				45	1,588.75				28	956.40	173	28.55	6,150.15
41 MARKER, whiteboard, bullet type, black	piece				224	2,302.72				17	174.76				180	1,850.40				6	61.68	427	10.28	4,389.56
42 MARKER, whiteboard, bullet type, blue	piece				197	2,025.16				48	472.68				740	1,439.20				25	259.80	419	10.28	4,257.04
43 MARKER, whiteboard, bullet type, red	piece				151	1,655.04				35	359.80				66	679.48				34	342.92	299	10.28	3,042.88
44 MARKER, permanent, bullet type, black	piece				96	955.36				12	115.92				74	714.10				7	67.55	162	3.65	1,852.80
45 MARKER, permanent, bullet type, blue	piece				72	1,173.30				10	99.50				47	453.55				8	77.20	167	6.65	1,814.56
46 MARKER, permanent, bullet type, red	piece				71	885.75				7	97.85				11	105.15				5	48.25	94	6.65	807.10
47 NOTE BOOK, stenographer's, 40 leaves, 20cm	piece				72	748.80				27	280.20				163	1,695.25				20	206.10	262	10.45	2,872.80
52 NOTE PAD, plain, 6x9", 100 sheets per pad	pad				127	5,965.87				27	1,459.77				16	894.96				23	1,243.38	193	34.05	16,433.56

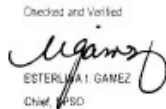
51	PAD PAPER, Ruled	pad	50	913.00						50	913.00					100	18.26	1,826.00
52	PAPER CLIP, gem type, 40mm, 100 pieces per box	box	69	886.65		36	462.60			56	709.75		36	462.60	196	12.85	2,518.60	
53	PAPER CLIP, gem type, 50mm, 100 pieces per box	box	69	597.95		38	244.34			54	347.22		47	302.23	232	6.43	1,481.76	
54	PAPER, MULTICOPIY, 80gsm, size: 210mm x 297mm	ream	16	1,976.80		10	1,235.50			16	1,976.80		10	1,235.50	52	123.55	6,424.90	
56	PAPER, Multi Purpose (COPY), A4, 70gsm	ream	906	10,700.00		520	56,090.00			806	90,400.00		417	47,121.00	2637	119.00	297,981.00	
57	PAPER, Multi Purpose (COPY), Legal size, 70gsm	ream	210	25,695.30		16	1,972.96			189	23,182.26		11	1,356.41	435	123.31	52,406.75	
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	537	47,470.82		118	10,431.20			3	265.20		16	1,414.40	674	50.40	59,581.60	
59	PAPER, Thermal, 216mm x 30m	roll	44	1,370.60		34	1,059.10			42	1,304.30		28	672.20	148	31.15	4,610.20	
60	PENCIL, lead, eraser, One (1) dozen per box	box	430	8,436.60		42	824.04			395	7,573.32		17	333.54	875	19.62	17,167.50	
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	73	4,403.36		22	1,327.04			39	2,352.48		9	542.88	143	60.32	8,625.76	
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	134	11,637.90		22	1,916.70			36	6,596.15		12	1,042.20	267	66.95	23,188.86	
64	RING BINDER, Plastic, 32mm, 10 pieces per bundle	bundle	5	2,311.83		5	770.61			3	770.61				15	256.67	3,853.05	
65	RUBBER BAND, 70mm min by flat length (Ø18)	box	76	7,091.56		6	746.48			48	4,478.88				132	93.31	12,316.92	
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece	21	325.00		7	108.36			4	61.92				32	16.48	495.36	
67	SIGN PEN, black	piece	565	21,526.50		70	2,667.00			364	13,868.40		67	2,552.70	1066	38.10	40,614.60	
68	SIGN PEN, blue	piece	342	13,030.20		61	2,324.30			224	8,534.40		53	2,019.90	680	39.10	25,909.00	
69	SIGN PEN, red	piece	342	13,030.20		48	1,628.80			227	8,648.70		46	1,714.50	662	38.10	25,222.20	
70	STAMP PAD (INK, violet, 50ml)	bottle	38	935.94		10	246.30			15	369.45		2	49.26	65	24.63	1,600.95	
71	STAMP PAD, ink pad, min 60mm x 100mm	piece	147	4,066.02		27	746.32			35	968.10		1	27.66	210	27.66	5,808.60	
72	STAPLE WIRE, Heavy duty, 20/13	box	231	5,405.40		77	1,801.80			166	3,884.40		40	936.00	514	23.40	12,027.60	
73	STAPLE WIRE, Standard	box	128	2,421.76		49	927.06			84	1,664.96		21	397.32	286	48.92	5,411.12	
74	TAPE, masking, 24mm, 50 meters length	roll	158	8,708.96		59	2,921.36			117	5,449.04		32	1,253.84	360	55.12	19,643.20	
75	TAPE, masking, 48mm, 50 meters length	roll	196	20,902.96		88	9,348.56			125	13,130.00		52	5,402.08	465	105.04	48,843.60	
76	TAPE, transparent, 24mm, 50 meters	roll	253	2,762.76		70	764.40			184	2,009.28		52	567.84	559	10.70	6,104.28	
77	TAPE, transparent, 48mm, 50 meters	roll	61	1,617.72		35	926.20			39	1,034.28		18	477.36	153	26.52	4,057.56	
78	TAPE, packaging, 48mm, 50 meters length	roll	33	1,860.42		12	392.68			1	229.18		5	163.70	57	32.74	1,895.16	
79	TOILET TISSUE, 12 rolls per pack	pack	153	10,342.80		95	6,422.00			97	6,557.20		55	3,718.00	400	69.60	27,040.00	
80	TWINE, plastic, one kilo per roll	roll	12	599.04		5	249.60			16	898.56		1	49.92	36	49.92	1,797.12	
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack	1	126.84											1	126.84	126.84	
<b>1,264,161.12</b>																		
<b>COMMON OFFICE DEVICES</b>																		
1	CUTTER BLADE, heavy duty utility, 10 pieces per tube	tube	21	192.99		13	9.19			19	9.19		12	110.28	66	9.19	597.36	
2	CUTTER KNIFE, heavy duty	piece	53	1,047.26		88	19.76			15	19.76		8	156.08	94	19.76	1,853.44	
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	32	5,950.40		4	187.20			12	167.30		2	374.40	50	187.20	9,360.00	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	17	1,942.76		4	114.28			5	114.28				26	114.28	2,971.28	
6	SCISSORS, 6"	pair	61	837.53		11	13.73			12	13.73		3	41.19	87	13.73	1,194.51	
7	STAPLER, standard	piece	44	3,615.04		6	82.16			4	82.16				34	82.16	4,436.64	
9	STAPLE REMOVER, glass type	piece	46	836.28		2	18.18			11	18.18		2	36.36	61	18.18	1,108.94	
10	TAPE DISPENSER, table top	piece	33	1,574.76		1	47.72			5	47.72				39	47.72	1,661.08	
11	WASTE BASKET, non-rigid plastic	piece	18	430.20		7	23.50			1	23.50				26	23.50	621.40	
<b>24,006.68</b>																		
<b>COMMON JANITORIAL SUPPLIES</b>																		
1	BROOM, soft (bambo)	piece	37	3,270.40		5	530.40			20	1,168.00		8	707.20	71	88.40	6,276.40	
2	BROOM, stick (bambo)	piece	16	382.72		6	143.52			8	191.36		2	47.84	30	23.92	765.44	
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	33	1,372.80		13	540.80			21	873.60		13	540.80	80	41.60	3,328.00	
4	CLEANER, scouring powder, 350grams/can	can	5	106.36		2	42.54			5	106.36		2	42.54	14	21.27	297.78	
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	61	2,283.20		64	2,316.52			48	1,756.64		38	1,422.34	211	37.43	7,897.73	
6	DISINFECTANT SPRAY, 400-550 grams	can	41	4,903.60		27	3,229.20			31	3,707.60		14	1,674.40	113	179.60	13,514.80	
7	DUST PAN, non-rigid plastic	piece	20	409.20		6	199.68			4	96.84		3	74.88	35	24.95	873.60	
8	FLOOR WAX, Paste, red	can	20	4,056.00		23	4,664.40			19	3,650.40		19	3,853.20	90	202.00	16,224.00	
9	FURNITURE CLEANER, aerosol, 300ml/can	can	21	1,779.96		13	1,151.88			18	1,505.68		11	932.36	83	94.76	5,339.88	
10	INSECTICIDE, aerosol type, 600ml/can	can	9	1,123.20			124.80			6	748.80				16	174.80	1,566.80	
12	MOPHEAD, E, screw type, aluminum handle	piece	10	1,434.80						5	717.40		2	284.96	17	342.48	2,422.16	
13	MOPHEAD, made of nylon	piece	32	2,173.80		8	790.40			9	890.20		8	790.40	47	93.80	4,643.60	
14	RAG, all cotton, 10 pieces per kilo per bundle	bundle				1	49.69							2	49.69	99.38		
15	SCOURING PAD, 5 pieces per pack	pack	24	2,471.04		18	1,853.28			12	1,235.52		6	820.68	62	102.95	6,303.52	
16	TRASHBAG, plastic, transparent, 10pc/can	roll	13	1,818.44		12	1,578.36			5	699.40				30	388.84	4,196.40	
<b>74,259.49</b>																		
<b>COMMON OFFICE EQUIPMENT</b>																		
1	SHRINK AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, with adjustable to any forms, binds 426 sheets, or up to 2" thick, all metal sprouts, etc	unit	13	135,200.00						2	20,850.00				15	10,400.00	150,850.00	
2	CALCULATOR, COMPACT, electronic, 12 digit cap, 1 unit in individual box	unit	7	546.40		1	136.20			1	136.20		1	136.20	10	136.20	1,362.00	
3	CALCULATOR, SCIENTIFIC, 1 unit per box	unit	7	811.88						3	738.52				10	758.84	2,588.40	

4	CHAIR, nonobolic, without armrest, beige	piece	56	14,262.08		6	1,528.08		15	3,820.20		9	2,292.12	85	254.68	21,902.88
5	CHAIR, nonobolic, without armrest, white	piece	56	14,268.80		6	1,528.80		15	3,822.00		9	2,293.20	85	254.80	21,912.80
6	DIGITAL VOICE RECORDER, AOB (expandable), 1 unit in individual box	unit	5	6,229.60					1	6,229.60				2	6,229.60	12,459.20
8	ELECTRIC FAN, industrial	unit	8	6,611.20		14	15,365.20		3	2,870.40				26	896.80	24,876.80
9	ELECTRIC FAN, orbit type	unit	14	17,472.00					2	2,496.00				16	1,848.00	19,968.00
10	ELECTRIC FAN, stand type	unit	12	11,095.20		8	7,736.80		3	2,501.30				23	967.50	22,243.30
11	ELECTRIC FAN, wall type	unit	7	5,532.80		17	13,436.80		3	2,371.20				27	790.40	21,340.80
12	FACSIMILE MACHINE, uses thermal paper, 50mroll for documents 216m x 900mm, 15 sec. transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and faulted switchover	unit	4	14,010.88		2	7,005.44		1	3,502.72				7	3,502.72	24,519.04
13	FIRE EXTINGUISHER, dry chemical for ABC class of fire, stored pressure type, non-electrical conductor non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	13	14,047.28		3	3,241.88							16	1,080.16	17,288.96
17	PAPER SHREDDER, 0.06mm/sec. sheet speed, cuts 6-8 sheets of 70gsm paper	unit	1	5,699.20										1	5,699.20	5,699.20
21	PRINTER, LASER, monocolor, 24ppm speed, 1200 x 1200 dpi	unit	4			1	1,237.60		1	1,237.60		1	1,237.60	7	1,237.60	8,963.20
<b>588,262.18</b>																
<b>COMMON COMPUTER SUPPLIES</b>																
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	12	7,569.12		12	7,569.12		12	7,569.12		10	6,307.60	46	630.76	29,014.96
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box	2	1,900.60		2	1,900.60		2	1,900.60				6	950.30	5,701.80
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	13	9,308.52		13	9,308.52		13	9,308.52		14	10,024.56	53	716.04	37,950.12
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box	5	2,964.00		5	2,964.00		5	2,964.00		5	2,964.00	20	596.80	11,936.00
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	300	2,179.00		7	152.53		48	1,045.52		10	217.90	165	21.79	3,586.75
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dust cover LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0; Windows XP/ Vista/7/Mac OS 10.4 or above, with USB 3.0 cable and product guide	piece	12	33,820.80		5	14,092.00		5	14,092.00		2	5,638.80	24	2,618.40	67,641.80
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	49	9,529.52		23	4,473.04		23	4,473.04		11	2,139.28	106	194.48	20,614.88
10	MOUSE, optical, USB connection type	unit	45	5,751.00		9	1,150.20		21	2,683.80		8	1,022.40	83	127.80	10,607.40
<b>187,062.11</b>																
<b>CONSUMABLES</b>																
84	INK CART, HP CM93AA (HP704), Black	cart	27			19			17			8		71	356.80	25,474.80
85	INK CART, HP CM93AA (HP704), Tri-color	cart	15			9			12			11		47	356.80	16,863.60
116	TONER CART, HP CE285A (HP85A), Black	cart	29			21			23			1		74	2,756.00	203,944.00
134	TONER CART, HP CE205A, Black	cart	1			1			2					4	3,169.60	15,965.20
136	TONER CART, HP CE2012A, Black	cart	2			3			4					9	3,134.40	27,529.60
156	TONER CART, SAMSUNG ML-T-0101S, Black	cart	2						2					4	2,690.00	10,400.00
161	TONER CART, SAMSUNG ML-T-0108S, Black	cart	2											2	2,631.20	5,262.40
162	TONER CART, SAMSUNG ML-T-0119S(ML201003), Black	cart	2			2			2			2		8	5,120.00	24,960.00
<b>330,839.60</b>																
<b>TOTAL</b>																
<b>ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																
<b>GRAND TOTAL</b>																
<b>2,756,707.88</b>																

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:  
  
 VICENTE V. JAIN JR.  
 PPMP/APP In-Charge, SECO

Certified Funds Available/  
 Certified Appropriate Funds Available:  
  
 LEA C. AZUCENA  
 Accountant / Local Budget Officer

Checked and Verified:  
  
 ESTERLITA I. GAMEZ  
 Chief, BBO

Recommending Approval:  
  
 EMELIZA C. LORA  
 Chair, BAC

Approved by:  
  
 RICARDO P. BABARAN Ph. D.  
 Chancellor