# ANNUAL PROCUREMENT PLAN FOR 2017
## For Common-Use Supplies and Equipment

Department/Bureau/Office: National Telecommunications Commission
Region : 7
Address: Cor. M. Logarta & Lopez Jaena Sts., Subangdaku, Mandaue City

Agency Account Code: 26-025-0300007

Contact Person: Pedrita V. Bobilles
Position: Supply Management Officer-Designate
E-mail : ntc_vii@yahoo.com
Telephone/Mobile Nos: 032-4226822; 032-346-0179

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of October 14, 2016 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, size AA, alkaline, 2 pieces per blister pack | pack | | | 3 | 3 | | | | 0 | | | 3 | 3 | | | | 0 | 6 | 17.42 | 104.52 |
| 2 BATTERY, size AAA, alkaline, 2 pieces per blister pack | pack | | | 3 | 3 | | | | 0 | | | 3 | 3 | | | | 0 | 6 | 15.03 | 90.18 |
| 7 TAPE, electrical | roll | 2 | | | 2 | | | | 0 | | | | 0 | 2 | | | 2 | 4 | 18.20 | 72.80 |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | | | |
| 2 AIR FRESHENER, 280mL/can | can | 3 | | | 3 | 3 | | | 3 | | | 3 | 3 | | | | 0 | 9 | 83.20 | 748.80 |
| 3 ALCOHOL, 70%, ethyl, 500ml | bottle | 25 | | | 25 | | | | 0 | 25 | | | 25 | | | 25 | 25 | 75 | 47.82 | 3,586.50 |
| 6 CARTOLINA, assorted color, 20 pieces per pack | pack | | | | 0 | | | | 0 | | | | 0 | | | 1 | 1 | 1 | 64.48 | 64.48 |
| 10 CLIP, backfold, 19mm, 12 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 7.28 | 7.28 |
| 11 CLIP, backfold, 25mm, 12 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 10.40 | 10.40 |
| 12 CLIP, backfold, 32mm, 12 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 19.12 | 19.12 |
| 13 CLIP, backfold, 50mm, 12 pieces per box | box | 1 | | | 1 | | | | 0 | | | | 0 | | | | 0 | 1 | 36.38 | 36.38 |
| 14 CORRECTION TAPE, 6 meters(min), 1 piece in individual | piece | | | | 0 | 2 | | | 2 | | | | 0 | 20 | | | 20 | 22 | 31.20 | 686.40 |
| 15 DATA FILE BOX, made with chipboard, with closed ends | box | | | | 0 | 10 | | | 10 | | | | 0 | | | | 0 | 10 | 69.78 | 697.80 |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | | | | 0 | | | | 0 | 100 | | | 100 | | | | 0 | 100 | 621.71 | 62,171.00 |
| 20 ENVELOPE, EXPANDING, plastic | piece | 30 | | | 30 | | | | 0 | | | | 0 | | | | 0 | 30 | 27.61 | 828.30 |
| 21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm | box | | | | 0 | 2 | | | 2 | 2 | | | 2 | | | | 0 | 4 | 499.20 | 1,996.80 |
| 23 ERASER, felt, for blackboard/whiteboard | piece | 1 | | | 1 | | | | 0 | | | | 0 | 1 | | | 1 | 2 | 11.11 | 22.22 |
| 24 ERASER, plastic or rubber | piece | 3 | | | 3 | | | | 0 | | | | 0 | | | | 0 | 3 | 2.29 | 6.87 |
| 25 FASTENER, for paper, metal, 50 sets per box | box | | | | 0 | 20 | | | 20 | 20 | | | 20 | 20 | | | 20 | 60 | 57.09 | 3,425.40 |
| 26 FILE ORGANIZER, expanding, legal, plastic, assorted | piece | 25 | | | 25 | | | | 0 | | | | 0 | | | | 0 | 25 | 70.67 | 1,766.75 |
| 33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box | box | | | | 0 | 2 | | | 2 | | | | 0 | | | | 0 | 2 | 746.72 | 1,493.44 |
| 35 FOLDER, Tagboard, Legal size, 100 pieces per pack | pack | | | | 0 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 6 | 200.37 | 1,202.22 |
| 36 GLUE, all purpose, 300 grams min. | jar | | | | 0 | | | | 0 | | | | 0 | 25 | | | 25 | 25 | 44.18 | 1,104.50 |
| 41 MARKER, whiteboard, bullet type, black | piece | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 10.28 | 51.40 |
| 42 MARKER, whiteboard, bullet type, blue | piece | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 10.28 | 51.40 |

| No. | Item & Specifications | Unit of Measure | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | Price Catalogue as of October 14, 2016 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 43 | MARKER, whiteboard, bullet type, red | piece | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 10.28 | 51.40 |
| 44 | MARKER, permanent, bullet type, black | piece | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 9.65 | 96.50 |
| 45 | MARKER, permanent, bullet type, blue | piece | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 9.65 | 96.50 |
| 46 | MARKER, permanent, bullet type, red | piece | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 9.65 | 96.50 |
| 48 | NOTE PAD, stick-on, (2"x3"), 100 sheets per pad | pad | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 31.20 | 156.00 |
| 49 | NOTE PAD, stick-on, (3"x3"), 100 sheets per pad | pad | | | | 0 | | | | 0 | 25 | | | 25 | | | | 0 | 25 | 40.54 | 1,013.50 |
| 52 | PAPER CLIP, gem type, 48mm, 100 pieces per box | box | | | | 0 | | | | 0 | 24 | | | 24 | | | 24 | 24 | 48 | 12.85 | 616.80 |
| 53 | PAPER CLIP, gem type, 32mm, 100 pieces per box | box | | | | 0 | | | | 0 | 24 | | | 24 | | | 24 | 24 | 48 | 6.43 | 308.64 |
| 59 | PAPER, Thermal, 216mm x 30m | roll | | | 10 | 10 | | | | 0 | 10 | | | 10 | | | | 0 | 20 | 31.15 | 623.00 |
| 61 | PHILIPPINE NATIONAL FLAG | piece | | | | 0 | 5 | | | 5 | 5 | | | 5 | | | 5 | 5 | 15 | 278.72 | 4,180.80 |
| 66 | RULER, plastic, 450mm, 1 piece in individual plastic | piece | | | 5 | 5 | | | | 0 | | | | 0 | | | 5 | 5 | 10 | 15.48 | 154.80 |
| 67 | SIGN PEN, black | piece | | | | 0 | | | | 0 | 24 | | | 24 | | | 24 | 24 | 48 | 38.10 | 1,828.80 |
| 68 | SIGN PEN, blue | piece | | | | 0 | | | | 0 | 24 | | | 24 | | | 24 | 24 | 48 | 38.10 | 1,828.80 |
| 69 | SIGN PEN, red | piece | | | | 0 | | | | 0 | 24 | | | 24 | | | 24 | 24 | 48 | 38.10 | 1,828.80 |
| 70 | STAMP PAD INK, violet, 50mL | bottle | | | | 0 | | | | 0 | 3 | | | 3 | | | 3 | 3 | 6 | 24.63 | 147.78 |
| 71 | STAMP PAD, felt pad, min 60mm x 100mm | piece | | | | 0 | | | | 0 | 3 | | | 3 | | | | 0 | 3 | 27.66 | 82.98 |
| 73 | STAPLE WIRE, Standard | box | | | | 0 | 10 | | | 10 | 10 | | | 10 | | | 10 | 10 | 30 | 18.92 | 567.60 |
| 75 | TAPE, masking, 48mm, 50 meters length | roll | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 105.04 | 1,050.40 |
| 76 | TAPE, transparent, 24mm, 50 meters | roll | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 10.92 | 109.20 |
| 78 | TAPE, packaging, 48mm, 50 meters length | roll | | | | 0 | | | | 0 | 10 | | | 10 | | | 10 | 10 | 20 | 32.74 | 654.80 |
| 79 | TOILET TISSUE, 12 rolls per pack | pack | | | | 0 | 10 | | | 10 | 10 | | | 10 | 10 | | | 10 | 30 | 67.60 | 2,028.00 |
| 80 | TWINE, plastic, one kilo per roll | roll | | | | 0 | | | | 0 | 10 | | | 10 | | | | 0 | 10 | 49.92 | 499.20 |
| | **COMMON JANITORIAL SUPPLIES** | | | | | | | | | | | | | | | | | | | | |
| 1 | BROOM, soft (tambo) | piece | | | | 0 | 5 | | | 5 | | | | 0 | | | | 0 | 5 | 88.40 | 442.00 |
| 2 | BROOM, stick (tingting) | piece | | | | 0 | 5 | | | 5 | | | | 0 | | | | 0 | 5 | 23.92 | 119.60 |
| 3 | CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap | bottle | | | | 0 | | | | 0 | 5 | | | 5 | | | 5 | 5 | 10 | 41.60 | 416.00 |
| 4 | CLEANSER, scouring powder, 350grams/can | can | | | | 0 | | | | 0 | 5 | | | 5 | | | 5 | 5 | 10 | 21.27 | 212.70 |
| 5 | DETERGENT POWDER, all purpose, 1kilo/pouch | pouch | | | | 0 | | | | 0 | 20 | | | 20 | | | 20 | 20 | 40 | 37.43 | 1,497.20 |
| 10 | INSECTICIDE, aerosol type, 600mL/can | can | | | 2 | 2 | | | | 0 | | | | 0 | 2 | | | 2 | 4 | 124.80 | 499.20 |
| 12 | MOPHANDLE, screw type, aluminum handle | piece | | | | 0 | | | | 0 | 2 | | | 2 | | | | 0 | 2 | 142.48 | 284.96 |
| 13 | MOPHEAD, made of rayon | piece | | | | 0 | 5 | | | 5 | | | | 0 | 5 | | | 5 | 10 | 98.80 | 988.00 |
| 14 | RAG, all cotton, 32 pieces per kilo per bundle | bundle | | | | 0 | 5 | | | 5 | 5 | | | 5 | | | | 0 | 10 | 49.69 | 496.90 |
| 15 | SCOURING PAD, 5 pieces per pack | pack | | | | 0 | | | | 0 | 1 | | | 1 | | | | 0 | 1 | 102.96 | 102.96 |
| | **COMMON OFFICE EQUIPMENT** | | | | | | | | | | | | | | | | | | | | |
| 20 | PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable | unit | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 10,000.00 | 50,000.00 |
| | **COMMON COMPUTER SUPPLIES** | | | | | | | | | | | | | | | | | | | | |

| No. | Item & Specifications | Unit of Measure | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | Price Catalogue as of October 14, 2016 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 7 | DVD REWRITABLE, 4x speed, 4.7GB capacity | piece | | | | 0 | | | | 0 | | | 10 | 10 | | | | 0 | 10 | 21.79 | 217.90 |
| 9 | FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | | | | 0 | | | | 0 | 5 | | 3 | 8 | | | | 0 | 8 | 194.48 | 1,555.84 |
| 10 | MOUSE, optical, USB connection type | unit | | | | 0 | | | | 0 | 5 | | | 5 | | | | 0 | 5 | 127.80 | 639.00 |
| | **HANDBOOK ON PROCUREMENT** | | | | | | | | | | | | | | | | | | | | |
| 1 | HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 | piece | | | | 0 | | | 5 | 5 | | | 5 | 5 | | | | 0 | 10 | 61.83 | 618.30 |
| | **CONSUMABLES** | | | | | | | | | | | | | | | | | | | | |
| 86 | INK CART, HP CZ107AA, (HP678), Black | cart | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | 120 | 358.80 | 43,056.00 |
| 87 | INK CART, HP CZ108AA, (HP678), Tricolor | cart | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | 120 | 360.88 | 43,305.60 |
| 116 | TONER CART, HP CE285A (HP85A), Black | cart | | | | 0 | 2 | | | 2 | | | 2 | 2 | | | 2 | 2 | 6 | 2,756.00 | 16,536.00 |
| 160 | TONER CART, SAMSUNG MLT-D105L, Black | cart | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | | | 2 | 2 | 8 | 2,704.00 | 21,632.00 |
| 172 | RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | | | 6 | 6 | | | 6 | 6 | | | 6 | 6 | | | 6 | 6 | 24 | 75.92 | 1,822.08 |
| | **B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)** | | | | | | | | | | | | | | | | | | | | |
| | **COMMON OFFICE SUPPLIES** | | | | | | | | | | | | | | | | | | | | |
| 1 | Bond paper, Short, Substance 20 | | | 30 | | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | 120 | 142.00 | 17,040.00 |
| 2 | Bondpaper, Long, Substance 20 | | | 30 | | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | 120 | 144.00 | 17,280.00 |
| 3 | Bondpaper, A4, Substance 20 | | | 30 | | 30 | | | 30 | 30 | | | 30 | 30 | | | 30 | 30 | 120 | 146.00 | 17,520.00 |
| | **CONSUMABLES** | | | | | | | | | | | | | | | | | | | | |
| 1 | Toner, Brother N-3164 | | 2 | | | 2 | 2 | | | 2 | 1 | | | 1 | | 2 | | 2 | 7 | 4,285.00 | 29,995.00 |
| 2 | HP Laserjet 131x | | | | | 0 | 1 | | | 1 | | | | 0 | | 1 | | 1 | 2 | 1,260.00 | 2,520.00 |
| 3 | HP Laserjet 131 A Yellow | | | | | 0 | 1 | | | 1 | | | | 0 | | 1 | | 1 | 2 | 3,286.00 | 6,572.00 |
| 4 | HP Laserjet 131 A Cyan | | | | | 0 | 1 | | | 1 | | | | 0 | | 1 | | 1 | 2 | 3,286.00 | 6,572.00 |
| 5 | HP Laserjet 131A Magenta | | | | | 0 | 1 | | | 1 | | | | 0 | | 1 | | 1 | 2 | 3,286.00 | 6,572.00 |
| 6 | Canon PG88 Black | | | | 15 | 15 | | | 15 | 15 | | | 15 | 15 | | | 15 | 15 | 60 | 620.00 | 37,200.00 |
| 7 | Canon PG98 Tri-color | | | | 12 | 12 | | | 10 | 10 | | | 10 | 10 | | | 10 | 10 | 42 | 742.00 | 31,164.00 |
| | **Office Equipment and Accessories** | | | | | | | | | | | | | | | | | | | | |
| 1 | Power Supply Core Elite | | | | | 0 | | | 2 | 2 | | | | 0 | | 2 | | 2 | 4 | 1,450.00 | 5,800.00 |
| | **Office Supplies** | | | | | | | | | | | | | | | | | | | | |
| 1 | Boxes 412 x 340 x 280 | | | | 100 | 100 | 100 | | | 100 | 100 | | | 100 | | | 100 | 100 | 400 | 35.00 | 14,000.00 |
| 2 | Daily Time Records, Bundy Clock Seiko Quarts | | | | 100 | 100 | | | | 0 | 100 | | | 100 | | | 100 | 100 | 300 | 2.50 | 750.00 |
| 3 | Metal File Tray, double | | | | 12 | 12 | | | | 0 | 12 | | | 12 | | | | 0 | 24 | 488.70 | 11,728.80 |
| 4 | White Wove, Short | | | | | 0 | | | | 0 | 10 | | | 10 | | | 5 | 5 | 15 | 103.00 | 1,545.00 |
| 5 | White Wove, Long | | | | | 0 | | | | 0 | 10 | | | 10 | | | 5 | 5 | 15 | 135.00 | 2,025.00 |
| | **Paper Materials and Products** | | | | | | | | | | | | | | | | | | | | |
| 1 | Special Paper, Natural, Short | | | | 10 | 10 | | | | 0 | | | 10 | 10 | | | | 0 | 20 | 586.75 | 11,735.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | Price Catalogue as of October 14, 2016 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | | | | 502,726.80 |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | 50,272.68 |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | | 552,999.48 |
| F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: | FIVE HUNDRED FIFTY THREE THOUSAND PESOS ONLY. | | | | | | | | | | | | | | | | | | | 553,000.00 |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | |

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:

PEDRITA V. BOBILLES
Supply Management Officer-Designate

Certified Funds Available /
Certified Appropriate Funds Available:

JANET I. TOROY
Accountant II

Approved by:

JESUS M. LAURENO, PECE
Regional Director

Date Prepared: November 16, 2016