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

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

Agency Account Code: 26-025-0300007

Contact Person: Pedrita V. Bobilles
Position: Adm. Assistant III
E-mail: pedrita.bobilles@ntc.gov.ph
Telephone/Mobile Nos: 032-3460179

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	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, dry cell, AA, 2 pieces per blister pack	pack				0				0	6			6				0	6	20.28	121.68
2	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10			10				0	9			9	9			9	28	19.20	537.60
4	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0	12			12				0	12	40.97	491.64
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	10			10				0				0	10	75.39	753.90
6	TAPE, ELECTRICAL, 18mm x 16M min	roll			5	5				0				0				0	5	18.93	94.65
	COMMON OFFICE SUPPLIES																				
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1			1				0				0				0	1	766.73	766.73
2	AIR FRESHENER, aerosol, 280ml/150g min	can	5			5				0	5			5				0	10	88.69	886.90
	[illegible]COHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			36	36			36	36				0	36			36	108	49.73	5,370.84
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	1			1				0				0				0	1	40.47	40.47
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	2			2				0				0				0	2	7.87	15.74
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	2			2				0				0				0	2	13.94	27.88
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	3			3				0				0				0	3	19.88	59.64
14	CORRECTION TAPE, film base type, UL 6m min	piece			36	36				0	36			36	36			36	108	18.26	1,972.08
15	DATA FILE BOX, made of chipboard, with closed ends	box			50	50				0				0				0	50	72.57	3,628.50
18	ENVELOPE, DOCUMENTARY, for legal size document	box				0	1			1				0	1			1	2	538.80	1,077.60
19	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	5			5				0				0	4			4	9	667.84	6,010.56

20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	20			20				0				0				0	20	28.71	574.20
21	ENVELOPE, MAILING,white, 80gsm (-5%)	box			1	1				0				0	1			1	2	341.79	683.58
23	ERASER, FELT, for blackboard/whiteboard	piece	4			4				0				0				0	4	11.55	46.20
36	GLUE, all purpose, gross weight: 200 grams min	jar				0	24			24				0	24			24	48	49.73	2,387.04
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	1			1				0				0				0	1	43.26	43.26
40	MARKER, FLUORESCENT, 3 assorted colors per set	set				0				0	36			36				0	36	36.97	1,330.92
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0				0				0	24			24	24	10.69	256.56
	RKER, whiteboard, red, felt tip, bullet type	piece				0				0				0	5			5	5	10.69	53.45
44	MARKER, PERMANENT, bullet type, black	piece				0			24	24				0	24			24	48	10.04	481.92
45	MARKER, PERMANENT, bullet type, blue	piece				0			24	24				0	24			24	48	10.04	481.92
46	MARKER, PERMANENT, bullet type, red	piece				0			6	6				0				0	6	10.04	60.24
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5			5				0				0				0	5	32.45	162.25
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	20			20	20			20				0	20			20	60	44.32	2,659.20
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			20	20				0				0	20			20	40	6.91	276.40
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0	20			20				0	20			20	40	14.04	561.60
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	15			15	15			15				0	15			15	45	119.09	5,359.05
	APER, Multi-Purpose (COPY) Legal, 70 gsm	ream	30			30	30			30	30			30	30			30	120	123.08	14,769.60
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	36			36				0	36			36	72	34.29	2,468.88
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0	10			10	10	319.07	3,190.70
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0				0				0	50			50	50	62.73	3,136.50
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0				0				0	50			50	50	97.34	4,867.00
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1			1				0				0				0	1	267.14	267.14
66	RULER, plastic, 450mm (18"), width: 38mm min	piece			3	3				0				0				0	3	16.10	48.30
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			36	36				0	36			36	36			36	108	35.99	3,886.92
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			36	36				0	36			36	36			36	108	35.99	3,886.92

69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0				0				0	12			12	12	35.99	431.88
70	STAMP PAD INK, purple or violet	bottle				0				0				0	12			12	12	25.62	307.44
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3			3				0				0				0	3	28.77	86.31
73	STAPLE WIRE, STANDARD, (26/6)	box				0	24			24	24			24	24			24	72	19.68	1,416.96
75	TAPE, MASKING, width: 48mm (±1mm)	roll	25			25			25	25				0	25			25	75	109.24	8,193.00
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0			36	36				0	36			36	72	29.08	2,093.76
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			12	12				0	10			10	10			10	32	11.36	363.52
[illegible]	[illegible]ILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	20			20	20			20	20			20	20			20	80	70.30	5,624.00
	COMMON OFFICE DEVICES																				
3	DATING AND STAMPING MACHINE, heavy duty	piece	1			1				0				0				0	1	497.52	497.52
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0				0	5			5				0	5	123.42	617.10
6	SCISSORS, symmetrical, blade length: 65mm min	pair	10			10				0				0	3			3	13	14.28	185.64
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	5			5				0				0				0	5	85.45	427.25
9	STAPLE REMOVER, PLIER-TYPE	piece	5			5				0				0				0	5	18.91	94.55
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3			3				0				0				0	3	51.57	154.71
11	WASTEBASKET, non-rigid plastic	piece	6			6				0				0				0	6	25.96	155.76
	COMMON JANITORIAL SUPPLIES																				
1	BROOM, soft (tambo)	piece	6			6	6			6	6			6	6			6	24	91.94	2,206.56
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	6			6	6			6	6			6	6			6	24	24.88	597.12
3	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5			5	5			5	5			5	5			5	20	43.26	865.20
4	CLEANSER, SCOURING POWDER, 350g min./can	can	5			5	5			5	5			5	5			5	20	24.88	497.60
5	DETERGENT POWDER, all purpose, 1kg	pouch	10			10	10			10	10			10	10			10	40	38.93	1,557.20
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			2	2				0				0	2			2	4	125.20	500.80
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0				0	2			2				0	2	28.12	56.24
10	INSECTICIDE, aerosol type, net content: 600ml min	can			2	2				0				0				0	2	142.77	285.54

12 MOPHANDLE, heavy duty, aluminum, screw type	piece				0				0				0	5			5	5	148.18	740.90
13 MOPHEAD, made of rayon, weight: 400 grams min	piece			10	10			8	8			8	8				0	26	110.32	2,868.32
14 RAGS, all cotton, 32 pieces per kilogram min	bundle	5			5			5	5			5	5				0	15	51.68	775.20
15 SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0				0			5	5				0	5	107.08	535.40
16 TRASHBAG, plastic, transparent	roll			5	5			5	5				0	5			5	15	145.48	2,182.20
COMMON OFFICE EQUIPMENT																				
2 CALCULATOR, compact, 12 digits	unit				0			5	5				0				0	5	140.61	703.05
ECTRIC FAN, STAND type, plastic blade	unit	6			6				0				0				0	6	1,046.65	6,279.90
16 PAPER SHREDDER, cutting width: 3mm-4mm	unit			1	1				0				0				0	1	5,927.17	5,927.17
COMMON COMPUTER SUPPLIES																				
7 DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			30	30				0	30			30				0	60	22.66	1,359.60
8 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	3			3				0				0	3			3	6	3,152.86	18,917.16
9 FLASH DRIVE, 16 GB capacity	piece				0			5	5				0				0	5	261.75	1,308.75
10 MOUSE, optical, USB connection type	unit				0			3	3				0	3			3	6	140.39	842.34
HANDBOOK ON PROCUREMENT																				
1 HANDBOOK (RA 9184), 7th Edition	piece			3	3				0				0				0	3	48.13	144.39
CONSUMABLES																				
41 INK CART, HP CZ107AA, (HP678), Black	cart			40	40				0	40			40	40			40	120	379.64	45,556.80
42 INK CART, HP CZ108AA, (HP678), Tricolor	cart			30	30				0	30			30	30			30	90	379.64	34,167.60
47 INK CART, HP F6V26AA (HP680) Tri-color	cart			10	10				0	10			10	10			10	30	405.00	12,150.00
48 INK CART, HP F6V27AA (HP680) Black	cart			15	15				0	15			15	15			15	45	405.00	18,225.00
77 TONER CART, HP CE285A (HP85A), Black	cart				0	10			10			10	10				0	20	3,009.01	60,180.20
143 TONER CART, SAMSUNG MLT-D105L, Black	cart			2	2				0	2			2				0	4	2,898.69	11,594.76

B. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON OFFICE SUPPLIES

1 Ballpen				24	24				0				0	24			24	48	5.60	268.80
2 Paper clips, jumbo					0	20			20	18			18	18			18	56	17.45	977.20
3 Paper clips, small					0	18			18				0				0	18	16.27	292.86
4 Sign pen 1.0 Black				24	24				0	24			24	24			24	72	56.00	4,032.00
5 Sign pen 1.0 Blue				24	24				0	24			24	24			24	72	56.00	4,032.00
Office Equipment and Accessories																				
1 Uninterrupted Power Supply		9			9				0				0				0	9	1,100.00	9,900.00
10					0				0				0				0	0		-
Paper Materials and Products																				
1 Bond Paper, short				25	25				0	25			25	22			22	72	125.00	9,000.00
2 Special Paper, Natural					0			15	15				0	15			15	30	588.00	17,640.00
3 White Wove, short		30			30			20	20				0	20			20	70	120.00	8,400.00
4 White Wove, long		30			30			20	20				0	20			20	70	140.00	9,800.00
5 Supplies ledger cards		500			500				0				0				0	500	10.00	5,000.00
...es 412x340x280		100			100				0				0	100			100	200	35.00	7,000.00
Computer Supplies																				
1 HP Laserjet 131X (M251)					0	1			1				0	1			1	2	3,900.00	7,800.00
2 HP Laserjet 131A Yellow (M251)					0	1			1				0	1			1	2	4,800.00	9,600.00
3 HP Laserjet 131A Cyan (M251)					0	1			1				0	1			1	2	4,800.00	9,600.00
4 HP Laserjet 131A Magenta (M251)					0	1			1				0	1			1	2	4,800.00	9,600.00
5 Fax Ribbon PC501					0	2			2				0				0	2	1,190.00	2,380.00
6 Toner, Develop Ineo 184/164 TN116				2	2				0	2			2				0	4	3,438.00	13,752.00
C. TOTAL (A + B):																				**454,545.42**
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				45,454.54
E. GRAND TOTAL (C + D)																				**499,999.96**
F. APPROVED BUDGET BY THE AGENCY HEAD																				
G. MONTHLY CASH REQUIREMENTS																				
...ailable at Procurement Service Stores					96509				54178				88541				86243			325470.56
G.2 Other items not available at PS but regulary purchased from other sources					39023				35342				13003				41707			129074.86
TOTAL MONTHLY CASH REQUIREMENTS					135532				89519				101544				127950			454545.42

Other categories that are not indicated herein

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

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

Prepared by:	Certified Funds Available / Certified Appropriate Funds Available:	Approved by:
PEDRITA V. BOBILLES Supply Management Officer-Designate Date: Nov. 20, 2017	JANET I. TOROY Accountant II	JESUS M. LAUREÑO, PECE Regional Director