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ANNUAL PROCUREMENT PLAN FOR 2019 COMMON-USE SUPPLIES AND EQUIPMENT

Department/Bureau/Office: **PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION**
 Region: **NGR**
 Address: **BPO BLDG 5NSA COR ORTIGAS AVENUE MANDALUYONG CITY**

Agency Account Code: **NC44**

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Item & Specifications	Unit of Measure	Quantity Requirement												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	Price Catalogue		
A. REGULAR OFFICE SUPPLIES																										
A1. AVAILABLE AT PROCUREMENT SERVICE STORES																										
1. CARBON PENCIL-A4	box				0	0									0											
2. CALCULATOR	unit				0	0									0											220.50
3. BROOM-TWISTING	piece				0	3									3											135.20
4. BROOM-TAMBO	piece				0	0									0											30.50
5. BINDING MACHINE	unit				0	0									0											130.00
6. BATTERY Dry Cell D	pack				0	0									0											9,158.00
7. BATTERY Dry Cell AAA	pack				0	0									0											88.40
8. BATTERY Dry Cell AA	pack				0	100									100											1,845.00
9. ALCOHOL, 90%	pack				0	100									100											1,950.00
10. CARBON FILM-LEGAL	box				0	0									0											0
11. CARBON FILM-LEGAL	box				0	0									0											0
12. MONOBLOC CHAIR-back	piece				0	13									12.5											1,048.50
13. MONOBLOC CHAIR-white	piece				0	50									50											13,130.00
14. ENAMEL white chalk	box				0	0									0											0
15. CLEANER toilet and urinal	box				0	0									0											0
16. Cleaner scouring powder	can				0	0									0											0
17. CLEARBOOK A4 SIZE	piece				0	25									25											968.25
18. CLEARBOOK LEGAL	piece				0	25									25											1,078.75
19. CLIP BACKFOLD 28mm	box				0	15									15											113.55
20. CLIP BACKFOLD 33mm	box				0	50									50											670.00
21. CLIP BACKFOLD 55mm	box				0	75									75											1,482.00
22. CONTINUOUS FORM 1 ply	box				0	75									75											2,864.00
23. CONTINUOUS FORM 280mm X 378mm	box				0	10									10											6,822.40
24. CONTINUOUS FORM 280mm X 378mm	box				0	0									0											0
25. CONTINUOUS FORM 280mm X 378mm	box				0	0									0											0
26. CONTINUOUS FORM 280mm X 378mm	box				0	0									0											0
27. CONTINUOUS FORM 280mm X 378mm	box				0	0									0											0
28. CONTINUOUS FORM 280mm X 378mm	box				0	3									3											3,104.40
29. CORRECTION TAPE	piece				0	600									600											8,792.00
30. CUTTER KNIFE	piece				0	0									0											0
31. CUTTER KNIFE	piece				0	100									100											2,740.00
32. DATA FILE BOX	piece				0	500									500											95,100.00
33. DATA FOLDER	piece				0	50									50											3,432.00
34. Darning & Stamping Machine	piece				0	8									8											3,482.00
35. DETERGENT BARK 1kg	piece				0	0									0											0
36. DETERGENT POWDER 1kg	pack				0	0									0											0
37. DIGITAL VOICE RECORDER	unit				0	0									0											0
38. DISINFECTANT SPRAY	can				0	0									0											0
39. DOCUMENT CAMERA	unit				0	0									0											0
40. DUST PAN	unit				0	0									0											0
41. DVD REWRITABLE	piece				0	0									0											0
42. ELECTRIC FAN INDUSTRIAL	unit				0	100									100											2,170.00
43. ELECTRIC FAN ORBIT	unit				0	0									0											0
44. ELECTRIC FAN STAND	unit				0	0									0											0
45. ELECTRIC FAN WALL	unit				0	0									0											0
46. ENVELOPE A4 size	box				0	50									50											20,407.00
47. ENVELOPE legal size	box				0	50									50											25,904.00
48. ENVELOPE Expanding legal	box				0	10									10											7,364.00
49. Envelope Expanding 4x6 1/2	piece				0	400									400											12,188.00
50. Envelope MILLING	box				0	20									20											6,572.80
51. Envelope-mailing window	box				0	0									0											0
52. black/whiteboard eraser	piece				0	25									25											260.00

Item #	Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	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	
118	RECORD BOOK, 500 PAGES, size: 214mm x 275mm min	book																						101.92	50,960.00	
119	RING BINDER, PLASTIC, 32MM, 64 rings	bundle																							201.64	
120	RUBBER BAND, 70mm min by length (#18)	box																							96.72	29,016.00
121	RULER, PLASTIC, 450MM, 1 piece in individual pack	piece																							15.60	1,560.00
122	SCISSORS, symmetrical, blade length: 65mm, 1 piece	pair																							15.60	1,560.00
123	SCOURING PAD, 5 pieces per pack	pack																							102.86	
124	SIGN PEN, BLACK, liquid ink, 0.5mm needle tip	piece																							34.61	69,220.00
125	SIGN PEN, BLUE liquid ink, 0.5mm needle tip	piece																							34.61	51,915.00
126	SIGN PEN, RED liquid ink, 0.5mm needle tip	piece																							34.61	13,844.00
127	STAMP PAD INK, purple or violet, 50ml (min.)	bottle																							24.63	3,084.39
128	STAMP PAD, FELT, bed dimension: 60mm x 100mm	piece																							27.66	4,149.00
129	STAPLE REMOVER, FLIER TYPE	piece																							21.64	6,562.00
130	STAPLE WIRE, HEAVY DUTY, 2813	box																							19.76	1,976.00
131	STAPLE WIRE, STANDARD	box																							20.05	24,060.00
132	STAPLER, BINDER TYPE	unit																							684.32	
133	STAPLER, STANDARD TYPE, load cap: 200 staples min.	piece																							82.16	18,075.20
134	TAPE DISPENSER, TABLE TOP	piece																							55.63	3,469.80
135	TAPE, ELECTRICAL	roll																							18.20	
136	TAPE, MASKING, width: 24mm (As 1mm)	roll																							1.652	3,307.20
137	TAPE, MASKING, width: 48mm (As 1mm)	roll																							1.652	3,307.20
138	TAPE, PACKAGING, width: 48mm (As 1mm)	roll																							1.652	3,307.20
139	TAPE, TRANSPARENT, width: 24mm (As 1mm)	roll																							1.652	3,307.20
140	TAPE, TRANSPARENT, width: 48mm (As 1mm)	roll																							1.652	3,307.20
141	TOILET TISSUE PAPER 2-ply sheets, 150 packs, 12 r	pack																							18.20	18,200.00
142	Trashbag, black, 940mmx1018mm, 100cs per roll/pack	roll																							67.60	1,820.00
143	TYNNE, PLASTIC	roll																							111.99	
144	WASTEBASKET, NON RIGID PLASTIC	piece																							50.98	5,098.00
145	WRAPPING PAPER, 50 sheets per pack	pack																							23.59	2,359.00
146	WITH DESKTOP COMPUTER, ACER VERITON M2640G	unit																							123.67	5,186.80
147	WITH 2 Laptop Computer	unit																							39,208.00	
148	ACETATE	roll																							35,916.40	
149	AIR FRESHENER, aerosol, 280ml/150g min	can																							728.84	
A2	OTHER ITEMS NOT AVAILABLE AT FS																								86.06	
1	BALL PEN, black	pc	5000			5000																			10.03	100,000.00
2	BALL PEN, blue	pc	4000			4000																			10.00	80,000.00
3	BALL PEN, red	pc	2500			2500																			10.00	50,000.00
4	BATTERY 9V	pc	15			15																			30	300.00
5	CORRUGATED BOX	pc	1800			1800																			15,000.00	15,000.00
6	PAPER LETTER-HEAD POEA, logo A4	ream	1000			1000																			65.00	306,000.00
7	INDORSEMENT SLIP	pad	0			0																			380.00	700,000.00
8	ENVELOPE with POEA logo	box	75			75																			20.00	0
9	MEMO PAD	pad	0			0																			600.00	90,000.00
10	MOUSE PAD	pc	0			0																			20.00	0
11	RING BINDER, PLASTIC, 34x44#	pack	40			40																			300.00	0
12	ALCOHOL, ISOPROPYL 70%	gal	50			50																			24,000.00	24,000.00
13	HAND SANITIZER	bottle	0			0																			600.00	60,000.00
14	PASTE	bol/balar	100			100																			500.00	50,000.00
15	TIME CARD	pad	5			5																			30,000.00	30,000.00
16	PAPER RULES, yellow	pad	0			0																			1,200.00	1,200.00
17	INDEX CARD BOX (small)	pc	10			10																			50.00	500.00
18	INDEX CARD BOX (big)	pc	80			80																			400.00	40,000.00
19	WRAPPING PAPER (POEA)	pc	30			30																			500.00	500.00
20	INDEX CARD 5x8"	pack	100			100																			60.00	6,000.00
21	INDEX CARD 5x8"	pack	0			0																			200.00	40,000.00
22	COLLIMAR PAD (14cols)	ream	0			0																			50.00	0
23	PAPER Ombra, 50in A4	pc	0			0																			200.00	0
24	FOLDER EXPANDED 80g	pc	0			0																			150.00	0
25	FOLDER WITH RING BINDER	pad	40			40																			100.00	8,000.00
26	FOLDER DIVIDER (colored)	pack	0			0																			300.00	0
28	TRANSPARENT FILM (cellulose)	pack	0			0																			1,000.00	0
29	LAMINATING FILM (125microns)(100 per pack)	pack	4			4																			1,000.00	8,000.00
30	LAMINATING FILM (250microns)(100 per pack)	pack	4			4																			1,000.00	8,000.00
31	SIGN PEN ENERGEL, BLACK	box	18			18																			1,200.00	21,600.00
32	SIGN PEN ENERGEL, BLUE	box	18			18																			1,200.00	21,600.00

Item & Specifications	Unit of Measure	Quantity Requirement												Pine Catalogue	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	
46 TONER CART. HP CE255A, Black	Cart				0				0						0					0			0	6,791.20	-
47 TONER CART. HP CE278A, Black	Cart				0				0						0					0			0	3,179.28	-
48 TONER CART. HP CE285A (HP95A), Black	Cart				0				0						0					0			0	2,953.90	-
49 TONER CART. HP CE310A, Black	Cart				0				0						0					0			0	118,144.00	236,288.00
50 TONER CART. HP CE311A, Cyan	Cart				0				0						0					0			0	2,960.80	-
51 TONER CART. HP CE312A, Yellow	Cart				0				0						0					0			0	2,942.80	-
52 TONER CART. HP CE313A, Magenta	Cart				0				0						0					0			0	2,942.80	-
53 TONER CART. HP CE320A, Black	Cart				0				0						0					0			0	2,916.16	-
54 TONER CART. HP CE321A, Cyan	Cart				0				0						0					0			0	3,072.16	-
55 TONER CART. HP CE322A, Yellow	Cart				0				0						0					0			0	3,072.16	-
56 TONER CART. HP CE323A, Magenta	Cart				0				0						0					0			0	7,856.16	-
57 TONER CART. HP CE390A, Black	Cart				0				0						0					0			0	5,800.40	-
58 TONER CART. HP CE400A, Black	Cart				0				0						0					0			0	10,983.04	-
59 TONER CART. HP CE402A, Yellow	Cart				0				0						0					0			0	10,983.04	-
60 TONER CART. HP CE403A, Magenta	Cart				0				0						0					0			0	10,983.04	-
61 TONER CART. HP CE410A (HP365), Black	Cart				0				0						0					0			0	3,688.80	-
62 TONER CART. HP CE411A (HP365), Cyan	Cart				0				0						0					0			0	5,512.00	-
63 TONER CART. HP CE412A (HP365), Yellow	Cart				0				0						0					0			0	5,512.00	-
64 TONER CART. HP CE413A (HP365), Magenta	Cart				0				0						0					0			0	4,079.92	-
65 TONER CART. HP CE413A (HP365), Black	Cart				0				0						0					0			0	2,713.44	-
66 TONER CART. HP CE505X, Black, high cap	Cart				0				0						0					0			0	3,672.80	-
67 TONER CART. HP CE512A, Black	Cart				0				0						0					0			0	5,16.80	-
68 TONER CART. HP G7633A, Black	Cart				0				0						0					0			0	2,841.60	-
69 TONER CART. SAMSUNG ML-D2650B, Black	Cart				0				0						0					0			0	3,056.80	-
70 TONER CART. SAMSUNG ML-D101S, Black	Cart				0				0						0					0			0	2,444.00	-
71 TONER CART. SAMSUNG ML-D101S, Black	Cart				0				0						0					0			0	2,456.80	-
72 TONER CART. SAMSUNG ML-D104S, Black	Cart				0				0						0					0			0	7,118.80	-
73 TONER CART. SAMSUNG ML-D104S, Black	Cart				0				0						0					0			0	4,617.60	-
74 TONER CART. SAMSUNG ML-D106L, Black	Cart				0				0						0					0			0	9,100.00	-
75 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	9,024.00	-
76 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	4,688.00	-
77 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	4,957.60	-
78 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	6,884.00	-
79 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	7,281.00	-
80 TONER CART. SAMSUNG ML-D203E, Black	Cart				0				0						0					0			0	968.80	-
81 TONER CART. SAMSUNG ML-D206L, Black	Cart				0				0						0					0			0	1,966.80	-
82 URUM CART. BROTHER DR-3465	Cart				0				0						0					0			0	1,966.80	-
83 Ink Cartridge, HP C2P04AA (HP82) Black	Cart				0				0						0					0			0	1,966.80	-
84 Ink Cartridge, HP C2P08AA (HP82) Tri-color	Cart				0				0						0					0			0	3,160.00	-
85 Ink Cartridge, HP C9397A (HP72) 88ml Photo Black	Cart				0				0						0					0			0	1,966.80	-
86 Ink Cartridge, HP C9398A (HP72) 88ml Cyan	Cart				0				0						0					0			0	1,966.80	-
87 Ink Cartridge, HP C9399A (HP72) 88ml Magenta	Cart				0				0						0					0			0	1,966.80	-
88 Ink Cartridge, HP C9400A (HP72) 88ml Yellow	Cart				0				0						0					0			0	1,966.80	-
89 Ink Cartridge, HP C9401A (HP72) 88ml Gray	Cart				0				0						0					0			0	1,966.80	-
90 Ink Cartridge, HP C9402A (HP72) 130ml Matte Black	Cart				0				0						0					0			0	3,160.00	-
91 Ink Cartridge, HP C1565A (HP82) Black	Cart				0				0						0					0			0	1,672.00	-
92 Ink Cartridge, HP C1567A (HP82) Cyan	Cart				0				0						0					0			0	1,672.00	-
93 Ink Cartridge, HP C1568A (HP82) Magenta	Cart				0				0						0					0			0	1,672.00	-
94 Ink Cartridge, HP C1569A (HP82) Yellow	Cart				0				0						0					0			0	1,600.00	-
95 Ink Cartridge, HP F6V28AA (HP80) Tri-color	Cart				0				0						0					0			0	403.83	-
96 Ink Cartridge, HP F6V27AA (HP80) Black	Cart				0				0						0					0			0	403.83	-
97 Ink Cartridge, HP L0S51AA (HP95) Cyan Original	Cart				0				0						0					0			0	985.75	-
98 Ink Cartridge, HP L0S52AA (HP95) Magenta Original	Cart				0				0						0					0			0	985.75	-
99 Ink Cartridge, HP L0S53AA (HP95) Yellow Original	Cart				0				0						0					0			0	985.75	-
100 Ink Cartridge, HP L0S54AA (HP95) Black Original	Cart				0				0						0					0			0	4,956.80	-
101 Ink Cartridge, HP L0S55AA (HP95X) Cyan Original	Cart				0				0						0					0			0	1,777.76	-
102 Ink Cartridge, HP L0S56AA (HP95X) Magenta Original	Cart				0				0						0					0			0	1,777.76	-
103 Ink Cartridge, HP L0S57AA (HP95X) Yellow Original	Cart				0				0						0					0			0	1,777.76	-
104 Ink Cartridge, HP L0S58AA (HP95X) Black Original	Cart				0				0						0					0			0	1,737.02	-
105 Ink Cartridge, HP T6, 88AA (HP95) Cyan Original	Cart				0				0						0					0			0	453.62	-
106 Ink Cartridge, HP T6, 88AA (HP95) Magenta Original	Cart				0				0						0					0			0	453.62	-
107 Ink Cartridge, HP T6, 88AA (HP95) Yellow Original	Cart				0				0						0					0			0	453.62	-
108 Ink Cartridge, HP T6, 88AA (HP95) Black Original	Cart				0				0						0					0			0	741.28	-
109 TONER CART. BROTHER TN-347B Black	Cart				0				0						0					0			0	6,086.44	-

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	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
D. FUEL, OILS AND LUBRICANTS (NOT AVAILABLE AT PS)																								
1 FUEL	expenses	P120,000	P120,000	P120,000	P360,000	360,000.00	P120,000	P120,000	P120,000	P360,000	P120,000	P120,000	P120,000	#####	360,000.00	P120,000	P120,000	P120,000	P360,000	360,000.00			1,440,000.00	
2 OILS AND LUBRICANTS																								
ENGINE OIL (DIESEL), SAE 10W-40, 1L (6PCS/BOX)	box	6		6	6	6,148.00			0	0	6	6	6	6	8,148.00				0	0	0	12	1,358.00	16,296.00
ENGINE OIL (GASOLINE), SAE 20W-50, 1L (6PCS/BOX)	box	6		6	6	17,148.00			0	0	6	6	6	6	17,148.00				0	0	0	12	2,858.00	34,296.00
TIRE BLACK, 300ML (6PCS/BOX)	box	3		3	3	6,327.00			0	0	3	3	3	3	6,327.00				0	0	0	6	2,109.00	12,654.00
ARMOR ALL, 295ML (6PCS/BOX)	box	3		3	3	2,907.00			0	0	3	3	3	3	2,907.00				0	0	0	6	959.00	5,814.00
TURTLE WAX 473ML (6PCS/BOX)	box	3		3	3	5,984.00			0	0	3	3	3	3	5,984.00				0	0	0	6	1,998.00	11,968.00
BRAKE FLUID, 900ML (6PCS/BOX)	box	3		3	3	4,734.00			0	0	3	3	3	3	4,734.00				0	0	0	6	1,578.00	9,468.00
WATER COOLANT, 900ML (6PCS/BOX)	box	3		3	3	3,774.00			0	0	3	3	3	3	3,774.00				0	0	0	6	1,258.00	7,548.00
WD-40, 473ML (6PCS/BOX)	box	3		3	3	4,784.00			0	0	3	3	3	3	4,784.00				0	0	0	6	1,598.00	9,568.00
AGON (WITH CHAMOS), 473ML (6PCS/BOX)	box	3		3	3	9,594.00			0	0	3	3	3	3	9,594.00				0	0	0	6	3,198.00	19,188.00
POWER STEERING FLUID (6PCS/BOX)	box	6		6	6	11,988.00			0	0	6	6	6	6	11,988.00				0	0	0	12	1,998.00	23,976.00
AIR FRESHENER (12PCS/BOX) 7.5ML	box	6		6	6	30,780.00			0	0	6	6	6	6	30,780.00				0	0	0	12	5,130.00	61,560.00
GREASE (HEAVY DUTY)	can	6		6	6	2,868.00			0	0	6	6	6	6	2,868.00				0	0	0	12	478.00	5,736.00
3 OTHERS	expenses	P10,472			P10,472	10,472.00			P10,472					P10,472	10,472.00				P10,472			12	1,700,000.00	41,868.00
SUBTOTAL TO FUEL, OILS AND LUBRICANTS																								
E. DRUGS AND MEDICAL EXPENSES (NOT AVAILABLE AT PS)																								
1 DRUGS AND MEDICAL EXPENSES																								
SUBTOTAL TO DRUGS AND MEDICAL EXPENSES																								
F. GRAND TOTAL (A+B+C+D+E):																								
																							14,759,999.70	
G. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																							14,760,000.00	
H. CASH REQUIREMENTS																								
H.1 Available at Procurement Service Stores																								
H.2 Other items not available at PS but regularly purchased from other sources																								
TOTAL CASH REQUIREMENTS																							14,759,999.70	

*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 Supplied 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:

Approved by:

JESSIE FERRO
 Chief Administrative Officer
 General Services and Property Division
 Date Prepared: 8/14/16

LOURDES E. RUFFANARES
 Chief, Budget Division

MARYLYN M. ADALIA
 Chief Accounting Division

BERNARD P. OLALIA
 Administrator