



**Office of the Ombudsman  
OFFICE OF THE SPECIAL PROSECUTOR  
ANNUAL PROCUREMENT PLAN FOR FY 2013**



Reference	PROCUREMENT PROGRAM / PROJECT	BMO/End-User	Total UNITS	Mode of Procurement	ESTIMATED BUDGET (Php)  Unit Price	Estimated Budget (Php): Approved Budget of the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												Remarks
								JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
	1) COMMON ELECTRICAL SUPPLIES																			
1.01	ALKALINE BATTERIES Size AAA, 2pc/packet	Bureaus/Unit	5	PBI/AMP	15.59	77.95	RAB	-	1	-	1	-	1	-	1	-	1	-	-	
1.02	ALKALINE BATTERIES Size AA, 2pc/packet	Bureaus/Unit	3	PBI/AMP	20.12	60.36	RAB	-	-	-	1	-	-	1	-	-	1	-	-	
1.03	BATTERY Size D	Bureaus/Unit	2	PBI/AMP	76.96	153.92	RAB	-	-	-	1	-	-	1	-	-	-	-	-	
1.04	BALLAST 1x36-40 watts, pre-heat	Bureaus/Unit	2	PBI/AMP	69.33	138.66	RAB	-	-	-	1	-	-	1	-	-	-	-	-	
1.05	BALLAST 1x40 watts, rapid start	Bureaus/Unit	2	PBI/AMP	616.00	1,232.00	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
1.06	BALLAST 2x40 watts, rapid start	Bureaus/Unit	1	PBI/AMP	660.00	660.00	RAB	-	-	-	1	-	-	-	-	-	-	-	-	
1.07	COMPACT FLOURESCENT LIGHT 18-24 watts, bulb	Bureaus/Unit	5	PBI/AMP	160.00	800.00	RAB	-	1	-	1	-	1	-	1	-	1	-	-	
1.08	FLOURESCENT TUBE, 40 watts	Bureaus/Unit	4	PBI/AMP	95.00	380.00	RAB	-	-	1	-	-	1	-	-	1	-	-	1	
1.09	FLOURESCENT TUBE, 18-20w	Bureaus/Unit	2	PBI/AMP	35.36	70.72	RAB	-	-	-	1	-	-	1	-	-	-	-	-	
1.10	STARTER, 4-40 watts	Bureaus/Unit	2	PBI/AMP	3.90	7.80	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
1.11	TAPE, electrical	Bureaus/Unit	1	PBI/AMP	18.20	18.20	RAB	-	-	-	1	-	-	-	-	-	-	-	-	
1.12	and other electrical supplies	Bureaus/Unit		PBI/AMP			RAB													
	2) COMMON COMPUTER SUPPLIES																			
2.01	DVD REWRITEABLE 4x speed, 4.7GB	Bureaus/Unit	2	PBI/AMP	20.26	40.52	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
2.02	FLOPPY DISKETTE 3.5"	Bureaus/Unit	4	PBI/AMP	59.29	237.16	RAB	-	-	1	-	-	1	-	-	1	-	-	1	
2.03	INK CARTRIDGE LC-67HYBK, black	Bureaus/Unit	2	PBI/AMP	1,580.80	3,161.60	RAB	-	-	-	1	-	-	-	-	-	1	-	-	

Reference	PROCUREMENT PROGRAM / PROJECT	RMO / End User	Total Units	Mode of Procurement	ESTIMATED BUDGET (PHP) Unit Price	Estimated Budget (PHP) Approved Budget (on the Contract) (ARO)	Source of Funds	SCHEDULE OF PROCUREMENT												Remarks
								JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
2.04	INK CARTRIDGE LC-67HYC, cyan	Bureaus/Unit	1	PBIAMP	956.80	956.80	RAB	-	-	-	-	-	-	1	-	-	-	-	-	
2.05	INK CARTRIDGE LC-67HYM, magenta	Bureaus/Unit	1	PBIAMP	956.80	956.80	RAB	-	-	-	1	-	-	-	-	-	-	-	-	
2.06	INK CARTRIDGE LC-67HYY, yellow	Bureaus/Unit	1	PBIAMP	956.80	956.80	RAB	-	-	-	-	-	-	1	-	-	-	-	-	
2.07	TONER CARTRIDGE HL2040 TN2025	Bureaus/Unit	2	PBIAMP	2,844.40	5,688.80	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
2.08	TONER CARTRIDGE HP1200 C7115A	Bureaus/Unit	2	PBIAMP	2,775.83	5,551.66	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
2.09	TONER CARTRIDGE HP1300 Q2613X	Bureaus/Unit	2	PBIAMP	4,429.66	8,859.32	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
2.10	TONER CARTRIDGE HP2200 C4096A	Bureaus/Unit	1	PBIAMP	5,352.88	5,352.88	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
2.11	TONER CARTRIDGE HP1505n CB436A	Bureaus/Unit	1	PBIAMP	2,981.68	2,981.68	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
2.12	TONER CARTRIDGE HP1600 CB435A	Bureaus/Unit	2	PBIAMP	2,741.05	5,482.10	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
2.13	TONER CARTRIDGE TN-2150 / TN-2130	Bureaus/Unit	17	PBIAMP	2,900.00	49,300.00	RAB	1	1	2	2	1	2	1	1	2	2	1	1	
2.14	TONER CARTRIDGE MLT - D103S	Bureaus/Unit	2	PBIAMP	3,245.00	6,490.00	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
2.15	TONER CARTRIDGE MLT - D105L	Bureaus/Unit	2	PBIAMP	2,808.00	5,616.00	RAB	-	1	-	-	-	-	-	-	-	-	-	1	
2.16	TONER CARTRIDGE TN-8000 BROTHER	Bureaus/Unit	1	PS/Shopping/SVP	1,578.50	1,578.50	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
2.17	and other computer supplies and	Bureaus/Unit					RAB													
<b>3. COMMON OFFICE SUPPLIES</b>																				
3.01	CORRECTION TAPE 6 meters	Bureaus/Unit	12	PBIAMP	20.75	249.00	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.02	DATA FILE BOX (5x9" x 15-3/4")	Bureaus/Unit	12	PBIAMP	61.36	736.32	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.03	DATA FOLDER with finger ring and clear plastic	Bureaus/Unit	14	PBIAMP	62.18	870.52	RAB	1	1	2	1	1	1	2	1	1	1	1	1	
3.04	ENVELOPES documentary, kraft (10"x15") 500/box	Bureaus/Unit	2	PBIAMP	545.48	1,090.96	RAB	1	-	-	-	-	-	1	-	-	-	-	-	

Item No.	Procurement Program/Project	BMO/End User	Total Units	Mode of Procurement	Estimated Budget (PHP) Unit Price	Estimated Budget (PHP) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												Remarks
								JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
3.05	ENVELOPES expanding, legal size, 100pcs/box	Bureaus/Unit	4	PBIAMP	585.52	2,342.08	RAB	-	-	1	-	1	-	-	1	-	1	-	-	
3.06	ENVELOPES mailing, 500/box	Bureaus/Unit	4	PBIAMP	144.66	578.64	RAB	-	-	1	-	-	1	-	-	1	-	-	1	
3.07	FACE MASK 100 pcs/box	Bureaus/Unit	1	PBIAMP	152.00	152.00	RAB	-	1	-	-	-	-	-	-	-	-	-	-	
3.08	FOLDERS tagboard, legal size, 100s/pack	Bureaus/Unit	4	PBIAMP	327.60	1,310.40	RAB	-	-	-	1	-	1	-	1	-	1	-	-	
3.09	FOLDERS pressboard, plain legal/100s/box	Bureaus/Unit	4	PBIAMP	842.40	3,369.60	RAB	-	-	-	1	-	1	-	1	-	1	-	-	
3.10	GLUE All purpose, 200g	Bureaus/Unit	2	PBIAMP	49.92	99.84	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
3.11	INK FILM KX-FA57E	Bureaus/Unit	2	PBIAMP	1,170.00	2,340.00	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
3.12	INDEX CARD 5"x8", 500/pack	Bureaus/Unit	1	PBIAMP	128.96	128.96	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
3.13	MARKING PEN for whiteboard, black	Bureaus/Unit	2	PBIAMP	12.27	24.54	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
3.14	MARKING PEN for whiteboard, blue	Bureaus/Unit	2	PBIAMP	11.86	23.72	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
3.15	MARKING PEN for whiteboard, red	Bureaus/Unit	1	PBIAMP	11.86	11.86	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
3.16	MARKING PEN permanent, black	Bureaus/Unit	5	PBIAMP	12.25	61.25	RAB	-	-	1	-	1	-	1	-	1	-	1	-	
3.17	MARKING PEN permanent, blue	Bureaus/Unit	5	PBIAMP	12.25	61.25	RAB	-	-	1	-	1	-	1	-	1	-	1	-	
3.18	MARKING PEN permanent, red	Bureaus/Unit	1	PBIAMP	12.34	12.34	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
3.19	NOTEBOOK, steno	Bureaus/Unit	12	PBIAMP	7.70	92.40	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.20	NOTE PAD post it (3"x3")	Bureaus/Unit	10	PBIAMP	34.32	343.20	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.21	PAPER Multicopy, A4	Bureaus/Unit	24	PBIAMP	139.20	3,340.80	RAB	2	2	2	2	2	2	2	2	2	2	2	2	
3.22	PAPER Multicopy, 8 1/2" x 13" legal	Bureaus/Unit	336	PBIAMP	155.47	52,237.92	RAB	28	28	28	28	28	28	28	28	28	28	28	28	
3.23	PAPER ruled pad, yellow/white	Bureaus/Unit	4	PBIAMP	19.55	78.20	RAB	-	-	1	-	1	-	1	-	1	-	-	-	

Item No.	Procurement Program/Project	RMO/End User	Total Units	Type of Procurement	Estimated Budget (Php) Unit Price	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Fund	SCHEDULE OF PROCUREMENT												Remarks
								JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
3.24	PAPER thermal/fax, 210x30/roll	Bureaus/Unit	2	PBIAMP	36.09	72.18	RAB	-	-	1	-	-	-	-	1	-	-	-	-	
3.25	PAPER CLIPS backfold, 25mm, 12pcs/box	Bureaus/Unit	4	PBIAMP	14.56	58.24	RAB	-	-	1	-	1	-	1	-	1	-	-	-	
3.26	PAPER CLIPS backfold, 50mm, 12pcs/box	Bureaus/Unit	2	PBIAMP	40.02	80.04	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.27	PAPER CLIPS backfold, 19mm, 12pcs/box	Bureaus/Unit	24	PBIAMP	7.59	182.16	RAB	2	2	2	2	2	2	2	2	2	2	2	2	
3.28	PAPER CLIPS backfold, 32mm, 12pcs/box	Bureaus/Unit	24	PBIAMP	17.68	424.32	RAB	2	2	2	2	2	2	2	2	2	2	2	2	
3.29	PAPER CLIPS jumbo, 100/box	Bureaus/Unit	12	PBIAMP	13.00	156.00	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.30	PAPER CLIPS gem type (small) 100/box	Bureaus/Unit	10	PBIAMP	7.80	78.00	RAB	-	1	1	1	1	1	1	1	1	1	1	-	
3.31	PAPER FASTENER 50sets/box	Bureaus/Unit	24	PBIAMP	72.68	1,744.32	RAB	2	2	2	2	2	2	2	2	2	2	2	2	
3.32	PENCIL lead with eraser, 12pcs/box	Bureaus/Unit	1	PBIAMP	20.80	20.80	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
3.33	RECORD BOOK 500 pages	Bureaus/Unit	12	PBIAMP	91.52	1,098.24	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.34	RECORD BOOK 300 pages	Bureaus/Unit	12	PBIAMP	57.20	686.40	RAB	1	1	1	1	1	1	1	1	1	1	1	1	
3.35	RIBBON Receiving Machine	Bureaus/Unit	1	PBIAMP	1,650.00	1,650.00	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
3.36	RIBBON Time recorder/Bundy clock	Bureaus/Unit	2	PBIAMP	700.00	1,400.00	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
3.37	RIBBON check writer	Bureaus/Unit	1	PBIAMP	1,980.00	1,980.00	RAB	1	-	-	-	-	-	-	-	-	-	-	-	
3.38	RUBBER BAND approx. 445g./box	Bureaus/Unit	2	PBIAMP	132.68	265.36	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.39	RULER Plastic, 12"	Bureaus/Unit	2	PBIAMP	2.70	5.40	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
3.40	SIGN PEN black, 12pcs/box	Bureaus/Unit	72	PBIAMP	43.14	3,106.08	RAB	6	6	6	6	6	6	6	6	6	6	6	6	
3.41	SIGN PEN blue, 12pcs/box	Bureaus/Unit	24	PBIAMP	43.14	1,035.36	RAB	2	2	2	2	2	2	2	2	2	2	2	2	

Item No.	Procurement Program / Project	BMO / Bnd User	Units	Procurement Method	Estimated Unit Price	Estimated Budget (RAB) / Approved Budget (ABC) / Contract (ABC)	Source of Fund	Schedule of Procurement												Remarks
								Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
3.42	SIGN PEN red, 12pcs/box	Bureaus/Unit	2	PBIAMP	43.14	86.28	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.43	STAMP PAD INK blue / violet, 50ml	Bureaus/Unit	2	PBIAMP	21.84	43.68	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.44	STAMP PAD felt pad	Bureaus/Unit	3	PBIAMP	30.04	90.12	RAB	1	-	-	-	1	-	-	-	1	-	-	-	
3.45	STAPLE WIRE, box #13	Bureaus/Unit	2	PBIAMP	45.10	90.20	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
3.46	STAPLE WIRE, box #35	Bureaus/Unit	3	PBIAMP	23.59	70.77	RAB	-	-	1	-	-	-	1	-	-	-	1	-	
3.47	STAPLE WIRE, Heavy Duty box no# 30, 50, 70, 100	Bureaus/Unit	4	PBIAMP	49.50	198.00	RAB	1	-	-	1	-	-	1	-	-	1	-	-	
3.48	TAPE Adding Machine	Bureaus/Unit	3	PBIAMP	7.76	23.28	RAB	-	-	1	-	-	1	-	-	1	-	-	-	
3.49	TAPE masking, 1"	Bureaus/Unit	2	PBIAMP	45.76	91.52	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.50	TAPE masking, 2"	Bureaus/Unit	2	PBIAMP	91.31	182.62	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.51	TAPE packaging, 2"	Bureaus/Unit	14	PBIAMP	30.04	420.56	RAB	1	1	2	1	1	1	2	1	1	1	1	1	
3.52	TAPE transparent, 1"	Bureaus/Unit	26	PBIAMP	15.08	392.08	RAB	2	2	3	2	2	2	3	2	2	2	2	2	
3.53	TIME CARDS 100pcs/bundle	Bureaus/Unit	2	PBIAMP	83.20	166.40	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
3.54	TWINE 1k/roll	Bureaus/Unit	2	PBIAMP	42.49	84.98	RAB	-	-	1	-	-	-	1	-	-	-	-	-	
3.55	and other office supplies	Bureaus/Unit					RAB													
<b>4. COMMON OFFICE DEVICE</b>																				
4.01	ERASER blackboard	Bureaus/Unit	2	PBIAMP	11.94	23.88	RAB	1	-	-	-	-	-	1	-	-	-	-	-	
4.02	PAPER CUTTERS heavy duty, retractable	Bureaus/Unit	1	PBIAMP	28.08	28.08	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
4.03	PUNCHER 2-hole, heavy duty	Bureaus/Unit	1	PBIAMP	114.40	114.40	RAB	-	-	1	-	-	-	-	-	-	-	-	-	
4.04	RUBBER STAMP	Bureaus/Unit	3	PBIAMP	200.00	600.00	RAB	1	-	-	-	-	1	-	-	-	1	-	-	

Item No.	Procurement Description	Bureau/Unit	Total Units	Unit Price	Estimated Budget (RAB) Approved Budget of the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												Remarks
							JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
4.05	SCISSORS	Bureaus/Unit	1	PBIAMP	18.72	18.72	RAB	-	-	1	-	-	-	-	-	-	-	-	
4.06	SHARPENER single cutter head	Bureaus/Unit	2	PBIAMP	171.60	343.20	RAB	1	-	-	-	-	-	1	-	-	-	-	
4.07	STAPLE WIRE REMOVER twin jaw	Bureaus/Unit	2	PBIAMP	19.64	39.28	RAB	-	-	1	-	-	-	1	-	-	-	-	
4.08	STAPLER heavy duty	Bureaus/Unit	2	PBIAMP	162.84	325.68	RAB	-	-	1	-	-	-	1	-	-	-	-	
4.09	TAPE DISPENSER heavy duty	Bureaus/Unit	2	PBIAMP	52.00	104.00	RAB	-	-	1	-	-	-	1	-	-	-	-	
4.10	WASTE BASKET plastic	Bureaus/Unit	2	PBIAMP	26.00	52.00	RAB	1	-	-	-	-	-	1	-	-	-	-	
4.11	and other office device	Bureaus/Unit		PBIAMP			RAB												

GRAND TOTAL **193,998.66**  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATI **-**  
W/ 5% Additional Provision for Freight Expenses (COA Memorandum No. 97-012) **-**  
APPROVED BUDGET **193,998.66**

Prepared and Consolidated by:

signed

**Maria Fiordeliza D. Dela Cruz**  
Administrative Assistant V  
Member, BAC Secretariat

signed

**LIBERTY V. TENGSON**  
Administrative Assistant V  
Member, BAC Secretariat

signed

**AGNES B. AUTENCIO-DAQUIS**  
Assistant Special Prosecutor III  
Head, BAC SECRETARIAT

Reviewed by/ Certified Funds Available:

signed

**IMELDA R. SABIO**  
Budget Officer

per Ab Layson Memo dated 02/26/2018

Noted by:

signed

**MA. LUZ G. RENDON**  
Chief Administrative Officer

Certified Funds Available:

signed

**CHRISTOPHER B. LIM**  
Chief, Planning and Budget Div.  
Central Office

RECOMMENDING APPROVAL:

signed

**WENDELL E. BARRERAS-SULIT**  
The Special Prosecutor

APPROVED BY:

signed

**ORLANDO C. CASIMIRO**  
Overall Deputy Ombudsman