OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procurement	Estimated Budget (Php) Approvved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
COMMON COMPUTER SUPPLIES:	OMB-CEBU		AMP		GF														
Comp. ink cartridge HP 3550 # 27 black	cart.			6,726.72				2			2			2			2	8	840.84
Comp. ink cartridge HP 3550 # 28 color	cart.			5,608.50				3						3				6	934.75
Comp. ink cartridge HP 3940 # 21 black	cart.			7,901.76				3			3			3			3	12	658.48
Comp. ink cartridge HP 3940 # 22 color	cart.			9,107.28				3			3			3			3	12	758.94
Toner cartridge HP Laserjet 1600 - Q600A - black	cart.			28,000.00				2			2			2			2	8	3,500.00
Toner cartridge HP Laserjet 1600 - Q6001A - cyan	cart.			44,400.00				3			3			3			3	12	3,700.00
Toner cartridge HP Laserjet 1600 - Q6002A - yellow	cart.			44,400.00				3			3			3			3	12	3,700.00
Toner cartridge HP Laserjet 1600 - Q6003A - magenta	cart.			44,400.00				3			3			3			3	12	3,700.00
Toner cartridge HP Laserjet 1020A 12A	cart.			13,200.00				1			1			1			1	4	3,300.00
Toner cartridge HP Laserjet P1566 #78A				350,000.00				25			25			25			25	100	3,500.00
Toner cartridge HP LJ 64A (USAID)	cart.			75,000.00				3			2			3			2	10	7,500.00
Toner cartridge HP LJ P1102 #285A/85A	cart.			475,200.00				36			36			36			36	144	3,300.00
Toner cartridge HP PRO M 201N # 83A				86,400.00				6			6			6			6	24	3,600.00
Toner cartridge Canon LJ LBP 6680 X # 319				147,200.00				8			8			8			8	32	4,600.00
Toner cartridge HP LJ CP400CE410A(Blk)305A	cart.			196,800.00				12			12			12			12	48	4,100.00
Toner cartridge HP LJ CP400CE410A(Cyan)305A	cart.			278,400.00				12			12			12			12	48	5,800.00
Toner cartridge HP LJ CP400CE410A(Yellow)305A	cart.			278,400.00				12			12			12			12	48	5,800.00
Toner cartridge HP LJ CP400CE410A(Magenta)305A	cart.			278,400.00				12			12			12			12	48	5,800.00
Compact Disc - Recordable - 70 min. - running	pc.			6,000.00				100			100			100			100	400	15.00
Compact Disc - Rewritable - high speed, 700mb/80 min.	pc.			2,500.00				25			25			25			25	100	25.00
Computer Continuous Form , plain, 11 x 14 7/8 (1 ply)	box			800.00										1				1	800.00
Computer Continuous Form , plain, 11 x 9-1/2 (3 ply)	box			34,000.00				10			10			10			10	40	850.00
Computer Printer Ribbon - EpsonLX/LQ 300+ # 8750	box			10,200.00				15			15			15			15	60	170.00
Computer Printer Ribbon - Epson FX 1170 #8755	box			680.00				1			1			1			1	4	170.00
Computer Printer Ribbon - Epson LQ 2180 /90 SO 1514	box			30,400.00				8			8			8			8	32	950.00
Computer Mouse, optical, PS2/ USB type	pc.			25,000.00				12			12			12			12	100	250.00
Computer Diskette,3.5 HD (144 mb), micro	pc.			1,500.00				12			13			12			13	50	30.00
Compact Disk Storage Case, 50 CD's	pc.			300.00				1			1			1			1	4	75.00
DVD - Recordable, 4.7	pc.			7,500.00				25			25			25			25	150	50.00
DVD - Rewritable, 4.7	pc.			7,500.00				15			15			15			15	100	75.00
Flash Drive, 16GB, USB 2.0 plug & play	pc.			15,000.00				15			15			15			15	30	500.00
Flash Drive, 32 GB, USB 2.0 plug & play	pc.			24,000.00														30	800.00
TOTAL				2,534,924.26															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approwved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
COMMON OFFICE SUPPLIES:																			
Air Freshener, gel asstd. scents	pc.			19,200.00				30			30			30			30	120	160.00
Alcohol, rubbing, 40-70% solution, 500 ml.	pc.			9,600.00				30			30			30			30	120	80.00
Audio Cassette tape, 90 min., recording time				4,000.00				25			25			25			25	100	40.00
Ballpen, black, blue, red	pc.			6,000.00				250			250			250			250	1000	6.00
Carbon film, legalplastofoil , black	box			3,600.00				2			2			2			2	8	450.00
Carbonized Paper , for check	pad			4,200.00				15			15			15			15	60	70.00
Card, Stock	pc.			5,000.00				125			125			125			125	500	10.00
Card, Supplies Ledger	pc.			5,000.00				125			125			125			125	500	10.00
Card, Property & Equipment	pc.			5,000.00				125			125			125			125	500	10.00
Card, Employees Leave	pc.			2,000.00				50			50			50			50	200	10.00
Card, General Ledger Annex D-6	pc.			2,400.00				200			200			200			200	800	3.00
Card, Registry Return Receipt	pc.			80,000.00				10000			10000			10000			10000	40000	2.00
Cartolina, asst. colors	20pcs/pack			500.00														5	100.00
Cartolina,white . colors	20pcs/pack			140.00														2	70.00
Carton Boxes 15-5/8' x 15-5/8"-x 10-1/8"	pc.			75,000.00				250			250			250			250	1000	75.00
Carton Boxes 21" x 15" x 10", double corrug.	pc.			400,000.00				1000			1000			1000			1000	4000	100.00
Certificate frame, A4 size	pc.			5,000.00														20	250.00
Clip, bulldog, backfold, 2"/50mm, 12's/box	box			700.00				3			2			3			2	10	70.00
Clip, bulldog, backfold, 1"/25mm, 12's/box	box			500.00				3			2			3			2	10	50.00
Correction Fluid, water base	btl.			2,400.00				30			30			30			30	120	20.00
Correction Tape	pc.			16,000.00				50			50			50			50	200	80.00
Corrector's Tape, refill pack	2pcs/pack			16,000.00				50			50			50			50	200	80.00
Clear Book, long,/legal	pc.			450.00														10	45.00
Daily Time Record Form CSC #48	/100			90.00				2			2			2				6	15.00
Data Folder, 3 x 9 x 15 w/ ring, w/ top logo	pc.			30,000.00				30			30			30			30	120	250.00
Data Filer/magazine box, 15-1/2" x 8-1/2" x 10-5/8"				50,000.00				50			50			50			50	200	250.00
Docket Book, 300 pages, admin. & criminal	pc.			30,000.00														30	1,000.00
Envelope, brown, long/legal, 500/box	box			21,000.00				3			3			3			3	12	1,750.00
Envelope, brown , short/A4, 500pcs./box	box			3,000.00				1			1			1			1	4	750.00
Envelope, expanding, long, kraft HD, 100/box	box			20,000.00				5			5			5			5	20	1,000.00
Envelope, long,mailing letter,env. w/ letterhead	box			78,000.00				30			30			30			30	120	650.00
Envelope, long,mailing letter,env.-ordinary w/o LH				26,000.00				25			25			25			25	100	260.00
Eraser, rubber	pc.			720.00				15			15			15			15	60	12.00
Eraser, for whiteboard	pc.			60.00				1			1			1			1	4	15.00
SUB-TOTAL				921,560.00															

OFFICE OF THE OMBUDSMAN
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Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
COMMON OFFICE SUPPLIES:	OMB-CEBU		AMP	921,560.00	GF														
Folder legal/long, plain white	pc.			70,000.00				2500			2500			2500			2500	10000	7.00
Folder , long color blue	pc.			32,000.00				1000			1000			1000			1000	4000	8.00
Folder, long color green	pc.			9,600.00				300			300			300			300	1200	8.00
Folder, long color gray	pc.			3,200.00				100			100			100			100	400	8.00
Folder, long color violet	pc.			3,200.00				100			100			100			100	400	8.00
Folder, long color Red	pc.			64,000.00				2000			2000			2000			2000	8000	8.00
Folder, expanding, pressed w/ metal tab, long	pc.			1,000.00				25						25				50	20.00
Folder, expanding pressed w/o metal tab, long	pc.			18,000.00				300			300			300			300	1200	15.00
Glue, small elmer's glue, 40 grms.	pc.			2,400.00				20			20			20			20	80	30.00
Glue, mighty bond	pc.			4,400.00				20			20			20			20	80	55.00
Glue, padding	pc.			240.00				1			1			1			1	4	60.00
Index Card , 5 x 8", 500pcs.	pack			320.00				1						1				2	160.00
Index Card, 3 x 5", 500 pcs.	pack			300.00				1			1			1			1	4	75.00
Ink , Marking Pen (blue/black)	pc.			1,560.00				6			6			6			6	24	65.00
Ink, numbering machine, red/black/	pc.			4,320.00				6			6			6			6	24	180.00
Insecticide, aerosol, 420 grms	pc.			3,000.00				3			3			3			3	12	250.00
Manila Paper, 10shts/sleeve	sleeve			600.00				30			30			30			30	120	5.00
Marker, florescent, assorted color, 3pcs/set	set			1,800.00				30			30			30			30	120	15.00
Marker, permanent, fine	pc.			8,400.00				60			60			60			60	240	35.00
Marker, permanent, broad	pc.			4,200.00				30			30			30			30	120	35.00
Marker, whiteboard	pc.			3,000.00				30			30			30			30	120	25.00
Notarial seal, No. 25, 40pcs./box	40pcs/box			1,250.00				10			10			5				25	50.00
Notepad, 3" x 3", post it	pad			4,560.00				30			30			30			30	120	38.00
Notepad, (1.5mmx50mm/1/2" x 2"	pad			4,560.00				30			30			30			30	120	38.00
Notebook, stenographer's, 40 leaves	pc.			511.20				15			15			15			15	60	8.52
Onion Skin, legal, super fine	ream			1,200.00														10	120.00
Onion Skin, A4, short, superfine	ream			300.00														3	100.00
Paper, Bond, 11 x 17, subs. 20	ream			1,480.00														2	740.00
Paper (PPC), Book, legal, subs. 20	ream			680,000.00				1000			1000			1000			1000	4000	170.00
Paper (PPC), Book, A4, subs. 20/70GSM	ream			192,000.00				300			300			300			300	1200	160.00
Paper , legal, w/ Letterhead, subs. 20	ream			70,000.00				50			50			50			50	200	350.00
Paper , legal, w/ Letterhead, colored (H.O.)				32,000.00				20			20			20			20	80	400.00
SUB-TOTAL				2,144,961.20															

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COMMON OFFICE SUPPLIES:	OMB-CEBU		AMP	2,144,961.20	GF														
Paper , A4, w/ Letterhead, subs. 20	ream			70,000.00				50			50			50			50	200	350.00
Paper, Fastener, 2", for paper, 50sets/	box			37,500.00				125			125			125			125	500	75.00
Paper, Fastener, 6", for paper, 50sets/	box			2,000.00				5			5			5			5	20	100.00
Paper Clip, gem type, jumbo	box			6,000.00				75			75			75			75	300	20.00
Paper Clip, gem type, small	box			2,400.00				50			50			50			50	200	12.00
Parchment Paper,A4, 80GSM	ream			1,400.00				1			1			1			1	4	350.00
Paper, yellow,/white ruled pad	pad			5,000.00				50			50			50			50	200	25.00
Paper, special ,laid, long/legal	pc.			500.00				50			50			50			50	200	2.50
Paper, special ,laid, A4/legal	pc.			600.00				75			75			75			75	300	2.00
Paper , art paper, asst. color	pc.			50.00				25						25				50	1.00
Paste, waterwell, 200ml.	pc.			4,200.00				30			30			30			30	120	35.00
Pencil , lead w/ eraser, No. 2, 1 doz./box	box			2,400.00				10			10			10			10	40	60.00
Push pins	100/pack			720.00				3			3			3			3	12	60.00
Record Book, 500 p, hard bound (#75-85)	pc.			28,000.00				20			20			20			20	80	350.00
Record Book, 500 pages , Blue&white cover)	pc.			9,500.00				25			25			25			25	100	95.00
Record Book, 300 pages , blue & white cover	pc.			13,000.00				50			50			50			50	200	65.00
Record Notebook	pc.			3,500.00				25			25			25			25	100	35.00
Ribbon, bundy clock,amano 6305	pc.			10,400.00				2			2			2			2	8	1,300.00
Ribbon (typewriter), manual, fabric, black	roll			120.00				2			2			2				6	20.00
Ribbon , checkwriter, Uchida P-15 (red color)	roll			5,400.00				1			1			1				3	1,800.00
Ribbon , Fax machine, Brother PC 402, 2rls./	bx.			224,000.00				40			40			40			40	160	1,400.00
Rubber Band, 350grms.,flat all purpose	box			18,000.00				25			25			25			25	100	180.00
Rubber cement (rugby), all purpose	botl.			750.00				3			2			3			2	10	75.00
Sign pen, 0.5mm	pc.			28,000.00				100			100			100			100	400	70.00
Sign pen, 0.7mm	pc.			28,000.00				100			100			100			100	400	70.00
Sign pen, G Tech C-4 (blu & red)	pc.			7,000.00				25			25			25			25	100	70.00
Sign pen, G Tech C-4 , refill ink (blue & red)	pc.			4,000.00				25			25			25			25	100	40.00
Stamp pad , felt pad	pc.			1,050.00				15						15				30	35.00
Stamp pad ink, violet/purple, 50ml. Asst. color	bot.			3,500.00				25			25			25			25	100	35.00
Staple Wire, HD-12N-124, 23/13 (40-90 sht.)	box			270.00				2			2			2				6	45.00
Staple wire #35 HD, standard	box			10,800.00				60			60			60			60	240	45.00
SUB-TOTAL				2,673,021.20															

OFFICE OF THE OMBUDSMAN
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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
COMMON OFFICE SUPPLIES:	OMB-CEBU		AMP	2,673,021.20	GF														
Sticker , Property Tag				10,000.00														2000	5.00
Tape, Masking, 1", (24mm)	roll			6,000.00				25			25			25			25	100	60.00
Tape, packaging, 2" (48mm)	roll			12,000.00				100			100			100			100	400	30.00
Tape , Transparent, 1" (24mm)	roll			14,000.00				100			100			100			100	400	35.00
Tape (w/o foam)double sided 1" (strip)	roll			360.00				3			3			3			3	12	30.00
Time Card, for Amano bundy clock, 100's /	bndl			1,200.00				3			3			3			3	12	100.00
Tisue Paper, toilet Paper, 2 ply, 12 rls	pack			1,200.00				3			3			3			3	12	100.00
Wrapping Paper, Kraft,	pc.			2,400.00				50			50			50			50	200	12.00
Twine, plastic, 1 klo.	roll			1,560.00				6			6			6			6	24	65.00
TOTAL				2,721,741.20															

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						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
COMMON OFFICE DEVICES:	OMB-CEBU		AMP		GF														
Puncher, HD #70-75	pc.			12,600.00				12			12			12				36	350.00
Scissor - 6-7" long	pair			1,920.00				24			12			12				48	40.00
Stapler w/ remover # 35	pc.			9,900.00				12			12			12				36	275.00
Calculator, electronic, 2 way power, 12 digits	pc.			16,800.00				12			12							24	700.00
Pencil Sharpener, single, cutter head	pc.			8,400.00				12			12							24	350.00
Tape Dispenser, for 1" trnsp tape	pc.			5,400.00				12			12			12				36	150.00
Numbering Machine, automatic, 5 digits	pc.			25,000.00				5						5				10	2,500.00
Numbering Machine, automatic, 8 digits 1"	pc.			40,000.00				5						5				10	4,000.00
Stamping Dater, self inking	pc.			7,500.00				5						5				10	750.00
Dater, ordinary, big	pc.			2,500.00				5						5				10	250.00
Dater, ordinary, medium	pc.			1,500.00				5						5				10	150.00
Rubber Stamps, asst.d	pc.			12,000.00				20			10			10				40	300.00
Cutter, HD	pc.			300.00				3						3				6	50.00
Blade, for HD Cutter,, 10 pcs./pack				180.00				3						3				6	30.00
Faucet, lavatory,plastic/metal	pc.			18,000.00				12			12							24	750.00
Flexible Hose, lavatory, standard	pc.			4,800.00				12			12							24	200.00
Flexible Hose, toilet, standard	pc.			4,800.00				12			12							24	200.00
Float Valve, for water tank	pc.			2,600.00							2							2	1,300.00
Angle valve, 1/2 x 3/8	pc,			1,500.00				5			5							10	150.00
Door knob	pc.			7,500.00				5			5							10	750.00
Travel bag w/ stroller,HD, big	pc.			7,000.00														2	3,500.00
OMB-Dry Seal # 2	pc.			7,000.00														2	3,500.00
Battery charger,4 batteries	pc.			1,500.00														1	1,500.00
Wall Clock, high quality -big	pc.			5,000.00														1	5,000.00
Mirrors, big (CR)=- life size	pc.			12,000.00														8	1,500.00
White board, 3 ft. x 54ft.	pc.			1,800.00														1	1,800.00
SUB - TOTAL				217,500.00															

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COMMON OFFICE DEVICES (CONT p. 2),	OMB-CEBU		AMP	217,500.00	GF														
Surgical Mask	box			450.00														3	150.00
Plastic Gloves	box			300.00														2	150.00
Stapler- Heavy Duty big - 12/N/24	pcf.			3,600.00														1	3,600.00
Microwave Oven - 3.0	pc.			18,000.00														3	6,000.00
Coffee Blender	pc.			6,000.00														2	3,000.00
Dining set utensils (1 doz each)- w/ pitcher	set			15,000.00														1	15,000.00
Magazine Rack	pc.			1,000.00														1	1,000.00
Medical Kit (First Aid Kit)	kit			9,000.00														3	3,000.00
TOTAL				270,850.00															
COMMON ELECTRICAL SUPPLIES	OMB-CEBU		AMP																
Battery, size AA, alkaline, 2pcs. Per	packet			6,000.00				50			50			50			50	200	30.00
Battery, size AAA, alkaline, 2pcs. Per	packet			2,500.00				25			25			25			25	100	25.00
Battery, size D, alkaline, 2pcs. Per	packet			1,920.00				6			6			6			6	24	80.00
Batteries, 6F22 HD, for lapel mic.	pc.			4,200.00							6						6	12	350.00
Daylight PL tube, 2 pins, 9 w	pc.			15,000.00				15			15			15			15	60	250.00
Energy Savings Lamp(fence posts), 65-80 watts				13,600.00														16	850.00
Electrical Ext. cord, 5m w/ outlet & plug	pc.			3,500.00				5			5							10	350.00
Electrical Ext. cord, 10m w/ outlet & plug	pc.			8,000.00				5			5							10	800.00
Electrical Ext. cord, , 3-10 mtrs. , Power strip w/ individual switch, 3-6 universal outlet/ sockets, w/ 1 main switc h, w/ power surge	unit			25,000.00														10	2,500.00
Flourescent tube, 36-40 watts	tube			4,500.00														60	75.00
Flourescent starter, 36-40 watts	pc.			900.00														60	15.00
Florescent Ballast, 36-40w	pc.			1,500.00														10	150.00
Tape, electrical				300.00														10	30.00
Street Lamp w/ solar panel	set			208,000.00														16	13,000.00
Emergency Light (Led light)	pc.			15,000.00														5	3,000.00
TOTAL				309,920.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU		AMP		GF														
OFFICE FURNITURE & FIXTURES																			
TABLE																			
- Board Room Conference Table				50,000.00														1	50,000.00
- Sr. Executive				12,000.00														1	12,000.00
- Jr. Executive	pc.			66,000.00														6	11,000.00
- Clerical	pc.			30,000.00														5	6,000.00
- Computer table/ Printer Table	pc.			33,600.00														8	4,200.00
- Conference table	pc.			10,000.00														1	10,000.00
- Coffee table	pc.			5,000.00														1	5,000.00
CHAIRS																			
- Sr. Executive Chair				24,000.00														3	8,000.00
- Jr. Executive	pc.			114,000.00														19	6,000.00
- Clerical w/ arm rest	pc.			40,000.00														10	4,000.00
- Monobloc chairs	pc.			3,360.00														12	280.00
- Stacking chairs / w/ foam	pc.			70,000.00														28	2,500.00
CABINET/SHELVES/DIVIDER																			
Book shelves,wooden w/ glass lock	pc.			44,000.00														2	22,000.00
Filing Cabinet, steel, 4 drawers	pc.			120,000.00														10	12,000.00
Wooden Racks/Shelvews, 7 shelves	pc.			15,000.00														1	15,000.00
Filing Cabinet, w/ safe vault	pc.			12,000.00														1	12,000.00
Steel Shelvings (for the storage room)	pc.			60,000.00														6	10,000.00
Mobile Pedestal, steel				17,500.00														5	3,500.00
TOTAL				726,460.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procurement	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU		AMP		GF														
BOOKS AND PERIODICALS:																			
Hand book on Public Bidding Documents, 8 1/2" x 11", offset printing, one color print, laminated kroncote cover, newsprint inside pages, perfect binding for:																			
a. Procurement of Goods & Services 1001-115 pages	pc.			33.85														1	33.85
b. Proceurement of Civil Works 139-149 pages	pc.			39.53														1	39.53
c. Procurement on Consulting Serv ices	pc.																	1	23.48
c. Sample Forms, 8-1/4 x 11-3/4" 328 pages	pc.			92.82														1	92.82
Hand book on Phil. Gov't. Procurement	pc.			41.50														1	41.50
Handbook on Public Bidding Checklist 6" x 9", 70	pc.			14.20														1	14.20
Hand book on Generic Procurement	set			136.50														1	136.50
Manual (CPM) A-4 size (210mm x 297mm) foldcote 12 w/ plastic lamination, one (1) set of four Volumel 1 (103 pages) white color Volume II (138 pages) light blue color Volume III (124 pages) light yellow color Volume IV (118 pages) light green color																			
SCRA, volume 463 up		pc.		360,000.00														240	1,500.00
SCRA Quick Index Digest,Yr. 2005 up		pc.		18,900.00														9	2,100.00
Various journals & periodicals		pc.		100,000.00														100	1,000.00
TOTAL				479,258.40															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU		AMP		GF														
IT EQUIPMENT & SOFTWARE																			
Personal/Desktop Comp.w/ OS/Microsoft Office & printer	pc.			770,000.00														11	70,000.00
Personal/Desktop Comp.w/ OS/Microsoft Office w/o printer				50,000.00														1	50,000.00
Printer, portable	pc.			24,000.00														2	12,000.00
Wifi Internet Connection (high speed) with router	pc.			12,000.00														1	12,000.00
Laptop	pc.			100,000.00														2	50,000.00
Printer, colored (3 in 1)	pc.			192,000.00														12	16,000.00
Wireless adapter (USB type)				2,000.00														1	2,000.00
Printer, Dot Matrix, LQ 2180/2190	pc.			135,000.00														3	45,000.00
Computer Keyboard	pc.			12,000.00														24	500.00
Portable hard disk, 500GB/ External ITB	pc.			21,000.00														3	7,000.00
Crimping Tool, RJ 45 & RJ 11 w/ wire stripper	set			3,000.00														1	3,000.00
RJ 45 Connector				4,500.00														300	15.00
RJ 11 Connector				4,500.00														300	15.00
LAN Cable Tester	set			2,500.00														1	2,500.00
Network Switch, 16 port	unit			20,000.00														2	10,000.00
Non-magnetic screw driver set	set			1,000.00														1	1,000.00
Precision tools	set			1,000.00														1	1,000.00
Long nose w/ cutter	pc.			700.00														2	350.00
Thermal grease, silver	can			500.00														1	500.00
Symantec Endpoint Antivirus protection				24,000.00														12	2,000.00
UPS w/ AVR function	pc.			56,000.00														14	4,000.00
Network License on the Phil. Law & Jurispudence (updating)	lot			70,000.00														1	70,000.00
TOTAL				1,505,700.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU		AMP		GF														
COMMUNICATION EQUIPMENT:																			
Telephone unit w/ long distance & internet				48,000.00														2	24,000.00
Diorect Telephone Lines				36,000.00														2	18,000.00
Cassette tape recorder	pc.			28,000.00														8	3,500.00
Microphone (wireless)	pc.			30,000.00														6	5,000.00
Fax Machine	pc.			32,000.00														4	8,000.00
Telephone set,/ Apparatus	pc.			10,000.00														10	1,000.00
Handheld, Two Way Radio	pair			48,000.00														6	8,000.00
Digital IC Recorder				5,000.00														1	5,000.00
Digital Voice Recorder				8,000.00														1	8,000.00
Landline + SIMS				24,000.00														1	24,000.00
TOTAL				269,000.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT													Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU		AMP		GF														
OTHER PPE																			
CCTV Surveilance System				100,000.00														1	100,000.00
Aircooler	pc.			90,000.00														6	15,000.00
Room Airconditioner, packaged 3-5 TRs	pc.																		
- Wall Mounted	pc.			150,000.00														3	50,000.00
- Ceiling Mounted	pc.			170,000.00														2	85,000.00
- Floor Mounted - 5 TR	pc.			1,000,000.00														10	100,000.00
- Cassette type	pc.			100,000.00														1	100,000.00
Room Airconditioner, window type, 2HP	pc.			240,000.00														8	30,000.00
Electric Stand Fan	pc.			24,500.00														7	3,500.00
Electric Fan, Wall type	pc.			8,000.00														2	4,000.00
Exhaust Fan	pc.			24,000.00														8	3,000.00
Paper Shredder (heavy duty)	pc.			80,000.00														4	20,000.00
Scanner, HD	pc.			300,000.00														1	300,000.00
Scanner, regular/ portable	pc.			150,000.00														3	50,000.00
Refrigerator	pc.			32,000.00														2	16,000.00
Emergency Lights	pc.			15,000.00														5	3,000.00
DSLR Camera w/ telephoto lens	pc.			70,000.00														1	70,000.00
Camera, mirrorless	pc.			50,000.00														1	50,000.00
Camera /Still/video	pc.			80,000.00														1	80,000.00
Projector, LED	pc.			100,000.00														1	100,000.00
Fire Extinguishers, 5kg. ABC dry chem	pc.			10,500.00														3	3,500.00
Photo ID Laminator	pc.			10,000.00														2	5,000.00
I.D. Maker	pc.			75,000.00														1	75,000.00
LED TV, 40" + cable TV subscriptionm	pc.			90,000.00														2	45,000.00
DVD Player	pc.			5,000.00														1	5,000.00
Binding/Punching Machine	pc.			24,000.00														2	12,000.00
Bar Code Printer	pc.			27,000.00														1	27,000.00
Bar Code Scanner	pc.			15,000.00														1	15,000.00
Checkwriter, Electronic	pc.			20,000.00														1	20,000.00
Generator - Heavy Duty	pc.			1,500,000.00														1	1,500,000.00
Wellness & Fitness Equipment				500,000.00														1	500,000.00
TOTAL				5,060,000.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												Total	Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
	OMB-CEBU		AMP		GF														
TRANSPORTATION EQUIPMENT																			
- Service Vehicle	unit		PB	5,100,000.00															
- pick-up																		1	1,600,000.00
- V an																		1	2,500,000.00
- AUV																		1	1,000,000.00
- Motorcycle				450,000.00														3	150,000.00
TOTAL				5,550,000.00															
GUNS AND AMMUNITIONS																			
Guns .45 caliber	pc			440,000.00														11	40,000.00
TRAINING/SEMINARS/MEETINGS/OTHER ACTIVITIES																			
Various seminars- for office personnel				1,200,000.00														1	1,200,000.00
Corruption Prevention Activities				2,556,600.00														12	213,050.00
BAC Meetings (Bidding activities)				18,000.00														12	1,500.00
TOTAL				3,774,600.00															
RENTAL SERVICES/MAINTENANCE REPAIRS/OTHER SERVICES																			
Copying Machine, plain paper copier(4units)				540,000.00														12	45,000.00
Storage Documents				300,000.00														12	25,000.00
Purified Drinking Water (5 gal/cont.)	cont.			75,600.00														12	6,300.00
Aircon Maintenance Services, all types	unit			180,000.00														12	15,000.00
Janitorial Services, 7 janitors			PB	1,213,481.04														12	101,123.42
Security Services, 10 security guards			PB	1,870,066.80														12	155,838.90
Courier, Mailing Services				336,000.00														12	28,000.00
Newspaper, local & national issues & publications(biddings)				120,000.00														12	10,000.00
Fire extinguisher refill, 12				30,000.00														12	2,500.00
Payment of office electricity				2,400,000.00														12	200,000.00
Service Vehicle Gasoline				480,000.00														12	40,000.00
Service Vehicle Registration & Insurance				180,000.00														6	30,000.00
(6 vehicle & 1 motorcycle)				3,000.00														1	3,000.00
Vehicle maintenance/ repair,others				300,000.00														12	25,000.00
Office equipment, furnitures/others maint./repairs				360,000.00														12	30,000.00
Insurance -building & contents				100,000.00														1	100,000.00
Internet Bandwith				504,000.00														12	42,000.00
Telephone Lines				720,000.00														12	60,000.00

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												Unit Cost
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	OMB-CEBU				GF														
MAINTENANCE REPAIRS/OTHER SERVICES																			
- BUILDING																			
Repair of Gate				6,000.00															
Repainting, OMB-Visayas building			PB/Admin.	1,650,000.00															
- incl. maintenance/ pest control & other repairs																			
Modular Partition (Prosecution Bureau)			PB/Admin.	1,700,000.00															
Construction of Dormitory and Canteen			PB/Admin.	30,000,000.00															
Construction of storage Room /warehouse for unserviceable/ disposable furnitures & equipment			PB/Admin.	2,000,000.00															
Brass signage w/ Ombudsman seal																			
- for the canopy of the building				80,000.00															
size 45" x 29-1/2" (Oval shape)																			
- for the Rostrum				18,000.00															
size 16-1/4" dia. (round shape)																			
Photo Wall-Ombudsman signage/logo				5,000.00															
TOTAL				35,459,000.00															

OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE

ANNUAL PROCUREMENT PLAN FOR CY 2015

Procurement Program/ Project		PMO/ End-User	Mode of Procure-ment	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	SCHEDULE OF PROCUREMENT												
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
SUMMARY		OMB-CEBU	AMP		GF													
Computer Supplies (Page 1)				2,534,924.26														
Common Office Supplies (Page 2-5)				2,721,741.20														
Common Office Devices (Page 6 - 7)				270,850.00														
Common Electrical Supplies (Page 7)				309,920.00														
Office Furnitures & Fixtures (Page 8)				726,460.00														
Books & Periodicals (Page 9)				479,258.40														
IT Equipment & Softwares (Page 10)				1,505,700.00														
Communication Equipment (Page 11)				269,000.00														
Other PPE Page (Page 12)				5,060,000.00														
Transportation Equipment (Page 13)				5,550,000.00														
Guns & Ammunitions (Page 13)				440,000.00														
Trainings/Seminars/Meetings/Other Activities (Page 13)				3,774,600.00														
Rental Services/Maintenance Repairs/ Other Services (Page 13)				9,712,147.84														
Maintenance Repairs/ Other Services - Building (Page 14)				35,459,000.00														
GRAND TOTAL				**68,813,601.70**														

Prepared by:

MARINA H. CATALYA
Administrative Officer III/Supply Officer II

CAROLYN S. AMBRAD
Admin. Officer V/Budget Officer III

RECOMMENDING APPROVAL:

GAUDIOSO J. MELENDEZ
Acting Director, Prosecution Bureau/ Chairman

BIDS & AWARDS COMMITTEE:

MONA CHICA C. GILLAMAC
GIPO II / Vice-Chairman

IMELDA MARIE B. BELTRAN
GIPO I/ OIC Administrative Div.

CORAZON C. ARNADO-CARRILLO
GIPO I I / Member

MARIA CORAZON V. NARAJA
GIPO I I / Member

APPROVED BY:

MARIE FE FRANCES W. SEVILLE-ANG
GIPO I / Member

IRMA S. FALCON
Admin. Officer V / Cashier III

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas

OFFICE OF THE OMBUDSMAN-VISAYAS
M.Velez St., Guadalupe, Cebu City

ANNUAL PROCUREMENT PLAN FOR CY 2015 (1st Supplemental)

Procurement Program/Project	PMO/End-use	Mode of Proc.	Estimated Budget (Php) (ABC)	Source of Funds	Schedule of Procurement												Unit Cost
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Other Supplies																	
Credential Badge	OMB-VIS	N.P.	50,000.00	GF													500.00
Micro SD Card, 16GB	OMB-VIS	N.P.	2,400.00	GF													400.00
IT Consumables																	
HP LJ Toner Cart. M176N 3-in-1																	
- Black	OMB-VIS	N.P.	52,500.00	GF													3,500.00
- Cyan	OMB-VIS	N.P.	60,000.00	GF													4,000.00
- Yellow	OMB-VIS	N.P.	60,000.00	GF													4,000.00
- Magenta	OMB-VIS	N.P.	60,000.00	GF													4,000.00
Communication Equipment																	
Digital Voice Recorder	OMB-VIS	N.P.	100,000.00	GF													10,000.00
Flat screen TV	OMB-VIS	N.P.	150,000.00	GF													50,000.00
Building Construction/Renovation/ Repairs/Maintenance/Other Services																	
Installation of Entrance Canopy	OMB-VIS	N.P.	150,000.00	GF													150,000.00
Installation of Fire Exit	OMB-VIS	P.B.	1,000,000.00	GF													1,000,000.00
Garbage Segration/Compost Pit	OMB-VIS	P.B.	500,000.00	GF													500,000.00
Landscaping	OMB-VIS	N.P.	100,000.00	GF													100,000.00

Construction of 3-Storey Annex Bldg.	OMB-VIS	P.B.	30,000,000.00	GF													30,000,000.00
Construction of GAD-Day Care Center	OMB-VIS	P.B.	1,500,000.00	GF													1,500,000.00
Installation of Brass Plate Signage	OMB-VIS	N.P.	150,000.00	GF													150,000.00
Installation of F.I.O. Extension Office	OMB-VIS	P.B.	1,000,000.00	GF													1,000,000.00
Other PPE																	
Generator/Solar Panel	OMB-VIS	N.P.	2,500,000.00	GF													2,500,000.00
Drawer Cabinet	OMB-VIS/PMC	N.P.	150,000.00	GF													10,000.00
Books/Periodicals																	
Gov't. Procurement Tool Kit	OMB-VIS/BAC	N.P.	22,500.00	GF													1,500.00

Prepared by:

MARINA H. CATALYA
Supply Officer II

Certified Funds Available/Certified Appropriate Funds Available:

CAROLYN S. AMBRAD
Budget Officer III

Recommending Approval:

IMELDA MARIE B. BELTRAN
GIPO I/O.I.C. Admin.Div.

GAUDIOSO J. MELENDEZ
Chairman

MARIA CORAZON V. NARAJA
Member

BIDS AND AWARDS COMMITTEE:

MONA CHICA C. GILLAMAC
Vice-Chairman

MARIE FE FRANCES W. SEVILLE-ANG
Member

CORAZON C. ARNADO-CARRILLO
Member

IRMA S. FALCON
Member

APPROVED BY:

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas

ANNUAL PROCUREMENT PLAN (APP) FOR CY 2015

Department/Bureau/Office:	OFFICE OF THE OMBUDSMAN (VISAYAS)	Contact Person:	IMELDA C. TANGPUZ
Region:	REGIONAL OFFICE NO. VIII, TACLOBAN CITY	Position:	HEAD, BAC SECRETARIAT
Address:	3/F LY BUILDING, FATIMA VILLAGE, BARANGAY 77 MARASBARAS, TACLOBAN CITY, 6500 LEYTE	E-mail:	ombudsman_tacloban@yahoo.com
		Telephone Nos.:	(053) 321-7969; (053) 523-3042

Reference	Procurement Program/Project	PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT													Remarks
				Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
I.	**COMMON SUPPLIES & EQUIPMENT** *(See attached APP CY 2015 for Common Supplies & Equipment for details)*	OMB 8	Agency-to-Agency/ Shopping/AMP		2,488,573.81	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
II.	**ADMINISTRATIVE SUPPORT SERVICES**																			
1	Courier, Mailing Services/Postage & Deliveries	OMB 8	AMP		102,360.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
2	Electricity Expense	OMB 8	AMP		273,000.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
3	Fidelity Bond Premiums	OMB 8	AMP		11,550.00	MOOE			✓											
4	Gasoline Consumption (for generator)	OMB 8	AMP		4,875.00	MOOE	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓		
5	Gasoline, Oil & Lubricants Consumption	OMB 8	AMP		141,875.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
6	General Services (Job Order Employees)	OMB 8	AMP		137,280.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
7	Insurances and Registration for Motor Vehicle	OMB 8	AMP		18,000.00	MOOE									✓	✓	✓			
8	Janitorial Services	OMB 8	AMP		125,126.88	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
9	Newspaper Subscription	OMB 8	AMP		18,600.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
10	Printing (Tarpaulins, Banners, Streamers) & Binding Services	OMB 8	AMP		50,000.00	MOOE			✓			✓			✓			✓		
11	Purified Drinking Water/Mineral Water	OMB 8	AMP		16,800.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
12	Rental of Office Space	OMB 8	AMP		1,100,000.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
13	Rental of Photocopying Machine	OMB 8	AMP		120,000.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
14	Repair & Maintenace - Motor Vehicle	OMB 8	AMP		39,900.00	MOOE	✓			✓		✓	✓		✓	✓		✓		
15	Repair & Maintenance - IT Equipment & Software	OMB 8	AMP		40,400.00	MOOE			✓			✓			✓	✓				
16	Repair & Maintenance - Office Equipment	OMB 8	AMP		25,400.00	MOOE					✓	✓	✓				✓	✓		
17	Repair & Maintenance - Office Furniture & Fixtures	OMB 8	AMP		25,900.00	MOOE			✓			✓	✓		✓	✓				
18	Repair & Maintenance - Other Office Equipment	OMB 8	AMP		10,000.00	MOOE			✓									✓		
19	Representation Expense (Expenses for the Anniversary Celebration, Team Building & other related activities)	OMB 8	AMP		76,000.00	MOOE						✓	✓							
20	Security Services	OMB 8	PB		592,898.52	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
21	Telephone Line - Mobile	OMB 8	AMP		12,000.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
22	Telephone Lines - Landline	OMB 8	AMP		111,800.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
23	Water Consumption	OMB 8	AMP		28,080.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
24	Other MOOE (Petty Cash Expenses, Rental of Sound System, LCD Projectors & other equipment used for office activities, & expense on Ombudsman Activities that needs supplies, materials & others)	OMB 8	AMP		256,000.00	MOOE	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	TOTAL (Administrative Support Services)				3,337,845.40															

Reference	Procurement Program/Project	PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT												Remarks
				Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
III.	**TRAININGS, SEMINARS & CAPABILITY-BUILDING FOR OMB RO8 PERSONNEL**																		
1	Development Training Program for Administrative Support Staff (DTPASS)	OMB 8			7,200.00	MOOE									✓				
2	Disposal of Government Properties	OMB 8			8,400.00	MOOE										✓			
3	Grievance/Administrative Justice	OMB 8			21,600.00	MOOE						✓							
4	Laws, Rules & Regulations on Gov't. Expenditures	OMB 8			4,800.00	MOOE							✓						
5	Legal Writing Training	OMB 8			4,800.00	MOOE					✓								
6	Managerial & Supervisory Training	OMB 8			8,400.00	MOOE							✓						
7	Mandatory Continuing Legal Education (MCLE) for Lawyers	OMB 8			10,000.00	MOOE										✓			
8	Seminar on Hataw & Wellness Program	OMB 8			40,000.00	MOOE								✓					
9	Seminar on Investigation	OMB 8			9,600.00	MOOE										✓			
10	Seminars & Trainings for the Enhancement of Driving Skills	OMB 8			3,600.00	MOOE										✓			
11	Seminars & Trainings related to Budgeting	OMB 8			12,000.00	MOOE				✓			✓						
12	Seminars & Trainings related to Financial Management	OMB 8			12,000.00	MOOE				✓			✓						
13	Service Delivery Excellence Program(SDEP)	OMB 8			10,800.00	MOOE						✓							
14	Strategic Performance Management System	OMB 8			7,200.00	MOOE				✓			✓						
15	Supervisory Development Course (Track 1 & 2)	OMB 8			25,200.00	MOOE					✓								
16	Supervisory Development Course (Track 2 & 3)	OMB 8			16,800.00	MOOE					✓								
17	Team Building Workshop for OMB RO 8 employees	OMB 8			40,000.00	MOOE					✓								
18	Training & Education of Investigators	OMB 8			43,200.00	MOOE		✓	✓	✓	✓	✓		✓	✓	✓	✓		
19	Training on Advanced Fact-finding Investigation	OMB 8			30,000.00	MOOE								✓					
20	Training on Basic Fact-finding Investigation	OMB 8			30,000.00	MOOE						✓							
21	Training on the Updates of Government Procurement	OMB 8			10,000.00	MOOE							✓						
22	Training/Seminar on R.A. 6713	OMB 8			5,000.00	MOOE		✓											
23	Training/Seminar on R.A. 9485	OMB 8			5,000.00	MOOE		✓											
24	Updates & Seminars related to procurement of goods & services as property officer	OMB 8			9,600.00	MOOE			✓		✓		✓						
25	Updates on Anti-Corruption Programs	OMB 8			7,200.00	MOOE			✓			✓				✓			
26	Updates on Fact-Finding	OMB 8			14,400.00	MOOE			✓			✓	✓			✓			
27	Year-end Assessment to Enhance Control Mechanism & Strategic Planning	OMB 8			40,000.00	MOOE				✓									
28	Other Trainings, Seminars & Capability-Building for OMB RO8 Personnel	OMB 8			134,600.00	MOOE				✓		✓	✓			✓	✓		
	TOTAL (Trainings, Seminars & Capability-Building for OMB RO8 Personnel)				571,400.00														

Reference	Procurement Program/Project		PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT												Remarks
					Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
IV.	**TRAININGS, SEMINARS, FORUMS & MEETINGS FOR VARIOUS STAKEHOLDERS (VS)**																			
1	Activities with Anti-Corruption Partners		VS	AMP	33,000.00	33,000.00	MOOE											1		1	
2	Anti-Corruption Forum/Conference		VS	AMP	50,000.00	100,000.00	MOOE					1							1	2	
3	CIC Related Activities		VS	AMP	33,000.00	66,000.00	MOOE		1						1					2	
4	CPU Related Activities		VS	AMP	33,000.00	66,000.00	MOOE						1				1			2	
5	Integrity, Transparency and Accountability in Public Service (ITAPS) Seminar		VS	AMP	42,000.00	84,000.00	MOOE					1				1				2	
6	International Anti-Corruption Day Celebration		VS	AMP	60,000.00	60,000.00	MOOE												1	1	
7	Oplan Red Plate Related Activities		VS	AMP	33,000.00	99,000.00	MOOE			1		1		1						3	
8	Other Anti-Corruption Activities/ Trainings/Seminars		VS	AMP	50,000.00	100,000.00	MOOE					1							1	2	
9	Reproduction/Risograph of Handouts for Trainings/Seminar/Orientation/other activities		VS	AMP		30,000.00	MOOE		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
	TOTAL (Trainings, Seminars, Forums & Meetings for VS)					**638,000.00**															
	TOTAL MOOE					**7,035,819.21**															
V.	**CAPITAL OUTLAY (CO)**																				
V.A.	**FURNITURES AND FIXTURE**																				
1	Bookshelf (Wooden, 4-6 layers)	Pc.	OMB 8	AMP	30,000.00	90,000.00	CO			2				1						3	
2	Cabinet for Forms (Open shelves)	Pc.	OMB 8	AMP	12,000.00	36,000.00	CO				3									3	
3	Cabinet, Filing, Big	Pc.	OMB 8	AMP	30,000.00	90,000.00	CO				1			2						3	
4	Cabinet, Filing, Steel, 3-4 drawers, lateral	Unit	OMB 8	AMP	10,000.00	40,000.00	CO				4									4	
5	Cabinet, Filing, Steel, 4 drawers	Unit	OMB 8	AMP	12,000.00	204,000.00	CO				17									17	
6	Cabinet, with Safety Vault, Steel, for Cashier	Pc.	OMB 8	AMP	25,000.00	25,000.00	CO				1									1	
7	Chair, Bench, with cabinet	Pc.	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
8	Chair, Clerical	Pc.	OMB 8	AMP	2,500.00	7,500.00	CO				3									3	
9	Chair, Executive	Pc.	OMB 8	AMP	6,000.00	6,000.00	CO				1									1	
10	Chair, Visitor, Single, Leatherette, Black	Pc.	OMB 8	AMP	4,000.00	48,000.00	CO	4			4			4						12	
11	Chair, Waiting	Pc.	OMB 8	AMP	18,000.00	36,000.00	CO				2									2	
12	Clerical Table	Pc.	OMB 8	AMP	6,000.00	24,000.00	CO				4									4	
13	Computer Table	Pc.	OMB 8	AMP	3,000.00	48,000.00	CO	9						7						16	
14	Dish Keeper/Cabinet	Pc.	OMB 8	AMP	4,000.00	4,000.00	CO				1									1	
15	Executive Table	Pc.	OMB 8	AMP	15,000.00	180,000.00	CO				12									12	
16	Guard Reception Desk/Table	Pc.	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
17	Side Table	Pc.	OMB 8	AMP	3,000.00	48,000.00	CO	9						7						16	
18	Steel Cabinet (locker type)	Pc.	OMB 8	AMP	25,000.00	100,000.00	CO				4									4	
19	Utility Rack	Pc.	OMB 8	AMP	5,000.00	5,000.00	CO				1									1	
20	Visitor's Table	Pc.	OMB 8	AMP	10,000.00	10,000.00	CO				1									1	
21	Working Table	Pc.	OMB 8	AMP	18,000.00	18,000.00	CO					1								1	
	TOTAL (Furnitures and Fixture)					**1,049,500.00**															

Reference	Procurement Program/Project		PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT												Remarks
					Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
V.B.	**IT EQUIPMENT AND SOFTWARE**																			
1	Computer Speaker, Heavy Duty	Unit	OMB 8	AMP	4,000.00	4,000.00	CO				1									1
2	Desktop Computer Set	Unit	OMB 8	AMP	63,000.00	315,000.00	CO				5									5
3	Laptop Computer	Unit	OMB 8	AMP	75,000.00	150,000.00	CO	1						1						2
4	LCD Projector	Unit	OMB 8	AMP	32,000.00	32,000.00	CO	1												1
5	Printer, Colored	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1
6	Printer, Dot Matrix	Unit	OMB 8	AMP	20,000.00	20,000.00	CO	1												1
7	Printer, Laser	Unit	OMB 8	AMP	15,000.00	120,000.00	CO				8									8
8	Printer, Laser, Heavy Duty, Big	Unit	OMB 8	AMP	30,000.00	30,000.00	CO				1									1
9	Printer, Portable	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1
10	Web Camera	Unit	OMB 8	AMP	2,500.00	5,000.00	CO				1			1						2
				TOTAL (IT Equipment and Software)		**706,000.00**														
V.C.	**LIBRARY BOOKS/REFERENCE MATERIALS/RESOURCES**																			
1	Activity Standard Manual on Highway Maintenance	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
2	Audit on Disbursement	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
3	DPWH Standard Specification for Highways & Bridges (Latest Edition)	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
4	Environmental Laws of the Philippines	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
5	Government Accounting & Auditing Manual (GAAM)	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
6	Government Audit Code of the Philippines	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
7	Handbook on Investigation of Administrative Disciplinary Cases in the Philippines	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
8	Handbook on RA 3019 with Annotations	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
9	Handbook on RA 6713 with Annotations	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
10	Local Government Code (RA 7160) with IRR	Pc.	OMB 8		1,500.00	1,500.00	CO				1									1
11	Manual on Procurement	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
12	Manual on the NGAS (Vol. 1, 2, & 3)	Pc.	OMB 8		3,000.00	3,000.00	CO				1									1
13	Omnibus Rules Implementing EO 292	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
14	Revised Penal Code (Book I) by Luis B. Reyes	Pc.	OMB 8		2,000.00	2,000.00	CO				1									1
15	Revised Penal Code (Book II) by Luis B. Reyes	Pc.	OMB 8		2,000.00	2,000.00	CO				1									1
16	Uniform Rules on Administrative Cases in the Civil Service	Pc.	OMB 8		1,000.00	1,000.00	CO				1									1
17	Other Reading Materials/Resources	Pc.	OMB 8		1,000.00	3,000.00	CO				3									3
				TOTAL (Library Books/Reference Materials/Resources)		26,000.00														

Reference	Procurement Program/Project		PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT												Remarks
					Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
V.D.	**OTHER PROPERTY, PLANT AND EQUIPMENT (PPE)**																			
1	Bid Box	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
2	Bouncing Hammer equipment	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
3	Calipher (Inner & Outer)	Unit	OMB 8	AMP	10,000.00	10,000.00	CO				1									1	
4	Camera, with Telescopic lense	Unit	OMB 8	AMP	75,000.00	75,000.00	CO				1									1	
5	CCTV	Unit	OMB 8	AMP	60,000.00	60,000.00	CO				1									1	
6	Concrete Boring or Coring Equipment	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
7	Counterfeit Money Detector	Unit	OMB 8	AMP	3,000.00	3,000.00	CO				1									1	
8	Emergency Lights	Unit	OMB 8	AMP	5,000.00	10,000.00	CO				2									2	
9	Fax Machine/Facsimile Transceiver, Multi-function	Unit	OMB 8	AMP	15,000.00	30,000.00	CO				2									2	
10	Karaoke with CD/DVD Player	Unit	OMB 8	AMP	30,000.00	30,000.00	CO				1									1	
11	Micro-Camera/Spy Camera Ballpen Type Built	Unit	OMB 8	AMP	15,000.00	15,000.00	CO				1									1	
12	Microphone with stand	Unit	OMB 8	AMP	5,000.00	10,000.00	CO				2									2	
13	~~Modular Cubicles/Office Partition~~	~~Lot~~	~~OMB 8~~	~~AMP~~	~~136,000.00~~	~~136,000.00~~	~~CO~~				~~1~~									~~1~~	
14	Office Partition (Director's Office)	Lot	OMB 8	AMP	120,000.00	120,000.00	CO			1										1	
15	Organizational Chart Board, with Stand	Pc.	OMB 8	AMP	18,000.00	18,000.00	CO				1									1	
16	Public Address System/Podium	Pc.	OMB 8	AMP	50,000.00	50,000.00	CO				1									1	
17	Scanner, Heavy Duty	Unit	OMB 8	AMP	30,000.00	30,000.00	CO				1									1	
18	Sound System, Powered Speaker, with Amplifier	Unit	OMB 8	AMP	75,000.00	75,000.00	CO				1									1	
19	Stapler, Industrial, Heavy Duty, High Capacity	Pc.	OMB 8	AMP	10,000.00	10,000.00	CO				1									1	
20	Step Ladder	Pc.	OMB 8	AMP	5,000.00	5,000.00	CO				1									1	
21	Suggestion/Comment/Feedback Box	Unit	OMB 8	AMP	2,500.00	2,500.00	CO				1									1	
22	Television, LED, with DVD Player	Unit	OMB 8	AMP	30,000.00	30,000.00	CO				1									1	
23	Vacuum Cleaner	Unit	OMB 8	AMP	10,000.00	10,000.00	CO				1									1	
24	Venetian Blinds	Lot	OMB 8	AMP	60,000.00	60,000.00	CO				1									1	
25	Water Dispenser	Unit	OMB 8	AMP	10,000.00	10,000.00	CO				1									1	
	TOTAL (Other Property, Plant and Equipment)					**834,500.00**															
	TOTAL CAPITAL OUTLAY					**2,616,000.00**															
	GRAND TOTAL (Php)					**9,651,819.21**															

09 B

NOTE:

* - The mode of procurement shall be based on the actual need of the end-users

LEGEND:

AMP - Alternative Mode of Procurement

PB - Public Bidding

Reference	Procurement Program/Project	PMO/ End-User	Mode of Procurement*	Estimated Budget (Php)/ Approved Budget for the Contract (ABC)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT												Remarks
				Unit Cost	Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	SUMMARY of MOOE & CO:																			
	I. MAINTENANCE AND OTHER OPERATING EXPENSE (MOOE)																			
	Common Supplies & Equipment				2,488,573.81															
	Administrative Support Services				3,337,845.40															
	Trainings, Seminars, Forums & Meetings for Various Stakeholders (VS)				571,400.00															
	Trainings, Seminars & Capability-Building for OMB RO8 Personnel				638,000.00															
	TOTAL (MOOE)				**7,035,819.21**															
	II. CAPITAL OUTLAY (CO)																			
	Furnitures and Fixtures				1,049,500.00															
	IT Equipment and Software				706,000.00															
	Library Books/Reference Materials/Resources				26,000.00															
	Other Property, Plant and Equipment				834,500.00															
	TOTAL (CO)				**2,616,000.00**															
	GRAND TOTAL (Php)				**9,651,819.21**															

Prepared by:

MARIA RIZ I. PADULLA
Admin. Officer III/Supply Officer II

CHARIZ C. GARCIA
Admin. Officer V/Budget Officer III

Date Prepared: October 17, 2014

RECOMMENDING APPROVAL:
OMB RO8 BIDS & AWARDS COMMITTEE:

CYRENE THERESA Q. DOLINA
BAC Member

GARRY D. JOSOL
BAC Member

- detailed at OMB Central Office -
ERLWIN D. ESTRELLA
BAC Member

JULMANE N. PLAZA
BAC Member

JANICE G. GABRITO-AGULLO
BAC Vice-Chairperson

Approved by:

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas

ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment

Department/Bureau/Office: OFFICE OF THE OMBUDSMAN (VISAYAS)
Region: REGIONAL OFFICE NO. VIII, TACLOBAN CITY
Address: 3/F LY BUILDING, FATIMA VILLAGE, BARANGAY 77 MARASBARAS, TACLOBAN CITY, 6500 LEYTE

Contact Person: IMELDA C. TANGPUZ
Position: HEAD, BAC SECRETARIAT
E-mail: ombudsman_tacloban@yahoo.com
Telephone Nos.: (053) 321-7969; (053) 523-3042

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
BALLAST, 36 watts	piece	6			6	6			6	6			6	6			6	24	74.58	1,789.96
BATTERY, size AA, alkaline, 2 pcs./packet	packet	18			18	18			18	18			18	18			18	72	16.16	1,163.48
BATTERY, size AAA, alkaline, 2 pcs./packet	packet	18			18	18			18	18			18	18			18	72	15.18	1,093.18
FLUORESCENT LAMP, tubular, 36 watts	piece	6			6	6			6	6			6	6			6	24	38.22	917.28
COMPACT FLUORESCENT LIGHT, 18 watts	piece	3			3	3			3	3			3	3			3	12	104.73	1,256.72
STARTER, 4-40 watts	piece	6			6	6			6	6			6	6			6	24	5.46	131.04
TAPE, electrical	roll	4			4	4			4	4			4	4			4	16	18.51	296.18
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	2			2	2			2	2			2	2			2	8	544.74	4,357.92
COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	12			12	12			12	12			12	12			12	48	9.93	476.78
COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	12			12	12			12	12			12	12			12	48	18.29	877.97
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	1			1	1			1	1			1	1			1	4	3,482.39	13,929.55
EXTERNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/ USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	1			1	1			1	1			1	1			1	4	2,473.38	9,893.52
DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	12			12	12			12	12			12	12			12	48	11.75	563.98
DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	12			12	12			12	12			12	12			12	48	22.17	1,063.94
FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0	4			4	4			4	4			4	12	401.86	4,822.27
DISKETTE, floppy disk, 3.5", double sided, high density, formatted 10s/pack	pack	1			1	1			1	1			1	1			1	4	56.56	226.25
INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart	18			18	18			18	18			18	18			18	72	631.18	45,444.67
INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart	15			15	15			15	15			15	15			15	60	967.51	58,050.72
TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	24			24	24			24	24			24	24			24	96	2,842.48	272,877.70
TONER CARTRIDGE, Brother TN-2025	cart	2			2	2			2	2			2	2			2	8	2,986.62	23,892.96
RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart	9			9	9			9	9			9	9			9	36	127.76	4,599.50
MOUSE, optical, USB connection type	piece	1			1	2			2	2			2	1			1	6	151.24	907.45
COMMON OFFICE SUPPLIES																				

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
ACETATE, gauge #3, 50m in length	roll				0	1			1				0	1			1	2	653.02	1,306.03
AIR FRESHENER, 280mL/can	can	6			6	6			6	6			6	6			6	24	85.18	2,044.22
AUDIO CASSETTE TAPE, 90min. recording time	piece	20			20	20			20	20			20	20			20	80	24.02	1,921.92
BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair				0	15			15	15			15				0	30	123.67	3,710.07
CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box				0	1			1	1			1				0	2	234.78	469.56
CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box	3			3	3			3	3			3	3			3	12	266.62	3,199.39
CARTOLINA, assorted color, 20s/pack	pack	2			2	2			2	2			2	2			2	8	74.26	594.05
CARTOLINA, white, 20s/pack	pack	1			1	2			2	1			1	2			2	6	54.60	327.60
CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece	2			2	2			2	2			2	2			2	8	39.31	314.50
CLIP, backfold, 25mm, 12s/box	box	30			30	30			30	30			30	30			30	120	11.47	1,375.92
CLIP, backfold, 50mm, 12s/box	box	30			30	30			30	30			30	30			30	120	40.95	4,914.00
COLUMNAR PAD, 16 cols, 50 gsm min.	pad	1			1	1			1	1			1	1			1	4	37.65	150.61
COLUMNAR PAD, 18 cols, 50 gsm min.	pad	1			1	1			1	1			1	1			1	4	57.88	231.50
CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	60			60	66			66	60			60	66			66	252	12.65	3,188.43
DATA FILE BOX, (5"x9"x15-3/4")	box	50			50	50			50	50			50	50			50	200	73.22	14,643.30
DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	20			20	20			20	20			20	20			20	80	80.80	6,463.80
ENVELOPE, documentary (10"x15"), 500s/box	box	4			4	4			4	4			4	4			4	16	532.77	8,524.32
ENVELOPE, expanding, kraft, legal size, 100s/box	box	3			3	3			3	3			3	3			3	12	630.92	7,571.09
ENVELOPE, mailing white, 500s/box	box	1			1	1			1	1			1	1			1	4	146.33	585.31
ENVELOPE, mailing white with window, 500s	box				0	1			1	1			1	1			1	3	205.13	615.38
ENVELOPE, expanding, plastic, legal size	piece				0	100			100				0	50			50	150	30.58	4,586.40
ENVELOPE, documentary, A4, 500s/box	box	2			2	2			2	2			2	2			2	8	423.70	3,389.57
ERASER, felt, for blackboard/whiteboard	piece	2			2				0	2			2				0	4	10.35	41.41
ERASER, rubber	piece	15			15	10			10	15			15	10			10	50	2.27	113.40
FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	6			6	6			6	6			6	6			6	24	76.11	1,826.75
FOLDER, tagboard, legal size, 100s/box	pack	10			10	10			10	10			10	10			10	40	287.20	11,487.84
FOLDER, tagboard, A4 size, 100s/box	pack	8			8	8			8	8			8	8			8	32	256.01	8,192.35
FOLDER, morocco/fancy, legal size, 50s/pack	pack	4			4	4			4	4			4	4			4	16	305.76	4,892.16
FOLDER, morocco/fancy, A4 size, 50s/pack	bundle				0	4			4				0	4			4	8	245.70	1,965.60
FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	18			18	18			18	18			18	18			18	72	162.71	11,714.98
FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	18			18	18			18	18			18	18			18	72	184.55	13,287.46
GLUE, all purpose, 300 grams min.	jar	30			30	30			30	30			30	30			30	120	50.21	6,025.32
INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack	1			1				0	1			1				0	2	53.83	107.67
INDEX CARD, 5" x 8",ruled both sides, 500s/pack	pack	1			1				0	1			1				0	2	146.31	292.61
INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box	6			6				0	6			6				0	12	38.22	458.64
INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box				0	6			6				0	6			6	12	51.87	622.44
MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	sleeve	15			15	15			15	15			15	15			15	60	25.86	1,551.69
MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece	30			30	30			30	30			30	30			30	120	46.03	5,523.84
MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	10			10	10			10	10			10	10			10	40	36.04	1,441.44

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	
MAP PIN, round head, 100s/case	case	2			2				0	2			2				0	4	42.37	169.47
MARKER, fluorescent, 3 colors/set	set	24			24	24			24	24			24	24			24	96	34.60	3,321.36
MARKING PEN, whiteboard, bullet type, black	piece	15			15	15			15	15			15	15			15	60	12.88	773.01
MARKING PEN, whiteboard, bullet type, blue	piece	15			15	15			15	15			15	15			15	60	12.88	773.01
MARKING PEN, whiteboard, bullet type, red	piece	10			10	10			10	10			10	10			10	40	12.88	515.34
MARKER, permanent, bullet type, black	piece	42			42	42			42	42			42	42			42	168	12.76	2,143.26
MARKER, permanent, bullet type, blue	piece	24			24	24			24	24			24	24			24	96	12.76	1,224.72
MARKER, permanent, bullet type, red	piece	18			18	18			18	18			18	18			18	72	12.76	918.54
NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	36			36	42			36	42			36	42			36	144	9.28	1,336.61
NOTE PAD, (3"x3"), 100 sheets/pad	pad				0	24			24	24			24				0	48	40.06	1,922.76
NOTE PAD, (3"x4"), 100 sheets/pad	pad	24			24	24			24	24			24	24			24	96	56.66	5,439.17
NOTE PAD, (2"x2"), 400 sheets/pad	pad	24			24	24			24	24			24	24			24	96	103.72	9,957.02
NOTE PAD, (2"x3"), 100 sheets/pad	pad				0	24			24	24			24				0	48	32.74	1,571.47
PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	40			40	40			40	40			40	40			40	160	102.54	16,406.88
PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	50			50	50			50	50			50	50			50	200	122.45	24,490.20
PAPER, thermal,210mmx30M, 1/2" core	roll	8			8	5			5	8			8	5			5	26	36.04	936.94
PAPER, thermal, 210mmx30M, 1/2" core	roll	8			8	6			6	8			8	6			6	28	36.80	1,030.47
PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream				0	1			1				0	1			1	2	92.82	185.64
PAPER FASTENER, for paper, metal, 50 sets/box	box				0	24			24	24			24	24			24	72	68.78	4,951.80
PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	45			45	45			45	45			45	45			45	180	14.20	2,555.28
PAPER CLIP, gem type, 32mm, 100s/box	box	45			45	45			45	45			45	45			45	180	6.43	1,156.68
PENCIL, lead, w/eraser, one(1) dozen per box	box	12			12	12			12	12			12	12			12	48	20.60	988.85
PHILIPPINE NATIONAL FLAG, Type I, 1828mm x 914.4mm, 100% cotton	piece				0	1			1				0				0	1	314.50	314.50
PUSH PIN, flat head type, assorted colors, 100s/case	case	2			2	3			3	2			2	3			3	10	20.03	200.34
RECORD BOOK, 300 pages, smythe sewn	book	25			25	25			25	25			25	25			25	100	56.89	5,688.90
RECORD BOOK, 500 pages, smythe sewn	book	30			30	30			30	30			30	30			30	120	91.19	10,943.10
RIBBON, nylon, manual typewriter	spool	2			2	2			2	3			3	2			2	9	16.93	152.33
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	3			3	3			3	3			3	3			3	12	111.14	1,333.71
RULER, plastic, 300mm	piece				0	17			17				0				0	17	2.18	37.13
RULER, plastic, 450mm	piece				0	10			10				0				0	10	14.96	149.63
SIGN PEN, black	piece	80			80	80			80	80			80	80			80	320	46.21	14,787.36
SIGN PEN, blue	piece	80			80	80			80	80			80	80			80	320	46.21	14,787.36
SIGN PEN, red	piece	35			35	35			35	35			35	35			35	140	46.21	6,469.47
STAMP PAD INK, violet, 50mL	bottle	18			18	18			18	18			18	18			18	72	21.84	1,572.48
STAMP PAD, felt pad, min 60mm x 100mm	piece	10			10	10			10	10			10	10			10	40	21.84	873.60
STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	36			36	36			36	36			36	36			36	144	24.99	3,598.56
STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box	24			24	24			24	24			24	24			24	96	32.21	3,092.54
TAPE, masking, 24mm, 50 meters length	roll	30			30	30			30	30			30	30			30	120	55.69	6,683.04
TAPE, masking, 48mm, 50 meters length	roll	18			18	18			18	18			18	18			18	72	108.11	7,783.78
TAPE, transparent, 24mm, 50 meters	roll	48			48	48			48	48			48	48			48	192	18.24	3,501.79
TAPE, transparent, 48mm, 50 meters	roll	30			30	30			30	30			30	30			30	120	34.94	4,193.28
TAPE, packaging, 48mm, 50 meters length	roll	36			36	36			36	36			36	36			36	144	34.94	5,031.94

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
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TIME CARD, for Amano Bundy Clock,100s/bndl	bundle	4			4	4			4	4			4	4			4	16	70.83	1,133.33
COMMON OFFICE DEVICES																				
BLADE, heavy duty cutter, 10 pcs./pack	pack	2			2	2			2	2			2	2			2	8	8.14	65.10
CUTTER, heavy duty	piece	8			8				0	8			8				0	16	22.93	366.91
PUNCHER, heavy duty	piece				0	4			4				0	4			4	8	109.18	873.43
SCISSORS, (6")	pair				0	4			4				0	4			4	8	16.31	130.45
SHARPENER, single cutterhead	piece				0	2			2	1			1	2			2	5	185.64	928.20
STAMPING DATER, self-inking stamp	piece	3			3	3			3	3			3	3			3	12	502.30	6,027.59
STAPLER, heavy duty, standard	piece				0	4			4	2			2	4			4	10	114.09	1,140.93
STAPLER, binder type, heavy duty for high volume stapling, 25-153 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable stapler guide	piece				0	1			1	1			1				0	2	1,112.75	2,225.50
STAPLE REMOVER, plier type	piece	4			4	4			4	4			4	4			4	16	18.31	292.99
TAPE DISPENSER, heavy duty, for 24mm(1")	piece				0	4			4	4				4			4	8	34.94	279.55
TAPE DISPENSER, handheld, for 48mm width packaging tape	piece	3			3	3			3	3			3	3			3	12	32.20	386.44
WASTE BASKET, plastic	piece				0	4			4	4				4			4	8	28.39	227.14
COMMON JANITORIAL SUPPLIES																				
DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	13			13	14			14	13			13	14			14	54	18.19	982.04
DISINFECTANT SPRAY, 400 grams net content	can	3			3	3			3	3			3	3			3	12	120.12	1,441.44
INSECTICIDE, 600mL/can	can	4			4	5			5	4			4	5			5	18	123.40	2,221.13
RAG, COTTON, (7") in diameter, assorted colors	kilo	3			3	3			3	3			3	3			3	12	45.86	550.37
LEGAL SIZE PAPER																				
PAPER, bond, Premium Grade	ream	60			60	60			60	60			60	60			60	240	114.47	27,473.04
PAPER, multicopy, legal, for laser printing	ream	80			80	80			80	80			80	80			80	320	137.61	44,036.16
COMMON OFFICE EQUIPMENT																				
CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit				0	5			5	5			5				0	10	156.16	1,561.56
CHAIR, monobloc, without armrest, white	unit				0	25			25	25			25				0	50	294.84	14,742.00
DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit				0	1			1	1			1				0	2	6,497.40	12,994.80
ELECTRIC FAN, with stand	unit	1			1	1			1	1			1	1			1	4	860.50	3,441.98
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				0	1			1	1			1				0	2	1,360.63	2,721.26
FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, stored pressure type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit				0				0	1			1				0	1	4,136.50	4,136.50
MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with buyilt-in siren, red or blue color	unit				0	1			1				0				0	1	2,839.20	2,839.20
PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0	1			1				0				0	1	8,817.90	8,817.90

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	
PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0	1			1				0	1	10,918.91	10,918.91
TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit	1			1				0	1			1				0	2	1,294.02	2,588.04
WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit				0				0	1			1				0	1	1,089.82	1,089.82
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Office Equipment and Accessories																				
Battery Charger, For AA/AAA batterries	unit				0	1			1	1			1				0	2	4,000.00	8,000.00
Office Supplies																				
Ballpen, Black	piece	195			195	195			195	195			195	195			195	780	5.00	3,900.00
Ballpen, Blue	piece	48			48	48			48	48			48	48			48	192	5.00	960.00
Ballpen, Red	piece	18			18	18			18	18			18	18			18	72	5.00	360.00
Bookends, Metal	piece	15			15	15			15	15			15	15			15	60	200.00	12,000.00
Cash Book, for Cashier	piece	2			2	2			2	2			2	2			2	8	500.00	4,000.00
Certificate Frame, A4/Long size	piece	10			10	10			10	10			10	10			10	40	275.00	11,000.00
Certificate Jacket, A4/Long size	piece	10			10	10			10	10			10	10			10	40	40.00	1,600.00
Clear Book, Long/Legal or Short/A4	piece	5			5	5			5	5			5	5			5	20	100.00	2,000.00
Correction Fluid, Water-based	piece	30			30	30			30	30			30	30			30	120	40.00	4,800.00
Correction Pen, High Quality	piece	18			18	18			18	18			18	18			18	72	50.00	3,600.00
Daily Time Record Form, CSC Form # 48	piece				0	100			100	50			50	100			100	250	10.00	2,500.00
Envelope, Mailing, White, No. 10, With Letterhead	piece	1000			1000	1000			1000	1000			1000	1000			1000	4000	4.00	16,000.00
Fax Paper, Film/Ribbon, for Brother FAX-878, PC-402RF, 2 rolls/box	box	5			5	5			5	5			5	5			5	20	2,500.00	50,000.00
Fax Paper, Film/Ribbon, for new fax machine	box	12			12	12			12	12			12	12			12	48	1,400.00	67,200.00
Folder, Expanding pressed, with Metal Tab, Long/Legal	piece	60			60	60			60	60			60	60			60	240	15.00	3,600.00
Folder, Expanding pressed, w/o Metal Tab, Long/Legal	piece	150			150	150			150	150			150	150			150	600	12.00	7,200.00
Folder, Sliding, Paper, A4/Short, Assorted Color	piece	48			48				0	48			48				0	96	12.00	1,152.00
Folder, Sliding, Paper, Long/Legal, Assorted Color	piece	36			36	36			36	36			36	36			36	144	15.00	2,160.00
Risograph Forms, Assorted	ream	30			30	30			30	30			30	30			30	120	500.00	60,000.00
Glue, Cyanoacrylate, 3 Grams	piece	12			12	12			12	12			12	12			12	48	50.00	2,400.00
Glue, Padding	piece	5			5	5			5	5			5	5			5	20	100.00	2,000.00
Hook, Assorted Sizes	piece	12			12	12			12	12			12	12			12	48	20.00	960.00
ID Jackets, for trainings/seminars	piece	125			125	125			125	125			125	125			125	500	12.00	6,000.00
Index Card, Index of Payments to Employees, Size 11 1/2" x 7 1/4"	piece	100			100	100			100	100			100	100			100	400	10.00	4,000.00
Ink, Numbering Machine, Black/Blue/Violet/Red	piece	15			15	15			15	15			15	15			15	60	125.00	7,500.00
Ink, Refill, for Permanent Marker, Black/Blue/Red	piece	12			12	12			12	12			12	12			12	48	80.00	3,840.00
Leave Card, A4/Short	piece	150			150	150			150	150			150	150			150	600	12.00	7,200.00
Marker, Permanent, Fine, Assorted Colors	piece	15			15	15			15	15			15	15			15	60	35.00	2,100.00
Marker, Permanent, Broad, Black/Blue/Red/Other Color	piece	24			24	24			24	24			24	24			24	96	40.00	3,840.00
Notarial Seal, No. 25, 40 pcs/box	box	1			1	2			2	1			1	2			2	6	500.00	3,000.00
Notebook, Record, 300 pgs	piece	21			21	21			21	21			21	21			21	84	60.00	5,040.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
Notebook, Record, Assorted Pages	piece	21			21	21			21	21			21	21			21	84	100.00	8,400.00
Stick-on Note Pad, Assorted Sizes	Pad	24			24	24			24	24			24	24			24	96	70.00	6,720.00
Nylon, Assorted Sizes	roll	2			2	1			1	2			2	1			1	6	100.00	600.00
Paper, Art Paper, Assorted Colors	piece	40			40	40			40	40			40	40			40	160	2.00	320.00
Paper, Letterhead, A4, Subs. 24	ream	21			21	21			21	21			21	21			21	84	900.00	75,600.00
Paper, Letterhead, Legal/Long, Subs. 24	ream	12			12	12			12	12			12	12			12	48	1,100.00	52,800.00
Paper, Photo, Inkjet, A4	piece	25			25	25			25	25			25	25			25	100	12.00	1,200.00
Paper, Specialty, A4/Short	piece	150			150	150			150	150			150	150			150	600	8.00	4,800.00
Paper, Specialty, Long/Legal	piece	150			150	150			150	150			150	150			150	600	10.00	6,000.00
Paper Fastener, Plastic/Vinyl-Coated, 50 sets/box	box	30			30	30			30	30			30	30			30	120	35.00	4,200.00
Paper Fastener, 3" capacity, 50 sets/box	box	9			9	9			9	9			9	9			9	36	100.00	3,600.00
Paper, Yellow/White, Ruled Pad	pad	18			18	18			18	18			18	18			18	72	30.00	2,160.00
Paste, Water Well, 200 Grams	piece	15			15	15			15	15			15	15			15	60	45.00	2,700.00
Pins, Map/Push, 100s/case	case	4			4	4			4	4			4	4			4	16	70.00	1,120.00
Registry Receipt Return Card, for mailing	piece	1750			1750	1750			1750	1750			1750	1750			1750	7000	3.00	21,000.00
Ring Binder, Assorted Sizes	piece				0	15			15	15			15	10			10	40	180.00	7,200.00
Rubber Cement (Rugby), All Purpose	bottle	1			1	1			1	1			1	1			1	4	200.00	800.00
Sign Pen, 0.5 mm, Refill, Black/Blue/Red	piece	195			195	195			195	195			195	195			195	780	25.00	19,500.00
Sign Pen, 0.5 mm, Refillable, Black/Blue/Red	piece	195			195	195			195	195			195	195			195	780	40.00	31,200.00
Sign Pen, 0.7 mm, Refill, Black/Blue/Red	piece	195			195	195			195	195			195	195			195	780	25.00	19,500.00
Sign Pen, 0.7 mm, Refillable, Black/Blue/Red	piece	195			195	195			195	195			195	195			195	780	40.00	31,200.00
Sign Pen, 0.7 mm, Liquid ink gel, Black/Blue/Red	piece	195			195	195			195	195			195	195			195	780	46.30	36,114.00
Stamp Pad, Felt Pad, Assorted Sizes	piece	15			15	15			15	15			15	15			15	60	40.00	2,400.00
Stamp Pad Ink, Black/Assorted Colors	bottle	10			10	10			10	10			10	10			10	40	46.30	1,852.00
Staple Wire, #35	box	30			30	30			30	30			30	30			30	120	35.00	4,200.00
Staple Wire, 10-17mm, for Heavy Duty Stapler	box	12			12	12			12	12			12	12			12	48	50.00	2,400.00
Straw, String, Assorted Sizes/Colors	roll	2			2	2			2	2			2	2			2	8	50.00	400.00
Tape Double Adhesive/Sided, with foam, 1"	roll	5			5	5			5	5			5	5			5	20	75.00	1,500.00
Tape Double Adhesive/Sided, with foam, 2"	roll	5			5	5			5	5			5	5			5	20	250.00	5,000.00
Tape Double Adhesive/Sided, w/o foam, 1"	roll	5			5	5			5	5			5	5			5	20	75.00	1,500.00
Tape Double Adhesive/Sided, w/o foam, 2"	roll	5			5	5			5	5			5	5			5	20	150.00	3,000.00
Tape, Duct, 2"	roll	4			4	4			4	4			4	4			4	16	400.00	6,400.00
Office Devices																				
Cork Board, with Frame, 2 x 3 Feet	piece	1			1	1			1	1			1	1			1	4	1,000.00	4,000.00
Cork Board, with Frame, Assorted Sizes	piece	2			2	2			2	2			2	2			2	8	3,000.00	24,000.00
Cork Board, with Stand, Assorted Sizes	piece				0	1			1				0	1			1	2	15,000.00	30,000.00
Dater, Ordinary, Assorted Sizes	piece	6			6	6			6	6			6	6			6	24	50.00	1,200.00
Desk Tray, 2 Layers, Black	piece	4			4	4			4	4			4	4			4	16	500.00	8,000.00
Desk Tray, 3 Layers, Black	piece	6			6	6			6	6			6	6			6	24	600.00	14,400.00
Moistener, Fingertip	piece	1			1	2			2	1			1	2			2	6	50.00	300.00
Index Card Box, Wooden, for Index for Payments, Size 12" x 8"	piece	3			3	3			3	3			3	3			3	12	1,000.00	12,000.00
Numbering Machine, Automatic, 3 digits	piece				0	1			1				0	1			1	2	1,000.00	2,000.00
Numbering Machine, Automatic, 5 digits	piece	1			1	1			1	1			1	1			1	4	1,500.00	6,000.00
Numbering Machine, Automatic, 6 digits	piece				0	1			1				0	1			1	2	2,000.00	4,000.00
Rubber Stamps, Assorted	piece	4			4	4			4	4			4	4			4	16	600.00	9,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	
Stamping Dater, Assorted Sizes	piece	3			3	3			3	3			3	3			3	12	300.00	3,600.00
Stapler, No. 10	piece	3			3	3			3	3			3	3			3	12	300.00	3,600.00
Staple Wire Remover, Twin Jaws	piece	3			3	3			3	3			3	3			3	12	25.00	300.00
Tape Measure, Plastic, 25 Meters	piece	1			1	1			1	1			1	1			1	4	750.00	3,000.00
Tape Measure, Steel, at least 10 Meters	piece	1			1	1			1	1			1	1			1	4	1,000.00	4,000.00
White Board, with Frame, 2 x 3 Feet	piece				0	2			2				0	2			2	4	1,000.00	4,000.00
White Board, with Frame, Assorted Sizes	piece	1			1	1			1	1			1				0	3	4,000.00	12,000.00
White Board, with Stand, Assorted Sizes	piece				0	1			1				0				0	1	20,000.00	20,000.00
Cleaning Equipment and Supplies																				
Air Freshener, Gel	piece	6			6	6			6	6			6	6			6	24	150.00	3,600.00
Dishwashing Liquid, Assorted	piece	6			6	6			6	6			6	6			6	24	50.00	1,200.00
Door Mat, Ordinary	piece	4			4	5			5	4			4	5			5	18	500.00	9,000.00
Garbage Bin, Large	piece				0	1			1	1			1				0	2	5,000.00	10,000.00
Electrical equipment and components and supplies																				
Adaptor, AC/DC, for cassette tape recorder	piece				0	1			1	1			1				0	2	500.00	1,000.00
Adaptor, Universal	piece	3			3	3			3	3			3	3			3	12	150.00	1,800.00
Battery, Rechargeable, AA/AAA, 2-4 pcs/pack	pack				0	4			4	4			4	4			4	12	1,000.00	12,000.00
Electrical Extension Cord, 3 - 10 Meters, 2-4 Gangs, Ordinary	unit	1			1	1			1	1			1	1			1	4	1,000.00	4,000.00
Electrical Extension Cord, 3 - 10 Meters, Power Strip with Individual Switch, 3-6 Universal Outlets/Sockets, with 1 Main Switch, with Power Surge	unit	2			2	2			2	2			2	2			2	8	2,000.00	16,000.00
Electrical Extension Roll, 10-25 Meters, 3-6 Universal Outlets/Sockets	unit				0	3			3	3			3				0	6	2,000.00	12,000.00
Fluorescent Lighting Fixture, 20/40 W	piece	6			6	6			6	6			6	6			6	24	403.30	9,679.20
Computer Supplies																				
Computer Printer Ribbon Cartridge, for Epson LX/LQ, Refill	roll	30			30	30			30	30			30	30			30	120	35.00	4,200.00
Multi-Card Reader, Heavy Duty	piece				0	1			1				1				0	2	1,500.00	3,000.00
Toner Cartridge, for Kyocera FS-1300D KX Printer, TK-134	cart	2			2	2			2	2			2	2			2	8	7,000.00	56,000.00
Toner/Ink for Printer, Black (New)	cart	6			6	6			6	6			6	6			6	24	3,740.00	89,760.00
Toner/Ink for Printer, Colored (New)	cart	3			3	3			3	3			3	3			3	12	4,000.00	48,000.00
***Other Categories**																				
Car Freshener, Assorted Scents	piece	3			3	3			3	3			3	3			3	12	200.00	2,400.00
Cups and Saucers, for guests	set	12			12				0	12			12				0	24	150.00	3,600.00
Plate, Dining, for guests	piece	12			12				0	12			12				0	24	150.00	3,600.00
Glass, Drinking, for guests	piece	12			12				0	12			12				0	24	50.00	1,200.00
Fork & Spoon, for guests	set	12			12				0	12			12				0	24	100.00	2,400.00
Picture Frames, Assorted Sizes	piece	15			15	15			15	15			15	15			15	60	500.00	30,000.00
Picture Frames, Assorted Sizes (ARTA)	piece	8			8	4			4	8			8	4			4	24	3,000.00	72,000.00
Pitcher, Assorted Sizes	piece				0	1			1	1			1	1			1	3	600.00	1,800.00
Place/Name Card Holder, Assorted Sizes	piece	12			12				0	12			12				0	24	300.00	7,200.00
Signages, Assorted	piece	3			3	3			3	3			3	3			3	12	300.00	3,600.00
Signages, Assorted (ARTA)	piece	5			5	5			5	5			5	5			5	20	2,000.00	40,000.00
Signages, Panaflex, Indoor/Outdoor, Assorted	piece				0	1			1	1			1				0	2	7,000.00	14,000.00
Sign Holder, Assorted Sizes	piece				0	3			3	3			3	3			3	9	300.00	2,700.00
Sticker, OMB Logo	piece	1			1	1			1	1			1	1			1	4	1,500.00	6,000.00
Sticker, OMB Property Sticker	piece				0	250			250	250			250				0	500	30.00	15,000.00
Sticker, OMB Property Tag, Small	piece				0	200			200	200			200				0	400	25.00	10,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	
Sticker, For OMB Vehicle	piece				0	2			2	2			2				0	4	600.00	2,400.00
Teaspoon, for guests	piece	12			12				0	12			12				0	24	50.00	1,200.00
Wall Clock, High Quality	piece				0	1			1	1			1				0	2	900.00	1,800.00
C. TOTAL (A + B):																				2,262,339.83
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				226,233.98
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			Two Million Four Hundred Eighty-Eight Thousand Five Hundred Seventy-Three & 81/100 Pesos	2,488,573.81
F. MONTHLY CASH REQUIREMENTS (In Pesos)																				
F.1 Available at Procurement Service Stores					207,388.00				248,887.33				248,537.86				214,089.45			918,902.63
F.2 Other Items not available at PS but regulary purchased from other sources					306,622.30				373,196.30				353,922.30				309,696.30			1,343,437.20
TOTAL MONTHLY CASH REQUIREMENTS					514,010.30				622,083.63				602,460.16				523,785.75			2,262,339.83

**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:

MARIA RIZ I. PADULLA
Admin. Officer III/Supply Officer II

CHARIZ C. GARCIA
Admin. Officer V/Budget Officer III

Date Prepared: October 17, 2014

RECOMMENDING APPROVAL:
OMB RO8 BIDS & AWARDS COMMITTEE:

CYRENE THERESA Q. DOLINA
BAC Member

GARRY D. JOSOL
BAC Member

- detailed at OMB Central Office -

ERLWIN D. ESTRELLA
BAC Member

JULMANE N. PLAZA
BAC Member

JANICE G. GABRITO-AGULLO
BAC Vice-Chairperson

Approved by:

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas

ANNUAL PROCUREMENT PLAN (APP) FOR CY 2015
(Supplemental No. 1 - 2015)

Office: **Office of the Ombudsman (Visayas)**
Region: **Regional Office No. VIII**
Address: 3/F LY Building, Fatima Village, Barangay 77
Marasbaras, Tacloban City, Leyte 6500

Item & Specification	Unit of Measure	Quantity Requirement												Total	Unit Cost	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
A. CAPITAL OUTLAY																
1. Office Equipment																
Multi-function Printer, 4-in-1 (Printer, Fax, Scanner & Copier)*	Unit			1										1	21,981.67	**21,981.67**
2. Furnitures and Fixtures																
Customized Cabinet (Open shelves)*	Unit			3										3	10,780.00	**32,340.00**
														GRAND TOTAL		**Php 54,321.67**

NOTE:
* - means new/additional item

PREPARED BY:

MARIA RIZ I. PADULLA
Administrative Officer III/
Supply Officer II

CHARIZ C. GARCIA
Administrative Officer V/
Budget Officer III

RECOMMENDING APPROVAL:
OMB RO8 BIDS & AWARDS COMMITTEE:

REGINALD M. TABONES
BAC Member

GARRY D. JOSOL
BAC Member

JULMANE N. PLAZA
BAC Member

JANICE G. GABRITO-AGULLO
BAC Vice Chairperson

EDUARDO B. KANGLEON
BAC Chairperson

APPROVED BY:

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas

ANNUAL PROCUREMENT PLAN (APP) FOR CY 2015

(Supplemental No. 2 - 2015)

Department/Bureau/Office: OFFICE OF THE OMBUDSMAN (VISAYAS)
Region: REGIONAL OFFICE NO. VIII, TACLOBAN CITY
Address: 3/F LY BUILDING, FATIMA VILLAGE, BARANGAY 77 MARASBARAS, TACLOBAN CITY, 6500 LEYTE

Contact Person: IMELDA C. TANGPUZ
Position: HEAD, BAC SECRETARIAT
Telephone Nos.: (053) 321-7969; (053) 523-3042

Reference/ No.	Procurement Program/Project	PMO/ End-User	Mode of Procurement*	AVERAGE CURRENT MARKET PRICE + 10% PROVISION FOR INFLATION	UNIT COST (per approved APP CY 2015)	Additional Funding Requirement (Php)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT													Remarks
						Incremental Unit Cost	Incremental Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
	A. COMMON COMPUTER/OFFICE SUPPLIES																					
1	Battery, size AA, alkaline, 2 pcs./pack	OMB8	Agency-to-Agency/Shopping	103.98	16.16	87.82	6,323.04	General Fund (Gen. Fund)	18			18			18			18			72	
2	Cassette Tape, Blank, Audio for 90 Min.	OMB8	- do -	44.54	24.02	20.52	1,641.60	Gen. Fund	20			20			20			20			80	
3	Clip, Binder, Backfold, 1", 12pc/box	OMB8	Agency-to-Agency/Shopping	19.75	11.47	8.28	993.60	Gen. Fund	30			30			30			30			120	
4	Clip, Binder, Backfold, 2", 12pc/box	OMB8	Agency-to-Agency/Shopping	90.51	40.95	49.56	5,947.20	Gen. Fund	30			30			30			30			120	
5	Clip, Paper, Jumbo, Vinyl-Coated, 48mm	OMB8	Agency-to-Agency/Shopping	15.08	14.20	0.88	158.40	Gen. Fund	45			45			45			45			180	
6	Clip, Paper, Small, Vinyl-Coated, 32mm	OMB8	Agency-to-Agency/Shopping	7.97	6.43	1.54	277.20	Gen. Fund	45			45			45			45			180	
7	Computer Paper, Continuous Forms, Plain, 11" x 9 1/2", (3 ply), 500 sets/box	OMB8	Agency-to-Agency/Shopping	642.93	544.74	98.19	785.52	Gen. Fund	2			2			2			2			8	
8	Correction Tape, High Quality, usable length of at least 5 meters, 5mm width	OMB8	Agency-to-Agency/Shopping	43.47	12.65	30.82	7,766.64	Gen. Fund	60			66			60			66			252	
9	Data File Folder, 3" x 9" x 15", with Ring Binder on Top	OMB8	Agency-to-Agency/Shopping	197.26	80.80	116.46	9,316.80	Gen. Fund	20			20			20			20			80	
10	Data Filer, Black/Dark Blue, (5"x9"x15-3/4")	OMB8	Agency-to-Agency/Shopping	115.52	73.22	42.30	8,460.00	Gen. Fund	50			50			50			50			200	
11	Envelope, Brown, 10" x 15" (Long/Legal)	OMB8	Agency-to-Agency/Shopping	1.43	1.07	0.36	2,880.00	Gen. Fund	2,000			2,000			2,000			2,000			8,000	
12	Envelope, Brown, A4	OMB8	Agency-to-Agency/Shopping	1.16	0.85	0.31	1,240.00	Gen. Fund	1,000			1,000			1,000			1,000			4,000	
13	Envelope, Expanding, Long/Legal, with Garter	OMB8	Agency-to-Agency/Shopping	9.43	6.31	3.12	3,744.00	Gen. Fund	300			300			300			300			1,200	
14	Envelope, Mailing, Long, Ordinary, 500s/box	OMB8	Agency-to-Agency/Shopping	240.20	146.33	93.87	375.48	Gen. Fund	1			1			1			1			4	
15	Eraser, Rubber, medium size	OMB8	Agency-to-Agency/Shopping	18.66	2.27	16.39	819.50	Gen. Fund	15			10			15			10			50	
16	Folder, A4, Plain, White/Kraft	OMB8	Agency-to-Agency/Shopping	3.78	2.56	1.22	3,904.00	Gen. Fund	800			800			800			800			3,200	
17	Folder, Legal (8.5" X 14"), Plain, White/Kraft	OMB8	Agency-to-Agency/Shopping	4.15	2.87	1.28	5,120.00	Gen. Fund	1,000			1,000			1,000			1,000			4,000	
18	Folder, Morocco/Fancy, with Plastic Grip, Legal, Assorted Colors	OMB8	Agency-to-Agency/Shopping	13.69	6.12	7.57	6,056.00	Gen. Fund	200			200			200			200			800	
19	Glue, All-Purpose, 200g/300g	OMB8	Agency-to-Agency/Shopping	59.52	50.21	9.31	1,117.20	Gen. Fund	30			30			30			30			120	
20	Ink Cartridge, for HP J4660 Printer, 901/CC653A (Black)	OMB8	Agency-to-Agency/Shopping	874.82	631.18	243.64	17,542.08	Gen. Fund	18			18			18			18			72	
21	Ink Cartridge, for HP J4660 Printer, 901/CC656A (Colored)	OMB8	Agency-to-Agency/Shopping	1,356.35	967.51	388.84	23,330.40	Gen. Fund	15			15			15			15			60	
22	Ink, Numbering Machine, Black/Blue/Violet/Red	OMB8	Agency-to-Agency/Shopping	156.16	125.00	31.16	1,869.60	Gen. Fund	15			15			15			15			60	
23	Marker, fluorescent, 3 colors/set	OMB8	Agency-to-Agency/Shopping	98.84	34.60	64.24	6,167.04	Gen. Fund	24			24			24			24			96	
24	Notebook, Steno	OMB8	Agency-to-Agency/Shopping	42.52	9.28	33.24	4,786.56	Gen. Fund	36			36			36			36			144	
25	Paper, Carbon, Long, Black/Blue, Plastofoil, 100s/box	OMB8	Agency-to-Agency/Shopping	585.68	266.62	319.06	3,828.72	Gen. Fund	3			3			3			3			12	
26	Paper, Multicopy, A4, 80gsm	OMB8	Agency-to-Agency/Shopping	228.29	122.45	105.84	21,168.00	Gen. Fund	50			50			50			50			200	

Reference/ No.	Procurement Program/Project	PMO/ End-User	Mode of Procurement*	AVERAGE CURRENT MARKET PRICE + 10% PROVISION FOR INFLATION	UNIT COST (per approved APP CY 2015)	Additional Funding Requirement (Php)		Source of Funds	SCHEDULE OF PROCUREMENT/ QUANTITY REQUIREMENT														Remarks
						Incremental Unit Cost	Incremental Total Cost		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
27	Paper, Multicopy, Legal/Long, 80gsm	OMB8	Agency-to-Agency/Shopping	235.58	137.61	97.97	31,350.40	Gen. Fund	80			80			80			80			320	
28	Record Book, 300 pages, Hard Bound, w/ Official Record Book printing	OMB8	Agency-to-Agency/Shopping	109.81	56.89	52.92	5,292.00	Gen. Fund	25			25			25			25			100	
29	Record Book, 500 pages, Hard Bound, w/ Official Record Book printing	OMB8	Agency-to-Agency/Shopping	145.62	91.19	54.43	6,531.60	Gen. Fund	30			30			30			30			120	
30	Rubber Band, 350 grams, Flat, All-Purpose	OMB8	Agency-to-Agency/Shopping	170.39	111.14	59.25	711.00	Gen. Fund	3			3			3			3			12	
31	Tape, Transparent, 1", usable length of 50m	OMB8	Agency-to-Agency/Shopping	26.23	18.24	7.99	1,534.08	Gen. Fund	48			48			48			48			192	
32	Pencil Sharpener, Table Top, Heavy Duty	OMB8	Agency-to-Agency/Shopping	476.44	185.64	290.80	1,454.00	Gen. Fund				2			1			2			5	
33	Puncher, Heavy Duty	OMB8	Agency-to-Agency/Shopping	166.92	109.18	57.74	461.92	Gen. Fund				4						4			8	
34	Stapler with Remover, #35 staple wire	OMB8	Agency-to-Agency/Shopping	197.59	114.09	83.50	835.00	Gen. Fund				4			2			4			10	
35	Tape Dispenser, for 1" Tape	OMB8	Agency-to-Agency/Shopping	108.34	34.94	73.40	587.20	Gen. Fund				4						4			8	
36	Tape Dispenser, Handheld, for 2" Packaging Tape	OMB8	Agency-to-Agency/Shopping	108.62	32.20	76.42	917.04	Gen. Fund	3			3			3			3			12	
37	Marker, fluorescent, Assorted Colors	OMB8	Agency-to-Agency/Shopping	34.10		34.10	1,636.80	Gen. Fund							24			24			48	
38	Flash Drive, 32GB, USB 2.0, plug and play	OMB8	Agency-to-Agency/Shopping	1,349.34		1,349.34	10,794.72	Gen. Fund							4			4			8	
39	Ribbon, Epson LQ-300+ Printer, S015516/#8750	OMB8	Agency-to-Agency/Shopping	194.34		194.34	11,660.40	Gen. Fund				12			24			24			60	
					GRAND TOTAL (Php)		219,384.74																

NOTE:

* - The mode of procurement shall be based on the actual need of the end-users.

- The quantity requirement is still based on the approved APP CY 2015 except for additional items.

Prepared by:

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Admin. Officer III/Supply Officer II

CHARIZ C. GARCIA
Admin. Officer V/Budget Officer III

Recommending Approval:
OMB RO8 BIDS & AWARDS COMMITTEE:

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BAC Member

GARRY D. JOSOL
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JULMANE N. PLAZA
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BAC Vice-Chairperson

EDUARDO B. KANGLEON
BAC Chairperson

Approved by:

PAUL ELMER M. CLEMENTE
Deputy Ombudsman for the Visayas