

ANNUAL PROCUREMENT PLAN FOR 2011
For Common-Use Supplies, Equipment and General Support Services

Department/Bureau/Office: **OFFICE OF THE OMBUDSMAN FOR MINDANAO**
 Region: **XI**
 Address: **4TH FLR. H&C BLDG., ALVAREZ ST., DAVAO CITY**

Contact Person: **MARIA LUISA N. HIBIONADA**
 Position: **Supervising Admin. Officer**
 E-mail: _____
 Telephone/Mobile nos: **221-3431**

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue	Total Amount		
		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			Total	
a. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
Ballast, electronic	pcs.	36			36			36					36		144	275.00	39,600.00
Battery, AA	pcs.	36			36			36					36		144	22.00	3,168.00
Battery, AAA	pcs.	7			7			7					7		28	22.00	616.00
Extension Cord, power strip	pcs.	3			3			4					4		14	418.00	5,852.00
Fluorescent Tube, 36-40 watts	pcs.	36			36			36					36		144	41.80	6,019.20
COMMON USE COMPUTER SUPPLIES																	
Inkjet, Cartridge, HP 27, black	pcs.	1			1			2					2		6	891.00	5,346.00
Inkjet, Cartridge, HP 28, tri-color	pcs.	1			1			2					2		6	979.00	5,874.00
Inkjet, Cartridge, HP 93, tri-color	pcs.	1			1			2					2		6	979.00	5,874.00
Inkjet, Cartridge, HP 98, black	pcs.	3			3			3					3		12	814.00	9,768.00
Inkjet, Cartridge, LC47BK, black	pcs.	1			1			2					2		6	1,056.00	6,336.00
Inkjet, Cartridge, LC47C, Cyan	pcs.	1			1			2					2		6	605.00	3,630.00
Inkjet, Cartridge, LC47M, Magenta	pcs.	3			3			3					3		12	616.00	7,392.00
Inkjet, Cartridge, LC47Y, Yellow	pcs.	3			3			3					3		12	627.00	7,524.00
Keyboard for personal computer	pcs.	10			11			11					11		43	330.00	14,190.00
Optical Glass for Monitor	pcs.	7			7			7					7		28	99.00	2,772.00
Mouse, optical	pcs.	18			18			18					18		72	220.00	15,840.00
Ribbon, SO15141#7753	pcs.	3			3			4					4		14	94.60	1,324.40
Video Card, 256MB, DDR, Inno 3D	pcs.	1			1			2					2		6	1,760.00	10,560.00
TOTAL																151,685.60	

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		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total				
COMMON USE OFFICE SUPPLIES																		
Alcohol, Isopropyl, 500ml.	btls.	36			36			36						36	144	55.00	7,920.00	
Blade, for heavy duty cutter	pcs.	10			10			11						12	43	8.80	378.40	
Cartolina, assorted color	pcs.	18			18			18						18	72	7.70	554.40	
Cassete Tape, audio, C-90	pcs.	18			18			18						18	72	19.80	1,425.60	
Clip, Binder 1 1/4"	pcs.	36			36			36						36	144	2.20	316.80	
Clip, binder, 1"	pcs.	36			36			36						36	144	1.65	237.60	
Clip, binder, 2"	pcs.	36			36			36						36	144	4.95	712.80	
Clip, paper, jumbo	bxs.	21			21			22						22	86	14.30	1,229.80	
Clip, paper, small	bxs.	18			18			18						18	72	6.60	475.20	
Compact Disc, recordable	pcs.	36			36			36						36	144	27.50	3,960.00	
Compact Disc, rewritable, 700mb	pcs.	36			36			36						36	144	35.20	5,068.80	
Correction Fluid, water-based, white opaque	btls.	18			18			18						18	72	24.20	1,742.40	
Correction Tape, roller type	pcs.	18			18			18						18	72	23.10	1,663.20	
Corrector for electric typewriter ETW	pcs.	2			2			2						2	8	165.00	1,320.00	
Daily Time Record (DTR)	pcs.	360			360			360						360	1440	3.30	4,752.00	
Data File Box, 5" X 9" X 15-3/4"	pcs.	14			14			14						15	57	60.50	3,448.50	
Dater, big	pcs.	1			1			2						2	6	506.00	3,036.00	
Diskette, 3.5HD, 10pcs./bx.	bxs.	36			36			36						36	144	71.50	10,296.00	
DVD, rewritable	pcs.	18			18			18						18	72	66.00	4,752.00	
Envelope, document, legal, 500 pcs./bx.	bxs.	1			1			2						2	6	550.00	3,300.00	
Envelope, expanding, legal, colored with tie	pcs.	720			720			720						720	2880	11.00	31,680.00	
Envelope, expanding, legal, brown	pcs.	180			180			180						180	720	9.60	6,912.00	
Envelope, mailing, with office logo, window type	bxs.	2			2			2						4	10	605.00	6,050.00	
Envelope, mailing, with office logo/address, XXX	bxs.	12			12			12						14	50	660.00	33,000.00	
Eraser, rubber	pcs.	5			5			5						5	20	8.80	176.00	
Fastener, paper, metal	bxs.	72			72			72						72	288	60.50	17,424.00	
Fax paper, thermal (Facsimile Machine)	rolls	14			14			15						15	58	50.60	2,934.80	
Folder, clear, plastic, L-type	pcs.	3			4			4						4	15	209.00	3,135.00	
Folder, document, legal colored	pcs.	36			36			36						36	144	8.80	1,267.20	
Folder, document, legal, plastic, with slider	pcs.	18			18			18						18	72	5.50	396.00	
Folder-document, legal (500pcs./box)	bxs.	36			36			36						36	144	286.00	41,184.00	
TOTAL																		200,748.50

Handwritten signatures and initials:
 1. A signature that appears to be "Mendefin".
 2. The name "Sobena" followed by a large, stylized signature.

Item & Specifications	Unit of Measure	Quantity Requirement													PS Price Catalogue	Total Amount	
		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total			
COMMON USE OFFICE SUPPLIES																	
Ink, marking pen, black		18			18			18					18		72	29.70	2,138.40
Ink, numbering machine, black	pcs.	1			2			2					2		7	99.00	693.00
Ink, stamp pad, 20ml	bots	5			6			6					6		23	55.00	1,265.00
Marker, fluorescent, assorted	pcs.	18			18			18					18		72	27.50	1,980.00
Marking pen, permanent, blue/black/red, broad	pcs.	31			31			31					32		125	29.70	3,712.50
Marking Pen, whiteboard, blue/black/red, fine	pcs.	7			7			7					8		29	44.00	1,276.00
Masking Tape 1"	rolls	18			18			18					18		72	22.00	1,584.00
Medicines-Over the counter/first aide	various	150			150			150					150		600	20.88	12,528.00
Neo Forms/various office forms	pad	36			36			36					36		144	82.50	11,880.00
Notebook, record book-300 pages	pcs.	36			36			36					36		144	44.00	6,336.00
Notebook, record book-500 pages	pcs.	36			36			36					36		144	104.50	15,048.00
Notebook, stenographer's, 40 leaves	pcs.	36			36			36					36		144	9.90	1,425.60
Packaging Tape, 2 inches	rolls	21			21			22					22		86	16.50	1,419.00
Paste, gluepen, tube type, 50cc	pcs.	46			47			47					47		187	6.60	1,234.20
Pen, ballpen, black	pcs.	108			108			108					108		432	4.40	1,900.80
Pen, ballpen, blue	pcs.	108			108			108					108		432	4.40	1,900.80
Pen, signpen, black	pcs.	108			108			108					108		432	44.00	19,008.00
Pen, signpen, blue	pcs.	108			108			108					108		432	44.00	19,008.00
Pen, signpen, red	pcs.	108			108			108					108		432	44.00	19,008.00
Pencil Lead (for Mechanical pencil)	tubes	3			3			3					3		12	39.60	475.20
Pencil, lead (Mongol)	pcs.	108			108			108					108		432	44.00	19,008.00
Push Pins, 100pcs/bx.	bx.	3			3			4					4		14	17.60	246.40
Ribbon, for olympia typewriter	pcs.	4			4			4					5		17	79.20	1,346.40
Ribbon, for Bundy Clock-Original	pcs.	1			1			1							3	1,430.00	4,290.00
Rubber Band, No. 18, 400 grams	bx.	10			11			11					11		43	137.50	5,912.50
Scissors, 7 inches	pairs	10			11			11					11		43	16.50	709.50
Sharpener, single cutterhead	pcs.	2			2			2					2		8	165.00	1,320.00
Sponge Cup, finger moisturizer	pcs.	2			2			2					2		8	16.50	132.00
Stamp Pad, felt pad, 4" X 6"	pcs.	2			2			2					2		8	49.50	396.00
TOTAL																157,181.30	

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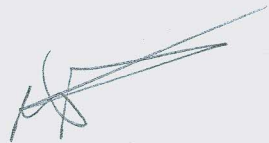
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COMMON USE OFFICE SUPPLIES																	
Staple Remover, twin jaws	pcs.	7			7			7				8			29	11.00	319.00
Staple wire, no. 10	bxs.	72			72			72				72			288	8.80	2,534.40
Staple wire, no. 35	bxs.	14			14			15				15			58	27.50	1,595.00
Stapler, no. 10	pcs.	10			11			11				11			43	55.00	2,365.00
Stapler, no. 35	pcs.	3			3			4				4			14	385.00	5,390.00
Tape Dispenser, heavy duty	pcs.	3			3			4				4			14	60.50	847.00
Transparent Tape 1"	rolls	28			29			29				29			115	8.80	1,012.00
Waste Basket, plastic, assorted color, non-rigid	pcs.	10			11			11				11			43	33.00	1,419.00
COMMON USE OFFICE DEVICES																	
Puncher, heavy duty	pcs.	3			3			4				4			14	132.00	1,848.00
COMMON USE JANITORIAL SUPPLIES																	
Dishwashing Liquid, with anti-bacterial, 300ml./pouch	packs	36			36			36				36			144	33.00	4,752.00
Disinfectant Spray, 340 grms.	cans	4			4			4				5			17	165.00	2,805.00
Insecticide, 600ml.	cans	4			4			4				5			17	181.50	3,085.50
Plastic, Sando bag(Large for garbage can)	packs	8			8			9				9			34	66.00	2,244.00
Soap, detergent powder	kilos	18			18			18				18			72	110.00	7,920.00
Trashbag, XXXL, 10pcs./pack, black	packs	36			36			36				36			144	93.50	13,464.00
LEGAL SIZE PAPER																	
Paper, book, legal, green color, subs. 24	rms.	1			1			2				2			6	275.00	1,650.00
Paper, book, legal, pink color, subs. 24	rms.	1			1			2				2			6	275.00	1,650.00
Paper, book, legal, white, subs-20	rms.	540			540			540				540			2160	192.50	415,800.00
Paper, book, legal, yellow color, subs. 24	rms.	1			1			2				2			6	275.00	1,650.00
Paper, book, short, white color, subs. 20	rms.	90			90			90				90			360	167.20	60,192.00
Paper, continuous form	bxs.	1			1			1							3	1,320.00	3,960.00
TOTAL																	536,501.90

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		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			Total	
LEGAL SIZE PAPER																	
Paper, mimeo, long, white wove	rms.	23			23			23					24		93	126.50	11,764.50
Paper, ruled pad, yellow/white	pad	36			36			36					36		144	27.50	3,960.00
Paper, thermo (Facsimile Machine)	rolls	18			18			18					18		72	49.50	3,564.00
COMMON OFFICE EQUIPMENT																	
Flash drive, 2GB capacity, USB 2.0 plug & play	pcs.	7			7			7					8		29	715.00	20,735.00
Flash drive, 1GB capacity, USB	pcs.	7			7			7					8		29	440.00	12,760.00
Numbering Machine	pcs.	1			1			2					2		6	1,353.00	8,118.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASE FROM OTHER SOURCES																	
COMPUTER SUPPLIES																	
Toner, Epson for 6200/6200L Printer	pc.	4			4			4					5		17	4,235.00	71,995.00
Toner, HP Laserjet, C4127X	pc.	2			2			2					3		9	9,075.00	81,675.00
Toner, refill, Q2612A, for HP 1020	pc.	32			32			33					33		130	1,089.00	141,570.00
Toner, refill, Q2613A, for HP 1300	pc.	4			4			4					5		17	1,125.30	19,130.10
Toner, refill, CB435A, for HP 1006	pc.	4			4			4					5		17	1,125.30	19,130.10
Toner, HP Laserjet P4014, CC364A	pc.	4			4			4					5		17	9,438.00	160,446.00
COMMON OFFICE EQUIPMENT																	
Airconditioner, Floor-Mounted-3 tons	units			1											1	65,000.00	65,000.00
Airconditioner, Window type-2HP	units			10											10	25,000.00	250,000.00
Binder, Combo	units							1							1	12,000.00	12,000.00
Desktop Computers, Intel Core 2Duo 2.6 Ghz, 2GB, DDR2 Ghz	units			60											60	65,000.00	3,900,000.00
17" widescreen LCD Monitor with license MS windows, Vista																	
Business, MS Office 2007 SBEOEM, License with media kit																	
TOTAL																	
4,781,847.70																	

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		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			Total	
COMMON OFFICE EQUIPMENT																	
Camera, digital, 10 megapixel	units			3											3	20,000.00	60,000.00
Generator, 5000 watts, silent type, diesel	units			1											1	50,000.00	50,000.00
Laptop	units			4											4	80,000.00	320,000.00
Monitor for computer, 17" widescreen, LCD	units			40											40	7,500.00	300,000.00
Paper Shredder, heavy duty	units		2												2	20,000.00	40,000.00
Printer, Laser, color, 3 in 1 (printer, copier, scanner)	units		4												4	10,000.00	40,000.00
Projector, DLP Projector System	units		1												1	170,000.00	170,000.00
Sound System, 3 Disc Changer, 12,300 watts, DVD, MP3, VCD & DIVX, Beat Max Mixing, Karaoke Scoring Functions	units		1												1	45,000.00	45,000.00
Television Set, LCD, 37 inches	units		1												1	68,000.00	68,000.00
Typewriter, electric	units		2												2	25,000.00	50,000.00
VARIOUS REFERENCE BOOKS																	
Books, SCRA	bks.			60											60	950.00	57,000.00
Books, SCRA, Quick Index	bks.			5											5	2,000.00	10,000.00
Books, Vital Documents	bks.			1											1	20,000.00	20,000.00
Books, Lex Libris Updates	set			1											1	100,000.00	100,000.00
FURNITURE AND FIXTURE																	
binet, display, hard wood with sliding, glass frontage, 84" X 12" thick	units			1											1	35,000.00	35,000.00
Computer Chair, clerical, gas lift, with armrest, low back Leatherette, 80-100 kgs. Capacity	units			74											74	3,500.00	259,000.00
Computer Chair, senior executive, gas lift, with armrest, high back, Leatherette, 80-100 kgs. Capacity	units			5											5	5,000.00	25,000.00
Computer Rack, steel frame	units			34											34	2,000.00	68,000.00
Galvanized Containers, 10" X 16" X 24", gauge 24" plain sheet	units			30											30	1,200.00	36,000.00
Office Table, Junior Executive, Wooden, Micarta Top, Brown	units		34												34	5,000.00	170,000.00
TOTAL																1,923,000.00	

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