

**ANNUAL PROCUREMENT PLAN FOR 2012
For Common-Use Supplies and Equipment**

Department/Bureau/Office: OFFICE OF THE OMBUDSMAN-MINDANAO CAGAYAN DE ORO CITY
Region: IX
Address: Ground Floor, ALU Bldg., Kauswagan National Highway, Cagayan de Oro 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 COMPUTER SUPPLIES/CONSUMABLES																	
Canon Printer, Ink, black	pcs.											12	12		24	1,200.00	28,800.00
Canon Printer, Ink, color	pcs.											5	5		10	1,500.00	15,000.00
Diskette, 1.4MB (Box)	pcs.												4		4	90.00	360.00
Epson, printer, ink-black	pack											12	12		24	800.00	19,200.00
Epson, printer, ink-color	rls.											6	6		12	1,000.00	12,000.00
HP Printer Ink-black	pcs.		5										5		10	900.00	9,000.00
HP Printer Ink-color	pcs.												3	3	6	1,000.00	6,000.00
CD-R with Case	pcs.												9	9	18	50.00	900.00
Brother M1032 Fabric Nylon Ribbon	pcs.		6					6							12	600.00	7,200.00
Brother cover-up eraser tape	pcs.												6		6	70.00	420.00
COMMON OFFICE SUPPLIES																	
Alcohol, Isopropyl, 500ml.	btls.												6	6	12	50.00	600.00
Ballpen-black	pcs.												30	30	60	12.00	720.00
Ballpen-blue	pcs.												30	30	60	12.00	720.00
Ballpen-red	pcs.												30	30	60	12.00	720.00
Columnar Pad (4 Columns)	bks.												4		4	30.00	120.00
Envelope, brown, short	pcs.												120	120	240	6.00	1,440.00
Envelope, brown, long	pcs.												150	150	300	7.00	2,100.00
Envelope, expanding, long	pcs.												90	90	180	10.00	1,800.00
Envelope, mailing, white (box)	bxs.												6	6	12	200.00	2,400.00
Fax Paper	rls.		12					12							24	50.00	1,200.00
TOTAL																	110,700.00

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 OFFICE SUPPLIES																	
Folder, long	pcs.												120	120	240	5.00	1,200.00
Marker, (Highlighter)	pcs.												12	12	24	45.00	1,080.00
Marker, broad, black	pcs.		6					6							12	45.00	540.00
Marker, broad, blue	pcs.		6					6							12	45.00	540.00
Marker, broad , red	pcs.		6					6							12	45.00	540.00
Marking Pen, medium point, black	pcs.		6					6							12	45.00	540.00
Paper clips, big (box)	bxs.		24					24							48	9.00	432.00
Paper clips, small (box)	bxs.		24					24							48	6.00	288.00
Paper fastener, metal (box)	bxs.		6					6							12	90.00	1,080.00
Paper, ruled pad	pad		6					6							12	35.00	420.00
Paste	btls.		6					6							12	50.00	600.00
Pencil, lead w/ eraser	pcs.							24							24	5.00	120.00
Marker Ink	btls.							4							4	40.00	160.00
Pushpins (pack)	pack		4												4	25.00	100.00
Record book	bks.		12					12							24	120.00	2,880.00
Rubber Band # 18 (box)	bxs.		4												4	100.00	400.00
Ruler, plastic	pcs.							8							8	6.00	48.00
Scissors	pcs.		24												24	40.00	960.00
Signpen, black	pcs.		25					25							50	65.00	3,250.00
Signpen, blue	pcs.		25					25							50	65.00	3,250.00
Signpen, red	pcs.		18					18							36	65.00	2,340.00
Stamp pad	pcs.							12							12	40.00	480.00
Stamp pad Ink	btls.		12					12							24	40.00	960.00
Staple Wire No. 35	bxs.		6					6							12	50.00	600.00
Staple Wire No. 10	bxs.		12					12							24	25.00	600.00
Staple Wire Remover	pcs.							10							10	20.00	200.00
Stapler, big # 35	unit		4					4							8	350.00	2,800.00
Stapler, small # 10	unit		6					6							12	130.00	1,560.00
Steno Notebook	bk.							24							24	15.00	360.00
Tape dispenser	unit							4							4	60.00	240.00
Tape, masking	rls.		12					12							24	40.00	960.00
TOTAL																	29,528.00

Item & Specifications	Unit of	Quantity Requirement												PS Price	Total Amount	
	Measure	Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total		Catalogue
COMMON OFFICE SUPPLIES																
Tape, packaging	rls.		12					12						24	25.00	600.00
Tape, scotch transparent	rls.		24					24						48	25.00	1,200.00
Thumb tacks (box)	bx.							12						12	20.00	240.00
Transparent folder with slide, long	pcs.		24					24						48	15.00	720.00
Transparent folder with slide, short	pcs.		24					24						48	10.00	480.00
Double Clips (backfold), 1 " wide (box)	pcs.		18					18						36	25.00	900.00
Double Clips (backfold), 3/4 " wide (box)	pcs.		18					18						36	22.00	792.00
Double Clips (backfold), 2 " wide (box)	pcs.		12					12						24	90.00	2,160.00
Data File Box	pcs.		18					18						36	60.00	2,160.00
Correction Tape	pcs.		18					18						36	40.00	1,440.00
Expanding filer (plastic, long)	pcs.		1					1						2	300.00	600.00
Eraser, rubber	pcs.							20						20	5.00	100.00
Photocopier toner	pcs.		2					2						4	3,400.00	13,600.00
Glue, all purpose	pcs.		8					8						16	40.00	640.00
Puncher, big	unit							4						4	100.00	400.00
COMMON JANITORIAL SUPPLIES																
Air Freshener (Spray)	btls.		6					6						12	130.00	1,560.00
Detergent Powder	packs		10					10						20	50.00	1,000.00
Dishwashing Paste	packs		6					6						12	110.00	1,320.00
Disinfectant Spray	btls.		6					6						12	150.00	1,800.00
Insecticides Spray	btls.		6					6						12	180.00	2,160.00
Trashbag (10pcs./roll)	packs		18					18						36	130.00	4,680.00
Waste basket, platic	pcs.							10						10	30.00	300.00
Broom, soft (tambo)	pcs.		6					6						12	40.00	480.00
Dust pan, plastic	pcs.		4											4	30.00	120.00
Furniture polish/cleaner	btl.		10					10						20	140.00	2,800.00
Mophandle(screw type), wooden	pcs.		4											4	70.00	280.00
Mophead,twisted, all cotton	pcs.		12					12						24	50.00	1,200.00
Toilet deodorant freshener (3 pcs./pack)	pcs.		12					12						24	35.00	840.00
Liquid Hand Soap	btls.		12					12						24	100.00	2,400.00
Cleanser, powder	packs		12					12						24	25.00	600.00
TOTAL																47,572.00

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		
LEGAL SIZE PAPER																		
Paper, book, legal, white, subs-20	rms.		18					18								36	260.00	9,360.00
A4 SIZE PAPER																		
Paper, book, A4, white, subs-20	rms.		12					12								24	210.00	5,040.00
COMMON OFFICE EQUIPMENT																		
PHOTOCOPIER DRUM	roll		1					1								2	2,500.00	5,000.00
FACSIMILE MACHINE	pcs.				1											1	10,000.00	10,000.00
DIGITAL CAMERA	pcs.				1											1	50,000.00	50,000.00
SOUND SYSTEM	pcs.							1								1	30,000.00	30,000.00
CASSETTE RECORDER	pcs.							1			1					2	3,000.00	6,000.00
CALCULATOR	pcs.				5			5			5					15	500.00	7,500.00
TELEPHONE SET	tubes				2			3								5	2,000.00	10,000.00
FURNITURE AND FIXTURES																		
Table -Sr. Executive	pcs.				3											3	8,000.00	24,000.00
Table -Jr. Executive	pcs.							5								5	7,500.00	37,500.00
Table - Clerical	bxs.							5								5	7,500.00	37,500.00
Table - Computer	pc.										5					5	2,500.00	12,500.00
Table - Monoblock	pairs				1			1								2	5,000.00	10,000.00
Chair- Sr. Executive	pcs.				5											5	5,000.00	25,000.00
Chair- Jr. Executive	pcs.							5								5	4,000.00	20,000.00
Chair- Clerical	pcs.							5								5	3,000.00	15,000.00
Chair- Computer	pcs.							5								5	2,000.00	10,000.00
Chair- Monoblock	bxs.				12			13								25	500.00	12,500.00
Steel Filing Cabinet, 4-drawers	bxs.				10											10	7,500.00	75,000.00
Lectern	pcs.							1								1	3,000.00	3,000.00
SOFA for clients	pcs.				1						1					2	40,000.00	80,000.00
TOTAL																		494,900.00

Item & Specifications	Unit of Measure	Quantity Requirement												Private Suppliers	Total Amount			
		Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.			Total		
IT EQUIPMENT AND SOFTWARE																		
Computer Set	units													3		5	60,000.00	300,000.00
Printer	units													2		2	10,000.00	20,000.00
Server/LAN	unit				1											1	50,000.00	50,000.00
Internet Router w/ HUS	unit				1											1	30,000.00	30,000.00
Software Recording/Monitoring	unit				1											1	100,000.00	100,000.00
Software Anti-Virus Program	units								10							10	3,500.00	35,000.00
Electronic Library	unit				1											1	30,000.00	30,000.00
LIBRARY BOOKS																		
Books/Reference-SCRA Relevant Books	bks.								1							1	25,000.00	25,000.00
Vehicle Maintenance, kilometer check-up replacement of spare parts and minor repairs of the following:																		
Crosswind - Maintenance SJA-633	unit				12,500.00				12,500.00					12,500.00		12,500.00	50,000.00	50,000.00
GENERAL SUPPORT SERVICES																		
Janitorial Services	personnel																250,000.00	250,000.00
Security Services	personnel																430,000.00	430,000.00
TOTAL																		
GRAND TOTAL																		
																		1,320,000.00
																		2,002,700.00

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved/Disapproved:

RODOLFO P. TORREON JR.
Admin. Officer III
Property/Supply Officer

ARACELI S. ALEGRIA
Admin. Officer V
Accountant /
Local Budget Officer

RODOLFO M. ELMAN
Assistant Ombudsman
OIC-Cagayan de Oro Regional Office

Date Prepared: _____