

**OFFICE OF THE OMBUDSMAN
VISAYAS - CEBU OFFICE
ANNUAL PROCUREMENT PLAN FOR CY 2014**

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													
Computer Supplies (Page 1)			1,265,320.30	GF														
Common Office Supplies (Page 2-5)			1,351,562.74															
Common Office Devices (Page 6)			141,332.96															
Electrical Supplies & Materials (Page 7)			46,502.12															
Office Furnitures & Fixtures (Page 8)			1,158,900.00															
Books & Periodicals (Page 9)			331,158.40															
IT Equipment & Softwares (Page 10)			2,466,250.00															
Communication Equipment (Page 11)			208,000.00															
Other PPE Page (Page 11)			2,290,068.90															
Transportation Equipment (Page 12)			2,475,000.00															
Guns & Ammunitions (Page 12)			440,000.00															
Trainings/Seminars/Meetings/Other Activities (Page 12)			2,868,600.00															
Rental Services/Maintenance Repairs/ Other Services (Page 12)			8,823,425.32															
Maintenance Repairs/ Other Services - Building (Page 13)			25,650,000.00															
GRAND TOTAL			49,516,120.74															

Prepared by:


MARINA H. CATALYA
Administrative Officer III/Supply Officer II


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

RECOMMENDING APPROVAL:

BIDS & AWARDS COMMITTEE:


ALFRED YANN G. OGUIS
GIPO II / Chairman


FRUTO G. TEODORICO II
GIPO II / Vice-Chairman


IMELDA MARIE B. BELTRAN
GIPO I / OIC Administrative Div


MARIE FRANCES W. SEVILLE-ANG
GIPO I / Member


VICTORIA NESA S. CHIU
GPCO V / Member

APPROVED BY:


ELEANOR R. TAYAD-DE MIRA
Graft Graft Investigation & Prosecution Office
Member


IRMA S. FALCON
Admin. Officer V / Cashier III
Member


PELAGIO S. APOSTOL
Deputy Ombudsman for the Visayas

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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.		568.50					3						3				6	94.75
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.		13,339.88					1			1			1			1	4	3,334.97
Toner cartridge HP Laserjet 1600 - Q6001A - cyan	cart.		29,082.16					2			2			2			2	8	3,635.27
Toner cartridge HP Laserjet 1600 - Q6002A - yellow	cart.		29,082.16					2			2			2			2	8	3,635.27
Toner cartridge HP Laserjet 1600 - Q6003A - magenta	cart.		29,082.16					2			2			2			2	8	3,635.27
Toner cartridge HP Laserjet 1020A 12A	cart.		12,568.08					1			1			1			1	4	3,142.02
Toner cartridge HP Laserjet P1566 #78A			322,358.00					25			25			25			25	100	3,223.58
Toner cartridge HP LJ 64A (USAID)	cart.		40,622.40					3						3				6	6,770.40
Toner cartridge HP LJ P1102 #285A/85A	cart.		341,097.60					30			30			30			30	120	2,842.48
Toner cartridge HP LJ CP400CE410A(Blk)305A	cart.		64,646.40					4			4			4			4	16	4,040.40
Toner cartridge HP LJ CP400CE410A(Cyan)305A	cart.		90,592.32					4			4			4			4	16	5,662.02
Toner cartridge HP LJ CP400CE410A(Yellow)305A	cart.		90,592.32					4			4			4			4	16	5,662.02
Toner cartridge HP LJ CP400CE410A(Magenta)305A	cart.		90,592.32					4			4			4			4	16	5,662.02
Compact Disc - Recordable - 70 min. - running	pc.		1,500.00					40			35			40			35	150	10.00
Compact Disc - Rewritable - high speed, 700mb/80 min.	pc.		1,012.20					15			15			15			15	60	16.87
Computer Continuous Form , plain, 11 x 14 7/8 (1 ply)	box		709.80											1				1	709.80
Computer Continuous Form , plain, 11 x 9-1/2 (3 ply)	box		10,478.40					6			6			6			6	24	436.60
Computer Printer Ribbon - EpsonLX/LQ 300+ # 8750	box		4,835.40					15			15			15			15	60	80.59
Computer Printer Ribbon - Epson FX 1170 #8755	box		356.00					1			1			1			1	4	89.00
Computer Printer Ribbon - Epson LQ 2180 /90 SO 1514	box		12,177.92					4			4			4			4	16	761.12
Computer Mouse, optical, PS2/ USB type	pc.		7,259.52					12			12			12			12	48	151.24
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.		230.33					1			1			1			1	4	57.58
External Hard Drive, 1 ITB25" HDD	pc.		8,207.48								1			1				2	4,103.74
DVD - Recordable, 4.7	pc.		1,021.00					25			25			25			25	100	10.21
DVD - Rewritable, 4.7	pc.		1,255.20					15			15			15			15	60	20.92
Flash Drive, 16GB, USB 2.0 plug & play	pc.		31,777.20					15			15			15			15	60	529.62
TOTAL			1,260,280.51																

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COMMON OFFICE SUPPLIES:	OMB-CEBU	AMP	430,717.74	GF															
Folder legal/long, plain white	pc.		48,000.00				2000			2000				2000			2000	8000	6.00
Folder , long color blue	pc.		8,400.00				300			300				300			300	1200	7.00
Folder, long color green	pc.		4,200.00				200			100				200			100	600	7.00
Folder, long color gray	pc.		2,800.00				100			100				100			100	400	7.00
Folder, long color violet	pc.		2,800.00				100			100				100			100	400	7.00
Folder, long color Red	pc.		5,600.00				200			200				200			200	800	7.00
Folder, expanding, pressed w/ metal tab, long	pc.		1,000.00				25							25				50	20.00
Folder, expanding pressed w/o metal tab, long	/100		5,307.12				3							3				6	884.52
Glue, small elmer's glue, 40 grms.	pc.		2,400.00				20			20				20			20	80	30.00
Glue, mighty bond	pc.		2,200.00				10			10				10			10	40	55.00
Glue, padding	pc.		240.00				2							2				4	60.00
Index Card , 5 x 8", 500pcs.	pack		270.82				1							1				2	135.41
Index Card, 3 x 5", 500 pcs.	pack		198.76				1			1				1				4	49.69
Ink, numbering machine, red/black/	pc.		2,160.00				3			3				3			3	12	180.00
Insecticide, aerosol, 420 grms	pc.		2,000.00				2			2				2			2	8	250.00
Manila Paper, 10shts/sleeve	sleeve		218.40				2			2				2			2	8	27.30
Marker, florescent, assorted color, 3pcs/set	set		1,550.80				10			10				10			10	40	38.77
Marker, permanent, fine	pc.		917.40				15			15				15			15	60	15.29
Marker, permanent, broad	pc.		2,100.00				15			15				15			15	60	35.00
Marker, whiteboard	pc.		618.24				12			12				12			12	48	12.88
Notarial seal, No. 25, 40pcs./box	40pcs/box		1,250.00				10							10				25	50.00
Notepad, 3" x 3", post it	pad		2,280.00				15			15				15			15	60	38.00
Notepad, (1.5mmx50mm/1/2" x 2"	pad		456.00				3			3				3			3	12	38.00
Notebook, stenographer's, 40 leaves	pc.		511.20				15			15				15			15	60	8.52
Onion Skin, legal, super fine	ream		2,400.00				5			5				5			5	20	120.00
Onion Skin, A4, short, superfine	ream		300.00				1			1				1			1	3	100.00
Paper, Bond, 11 x 17, subs. 20	ream		1,480.00				1							1				2	740.00
Paper (PPC), Book, legal, subs. 20	ream		345,300.00				750			750				750			750	3000	115.10
Paper (PPC), Book, A4, subs. 20/70GSM	ream		60,246.00				150			150				150			150	600	100.41
Paper , legal, w/ Letterhead, subs. 20	ream		42,000.00				30			30				30			30	120	350.00
SUB-TOTAL			979,922.48																

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COMMON OFFICE SUPPLIES:	OMB-CEBU	AMP	979,922.48	GF															
Paper , A4, w/ Letterhead, subs. 20	ream		30,000.00				25			25				25			25	100	300.00
Paper, Fastyener, 2", for paper, 50sets/	box		20,589.00				75			75			75			75	300	68.63	
Paper, Fastyener, 6", for paper, 50sets/	box		1,800.00				5			5			5			5	20	90.00	
Paper Clip, gem type, jumbo	box		1,239.00				25			25			25			25	100	12.39	
Paper Clip, gem type, small	box		557.60				20			20			20			20	80	6.97	
Parchment Paper,A4, 80GSM	ream		519.28				1			1			1			1	4	129.82	
Paper, yellow,/white ruled pad	pad		1,834.00				25			25			25			25	100	18.34	
Paper, special ,laid, long/legal	pc.		400.00				50			50			50			50	200	2.00	
Paper, special ,laid, A4/legal	pc.		540.00				75			75			75			75	300	1.80	
Paper , art paper, asst. color	pc.		50.00				15			10			15			10	50	1.00	
Paste, waterwell, 200ml.	pc.		2,800.00				20			20			20			20	80	35.00	
Pencil , lead w/ eraser, No. 2, 1 doz./box	box		500.20				5			5			5			5	20	25.01	
Push pins	100/pack		240.00				2			1			2			1	6	40.00	
Record Book, 500 p, hard bound (#75-85)	pc.		13,440.00				12			12			12			12	48	280.00	
Record Book, 500 pages , Blue&white cover)	pc.		2,096.64				6			6			6			6	24	87.36	
Record Book, 300 pages , blue & white cover	pc.		4,193.60				20			20			20			20	80	52.42	
Record Notebook	pc.		2,560.00				20			20			20			20	80	32.00	
Ribbon, bundy clock,amano 6305	pc.		10,400.00				2			2			2			2	8	1,300.00	
Ribbon (typewriter), manual, fabric, black	roll		98.28				2			1			2			1	6	16.38	
Ribbon , checkwriter, Uchida P-15 (red color)	roll		3,600.00				1						1				2	1,800.00	
Ribbon , Fax machine, Brother PC 402, 2rls./	bx.		208,000.00				40			40			40			40	160	1,300.00	
Rubber Band, 350grms.,flat all purpose	box		8,647.20				20			20			20			20	80	108.09	
Rubber cement (rugby), all purpose	botl.		750.00				3			2			3			2	10	75.00	
Sign pen, 0.5mm	pc.		13,395.00				75			75			75			75	300	44.65	
Sign pen, 0.7mm	pc.		15,000.00				75			75			75			75	300	50.00	
Sign pen, G Tech C-4 (blu & red)	pc.		4,200.00				15			15			15			15	60	70.00	
Sign pen, G Tech C-4 , refill ink (blue & red)	pc.		240.00				2			1			2			1	6	40.00	
Stamp pad , felt pad	pc.		358.50				5			5			5				15	23.90	
Stamp pad ink, violet/purple, 50ml.	bot.		1,441.20				15			15			15			15	60	24.02	
Staple Wire, HD-12N-124, 23/13 (40-90 sht.)	box		129.96				1			1			1			1	4	32.49	
Staple wire #35 HD, standard	box		4,692.00				50			50			50			50	200	23.46	
SUB-TOTAL			1,334,233.94																

