

ANNUAL PROCUREMENT PLAN for FY 2016

OFFICE OF THE OMBUDSMAN - Office of the Special Prosecutor

Item & Specifications	Unit of Measure	Procurement Program/Project	Schedule for Each Procurement Activity						Estimated Budget (Php)			
			PMO/End-User	Mode of Procurement	Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Quantity	Total Amount (MOOE)	
COMMON ELECTRICAL SUPPLIES												
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	1. Prosecution of Complaints / Cases 2. Prosecution of cases, inc. filing of the appropriate criminal and civil cases before the Sandiganbayan and regular trial courts	OSP						IOB	40	17.14	685.60
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		OSP						IOB	40	14.77	590.80
3 TAPE, electrical	roll		OSP						IOB	10	18.20	182.00
COMMON OFFICE SUPPLIES												
1 AIR FRESHENER, 280ml/can	can	3. Assessment of criminal and/or civil cases that requires reinvestigation 4. Handling of appealed or special cases filed before the Sandiganbayan, Court of Appeals and the Supreme Court 5. CREME-Execution/revival of cases 6. General Administration Support	OSP						IOB	200	81.12	16,224.00
2 ALCOHOL, 70%, ethyl, 500ml	bottle		OSP						IOB	400	43.14	17,256.00
3 CARTOLINA, assorted color, 20 pieces per pack	pack		OSP						IOB	60	70.50	4,230.00
4 CLIP, backfold, 19mm, 12 pieces per box	box		OSP						IOB	100	7.28	728.00
5 CLIP, backfold, 25mm, 12 pieces per box	box		OSP						IOB	80	16.64	1,331.20
6 CLIP, backfold, 32mm, 12 pieces per box	box		OSP						IOB	40	20.68	827.20
7 CLIP, backfold, 50mm, 12 pieces per box	box		OSP						IOB	40	43.68	1,747.20
8 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		OSP						IOB	200	41.08	8,216.00
9 DATA FOLDER, made with chipboard, taglia lock	piece		OSP						IOB	500	76.95	38,475.00
10 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		OSP						IOB	20	507.40	10,148.00
11 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	OSP						IOB	50	621.71	31,085.50	
12 ENVELOPE, MAILING, 500 pieces per box	box	OSP						IOB	30	139.36	4,180.80	
13 ERASER, plastic or rubber	piece	OSP						IOB	50	2.16	108.00	
14 FASTENER, for paper, metal, 50 sets per box	box	OSP						IOB	200	57.09	11,418.00	
15 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	OSP						IOB	50	935.80	46,794.50	
16 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	OSP						IOB	50	299.98	14,999.00	
17 GLUE, all purpose, 300 grams min.	jar	OSP						IOB	150	48.88	7,332.00	
18 MARKER, fluorescent, 3 colors per set	set	OSP						IOB	200	35.55	7,110.00	
19 MARKER, whiteboard, bullet type, black	piece	OSP						IOB	50	11.80	590.00	
20 MARKER, whiteboard, bullet type, blue	piece	OSP						IOB	50	11.80	590.00	
21 MARKER, whiteboard, bullet type, red	piece	OSP						IOB	30	11.80	354.00	
22 MARKER, permanent, bullet type, black	piece	OSP						IOB	100	9.65	965.00	
23 MARKER, permanent, bullet type, blue	piece	OSP						IOB	100	9.65	965.00	
24 MARKER, permanent, bullet type, red	piece	OSP						IOB	10	9.65	96.50	
25 INOTE BOOK, stenographer's, 40 leaves, spiral	piece	OSP						IOB	200	10.30	2,060.00	
26 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	OSP						IOB	200	38.38	7,676.00	
27 IPAD PAPER, Ruled	pad	OSP						IOB	100	17.47	1,747.00	
28 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	OSP						IOB	200	13.52	2,704.00	
29 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	OSP						IOB	200	6.76	1,352.00	
30 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	OSP						IOB	300	117.83	35,349.00	
31 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	OSP						IOB	5,000	132.02	660,100.00	
32 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	OSP						IOB	0	102.39	-	
33 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	OSP						IOB	0	114.87	-	
34 PAPER, Thermal, 216mm x 30m	roll	OSP						IOB	10	35.67	356.70	
35 PENCIL, lead, w/eraser, one(1) dozen per box	box	OSP						IOB	100	19.62	1,962.00	
36 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	OSP						IOB	200	60.32	12,064.00	
37 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	OSP						IOB	150	86.85	13,027.50	

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			PMO/End-User	Mode of Procurement	Ads/Post of IAEB	Sub/Open of Bids	Notice of Award	Contract Signing	Source of Funds	Quantity	Total Amount (MOOE)	
38 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle		OSP						IOB	20	256.87	5,137.40
39 RUBBER BAND, 70mm min lay flat length (#18)	box		OSP						IOB	100	105.85	10,585.00
40 SIGN PEN, black	piece		OSP						IOB	500	44.01	22,005.00
41 SIGN PEN, blue	piece		OSP						IOB	1,000	44.01	44,010.00
42 SIGN PEN, red	piece		OSP						IOB	50	44.01	2,200.50
43 STAMP PAD INK, violet, 50mL	bottle		OSP						IOB	50	22.88	1,144.00
44 STAMP PAD, felt pad, min 60mm x 100mm	piece		OSP						IOB	20	31.08	621.60
45 STAPLE WIRE, Heavy duty, 23/13	box		OSP						IOB	50	30.42	1,521.00
46 STAPLE WIRE, Standard	box		OSP						IOB	500	18.92	9,460.00
47 TAPE, masking, 24mm, 50 meters length	roll		OSP						IOB	80	55.12	4,409.60
48 TAPE, masking, 48mm, 50 meters length	roll		OSP						IOB	50	105.04	5,252.00
49 TAPE, transparent, 24mm, 50 meters	roll		OSP						IOB	300	17.37	5,211.00
50 TAPE, transparent, 48mm, 50 meters	roll		OSP						IOB	30	33.28	998.40
51 TAPE, packaging, 48mm, 50 meters length	roll		OSP						IOB	200	33.28	6,656.00
52 TWINE, plastic, one kilo per roll	roll		OSP						IOB	60	54.08	3,244.80
53 WRAPPING PAPER, kraft, 50 sheets per pack	pack		OSP						IOB	10	112.72	1,127.20
COMMON OFFICE DEVICES												
1 DATING AND STAMPING MACHINE	piece		OSP						IOB	20	478.38	9,567.60
2 PENCIL SHARPENER, 1 piece in individual plastic case	piece		OSP						IOB	30	187.20	5,616.00
3 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		OSP						IOB	100	123.43	12,343.00
4 SCISSORS, (6")	pair		OSP						IOB	100	15.53	1,553.00
5 STAPLER, standard	piece		OSP						IOB	100	92.23	9,223.00
6 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece		OSP						IOB	8	1,059.76	8,478.08
7 STAPLE REMOVER, plier type	piece		OSP						IOB	100	17.63	1,763.00
8 TAPE DISPENSER, table top	piece		OSP						IOB	50	47.72	2,386.00
9 WASTE BASKET, non-rigid plastic	piece		OSP						IOB	100	30.68	3,068.00
10 Flash Drive	piece		OSP						IOB	70	300.00	21,000.00
COMMON JANITORIAL SUPPLIES												
1 DISINFECTANT SPRAY, 400-550 grams	can		OSP						IOB	60	114.40	6,864.00
2 INSECTICIDE, aerosol type, 600mL/can	can		OSP						IOB	60	117.52	7,051.20
3 RAG, all cotton, 32 pieces per kilo per bundle	bundle		OSP						IOB	200	43.68	8,736.00
COMMON OFFICE EQUIPMENT												
1 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece		OSP						IOB	100	21.37	2,137.00
CONSUMABLES												
1 TONER CART, BROTHER TN-2025, Black	cart		OSP						IOB	50	2,556.32	127,816.00
2 TONER CART, BROTHER TN-2130, Black	cart		OSP						IOB	0	1,820.00	-
3 TONER CART, BROTHER TN-2150, Black	cart		OSP						IOB	100	2,860.00	286,000.00
4 TONER CART, BROTHER TN-3320, Black	cart		OSP						IOB	30	3,336.32	100,089.60
5 TONER CART, HP C7115A, Black	cart		OSP						IOB	3	2,971.28	8,913.84
6 TONER CART, HP CB435A, Black	cart		OSP						IOB	12	2,719.60	32,635.20
7 TONER CART, HP CB436A, Black	cart		OSP						IOB	12	3,062.80	36,753.60
8 TONER CART, HP CE278A, Black	cart		OSP						IOB	12	3,070.08	36,840.96
9 TONER CART, SAMSUNG MLT-D103S, Black	cart		OSP						IOB	40	2,912.00	116,480.00
10 TONER CART, SAMSUNG MLT-D105L, Black	cart		OSP						IOB	20	2,860.00	57,200.00
11 TONER CART, SAMSUNG MLT-D108S, Black	cart		OSP						IOB	0	2,600.00	-
COMMON OFFICE SUPPLIES												
1 CARTOLINA, white, 20 pieces per pack	pack		OSP						IOB	20	52.00	1,040.00
2 INDEX CARD, 5"x8", 500 pieces per pack	pack		OSP						IOB	10	139.34	1,393.40

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3 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle		OSP						IOB	10	150.80	1,508.00
4 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle		OSP						IOB	10	291.03	2,910.30
Office Supplies												
1 Ballpen, black	piece		OSP						IOB	700	22.00	15,400.00
2 Ballpen, blue	piece		OSP						IOB	500	22.00	11,000.00
3 Ballpen, red	piece		OSP						IOB	50	22.00	1,100.00
4 COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52X minimum speed, 80 min recording time	piece		OSP						IOB	1,000	9.46	9,460.00
5 CHECK BOOKLET	pad		OSP						IOB	10	550.00	5,500.00
6 CORRUGATED BOX, double sided, 20"x20"x2	piece		OSP						IOB	200	116.00	23,200.00
7 DATA FILE BOX (8"x9-1/2"x15-1/2), board # 15	piece		OSP						IOB	200	115.00	23,000.00
8 FACE MASK, 100pcs per box	box		OSP						IOB	10	152.00	1,520.00
9 INK FILM, KX-FA57E	roll		OSP						IOB	30	1,170.00	35,100.00
10 RIBBON, Receiving Machine	cart		OSP						IOB	2	1,650.00	3,300.00
11 RIBBON, Check Writer	cart		OSP						IOB	2	1,980.00	3,960.00
12 RUBBER STAMP	piece		OSP						IOB	30	200.00	6,000.00
13 SUBSCRIPTION, News Paper (Local)	lot		OSP						IOB	1	100,000.00	100,000.00
14 CANON TONER CARTRIDGE 319 II (Genuine, High Yield)	cart		OSP						IOB	10	8,050.00	80,500.00
15 Ink Cartridge HP C6578D, colored	cart		OSP						IOB	2	1,513.20	3,026.40
16 Ink Cartridge HP 51645A, black	cart		OSP						IOB	3	1,310.40	3,931.20
17 Ink Cartridge LC-67HYBK, black	cart		OSP						IOB	3	1,601.60	4,804.80
18 Ink Cartridge LC-67HYC, cyan	cart		OSP						IOB	2	868.40	1,736.80
19 Ink Cartridge LC-67HYM, magenta	cart		OSP						IOB	2	868.40	1,736.80
20 Ink Cartridge LC-67HYY, yellow	cart		OSP						IOB	2	868.40	1,736.80
21 Ink Cartridge HP CN621 (HP 970), black	cart		OSP						IOB	3	3,400.00	10,200.00
22 Ink Cartridge HP CN622AA (HP 971), Cyan	cart		OSP						IOB	2	3,500.00	7,000.00
23 Ink Cartridge HP CN623AA (HP 971), Magenta	cart		OSP						IOB	2	3,500.00	7,000.00
24 Ink Cartridge HP CN624 (HP 971), Yellow	cart		OSP						IOB	2	3,500.00	7,000.00
15 Wheeled Briefcase / Roller Bag	unit		OSP						IOB	70	17,000.00	1,190,000.00
Paper Materials and Products												
1 PAPER, MULTICOPY, letter (8.5"x11"), for laser printing	ream		OSP						IOB	300	140.00	42,000.00
2 Property Card, (Accounting Form No. 82)	piece		OSP						IOB	1000	2.45	2,450.00
3 Paper, Specialty, 160gsm, legal size (216mm x 330mm)	sheet		OSP						IOB	5,000	4.85	24,250.00
Lighting and fixtures and accessories												
1 LED bulb, 5w or 6w (daylight)	piece		OSP						IOB	20	300.00	6,000.00
2 LED tube, 20w (daylight)	piece		OSP						IOB	100	1,000.00	100,000.00
3 2x36w lighting fixture, louver type, 24" x 48"	piece		OSP						IOB	5	2,000.00	10,000.00
Electrical equipment and components and supplies												
1 1.0 mm2 Solid AWG, 150m/roll	roll		OSP						IOB	2	1,200.00	2,400.00
2 2.0 mm2 THHN wire 150/roll	roll		OSP						IOB	2	1,800.00	3,600.00
3 3.5 mm2 THHN wire 150/roll	roll		OSP						IOB	2	3,000.00	6,000.00
4 5.5 mm2 THHN wire 150/roll	roll		OSP						IOB	2	4,000.00	8,000.00
5 8.0 mm2 THHN wire 150/roll	roll		OSP						IOB	2	6,500.00	13,000.00
6 14 mm2 THHN wire 150/roll	roll		OSP						IOB	2	11,000.00	22,000.00
7 Flexible multi-core wire #12, 2 or 3 core, rubber insulation	roll		OSP						IOB	2	5,800.00	11,600.00
8 Flatcord #16, 2-wire, 150/roll	roll		OSP						IOB	2	2,800.00	5,600.00
9 Rubber male plug, heavy duty, color black	piece		OSP						IOB	50	60.00	3,000.00
10 Convenience outlet, duplex surface mounted (extension wire)	piece		OSP						IOB	50	60.00	3,000.00
11 Telephone units (handset)	piece		OSP						IOB	10	2,000.00	20,000.00

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12 RJ 11, 4 Pins	piece		OSP						IOB	50	10.00	500.00
13 Telephone Jacketed Wire #22 AWG/4C	roll		OSP						IOB	1	2,800.00	2,800.00
14 Telephone Flatcord, 4C	roll		OSP						IOB	1	2,300.00	2,300.00
Computer Equipment and Accessories												
1 ACTUATOR HOOK	piece		OSP						IOB	10	1,200.00	12,000.00
2 CMOS BATTERY (CR2032)	piece		OSP						IOB	20	57.00	1,140.00
3 CONTACT CLEANER	piece		OSP						IOB	20	500.00	10,000.00
4 DVD ROM	piece		OSP						IOB	10	1,000.00	10,000.00
5 EXTERNAL DVD WRITER	piece		OSP						IOB	8	2,600.00	20,800.00
6 HARDISK DRIVE	piece		OSP						IOB	10	3,600.00	36,000.00
7 HOOK PCB	piece		OSP						IOB	10	195.00	1,950.00
8 IMPACT TOOL	piece		OSP						IOB	4	2,100.00	8,400.00
9 KEYBOARD	piece		OSP						IOB	14	1,000.00	14,000.00
10 LCD MONITOR	piece		OSP						IOB	10	5,500.00	55,000.00
11 MEMORY MODULE	piece		OSP						IOB	10	5,500.00	55,000.00
12 MOTHERBOARD	piece		OSP						IOB	4	6,100.00	24,400.00
13 NETWORK CABLE TESTER	piece		OSP						IOB	2	650.00	1,300.00
14 NETWORK SWITCH	piece		OSP						IOB	5	3,500.00	17,500.00
15 POWER SUPPLY	piece		OSP						IOB	10	1,000.00	10,000.00
16 POWER SUPPLY BOARD	piece		OSP						IOB	10	1,600.00	16,000.00
17 PROCESSOR	piece		OSP						IOB	10	2,100.00	21,000.00
18 RJ 45 CONNECTOR	piece		OSP						IOB	300	16.00	4,800.00
19 RJ 45 MODULAR JACK	piece		OSP						IOB	30	80.00	2,400.00
20 SATA TO USB CONVERTER	piece		OSP						IOB	10	110.00	1,100.00
21 THERMAL PASTE	piece		OSP						IOB	5	620.00	3,100.00
22 UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit		OSP						IOB	12	7,000.00	84,000.00
23 UTP LAN CABLE, Cat. 5E	roll		OSP						IOB	1	5,600.00	5,600.00
24 VACUUM	piece		OSP						IOB	1	5,000.00	5,000.00
25 LAPTOP KEYBOARD	piece		OSP						IOB	5	5,000.00	25,000.00
GENERAL REPAIR & MAINTENANCE												
1 Air-Conditioning System	lot		OSP						IOB	1	150,000.00	150,000.00
2 Other Office Equipment	lot		OSP						IOB	1	50,000.00	50,000.00
3 Vehicies Spare Parts, Materials & Labor	lot		OSP						IOB	1	150,000.00	150,000.00
4 Gasoline, Lubricants And Other Accessories	lot		OSP						IOB	1	200,000.00	200,000.00
5 Storage Battery	piece		OSP						IOB	7	5,500.00	38,500.00
6 Tire	piece		OSP						IOB	20	4,500.00	90,000.00
7 Other Plumbing & Lavatory Materials & Accessories	lot		OSP						IOB	1	100,000.00	100,000.00
8 Office Building - General repair and maintenance including Civil works/Carpentry/Construction Supplies	lot		OSP						IOB	1	6,000,000.00	6,000,000.00
UTILITY EXPENSE												
1 Photocopy Rental	lot		OSP						IOB	1	800,000.00	800,000.00
2 Purified Drinking Water	lot		OSP						IOB	1	65,000.00	65,000.00
COMMUNICATION EXPENSE												
1 Telephone Rental And Services	lot		OSP						IOB	0		
TAXES, INSURANCE AND OTHER FEES												
1 LTO Registration	lot		OSP						IOB	1	20,000.00	20,000.00
2 GSIS vehicle insurance	lot		OSP						IOB	1	25,000.00	25,000.00

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CARRY OVER FROM 2015 APP												
Wheeled Briefcase / Roller Bag	unit		OSP						IOB	15	17,000.00	255,000.00
C. TOTAL (A+B):												
D. ADDITIONAL PROVISION FOR INFLATION (10% of												
E. GRAND TOTAL (C+D)												
F. APPROVED BUDGET BY THE AGENCY HEAD												
G. MONTHLY CASH REQUIREMENTS												
G.1 Available at Procurement Service Stores			0									
G.2 Other items not available at PS but regularly purchased from other sources			0									
TOTAL MONTHLY CASH REQUIREMENTS			0									

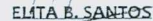
Legend: IOB - INTERNAL OPERATING BUDGET

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:


LENI B. PADACA

Assistant Special Prosecutor III
Head of Secretariat (2015)


ELITA B. SANTOS

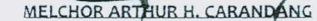
Assistant Special Prosecutor II
Head of Secretariat (2016)

Recommended for Approval by:


MARY SUSAN S. GUILLERMO

Deputy Sepcual Prosecutor
Chairperson, BAC

Approved:


MELCHOR ARTHUR H. CARANDANG

Overall Deputy Ombudsman concurrent
Acting Special Prosecutor
Head of Procuring Entity

