

COMMON OFFICE SUPPLIES																					
Ballpen HBW Matrix OG-5	pcs				124					122			50	50				0	296	6.00	1,776.00
Ballpen Black	pcs				153					33	12	24	10	46	12	5		17	249	25.00	6,225.00
Ballpen Red	pcs				5					0				0				0	5	25.00	125.00
Ballpen Blue	pcs				5					0				0				0	5	25.00	125.00
Ballpen Green	pcs				5					0				0				0	5	25.00	125.00
Battery AA (alkaline)	pack				6					0				0				0	6	17.74	106.44
Binder 3 ring D-type 64mm	pcs				2					2				0				0	4	113.16	452.64
Blade heavy duty cutter 10 pcs /tube	tube				0					0				0				0	0		-
Brown Envelope (long)	pcs				185					375	50			50				0	610	520.01	3,172.05
Brown Envelope (short)	pcs				105					25	50	50		100				0	230	6.00	1,380.00
Business Envelope Long	box				2					0	2			2				0	4	141.45	565.80
Carbon paper (blue long)	box				6					0	1			1				0	7	254.45	1,781.15
Carbon paper (blue short)	box				4					0				0	2			2	6	257.73	1,546.38
Cartolina (20 pcs in pack)	packs				1					1				0				0	2	71.78	143.56
Correction tape	pcs				128					53	15	12	25	52	3	7	12	22	255	12.23	3,118.65
Columnar Book 20 column	book				5					0	5			5				0	10	30.00	300.00
Columnar Book # 4,5,6	book				24					0				0				0	24	95.00	2,280.00
Columnar Book # 5	book				2					0			5	5				0	7	65.00	455.00
Columnar notebook 24 column	book				8					0				0				0	8	21.32	170.56
Clip Backfold 25mm	box				2					0				0				0	2	25.00	50.00
Clip Backfold 32mm	box				14					8	1			1				0	23	16.57	381.11
Clip Backfold 50mm	box				0					0				0				0	0		
Clip Backfold 73mm	box				12					4			2	2			2	2	20	8.44	168.80
Daily Time Record	pad				7					0			7	7				0	14	30.00	420.00
Data Filer Box	pcs				57					9	10	5		15	5			5	86	70.78	6,087.08
Data Folder w/ finger ring (3'x9'x15')	pc				20					0			10	10				0	30	78.10	2,343.00
Doubled Sided Tape	roll				22					5	2	10		12				0	39	40.00	1,560.00
Envelope Documentary (10"x15")	box				1					0				0				0	1	515.01	515.01
Envelope Documentary A4	box				1					0				0				0	1	409.57	409.57
Envelope Mailing white	box				3					0				0				0	3	141.45	424.35
Expanding Envelope Brown	box				170					60	50			50	5			5	285	609.89	1,738.19
EDP Binder, TB for 11" x 9-1/2" CCF	pcs				6					0				0				0	6	38.89	233.34
EDP Binder, TB for 11" x 14-7/8" CCF	pcs				6					0				0				0	6	42.22	253.32
Expanding Folder Green	pcs				25					0				0				0	25	6.10	152.47
I.D. Holder	pcs				0					60				0				0	60	12.00	720.00
Index Card	pcs				500					0	1000			1000				0	1500	15.00	22,500.00
Illustration Board	pcs				0					0	10			10				0	10	35.00	350.00
Fastener (coated plastic)	box				45					24	6	5	7	18	2			2	89	57.09	5,081.01

Fastener metal	box				10					0				0			0	10	57.09	570.90	
Folder 14 points (100 per pack)	pack				1135					435	125	130	181	436	75	100		175	2181	304.30	6,636.78
Folder Tagboard A4 size	pcs				150					100				0				0	250	247.48	618.70
Folder short	pcs				285					45	50	10		60				0	390	6.00	2,340.00
Folder pressboard	pack				0.5					0				0				0	0.5	275.00	137.50
Folder Sliding Plastic Long	pcs				75					25	25			25				0	125	3.57	446.00
Folder Sliding Plastic short	pcs				50					0				0				0	50	3.15	157.28
Folder sliding short	pcs				30					0	30			30				0	60	8.00	480.00
Frame (certificate)	frame				1					0	40			40				0	41	150.00	6,150.00
Notebook stenographer	note				2					1	1			1	1			1	5	8.57	42.85
Glue Big	jar				35					15	3	1	2	6		2		2	58	48.54	2,815.32
Hard Bound File Organizer	pcs				12					0				0				0	12	50.00	600.00
Linen Board Paper	pack				0					3				0				0	3	50.00	150.00
Lead for mechanical pencil	tube				1					0				0				0	1	19.92	19.92
Masking Tape 1"	roll				29					6	3	10	5	18				0	53	23.84	1,263.52
Masking Tape 2"	roll				19					4	10			10	2			2	35	53.84	1,884.40
Masking Tape 4"	roll				3					0				0				0	3	104.67	314.01
Measuring Tape 50 mtr	mtr				1					0				0				0	1	1,200.00	1,200.00
Mun Form No. 102	pad				10					0	10			10				0	20	270.00	5,400.00
Note pad 3x4	pad				12					0	4	5		9				0	21	59.90	1,257.90
Note pad (2"x2")	pad				1					2				0				0	3	53.00	159.00
Paste water well	jar				6					2				0				0	8	25.00	200.00
Pencil	pcs				132					18	12		12	24				0	174	6.00	1,044.00
Packing tape 2"	roll				71					2	5	2		7				0	80	33.28	2,662.40
Packing Tape 3"	roll				1					0				0				0	1	54.00	54.00
Paper Clip small	box				35					17	8	10	6	24	2			2	78	6.76	527.28
Paper Clip big	box				41					21	9	10	4	23				0	85	13.52	1,149.20
Paper Cutter	pcs				2					0				0				0	2	35.00	70.00
Paper ruled pad	pad				5					5				0				0	10	17.73	177.30
Pencil lead w/ eraser	pcs				38					1				0				0	39	19.91	776.49
Pencil mechanical	pcs				1					0				0				0	1	23.22	23.22
Pencil Steadtler (HB)	pcs				7					1				0				0	8	25.00	200.00
Pentel Pen Black	pcs				54					29	24	3	3	30	3			3	116	12.33	1,430.28
Pentel Pen Blue	pcs				6					6			3	3				0	15	12.33	184.95
Permanent Marker Broad	pcs				8					1				0				0	9	12.33	110.97
Permanent Marker Fine	pcs				6					3	2			2	2			2	13	12.33	160.29
Picture Frame (short)	frame				20					0	20			20				0	40	35.00	1,400.00
Post It 2" yellow	pad				22					2	10			10				0	34	54.47	1,851.98
Plastic Cover	roll				1					0				0				0	1	750.00	750.00
Push Pin	box				11					3	4	2		6				0	20	19.37	387.40

PVC Plastic Cover Short	ream				0					0	2			2				0	2	500.00	1,000.00
Record Book 100 pages	book				1					0				0				0	1	45.00	45.00
Record Book 200 pages	book				16					10	10	6		16	6			6	48	60.32	2,895.36
Record Book 300 pages	book				30					9	10	10	2	22	2			2	63	54.99	3,464.37
Record Book 500 pages	book				11					8	2			2	2			2	23	88.15	2,027.45
Ribbon Nylon typewriter	box				5					4			1	1	1			1	11	16.36	179.96
Rubber Stamp	pcs				6					0				0				0	6	16.52	99.12
Rubber Band (big)	box				1					0				0				0	1	107.44	107.44
Ruler 12"	pcs				3					0				0				0	3	14.77	44.31
Rubber Eraser	pcs				12					9	3			3				0	24	2.16	51.84
Scotch Tape 1"	roll				74					17	9	10	11	30	4			4	125	17.37	2,171.25
Scotch Tape 2"	roll				18					5	5			5				0	28	33.78	945.84
Scotch Tape 3"	roll				1					0	1			1				0	2	54.00	108.00
Sign Pen Black	pcs				263					50	18	60	42	120	6	12	12	30	463	44.01	20,376.63
Sign Pen Blue	pcs				17					12	12			12	12			12	53	44.01	2,332.53
SIGN Pen Red	pc				4					0	1			1	2			2	7	44.01	308.07
Staple Wire #35	box				52					18	2	3	4	9	1	1		2	81	18.92	1,532.52
Staple remover	pcs				6					0	1			1				0	7	50.00	350.00
Stabilo (3 in 1 pack)	pack				44					12				0				0	56	33.44	1,872.64
Spiral 3/4	pcs				6					12	6			6				0	24	75.00	1,800.00
Spiral 1"	pcs				0					0				0	15			15	15	75.00	1,125.00
Scissors big	pcs				27					8	2			2				0	37	15.53	574.61
Stamp Pad	pad				8					1	2		1	3				0	12	12.11	145.32
Stamp pad Ink	bot				6					2	2			2				0	10	21.11	211.10
Tape for Adding machine	roll				3					3	3			3				0	9	7.82	70.38
Triangle 40 cm.	pc				1					0				0				0	1	200.00	200.00
White Board Marker Black	pcs				34					6	1	1	22	24	1	2		3	67	11.80	790.60
White Board Eraser	pcs				6					0				0				0	6	10.01	60.06
White Board (3x5 feet with stand)	pc				1					0				0				0	1	3,500.00	3,500.00
Vinly Sticker short	packs				2					0	2			2				0	4	30.00	120.00
Yellow Paper	pad				11					4	3	3		6				0	21	17.47	366.87
PHC Water testing bottles	pcs				50					50				0				0	100	80.00	8,000.00
																					169,915.60
COMMON OFFICE DEVICES																					
Calculator 12 digits display	unit				11					0	1			1				0	12	150.95	1,811.40
Calculator Scientific	unit				2					0				0				0	2	420.75	841.50
Computer Keyboard	unit				2					0				0				0	2	300.00	600.00
Computer Monitor 10x18 inches	unit				1					0				0				0	1	5,000.00	5,000.00
Cork Board	board				2					0				0				0	2	1,500.00	3,000.00
Flashlight Rechargeable HD	unit				2					0				0				0	2	250.00	500.00

Mousepad	pc				6					5						0				0	11	150.00	1,650.00
Paper cutter heavy duty	unit				1					0						0				0	1	1,500.00	1,500.00
Paper Puncher	unit				9					0		1	1			0				0	10	123.43	1,234.30
Sharpener	unit				5					1						0				0	6	197.45	1,184.70
Sharpener (small)	pc				5					0						0				0	5	6.00	30.00
Stamping dater self inking stamp	pc				1					0						0				0	1	485.56	485.56
Stapler (big)	pc				13					4		1	1			0				0	18	92.23	1,660.14
Stapler remover	pc				1					1						0				0	2	17.76	35.52
Stapler with remover	pc				10					0						0				0	10	350.00	3,500.00
Stapler Max with remover	pcs				6					6						0				0	12	350.00	4,200.00
Tape Dispenser	unit				8					0	1					0				0	9	33.78	304.02
Tucker	pc				0					1						0				0	1	1,500.00	1,500.00
Stapler/Binder (Heavy Duty) w/ accessories	box				0					1						0				0	1	1,500.00	1,500.00
Staple Wire	box				0					5						0				0	5	500.00	2,500.00
																							33,037.14
COMMON JANITORIAL SUPPLIES																							
Albatross	pack				15					15	6	3	9	18	6	6	3	15	63	27.15	63	27.15	570.15
Air Freshener (spray)	can				50					20	5	3	6	14	3	3	1	7	91	81.12	91	81.12	7,381.92
Alcohol (Big)	bot				45					21	5	5	6	16	4	2	4	10	92	43.14	92	43.14	3,968.88
Boots	pairs				15					0				0				0	15	500.00	15	500.00	7,500.00
Broom	pcs				40					14	2	3	2	7	1	3	1	5	66	150.00	66	150.00	9,900.00
Brush	pc				2					0				0				0	2	130.00	2	130.00	260.00
Dishwashing Liquid	bot				15					8	3	2	2	7	1	1	2	4	34	150.00	34	150.00	5,100.00
Dust Pan (stainless)	pcs				17					13	1			1				0	31	175.00	31	175.00	5,425.00
Door mat	pcs				34					17	2	3	8	13	8			8	72	50.00	72	50.00	3,600.00
Door Knob	pcs				1					0				0				0	1	250.00	1	250.00	250.00
Dipper	pc				10					10				0				0	20	15.00	20	15.00	300.00
Downy conditioner	bot				1					0				0	1			1	2	150.00	2	150.00	300.00
Garbage/Trash bag	roll				8					6	20	1		21				0	35	146.87	35	146.87	5,140.45
Garden Hose 3/4	meters				21					0	20			20				0	41	25.00	41	25.00	1,025.00
Garden Gloves	pair				2					4	4			4	2			2	12	30.00	12	30.00	360.00
Glass cleaner with handle	bot				5					0	2			2				0	7	350.00	7	350.00	2,450.00
Gloves Heavy Duty	pairs				5					0				0				0	5	225.00	5	225.00	1,125.00
Gloves Ordinary	pairs				100					0				0				0	100	75.00	100	75.00	7,500.00
Handwash soap	bot				5					0	5			5				0	10	150.00	10	150.00	1,500.00
Hand Brush	pc				4					0				0				0	4	50.00	4	50.00	200.00
Flag cloth	meters				20					0				0				0	20	150.00	20	150.00	3,000.00
Floor Wax	can				2					2				0				0	4	226.95	4	226.95	907.80
Floor mop (magic mop)	pc				1					0	1			1				0	2	1,500.00	2	1,500.00	3,000.00

A3	reams				2				0	1			1				0	3	450.00	1,350.00
Board Paper Short	reams				3				2				0				0	5	20.00	100.00
Bond Paper Long white wove	reams				52				31	6	13	64	83	6	3	10	19	185	117.02	21,648.70
Bond Paper short	reams				23				11	3	1	3	7	3	3		6	47	117.83	5,538.01
Hard Copy Bookpaper short	reams				10				10				0				0	20	250.00	5,000.00
Mimeo Groundwood A4	reams				5				5				0				0	10	87.82	878.20
Mimeo Paper long white wove	reams				17				13	1			1	5	1		6	37	114.87	4,250.19
Mimeo Paper short	reams				7				7	5			5				0	19	150.00	2,850.00
Copy Paper 8.5 x 11 short	reams				70				34	10	20	2	32	1	1		2	138	180.00	24,840.00
Copy Paper 8.5 x 14	reams				10				0	5			5				0	15	230.00	3,450.00
Copy Paper long white wove	reams				109				60	10	5	20	35	5	11	5	21	225	132.02	29,704.50
Neon paper (Assorted Paper)	reams				9				4	1			1	5		4	9	23	250.00	5,750.00
Linen Board Paper long, cream vellum	packs				11				11	10	6		16				0	38	15.00	570.00
Linen Board Paper short, cream vellum	packs				30				10	10			10				0	50	15.00	750.00
Photo paper	packs				21				12	1			1				0	34	50.00	1,700.00
Letter head MSWDO (short)	reams				2				2				0				0	4	250.00	1,000.00
																				121,256.84
COMMON OFFICE EQUIPMENT																				-
Printer	unit		1		0				1				0				0	1	10,000.00	10,000.00
Printer L220	unit				1				0				0				0	1	8,500.00	8,500.00
																				18,500.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Office Accessories																				
Airconditioning unit 2 Hp	unit				3				0				0				0	3	29,000.00	87,000.00
Airconditioning unit 2.5 Hp	unit				1				0				0				0	1	35,000.00	35,000.00
Airconditioning unit 1.5 Hp	unit				0				0				0				0	0	25,000.00	-
Curtain Panel	pcs				12				0				0				0	12	500.00	6,000.00
Curtain	panel				39				0				0				0	39	500.00	19,500.00
Cutter Heavy Duty	pc				1				0				0				0	1	1,500.00	1,500.00
Copy Printer Ink CP17	pcs				2				0	2			0				0	2	1,115.62	2,231.24
Digital Voice Recorder	unit				1				0				0				0	1	6,700.00	6,700.00
Electric Fan	unit				2				0				0				0	2	1,300.00	2,600.00
Furniture	set				1				0				0				0	1	5,000.00	5,000.00
Laminating Film	box				1				0				0				0	1	500.00	500.00
Office Table with chair	sets				5				0				0				0	5	5,000.00	25,000.00
DSLR Camera & Accessories	set				2				0				0				0	2	50,000.00	100,000.00
Mobile Phone	unit				1				0				0				0	1	5,000.00	5,000.00
Projector	unit				1				0				0				0	1	30,000.00	30,000.00

Printer	unit				1					0					0	1	10,000.00	10,000.00
Smart TV 42"	unit				1					0					0	1	40,000.00	40,000.00
Steel Cabinet w/ Vault	unit				1					0					0	1	25,000.00	25,000.00
Steel Cabinet	unit				0					2					0	2	15,000.00	30,000.00
Swivel Chair					1					0					0	1	2,000.00	2,000.00
Tarpaulin	pcs				9					4	2				0	13	600.00	7,800.00
Toner DSM615 (Gestetner MP 1500)	pcs				2					0	1				0	2	2,710.40	5,420.80
Toner MP C2030 (blk, magenta, cyan, yellow (Gestetner)	sets				0					0	1				0	0	28,000.00	-
Toner for Gestetner photocopier	bot				0					1					0	1	2,710.00	5,420.00
Toner Copier	box				1					0					0	1	4,800.00	4,800.00
Kitchen Utensils	pcs				0					0					0	0	1,000.00	1,000.00
Waiting Chairs	set				1					0					0	1	10,000.00	10,000.00
Wooden cabinet	sets				3					0					0	3	10,000.00	30,000.00
Water Dispenser	unit				1					0					0	1	3,500.00	3,500.00
White Board 3x 4	pc				1					0					0	1	2,500.00	2,500.00
White Board with stand	unit				1					0					0	1	4,500.00	4,500.00
																		507,972.04
Computer Equipment and Accessories	Capital Outlay									0								
Desktop computer w/ accessories	set				5					0						5	35,000.00	175,000.00
Book Local Government Code 1991	book				1					0						1	300.00	300.00
Implementing Rules & Regulations 1991	book				1					0						1	300.00	300.00
Civil Service Law (Rules and Regualtions)	book				1					0						1	300.00	300.00
Exe. Order 292/Admin Code of the Phil.	book				1					0						1	300.00	300.00
Computer Chairs	pc				7					0						7	1,500.00	10,500.00
Mother board (LGA 1156 socket)	unit				1					0						1	5,000.00	5,000.00
Printer Epson L210	unit				1					0						1	9,000.00	9,000.00
Printer Laserjet	unit				1					0						1	13,500.00	13,500.00
Laptop (SPA)	unit			1	1					0						1	45,000.00	45,000.00
Laptop	unit				5					0						5	40,000.00	200,000.00
UPS CS 500	unit				4					0						4	3,000.00	12,000.00
IT Equipment	unit			1	0					0						0	10,000.00	-
BUB FUND																		-
Printer	unit				1					0						1	35,000.00	35,000.00
Laptop	unit				1					0						1	45,000.00	45,000.00
Laminating Machine	unit				1					0						1	20,000.00	20,000.00
Labeling Printer	unit				1					0						1	8,000.00	8,000.00

Raincoat (Pocho type)	pcs				10				0									17,820.00	
Rescue helmet	pcs				5				0									8,000.00	
Life Vest	pcs				5				0									10,000.00	
Utility Rope 12mm	220m				2				0									17,248.00	
Mini chainsaw	unit				1				0									40,800.00	
Utility Ladder	pc				1				0									20,240.00	
Dummy Mannequin CPR Pedia	set				1				0									25,000.00	
Dummy Mannequin CPR Pedia	set				1				0									25,000.00	
Rescue Vest	pcs				10				0									10,000.00	
GPS	unit				1				0									15,000.00	
Radio -Cellular Phone	unit				1				0									40,000.00	
Wood Splints	set				2				0									5,000.00	
Rescue Tube	pcs				5				0									11,440.00	
Water Rescue Rope 9.5 mm	200 ft				1				0									15,000.00	
Rescue Vehicle	unit				1				0									1,000,000.00	
Rescue Rubber Boat with 40 cc OBM	unit				1				0								1	200,000.00	
PCVA on DRR/CCA in 13 Brgys					0				0									200,000.00	
Desilting, Declogging, Cleaning of main drainage/river bank channels					0				0									500,000.00	
Annual inspection, Assessment & Evaluation of Lifeline					0				0									50,000.00	
Posting of Signages & hazard calamity tips posters at labor prone areas					0				0									100,000.00	
Fabrication and Installation of EWS					0				0									300,000.00	
Other related activities (SUMVAC, Oplan Kaluluwa, Oplan Iwas Paputok and etc)					0				0									300,000.00	
Celebration of Disaster Consciousness Month					0				0									55,000.00	
Preposition of Relied Goods and Medicines / Working Provision for Rescuers					0				0									300,000.00	
24/7 monitoring					0				0									3,632,947.82	
					0				0										2,726,978.08
C. TOTAL (A + B):																			
D. ADDITIONAL PROVISION FOR INFLATION																			
E. APPROVED BUDGET BY THE AGENCY HEAD																			

*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
This is to certify that the above procurement program is in accordance with objectives of the LGU.

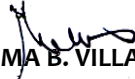
Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:


Approved



ENGR. MANUEL Q. HERNANDEZ, MAURP.
MPDC



GEMMA B. VILLAREAL
Mun. Accountant



CURIE S. BERNARDINO
Mun. Budget Officer



NELIANTO C. BIHASA
Municipal Mayor

