

ANNUAL PROCUREMENT PLAN FOR 2019
For Common-Use Supplies and Equipment
(FORM A)

Department/Bureau/Office: Bureau of Fire Protection Region XI
 Region: Region XI (Davao Region)
 Address: Leon Garcia Corner Monte Verde Sts., Davao City

Contact Person: CINSP VILNER N AVILLON / SFO4 Rosalina V Iballo
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	18.00	4,319.28		
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	18	58	338,009	15.51	3,601.16		
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack	10	20	20	50	10	20	20	50	20	20	20	60	20	20	20	60	220	80.26	17,657.64		
4 FLUORESCENT LAMP, tubular, 28 watts	tube	60			60	20			20	50			50	20				15	145	120.12	17,417.40	
5 TAPE, electrical	roll	60	50	50	160	60	50	50	160	70	60	60	190	70	60	60	190	700	19.11	13,377.00		
																				56,462.48		
COMMON OFFICE SUPPLIES																						
1 AIR FRESHENER, 280ml /can	can	40	10	10	60	40	10	10	60	40	10	10	60	40	10	10	60	240	85.18	20,442.24		
2 ALCOHOL, 70%, ethyl, 500ml	bottle	65	65	65	195	65	65	65	195	65	65	65	195	65	65	65	195	780	45.30	35,331.66		
3 CARTOLINA, assorted color, 20 pieces per pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	74.03	8,883.00		
4 CHALK, white, dustless, 100 pieces per box	box	50			50	50			50				0	50				50	150	27.15	4,072.95	
5 CLIP, backfold, 25mm, 12 pieces per box	box	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	17.47	16,773.12		
6 CLIP, backfold, 32mm, 12 pieces per box	box	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	21.71	20,845.44		
7 CLIP, backfold, 50mm, 12 pieces per box	box	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	45.86	33,022.08		
8 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	80	80	80	240	80	80	80	240	80	80	80	240	80	80	80	240	960	43.13	41,408.64		
9 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	20			20	20			20				0	20				20	60	532.77	31,966.20	
10 ENVELOPE, MAILING, 500 pieces per box	box	20	10	10	40	10	10	20	40	10	10	20	40	10	10	20	40	160	146.33	23,412.48		
11 ERASER, plastic or rubber	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	2.27	544.32		
12 FASTENER, for paper, metal, 50 sets per box	box	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	59.94	21,580.02		
13 FOLDER, Tagboard, A4, 100 pieces per pack	pack	10	10	10	30	5	10	10	25	5	10	10	25	10	10	10	30	110	260.90	28,708.68		
14 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	314.98	26,458.24		
15 GLUE, all purpose, 300 grams min.	jar	50	30	20	100	70	30	20	120	10	20	20	50	70	30	20	120	390	51.32	20,016.36		
16 MARKER, whiteboard, bullet type, black	piece	150	150	150	450	150	150	150	450	150	150	150	450	150	150	150	450	1800	12.39	22,302.00		
17 MARKER, whiteboard, bullet type, blue	piece	150	150	150	450	150	150	150	450	150	150	150	450	150	150	150	450	1800	12.39	22,302.00		
18 MARKER, permanent, bullet type, black	piece	140	140	140	420	140	140	140	420	140	140	140	420	140	140	140	420	1680	10.13	17,022.60		
19 MARKER, permanent, bullet type, blue	piece	140	140	140	420	140	140	140	420	140	140	140	420	140	140	140	420	1680	10.13	17,022.60		
20 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	65	50	50	165	50	50	50	150	80	50	50	180	60	50	50	160	655	40.30	26,395.85		
21 PAPER CLIP, genl type, 32mm, 100 pieces per box	box	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	7.10	5,110.56		
22 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50	50	50	150	50	50	50	150	50	50	50	150	50	50	62	162	612	123.72	75,717.84		
23 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50	50	50	150	50	50	50	150	50	100	50	200	50	100	50	200	700	138.62	97,034.70		
24 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	50	50	50	150	50	50	50	150	50	100	50	200	50	100	50	200	700	107.51	75,256.65		
25 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	10	10	10	30	10	5	5	20	10	5	10	25	10	5	10	25	100	96.64	9,664.20		
26 PAPER, Thermal, 216mm x 30m	roll	20			20	20			20	20			20	20				80	37.45	2,996.00		
27 PENCIL, lead, w/eraser, one(1) dozen per box	box	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	20.60	12,360.00		
28 PHILIPPINE NATIONAL FLAG	piece	10			10				0	10			10					0	20	314.50	6,290.00	
29 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	63.34	37,992.00		
30 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	91.19	54,715.50		

AUTHENTICATED BY

REYNOLDA SALVADOR JR.
 BFP
 ARD for Operations

31	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle		50		50		50		50		50		50		50		50	200	269.71	53,942.70
32	RUBBER BAND, 70mm min lay flat length (#18)	box	50		50	50		50	50		50		50	50		50		50	200	111.14	22,228.50
33	RULER, plastic, 450mm, 1 piece in individual plastic	piece			0	70		70			70		70		70		70	140	16.38	2,293.20	
34	SIGN PEN, black	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	46.21	27,726.30
35	SIGN PEN, blue	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	46.21	27,726.30
36	STAMP PAD INK, violet, 50ml	bottle	70	30	30	130	30	30	30	90	30	30	30	90	30	30	30	90	400	24.02	9,609.60
37	STAMP PAD, felt pad, min 60mm x 100mm	piece	20		20	40	10	20		30	20	20		40	20		20	40	150	32.63	4,895.10
38	STAPLE WIRE, Standard	box	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	19.87	11,919.60
39	TAPE, masking, 24mm, 50 meters length	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	57.88	34,735.60
40	TAPE, masking, 48mm, 50 meters length	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	110.29	66,175.20
41	TAPE, transparent, 24mm, 50 meters	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	18.24	10,943.10
42	TAPE, transparent, 48mm, 50 meters	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	34.94	20,965.40
43	TAPE, packaging, 48mm, 50 meters length	roll	50	50	50	150	50	50	70	170	50	50	50	150	50	50	50	150	620	34.94	21,665.28
44	TOILET TISSUE, 12 rolls per pack	pack	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	79.35	47,609.10
COMMON OFFICE DEVICES																					1,178,084.02
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	8.24	4,945.50
2	CUTTER KNIFE, heavy duty	piece	35		35					0	30		30		30		30	95	20.40	1,938.14	
3	DATING AND STAMPING MACHINE	piece	70		70					0			0		0		0	70	502.30	35,160.93	
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	70		70					0	70		70		70		70	140	196.56	27,518.40	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	20		20					20	20		20		20		20	70	129.60	9,072.11	
6	SCISSORS, (6")	pair	10		10					10	10		10		10		10	70	129.60	9,072.11	
7	STAPLER, standard	piece	20		20					20	20		20		20		20	40	16.31	652.16	
8	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	10		10					30	30		30		30		30	80	1,112.75	89,019.84	
9	STAPLE REMOVER, plier type	piece			0	20				20	20		20		20		20	60	18.51	1,110.69	
10	TAPE DISPENSER, table top	piece	15		15					10	20		15		15		15	55	50.11	2,755.83	
11	WASTE BASKET, non-rigid plastic	piece	20		20					20	10		20		20		20	65	32.21	2,093.91	
COMMON JANITORIAL SUPPLIES																					182,014.93
1	BROOM, soft (tambo)	piece	50		50					50	50		50		50		50	300	109.20	32,760.00	
2	BROOM, stick (tingting)	piece	50		50					50	50		50		50		50	300	25.12	7,534.80	
3	CLEANER, TOILET BOWL AND URINAL, 500-1000ml cap	bottle	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	43.68	52,416.00
4	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	43.68	52,416.00
5	DISINFECTANT SPRAY, 400-550 grams	can	20	20	20	60	30	20	20	60	20	20	20	60	20	20	20	60	240	120.12	28,828.80
6	DUST PAN, non-rigid plastic	piece	30		30					30	30		30		30		30	120	38.09	4,571.28	
7	INSECTICIDE, aerosol type, 600ml/can	can	30	20		50	30	20		50	30	20		50	30	20		50	200	123.40	24,679.20
8	MOPBUCKET	piece	10		10					10	10		10		10		10	40	1,965.60	78,624.00	
9	MOPHANDLE, screw type, aluminum handle	piece	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	180	136.50	24,570.00
10	MOPHEAD, made of rayon	piece	50		50					50	50		50		50		50	280	103.74	29,047.20	
11	RAG, all cotton, 32 pieces per kilo per bundle	bundle	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	45.86	27,518.40
12	SCOURING PAD, 5 pieces per pack	pack	30	30		60	30	30		60	30	30		60	30	30		60	240	125.58	30,139.20
13	TRASHBAG, plastic, transparent, 10pcs/roll	roll	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	146.87	88,124.40
COMMON OFFICE EQUIPMENT																					451,229.28
1	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	10		10					10	10		10		10		10	60	161.62	9,696.96	
2	CHAIR, monobloc, without armrest, white	piece	40		40					40	40		40		40		40	160	294.84	47,174.40	
3	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit			0					0			10		10		0	10	6,541.08	65,410.80	
TOTAL																					7,122,282.16

COMMON COMPUTER SUPPLIES																						
1	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	30			30	40			40	20			20	40		40	130	245.70	31,941.00		
2	MOUSE, optical, USB connection type	unit		50		50	0			0	50			50	50		50	150	144.14	21,621.60		
CONSUMABLES																						
1	INK CART, BROTHER LC39BK, Black	cart	30			30	30			30	30			30	30		30	120	698.23	83,787.60		
2	INK CART, BROTHER LC39C, Cyan	cart	30			30	30			30	30			30	30		30	120	469.56	56,347.20		
3	INK CART, BROTHER LC39M, Magenta	cart	30			30	30			30	30			30	30		30	120	469.56	56,347.20		
4	INK CART, BROTHER LC39Y, Yellow	cart	30			30	30			30	30			30	30		30	140	267.54	37,455.60		
5	INK CART, EPSON C13T6664100 (T6641), Black	cart	30			30	30			30	30			30	30		30	120	267.54	32,104.80		
6	INK CART, EPSON C13T6664200 (T6642), Cyan	cart	30			30	30			30	30			30	30		30	120	267.54	32,104.80		
7	INK CART, EPSON C13T6664300 (T6643), Magenta	cart	30			30	30			30	30			30	30		30	120	267.54	32,104.80		
8	INK CART, EPSON C13T6664400 (T6644), Yellow	cart	30			30	30			30	30			30	30		30	120	267.54	32,104.80		
9	RIBBON CART, EPSON C135015632, Black, for LX-310	cart	30			30	30			30	30			30	30		30	120	79.72	9,565.92		
SUBTOTAL																						
2,469,800.59																						
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
COMMON OFFICE SUPPLIES																						
1	CARTOLINA, white, 20 pieces per pack	pack	20			20	20	20		40	20			20	40		21	21,076.01	121,076	54.60	6,610.75	
2	CLIP, bulldog, 73mm (3")	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	30	50	130	580	8.74	5,066.88	
3	INDEX CARD, 3"x5", 500 pieces per pack	pack	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	53.85	32,300.10	
4	INDEX CARD, 5"x8", 500 pieces per pack	pack	20	20	20	60	20	20	20	60	20	20	20	60	30	20	20	70	250	146.31	36,576.75	
5	PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	75	75	75	225	50	50	75	175	75	75	75	225	50	50	50	150	775	26.21	20,311.20	
6	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	305.58	110,009.34	
7	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	367.50	147,000.00	
8	FILE BINDER	piece	100			100	100			100	100			100	100		100	400			414,719.08	
COMMON JANITORIAL SUPPLIES																						
1	SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	23.48	28,173.60	
CONSUMABLES																						
1	TONER CART, KYOCERA TK 1147	cart	10		10	20		10	10	20	10			10	10	10		20	70	6,160.00	431,200.00	
2	TONER CART, KYOCERA TK 100	cart	10	10		20	10			10	10			10	10	10	10	20	70	2,789.00	195,230.00	
3	TONER CART, KYOCERA TK 135	cart	10	10		20	10		10	20		10	10	20		10	10	20	80	3,696.00	295,680.00	
SUBTOTAL																						
1,365,002.68																						
C. TOTAL (A + B):																						
3,834,803.27																						
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						
383,480.33																						
E. GRAND TOTAL (C + D)																						
4,218,283.60																						
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores					629,719.29						581,752.83						678,663.20			579,665.27		
G.2 Other items not available at PS but regularly purchased from other sources					363,598.98						335,490.58						303,090.98			362,822.14		
TOTAL MONTHLY CASH REQUIREMENTS					993,318.27						917,243.40						981,754.18			942,487.41		

*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 our approved budget for the year.

Prepared by:

Certified Funds Available /

Recommending Approval:

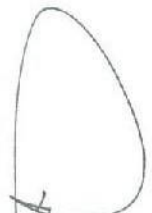
Approved By:


INSPIANA ROSE C. NABOR
Head BAC Secretariat

Certified Appropriate Funds Available:


CINSPIENER N. AVILLON
Regional Budget Officer


SUPT. SUPT. REYNOLD A. SALVADOR, JR.
BAC Chairperson


SSUPT. FRED L. TRAJERAS, JR.
Regional Director, BFP XI

Date Prepared: April 17, 2018