

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

Department/Bureau/Office: National Labor Relations Commission
Region: REGIONAL ARBITRATION BRANCH NO. XIII
Address: JF Veterans Bank bldg., J.C. Aquino Ave. Butuan City

Contact Person: FLORENCE B. LABRADOR
Position: Administrative Officer I
E-mail: robertaying@yahoo.com, nlrbutuan@yahoo.c



Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	4			4	4			4	4					4	4		4	16	278.72
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	1	1	1	3	1	1	3	1	1	1				1	1		2	11	105.35
COMMON OFFICE SUPPLIES																				
3 ACETATE, Gauge #3, 50m per roll	roll				0										0			0	0	
4 PAIR FRESHENER, 280ml/can	can	1		1	1	1	1	1	1	1	1				1	1		1	4	332.80
5 ALCOHOL, 70%, ethyl, 500ml	bottle	3	3	3	9	3	3	9	3	3	3				3	3		9	36	1,731.52
6 CARBON FILM, A4 size, 100 sheets per box	box				0										0			0	0	
7 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets	box	4	4	4	12	4	4	12	4	4	4				4	4		12	48	9,734.40
8 ENVELOPE, DOCUMENTARY, for Legal size document,	box	3		3	3	3	3	3	3	3					3	3		3	12	6,088.80
9 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	5	5	5	15	5	5	15	5	5					5	5		15	60	29,952.00
10 ERASER, plastic or rubber	piece	3		3	3	3	3	3	3	3					3	3		3	12	27.48
11 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	3	3	3	9	3	3	9	3	3					3	3		9	36	7,213.32
12 MARKER, fluorescent, 3 colors per set	set	5		5	5	5	5	5	5	5					5	5		5	20	711.00
13 MARKER, whiteboard, bullet type, black	piece	5		5	5	5	5	5	5	5					5	5		5	20	205.60
14 MARKER, permanent, bullet type, black	piece	25		25	25	25	25	25	25	25					25	25		25	100	965.00
15 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	2		2	2	2	2	2	2	2					2	2		2	8	432.48
16 PAD PAPER, Ruled	pad	10		10	10	10	10	10	10	10					10	10		10	40	730.40
17 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10		10	10	10	10	10	10	10					10	10		10	40	514.00
18 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10		10	10	10	10	10	10	10					10	10		10	40	257.20
19 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	10		10	10	10	10	10	10	10					10	10		10	40	2,808.00
20 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	50		50	50	50	50	50	50	50					50	50		50	200	26,404.00
21 PENCIL, lead, w/eraser, one(1) dozen per box	box	2		2	2	2	2	2	2	2					2	2		2	8	156.96
22 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	7		7	7	7	7	7	7	7					7	7		7	28	2,431.80
23 RUBBER BAND, 70mm min lay flat length (#18)	box	3		3	3	3	3	3	3	3					3	3		3	6	559.86
24 SIGN PEN, black	piece	12		12	12	12	12	12	12	12					12	12		12	48	1,828.80
25 SIGN PEN, red	piece	5		5	5	5	5	5	5	5					5	5		5	10	381.00
26 STAMP PAD INK, violet, 50mL	bottle	5		5	5	5	5	5	5	5					5	5		5	10	246.30
27 STAPLE WIRE, Standard	box	5		5	5	5	5	5	5	5					5	5		5	20	378.40

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77 TAPE, transparent, 48mm, 50 meters	roll	10			10	10			10	10			10	10			10	40	1,060.80
78 TAPE, packaging, 48mm, 50 meters length	roll	1			1	1			1	1			0	1			1	3	91.89
79 TOILET TISSUE, 12 rolls per pack	pack	2			2	2			0	2			2	2			0	4	270.40
80 TWINE, plastic, one kilo per roll	roll	2			2	2			2	2			2	2			2	8	399.36
COMMON OFFICE DEVICES																			
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	-
2 CUTTER KNIFE, heavy duty	piece	1			1	1			1	1			1				0	3	59.28
3 TAPE DISPENSER, table top	piece	1			1				0				0				0	1	47.72
COMMON JANITORIAL SUPPLIES																			
1 BROOM, soft (tambo)	piece	2			2	2			2	2			2	2			2	8	707.20
2 BROOM, stick (tinging)	piece	2			2	2			2	2			2	2			2	8	191.36
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	2			2	2			2	2			2	2			2	24	998.40
6 DISINFECTANT SPRAY, 400-550 grams	can	1			1	1			1	1			1	1			1	4	478.40
7 DUST PAN, non-rigid plastic	piece	2			2	2			2	2			0				0	4	111.84
10 INSECTICIDE, aerosol type, 600ml/can	can	2			2	2			2	2			2	2			0	8	998.40
11 MOPBUCKET	piece				0				0				0				0	0	-
15 SCOURING PAD, 5 pieces per pack	pack	1			1				0				0	1			1	2	205.92
17 DISINFECTANT, bleaching solution	cont	2			2	2			2	2			2	2			2	24	2,443.68
COMMON OFFICE EQUIPMENT																			
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit	unit	2			2				0	2			2				0	4	569.44
COMMON COMPUTER SUPPLIES																			
28 INK CART, EPSON C13T664100 (T6641), Black	cart	5			5	5			15	5			15	5			15	60	15,288.00
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart	2			2	2			4	2			4	2			4	16	4,076.80
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart	2			2	2			4	2			4	2			4	16	4,076.80
31 INK CART, EPSON C13T664400 (T6644), Yellow	cart	2			2	2			4	2			4	2			4	16	4,076.80
134 TONER CART, HP CE505A, Black	cart	1			1				2	1			2	2			2	8	31,990.40
169 RIBBON CART, EPSON C135015516 (#8750), Black, for LX-	cart	3			3				0	3			3				0	6	460.50
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
COMMON ELECTRICAL SUPPLIES																			
1					0				0				0				0	0	-
COMMON OFFICE EQUIPMENT																			
1					0				0				0				0	0	-
COMMON OFFICE SUPPLIES																			
1 Book paper short substance 20	ream	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	21,600.00
2 Ballpen	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	1,800.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	TOTAL AMOUNT				
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3 Computer Ribbon refill (EPSON)	piece	10	10	10	30	10	10	10	10	10	10	10	30	10	10	10	30	120	8,400.00
4 Correction pen	piece	5	5	5	15	5	5	5	5	5	5	5	15	5	5	5	15	60	5,700.00
5 Thermal Film	set	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	6,600.00
6 Liquid eraser	bot	5	5		10	5	5	5	10	5	5	5	10	5	5	10	40	1,000.00	
7 Onion skin long	ream	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	6,720.00
8 Paper fastener plastic	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,500.00
9 Paste	bot	1			1	1	1	1	1	1	1	1	1	1	1	1	4	4	80.00
10 Sign pen V7	piece	10	10	10	30	10	10	10	30	10	10	10	30	10			10	100	7,500.00
11 Sign pen C4	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,800.00
12 PVC Cover short	ream	2			2	2	2	2	2	2	2	2	2	2			2	8	5,040.00
13 Spiral binder 1/2"	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,080.00
14 Spiral binder 1"	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	840.00
15 Morocco board A4	piece	6			6	6	6	6	6	6	6	6	6	6			6	20	280.00
16 Spiral binder 9/16"	piece	10	5	5	20	10	5	5	20	10	5	5	20	10	5	5	20	80	1,200.00
18 Pay envelope	piece	25			25	25	25	25	25	25	25	25	25	25			25	100	40.00
19 Colored Folder long	piece	150	150	150	450	200	150	150	500	150	150	150	500	200	200	150	550	2000	16,000.00
COMMON JANITORIAL SUPPLIES																			
CONSUMABLES																			
1 Toner TN116 for INEO 164	cart	1	1	1	3	1	1	1	2	1	1	1	2	1	1	1	3	10	34,380.00
Office Equipment and Accessories																			
Office Supplies																			
Audio and visual presentation and composing equipment																			
Photographic or filming or video equipment																			
Cleaning Equipment and Supplies																			
Paper Materials and Products																			
Lighting and fixtures and accessories																			
Electrical equipment and components and supplies																			

Item & Specifications	Unit of Measure	Quantity Requirement												TOTAL AMOUNT					
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Computer Supplies					0				0				0				0	0	
Computer Equipment and Accessories					0				0				0				0	0	
*Other Categories					0				0				0				0	0	
C. TOTAL (A + B):																			284,688.56
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			28,468.86
E. GRAND TOTAL (C + D)																			313,157.42
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
C.1 Available at Procurement Service Stores					42206				40064.8				40814				40043		163128.56
C.2 Other Items not available at PS but regularly purchased from other sources					32098				29060				29032				31370		121560
TOTAL MONTHLY CASH REQUIREMENTS					74304			69124.8					69846				71413		284688.56


*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:

Approved by:

Certified Funds Available /
Certified Appropriate Funds Available:

CHARISSE MARIE R. OVAL
Accountant /
Local Budget Officer


EXEQUIEL M. DAYOT
Head of Office/Agency


FLORENCE B. LABRADOR
Property/Supply Officer