

**ANNUAL PROCUREMENT PLAN**  
FISCAL YEAR 2016

Department/Bureau/Office: **NATIONAL LABOR RELATIONS COMMISSION**  
Region: **REGIONAL ARBITRATION BRANCH NO. IV**  
Address: 2nd Flr., Heclan Bldg., National Highway corner  
Chipeco Ave., Brgy. Halang, Calamba City

Contact Person: **KATHYRINE B. VENGCO**  
Position: **Admin. Officer I/Property Officer**  
E-Mail:  
Telephone/Mobile Nos.: **049-545-9718**

No.	ITEMS SPECIFICATIONS	QUANTITY REQUIREMENTS				Yearly	Unit	Unit Cost	Total Cost
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.				
<b>COMMON ELECTRICAL AND CONSTRUCTION</b>									
1	FLUORESCENT TUBE, 36W, 220 VOLTS	10	10	10	10	40	pcs	36.30	1,452.00
2	FLUORESCENT FIXTURE	3	3	3	3	12	set	364.00	4,368.00
	<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>52</b>		<b>400.30</b>	<b>5,820.00</b>
<b>COMMON COMPUTER SUPPLIES</b>									
1	MOUSE for computer	2	2	2	2	8	pcs	127.80	1,022.40
2	FLASH DRIVE, USB 2.0	2	2	2	2	8	pcs	197.05	1,576.40
3	FLASH DRIVE, USB 16gig	4	4	4	4	4	pcs	210.08	840.32
4	Computer continuous form	2	2	2	2	8	box	571.80	4,574.40
5	RIBBON for Epson printer RN 8750	50	50	50	50	200	pcs	76.75	15,350.00
	<b>TOTAL</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>228</b>			<b>23,363.52</b>
<b>COMMON OFFICE SUPPLIES</b>									
1	BALLPOINT PEN, fine point	50	50	50	50	200	pcs	5.00	1,000.00
2	CARBON FILM, polyethylene (A-4)	100	100	100	100	400	bxs	223.60	89,440.00
3	Clip, Paper small	20	20	20	20	20	bxs	6.76	135.20
4	CORRECTION TAPE	20	20	20	20	80	blts	41.08	3,286.40
5	DATA FOLDER	5	5	5	5	20	pcs	76.95	1,539.00
6	DATA FILE BOX	5	5	5	5	20	bxs	68.64	1,372.80
7	ENVELOPE, mailing white (4" x 9-1/2") 500s/box	25	25	25	25	100	bxs	134.64	13,464.00
8	FASTENER, for paper, 50sets/box, metal	25	25	25	25	100	bxs	57.09	5,709.00
9	FOLDER, tagboard equiv. 14 points, legal, 100s/pack	20	20	20	20	80	pack	299.98	23,998.40
10	INK for EPSON LASER Printer L1100	10	10	10	10	40	each	290.00	11,600.00
11	INDEX CARD, 5 x 8, 500s/pack	5	5	5	5	20	pack	76.95	1,539.00
12	MARKING PEN, bullet type, permanent	25	25	25	25	100	pcs	9.65	965.00
13	ALCOHOL, ethyl 68%	20	20	20	20	80	bxs	43.14	3,451.20
14	PAPER, multi-purpose 70 gsm (A4)	50	50	50	50	200	ream	91.94	18,388.00
15	PAPER, multi-purpose 70 gsm (legal)	10	10	10	10	40	ream	105.61	4,224.40
16	CLIP, BACKFOLD, 25mm, 12 pcs. Per box	2	2	2	2	8	ream	15.08	120.64
17	PAPER, multicolor 80 gsm (A4)	20	20	20	20	80	ream	132.62	10,609.60
18	PAPER, multicolor 80 gsm (legal)	10	10	10	10	40	ream	105.35	4,214.00
19	PAPER, Onionskin (A4)	100	100	100	100	400	ream	180.00	72,000.00
20	PAPER, Ruled pad, 100sheets	20	20	20	20	80	pad	18.26	1,460.80

21	PAPER, Thermal (1/2") core	5	5	5	5	5	20	roll	27.82	556.40
22	Glue, all purpose 200 grams	10	10	10	10	10	40	bits	48.88	1,955.20
23	RECORD BOOK, 500 pages, non-blot	20	20	20	20	20	80	pcs	86.85	6,948.00
24	RUBBER BAND, #18, 445 gms/bag	10	10	10	10	10	40	pcs	105.85	4,234.00
25	SIGN PEN,	50	50	50	50	50	200	pcs	44.01	8,802.00
26	Numbering machine Ink	10	10	10	10	10	40	bits	200.00	8,000.00
27	STAPLE WIRE, standard, 5000s/box	10	10	10	10	10	40	bxs	18.92	756.80
28	TAPE, transparent (1")	10	10	10	10	10	40	roll	17.37	694.80
29	TAPE, packaging	10	10	10	10	10	40	roll	33.28	1,331.20
30	INK, Toner Cartridge CE285A	10	10	10	10	10	40	bits	750.00	30,000.00
31	INK, Toner Cartridge CE278A	10	10	10	10	10	40	bits	750.00	30,000.00
32	TWINE, plastic one kilo	10	10	10	10	10	40	pcs	54.08	2,163.20
<b>TOTAL</b>		<b>577</b>	<b>577</b>	<b>577</b>	<b>577</b>	<b>577</b>	<b>2248</b>			<b>363,959.04</b>

**COMMON OFFICE DEVICES**

1	PUNCHER	5	5	5	5	5	20	each	114.28	2,285.60
2	STAMPING DATER	2.5	2.5	2.5	2.5	2.5	10	each	496.10	4,961.00
3	STAPLER, standard	5	5	5	5	5	20	each	92.23	1,844.60
<b>TOTAL</b>		<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>			<b>9,091.20</b>

**COMMON OFFICE EQUIPMENTS**

1	PRINTER, dot matrix, Epson LX 300+	1	1	1	1	1	4	each	7,092.80	28,371.20
2	ELECTRIC FAN, stand type	2	2	2	2	2	8	each	1,036.88	8,295.04
3	PHILIPPINE NATIONAL FLAG	1	1	1	1	1	4	each	278.72	1,114.88
<b>TOTAL</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>			<b>36,666.24</b>

**COMMON JANITORIAL SUPPLIES**

1	AIR FRESHENER, aerosol, 280ml/150g min	2	2	2	2	2	8	each	81.64	653.12
2	BROOM SOFT (TAMBO)	2	2	2	2	2	8	each	104.00	832.00
3	CLEANER, TOILET BOWL AND URINAL	2	2	2	2	2	8	each	41.60	332.80
4	DETERGENT POWDER, all purpose	3	3	3	3	3	12	each	41.60	499.20
5	INSECTICIDE, AEROSOL	2	2	2	2	2	8	each	117.52	940.16
6	DUST PAN, non-rigid, plastic	1	1	1	1	1	4	each	36.28	145.12
7	RAGS, all cotton	1	1	1	1	1	4	each	42.68	170.72
8	TOILET TISSUE PAPER, 2 ply sheets	1	1	1	1	1	4	each	75.57	302.28
9	TRASHBAG, plastic 10pcs. Per roll/ pack	2	2	2	2	2	8	each	139.88	1,119.04
10	WASTEBASKET, NON RIGID PLASTIC	3	3	3	3	3	12	each	23.90	286.80
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>24</b>			<b>5,281.24</b>

**GRAND TOTAL:**  
**ADD: 10% PROVISION FOR INFLATION**  
**TOTAL :**


444,181.24  
44,418.12  
488,599.36

Date Prepared: December 29, 2015  
Prepared by:

  
KATHYRINE B. VENGCO  
Administrative Officer I

Certified Funds Available:

  
JOYCE ANNE AWITAN  
Budget Officer

  
MA ROAN MENDOZA  
Admin. Officer I

Approved:

  
DAINNA M. CASTILLON  
Chairman, BAC

  
GENEROSO V. SANTOS  
Executive Labor Arbitrator