

**ANNUAL PROCUREMENT PLAN FOR 2016
For Common Use Supplies and Equipment**

Department/Bureau/Office: National Labor Relations Commission
 Region: Regional Arbitration Branch No. IX
 Address: 3rd Floor Paragon Hardware
Tomás Claudio Extension, Zamboanga City

Contact Person: Cipriana C. Zerna
 Position: Administrative Officer /Supply Officer
 E-Mail: cczn/crab09supply@gmail.com
 Telephone/Mobile Nos: 991-4698/Fax 991-3771/09169917952

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price as of 4/30/15	Total Amount					
		Jan	Feb	Mar	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.			Total				
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
1. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box			3													12	546.25	8,555.00	
2. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				1													917.90	2,753.70	
3. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	5		5														403.00	8,060.00	
4. INK CARTRIDGE, HP C8540WA (HP 60), black, 4 ml, for HP Deskjet	cart				1													631.85	1,895.55	
5. INK CARTRIDGE, HP C8541WA (HP 60XL), teal, 12 ml, for HP Deskjet	cart				1													1,330.45	3,991.35	
COMMON OFFICE SUPPLIES																				
1. TAPE, Transparent (1") 24mm, CROCO brand	roll		6			6												16.25	390.00	
2. ALCOHOL, 70%, ethyl 500 ml	bottle			10														40.25	1,207.50	
3. CORRECTION TAPE, disposable, usable length of 6 meters/min, 5mm width	pair			4														12.70	152.40	
4. DATA FILE BOX, (5"x9"x15-3/4")	box			2														70.55	423.30	
5. ENVELOPE, documentary (10"x15"), 500s/box	box	1																424.90	424.90	
6. ENVELOPE, expanding, kraft, legal size, 100s/box	box				1													596.20	1,192.40	
7. ENVELOPE, mailing white, 500s/box	box		2			2												146.60	1,172.80	
8. FOLDER, pressboard, plain, legal, 100s/box	pack																	904.80	2,714.40	
9. FOLDER, tagboard, legal size, 100s/box	pack	1			1													248.80	995.20	
10. GLUE, all purpose, 300 grams min.	jar	3					3											47.85	574.20	
11. MARKER PEN, permanent, black	piece	6					6											15.35	368.40	
12. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		5															121.50	1,822.50	
13. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	5			5													18.40	368.00	
14. PAPER FASTENER, for paper, metal, 50 sets/box	box	5			5													68.85	1,377.00	
15. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box				5													12.90	193.50	
16. PAPER CLIP, gem type, 32mm, 100s/box	box				10													7.00	210.00	
17. PENCIL, lead, w/eraser, one (1) dozen per box	box				1													25.10	25.10	
18. RECORD BOOK, 300 pages, Smythe sewn	piece		2															54.75	547.50	
TOTAL BROUGHT FORWARD																				37,414.70

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of 4/30/15	Total Amount		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.			Total	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1. Clerical Office Table with 4 drawers	unit	1		1	1	1	1	1							6	3,860.00	23,160.00
2. Executive Chair Low Back	unit	2		2	2	2	1	1							9	3,225.00	29,295.00
Office Supplies																	
1. FOLDER, Pressboard Green with Metal Long	piece		130				100								500	9.048	4,524.00
2. CARBON FILM permalim, 216mm x 330mm, 100ps/box	box	5			5			100							20	676.00	10,140.00
3. FLUID, Correction	bottle			5	5		5								20	24.50	490.00
4. INK, Numbering Machine	bottle			2											4	150.00	600.00
5. FOAM, Numbering Machine	piece				2										4	350.00	1,400.00
6. TAPE, Correction disposable	piece		3				3								12	43.25	577.44
Computer Supplies																	
1. INK, EPSON T6641 BLACK	bottle			3			3								15	315.00	4,725.00
2. INK, EPSON T6642 CYAN	bottle			1			1								5	315.00	1,575.00
3. INK, EPSON T6643 YELLOW	bottle			1			1								5	315.00	1,575.00
4. INK, EPSON T664 MAGENTA	bottle			1			1								5	315.00	1,575.00
Computer Equipment & Accessories																	
1. Uninterruptible Power Supply (U.P.S.), built-in AVR, 1,000W	unit			2			1								5	2,200.00	11,000.00
2. A.V.R. with 1,500 watts	unit			3			2								8	1,500.00	12,000.00
3. Rechargeable Battery sealed Acid 4.5-12 12 volts 4.5 Ah	unit			3			2								6	790.00	4,740.00
4. Computer Printer EPSON L210 with Scanner	unit	2		2			2								8	8,900.00	71,200.00
GRAND TOTAL																	
GRAND TOTAL																	246,709.39
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																	P 246,709.39
APPROVED BUDGET																	

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan for 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 / Certified Appropriate Funds Available

Ciferiana Zerna
CIFRIANA ZERNA
 Admin Officer / Supply Officer

Aurelia Bitan
AURELIA BITAN
 Acting Accountant

Mildred G. Clemenia
MILDRED G. CLEMENIA
 Budget Officer 1

Approved: _____
RHETT JULIUS J. PLAGATA
 Head of Office/Agency