

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Category (as of 2/28/2022)	Total Amount for the year									
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
			0	0	30	30	2,121.60	0	0	0	0	0.00	0	0				30	30	2,121.60	0	0	0	0	0	0.00
62	3120161-GC-300	GLUE, all-purpose, 200 grams	jar	0	0	30	30	2,121.60	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	60	70.72	4,183.20	
63	31151098-SM-H01	STAPLE WIRE, heavy duty (bracer type), 23/13	box	0	0	10	10	235.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	23.55	235.50	
64	31151094-SW-501	STAPLE WIRE, standard	box	0	0	100	100	2,276.00	0	0	100	100	2,276.00	0	0	0.00	0	0	0	0	0	0.00	400	21.76	9,984.00	
65	31201502-FA-601	TAPE, electrical	roll	0	0	10	10	194.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	19.45	194.50	
66	31201503-FA-401	TAPE, masking, 24mm	roll	0	0	50	50	3,094.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	100	61.88	6,188.00	
67	31201503-FA-402	TAPE, masking, 48 mm	roll	0	0	100	100	12,116.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	200	121.16	24,232.00	
68	31201513-FA-001	TAPE, packing, 48 mm	roll	0	0	10	10	223.60	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	40	22.36	223.60	
69	31201512-FA-101	TAPE, transparent, 24mm	roll	0	0	100	100	1,118.00	0	0	100	100	1,118.00	0	0	0.00	0	0	0	0	0	0.00	400	11.18	4,472.00	
70	31201512-FA-102	TAPE, transparent, 48 mm	roll	0	0	10	10	225.70	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	22.57	225.70	
71	31151507-TW-901	TWINE, plastic	roll	0	0	5	5	333.10	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5	66.62	333.10	
MEASURING AND OBSERVING EQUIPMENT																										
72	411104-ER-002	RULER, plastic, 450 mm	piece	0	0	30	30	499.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	30	16.64	499.20	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121812-DR-001	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	25	14.82	370.50	
74	44101025-FA-001	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	1	1	9,534.72	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	9,534.72	9,534.72	
75	44101019-CA-001	CALCULATOR, Compact	unit	0	0	10	10	2,662.40	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	266.24	2,662.40	
77	4412105-FA-001	CLIP, bedded, 19mm	box	0	0	10	10	87.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	8.72	87.20	
78	4412105-FA-002	CLIP, bedded, 25mm	box	0	0	10	10	147.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	14.75	147.50	
79	4412105-FA-003	CLIP, bedded, 32mm	box	0	0	50	50	1,278.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	100	12.78	1,278.00	
80	4412105-FA-004	CLIP, bedded, 50mm	box	0	0	50	50	2,892.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	100	28.92	2,892.00	
81	4412101-CA-002	CORRECTION TAPE, 8 meters	piece	0	0	50	50	56.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	100	11.53	1,153.00	
82	44121812-CH-001	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	5	5	167.15	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5	33.43	167.15	
83	44111515-FA-001	DATA FILE BOX	piece	0	0	20	20	1,544.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	20	77.20	1,544.00	
84	44121011-DR-001	DATA FOLDER	piece	0	0	150	150	10,296.00	0	0	150	150	10,296.00	0	0	0.00	0	0	0	0	0	0.00	600	68.64	41,184.00	
85	44121032-DS-001	DATING AND STAMPING MACHINE	piece	0	0	5	5	2,269.80	0	0	5	5	2,269.80	0	0	0.00	0	0	0	0	0	0.00	20	43.56	907.20	
86	4412105-FA-002	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	5	5	3,822.00	0	0	5	5	3,822.00	0	0	0.00	0	0	0	0	0	0.00	20	764.40	15,288.00	
87	4412105-FA-002	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	10	10	9,402.20	0	0	5	5	4,903.60	0	0	0.00	0	0	0	0	0	0.00	25	660.72	2,4516.00	
88	4412105-FA-001	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	0	5	5	3,692.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	738.40	7,384.00	
89	4412105-FA-002	ENVELOPE, Expanding, Plastic	piece	0	0	10	10	304.90	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	304.90	3,049.00	
90	44121015-FA-002	ENVELOPE, Mailing, 500 pieces per box	box	0	0	1	1	432.52	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	432.52	432.52	
91	4412105-FA-002	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	1	1	488.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	488.00	488.00	
92	44110112-ER-001	ERASER, felt, for blackboard/whiteboard	piece	0	0	20	20	228.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	20	11.41	228.20	
94	4412118-FA-001	FASTENER, metal, non-strip edges, 50 sets per box	box	0	0	30	30	2,839.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	60	94.64	5,678.40	
95	44111515-FA-001	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	1	1	65.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	65.20	65.20	
96	44121018-FA-001	FILE TAB/INDEX DIVIDER, braced board, A4	set	0	0	1	1	14.13	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	14.13	14.13	
97	44121018-FA-002	FILE TAB/INDEX DIVIDER, braced board, legal	set	0	0	0	0	71.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	100	14.23	1,423.00	
100	44121011-FO-101	FOLDER, L-type, A4, 50 pieces per pack	pack	0	0	5	5	937.70	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5	187.54	937.70	
101	44121011-FO-102	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	5	5	1,192.85	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5	238.57	1,192.85	
103	44121011-FO-103	FOLDER, presorted, 100 pieces per box	box	0	0	1	1	952.64	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	952.64	952.64	
104	44121011-FO-104	FOLDER with tabs, legal, 100 pieces per pack	pack	0	0	10	10	2,891.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	20	289.12	5,782.40	
105	44121011-FO-101	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	0	0	5	5	315.55	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10	63.11	631.10	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 2/28/19/2023)	Total Amount for the year									
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
107	4412176-FM-001	MARBER, Flourscraft, 3 colors per set	set	0	0	20	20	733.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	36.65	1,466.40
108	4412176-FM-001	MARBER, Permanent, Black	piece	0	0	50	50	373.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	7.47	747.00
109	4412176-FM-002	MARBER, Permanent, Blue	piece	0	0	30	30	224.10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	7.47	448.20
110	4412176-FM-003	MARBER, Permanent, Red	piece	0	0	20	20	148.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	7.47	298.80
111	4412176-FM-001	MARBER, Whiteboard, Black	piece	0	0	50	50	482.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100	9.55	955.00
112	4412176-FM-002	MARBER, Whiteboard, Blue	piece	0	0	30	30	289.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60	3.65	592.00
113	4412176-FM-003	MARBER, Whiteboard, Red	piece	0	0	20	20	153.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40	3.65	366.00
114	4412176-FM-001	PAPEX CLIP, vinyl/plastic coated, 33mm	box	0	0	50	50	411.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	0.80	75.60
115	4412176-FM-002	PAPEX CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	0	50	50	689.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	1.82	1,456.00
116	4412176-FM-001	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	2	2	18,995.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	9,297.60	18,995.20
117	4412176-FM-001	PEXCL, lead/graphite, with eraser, one (1) dozen per box	box	0	0	20	20	415.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	20.79	1,663.20
118	4412176-FM-001	PEXCL SHARPENER, manual, single cutter head	piece	0	0	5	5	1,654.35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	212.87	1,064.35
119	4412176-FM-001	PUNCHER, paper, heavy duty	piece	0	0	5	5	754.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	10.80	73.40
120	4412176-FM-001	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	0	0	5	5	1,371.15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	2.423	1,371.15
121	4412176-FM-001	RUBBER BAND No. 18, 35kg	box	0	0	5	5	676.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	135.20	676.00
122	4412176-FM-001	STAMP PAD, felt	piece	0	0	7	7	279.44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14	31.92	58.88
123	4412176-FM-001	SCISSORS, symmetrical or asymmetrical	pair	0	0	10	10	333.70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	33.37	667.40
124	4412176-FM-001	STAPLER, standard type	piece	0	0	5	5	738.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	145.60	1,456.00
125	4412176-FM-001	STAPLER, heavy duty (Dinter type), desktop	unit	0	0	2	2	1,776.32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	888.16	1,776.32
126	4412176-FM-001	STAPLE REMOVER, pillar type	piece	0	0	10	10	278.70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	21.87	218.70
127	4412176-FM-001	TABE DISPENSER, table top	piece	0	0	10	10	728.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	72.80	728.00
PAPER MATERIALS AND PRODUCTS																										
128	4411335-0A-001	CERTOLIVA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	5	5	418.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	83.72	418.60
129	4411335-0B-001	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	0	0	50	50	2,600.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	51.00	3,200.00
130	4411335-0A-001	NOTEBOOK, stenographer	piece	0	0	10	10	120.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	12.04	120.40
140	4411337-0F-001	PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	0	230	230	41,412.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	230	16.65	99,380.00
141	4411337-0F-002	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	0	50	50	9,499.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	189.18	37,035.00
142	4411337-0F-001	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	50	50	6,897.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	137.74	6,887.00
143	4411337-0F-002	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	50	50	7,945.50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	159.11	7,957.50
144	4411337-0F-001	PAID PAPER, ruled	pad	0	0	20	20	430.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	21.53	430.60
145	4411509-0A-001	PAPER, parchment, 100 sheets per box	box	0	0	20	20	1,261.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	98.05	1,961.00
146	4411531-0E-001	RECORD BOOK, 300 PAGES	book	0	0	20	20	1,248.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	62.40	1,248.00
147	4411531-0E-002	RECORD BOOK, 500 PAGES	book	0	0	20	20	2,090.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	104.50	2,090.00
148	4411818-0F-002	THERMAL PAPER, 216mm	roll	0	0	150	150	8,346.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	150	55.64	25,035.00
149	4411704-0F-001	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	0	20	20	676.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	33.80	1,352.00
150	4411704-0F-002	TOILET TISSUE, 3 ply, 12 rolls in a pack	pack	0	0	50	50	4,316.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	86.32	4,316.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	5313626-0B-001	LIQUID HAND SANITIZER, 500ml	bottle	0	0	5	5	404.25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	80.85	404.25
PESTICIDES OR NEST REPELLENTS																										
152	1019159-0A-001	INSECTICIDE, 600ml	can	0	0	25	25	3,464.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	138.56	3,464.00
PRINTED PUBLICATIONS																										
153	5510132-FM-001	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (6A 9189)	book	0	0	1	1	37.21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	37.21	37.21

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue for 28 July 2022	Total Amount for the year											
		Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
Plastic Cover Book Holdover Cover CLEAR 1 HOLE (4" x 50 yards) GAUGE 24	Roll	1			1	1,500.00			0	0.00				0	0.00									1	1,500.00	1,500.00	
Special Board Paper, 48 Plain White, 200gm 100sheet/ pack	Pack	100			100	3,400.00			0	0.00				0	0.00									100	3,400.00	3,400.00	
Clipboard	Piece	10			10	500.00			0	0.00				0	0.00									10	500.00	500.00	
Vellum Paper A4size, 180gm, plain, 250sheet/ pack	Pack	100			100	2,000.00			0	0.00			100		100									200	2,000.00	2,000.00	
Tough Book Bag, 11" x 11" x 2" (S)	Piece	2500			2500	5,000.00			0	0.00				0	0.00									2500	2,500.00	2,500.00	
COLOR PAPER, A4 SIZE ORANGE, 80GSM	Ream	3			3	1,200.00			0	0.00				0	0.00									3	3,600.00	3,600.00	
COLOR PAPER, A4 SIZE PINK, 80GSM	Ream	3			3	1,200.00			0	0.00				0	0.00									3	3,600.00	3,600.00	
COLOR PAPER, A4 SIZE YELLOW, 80GSM	Ream	3			3	1,200.00			0	0.00				0	0.00									3	3,600.00	3,600.00	
COLOR PAPER, A4 SIZE RED, 80GSM	Ream	3			3	1,200.00			0	0.00				0	0.00									3	3,600.00	3,600.00	
LAMINATING FILM A4 SIZE TOP/CY/BOX	Box	25			25	12,500.00			0	0.00				0	0.00									25	312,500.00	312,500.00	
DUPLO-44-308 120mm	Piece	100			100	2,000.00			0	0.00				0	0.00									100	2,000.00	2,000.00	
CD	Piece	50			50	500.00			0	0.00				0	0.00									50	500.00	500.00	
DOUBLE ADHESIVE TAPE W/FOAM LINER	Roll	30			30	1,500.00			0	0.00				0	0.00									30	4,500.00	4,500.00	
DOUBLE SIDED ADHESIVE TAPE L-Sheets	Roll	30			30	600.00			0	0.00				0	0.00									30	1,800.00	1,800.00	
Fabric adhesive (800ml)	Pouch	100			100	7,500.00			0	0.00				0	0.00									100	750,000.00	750,000.00	
Sticker Paper 5x	Pack	30			30	1,800.00			0	0.00				0	0.00									30	5,400.00	5,400.00	
Steel Wool 200gm 36pack	Pack	50			50	7,000.00			0	0.00				0	0.00									50	3,500.00	3,500.00	
Polisher pad(Green,White,Black,Blue)	Piece	10			10	4,000.00			0	0.00				0	0.00									10	40,000.00	40,000.00	
Duct Tape (8mm X 6m Heavy Duty)	Piece	10			10	1,000.00			0	0.00				0	0.00									10	10,000.00	10,000.00	
White envelope, legal size, glossy, 500 pcs per pack	Pack	10			10	25,000.00			0	0.00				0	0.00									10	250,000.00	250,000.00	
Colored Blank 500ml	Liter	50			50	4,000.00			0	0.00				0	0.00									50	80,000.00	80,000.00	
White Blasen 900ml	Liter	100			100	4,500.00			0	0.00				0	0.00									100	450,000.00	450,000.00	
A. TOTAL																									2,160,246.29	2,160,246.29	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										216,024.63	216,024.63
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											
D. GRAND TOTAL (A + B + C)																										2,376,270.92	2,376,270.92
E. APPROVED BUDGET BY THE AGENCY HEAD																											
In Figures and Words:																											

We hereby warrant that the total amount reflected in this Annual 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: JERRY CHO COSTANEDA
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: RI CHEE L. BRUNAS
Accountant / Budget Officer

Approved by: FLORENTE SUICO JR., CESO III
Head of Office/Agency

Date Prepared: SEPTEMBER 27, 2022