

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: TESDA -Regional Operations Division
 Region: VI
 Address: Zamora St., Iloilo City

Contact Person: Alexis Peter B. De la Cruz
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece														0	67.27	-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet														0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece														0	32.14	-
9. FLUORESCENT TUBE, 36 watts	piece														0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece														0	103.79	-
11. FUSE, 30 amperes	piece														0	10.90	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece														0	3.73	-
14. TAPE, electrical	roll														0	18.20	-
COMMON COMPUTER SUPPLIES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box														0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box														0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box														0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box														0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box														0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box														0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 9-1/2", 250 sets/box	box														0	407.68	-

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8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE	piece													0	50.84	-
10. CD DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece			10			10			10			10	40	8.79	351.60
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece			10			10			10			10	40	16.62	664.80
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	20.02	-
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece													0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727A (HP 27)	cart	2					2							4	743.58	2,974.32
25. INK CARTRIDGE, HP C8728A (HP 28)	cart			3			2			3			2	10	873.12	8,731.20
26. INK CARTRIDGE, HP C6656A (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657A (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351A (HP 21)	cart	3					3							6	615.06	3,690.36
29. INK CARTRIDGE, HP C9352A (HP 22)	cart	3					3							6	708.90	4,253.40
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, PS/2 type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart			2						1				3	2,866.20	8,598.60
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	202.68	-	
41. GLUE, all purpose, 300 grams min.	jar			1				1			1			4	37.43	149.72	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD,3"x 5",ruled both sides,500s/pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8",ruled both side,500s/pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack													0	493.54	-	
50. MAGAZINE FILE BOX, medium	piece													0	49.56	-	
51. MAGAZINE FILE BOX, large	piece			2				2			2			2	8	44.61	356.88
52. MAP PIN, round head, 100s/box	box													0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set			2										2	41.60	83.20	
54. MARKING PEN, whiteboard, black	piece			2										2	15.08	30.16	
55. MARKING PEN, whiteboard, blue	piece			2										2	15.08	30.16	
56. MARKING PEN, whiteboard, red	piece			2										2	15.08	30.16	
57. MARKING PEN, permanent, black	piece			2										2	14.32	28.64	
58. MARKING PEN, permanent, blue	piece			2										2	14.32	28.64	
59. MARKING PEN, permanent, red	piece			2										2	14.32	28.64	
60. MARKING PEN, transparency film	set													0	84.24	-	
61. NOTE BOOK, stenographer's	piece													0	7.49	-	
62. NOTE PAD, (3"x3")	pad													0	36.40	-	
63. NOTE PAD, (3"x4")	pad													0	52.00	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-	
69. NOTE PAD, (2"x3")	pad													0	31.20	-	
66. OIL, 120mL, for typewriter	bottle													0	30.99	-	
67. PAPER, bond, Premium Grade,A4	ream													0	104.80	-	
68. PAPER, mimeo, Groundwood, A4	ream													0	56.06	-	
70. PAPER, mimeo,WhiteWove, A4	ream													0	102.44	-	
71. PAPER, PPC, A4	ream													0	144.35	-	
72. PAPER, PPC, B4	ream													0	194.66	-	
73. PAPER, ruled pad,216mmx330mm,100s/pad	pad													0	20.57	-	
74. PAPER, thermal,210mmx30M	roll			1				1			1			4	36.40	145.60	
75. PAPER, thermal, 216mmx30M	roll													0	37.44	-	
76. PAPER,multicopy, A4	ream													0	139.32	-	
77. PARCHMENT PAPER, A4 size, 75 gsm,100/ream	ream													0	161.20	-	
78.PAPER FASTENER,non-rust metal,50 sets/box	box			1				1			1			4	82.04	328.16	
79. PAPER CLIP, gem type,jumbo,48mm,100s/box	box			1				1			1			4	15.60	62.40	
80. PAPER CLIP, gem type, 32mm, 100s/box	box			1				1			1			4	8.84	35.36	
81. PENCIL, lead, w/eraser	dozen			1				1			1			4	24.89	99.56	
82. PENCIL, mechanical, 0.5mm lead	piece													0	18.20	-	
83. PUSH PIN, hammer head type, 100s/box	box			1				1			1			4	30.00	120.00	
84. RECORD BOOK, 300 pages	book			1				1			1			4	50.44	201.76	
85. RECORD BOOK, 500 pages	book			1				1			1			4	77.98	311.92	
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-	
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-	
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-	
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-	
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-	
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-	
92. RUBBER BAND, #18, min.445 gms./box	box													0	132.68	-	
93. RULER, plastic, 12"	piece													0	3.64	-	
94. RULER, plastic, 18"	piece													0	36.40	-	
95. SIGN PEN, black	piece			6										6	41.48	248.88	
96. SIGN PEN, blue	piece													0	41.48	-	
97. SIGN PEN, red	piece													0	41.48	-	

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (08.23.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit														0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit														0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit														0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit														0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit														0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit														0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit														0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit														0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit			1											1	161.08	161.08
10. CHAIR, monobloc, without armrest,beige/white	unit														0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit														0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit														0	1,028.56	-
13. ELECTRIC FAN, with stand	unit														0	764.40	-
14. ELECTRIC FAN, wall type	unit														0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														0	934.84	-
16. FACSIMILE TRANSCIEIVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit														0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit														0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit														0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit														0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit														0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit														0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit														0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit														0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80	unit														0	7,124.00	-

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columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+																		
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable	unit															0	4,139.20	-
software drivers and complete documentation, ML-2250																		
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190																	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit															0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit															0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit															0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit															0	2,038.40	-
HANDBOOKS ON PROCUREMENT																		
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated																		
kromcote cover, newsprint inside pages, perfect binding for:																		
a. Procurement of Goods & Services, 110-115 pages	piece															0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece															0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece															0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece															0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(4th Edition), 6" x 9", 228 pages,	piece															0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece															0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set															0	130.00	-
Volume I (103 pages) - white color																		
Volume II (138 pages) - light blue color																		
Volume III (124 pages) - light yellow color																		
Volume IV (118 pages) - light green color																		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Equipment and Accessories																		
1																0		-
2																0		-
3																0		-
4																0		-
5																0		-
6																0		-
7																0		-
8																0		-
9																0		-
10																0		-
Office Supplies																		

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
1 Bond paper(Letter size) Cactus	reams			20			20			20			20	80	220.00	17,600.00
2 Brown Envelope (Long)	piece			300										300	1.90	570.00
3 Brown Envelope (Short)	piece			200										200	1.40	280.00
4 Energizer Battery ("AA")	piece			8										8	54.00	432.00
5 Dataman	piece			6					6					12	294.00	3,528.00
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Audio and visual presentation and composing equipment																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Photographic or filming or video equipment																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Cleaning Equipment and Supplies																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Paper Materials and Products																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Lighting and fixtures and accessories																
1														0		-
2														0		-

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*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total 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:


 BERNADETTE V. PUERTAS
 Admin. Asst. III, ROD

Certified Funds Available:


 MARIA MABEL S. BIYO
 Accountant

Approved:


 YOLANDA C. PORSCHWITZ, CESO IV
 Head of Office/Agency

Date Prepared: _____