FY 2021 - INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (PPMP-CSE) FORM

END-USER/OFFICE: DOT 12 OFFICE
FUND SOURCE: GAA GAA

No.	Category	Item Code	Item and Specificactions	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
1	Pesticides or Pest	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	2	2	3	7	975.52	2	2	3	7	975.52	2	2	3	7	975.52	2	2	3	7	975.52	28.00	139.36	3,902.08
2	Solvents	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	12	6	7	25	1,094.75	8	6	8	22	963.38	11	6	9	26	1,138.54	12	7	9	28	1,226.12	101.00	43.79	4,422.79
3	Color Compound	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	3	0	0	3	92.40	0	0	0	0	-	1	0	0	1	30.80	0	0	0	0	-	4.00	30.80	123.20
6	Films	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	208.52	208.52
15	Paper Materials	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	7	0	0	7	259.42	7	0	0	7	259.42	7	0	0	7	259.42	7	0	0	7	259.42	28.00	37.06	1,037.68
16	Paper Materials	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	6	0	0	6	355.68	6	0	0	6	355.68	6	0	0	6	355.68	6	0	0	6	355.68	24.00	59.28	1,422.72
17	Paper Materials	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	6	0	0	6	286.38	6	0	0	6	286.38	7	0	0	7	334.11	6	0	0	6	286.38	25.00	47.73	1,193.25
18	Paper Materials	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	0	0	5	60.20	5	0	0	5	60.20	5	0	0	5	60.20	5	0	0	5	60.20	20.00	12.04	240.80
19	Paper Materials	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	15	0	0	15	2,558.40	15	0	0	15	2,558.40	15	0	0	15	2,558.40	15	0	0	15	2,558.40	60.00	170.56	10,233.60
20	Paper Materials	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	0	0	15	2,721.30	15	0	0	15	2,721.30	15	0	0	15	2,721.30	15	0	0	15	2,721.30	60.00	181.42	10,885.20
21	Paper Materials	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	16	0	0	16	2,055.04	16	0	0	16	2,055.04	10	0	0	10	1,284.40	10	0	0	10	1,284.40	52.00	128.44	6,678.88
22	Paper Materials	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	13	0	0	13	2,202.20	10	0	0	10	1,694.00	13	0	0	13	2,202.20	10	0	0	10	1,694.00	46.00	169.40	7,792.40
25	Paper Materials	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	2	0	0	2	111.28	2	0	0	2	111.28	2	0	0	2	111.28	2	0	0	2	111.28	8.00	55.64	445.12
26	Paper Materials	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	0	0	10	707.20	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	10.00	70.72	707.20
27	Paper Materials	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	1	0	0	1	101.92	0	0	0	0	-	1	0	0	1	101.92	0	0	0	0	-	2.00	101.92	203.84
28	Paper Materials	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	23	0	0	23	2,010.20	3	0	0	3	262.20	23	0	0	23	2,010.20	3	0	0	3	262.20	52.00	87.40	4,544.80
29	Batteries and Cells	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	7	0	0	7	138.11	0	0	0	0	-	2	0	0	2	39.46	0	0	0	0	-	9.00	19.73	177.57
30	Batteries and Cells	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	11	0	0	11	217.03	0	0	0	0	-	6	0	0	6	118.38	0	0	0	0	-	17.00	19.73	335.41
32	Manufacturi	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	7	0	0	7	434.70	0	0	0	0	-	7	0	0	7	434.70	0	0	0	0	-	14.00	62.10	869.40
33	Manufacturi	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	0	0	10	197.60	0	0	0	0	-	9	0	0	9	177.84	0	0	0	0	-	19.00	19.76	375.44
34	Manufacturi	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	7	0	0	7	157.85	0	0	0	0	-	6	0	0	6	135.30	0	0	0	0	-	13.00	22.55	293.15
35	Manufacturi	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	2	0	0	2	37.34	0	0	0	0	-	1	0	0	1	18.67	0	0	0	0	-	3.00	18.67	56.01
36	Manufacturi	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	7	0	0	7	382.20	0	0	0	0	-	8	0	0	8	436.80	0	0	0	0	-	15.00	54.60	819.00
37	Manufacturi	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	11	0	0	11	1,172.60	0	0	0	0	-	11	0	0	11	1,172.60	0	0	0	0	-	22.00	106.60	2,345.20
38	Manufacturi	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	13	0	0	13	259.61	5	0	0	5	99.85	13	0	0	13	259.61	5	0	0	5	99.85	36.00	19.97	718.92
39	Manufacturi	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	10	0	0	10	100.90	0	0	0	0	-	10	0	0	10	100.90	0	0	0	0	-	20.00	10.09	201.80
40	Manufacturi	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10	0	0	10	199.70	0	0	0	0	-	9	0	0	9	179.73	0	0	0	0	-	19.00	19.97	379.43
41	Manufacturi	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	4	0	0	4	232.96	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	58.24	232.96
46	Lighting	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	4	0	0	4	157.56	0	0	0	0	-	4	0	0	4	157.56	0	0	0	0	-	8.00	39.39	315.12
47	Lighting	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	10	0	0	10	821.60	0	0	0	0	-	10	0	0	10	821.60	0	0	0	0	-	20.00	82.16	1,643.20
48	Measuring	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	4	0	0	4	70.72	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	17.68	70.72
49	Cleaning	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	10	0	0	10	860.60	0	0	0	0	-	10	0	0	10	860.60	0	0	0	0	-	20.00	86.06	1,721.20
50	Cleaning	47131604-BR-S01	BROOM, soft (tambo)	piece	2	0	0	2	272.48	0	0	0	0	-	2	0	0	2	272.48	0	0	0	0	-	4.00	136.24	544.96
51	Cleaning	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	2	0	0	2	36.40	0	0	0	0	-	2	0	0	2	36.40	0	0	0	0	-	4.00	18.20	72.80
52	Cleaning	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5	0	0	5	208.00	0	0	0	0	-	5	0	0	5	208.00	0	0	0	0	-	10.00	41.60	416.00
53	Cleaning	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	5	0	0	5	119.60	0	0	0	0	-	5	0	0	5	119.60	0	0	0	0	-	10.00	23.92	239.20
54	Cleaning	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	5	0	0	5	45.15	0	0	0	0	-	5	0	0	5	45.15	0	0	0	0	-	10.00	9.03	90.30
55	Cleaning	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	5	0	0	5	187.15	0	0	0	0	-	5	0	0	5	187.15	0	0	0	0	-	10.00	37.43	374.30
56	Cleaning	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12	0	0	12	1,547.52	2			2	257.92	12	0	0	12	1,547.52	2	0	0	2	257.92	28.00	128.96	3,610.88
57	Cleaning	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	0	0	1	24.83	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	24.83	24.83
58	Cleaning	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	-	309.76	-
59	Cleaning	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	5	0	0	5	577.65	0	0	0	0	-	5	0	0	5	577.65	0	0	0	0	-	10.00	115.53	1,155.30
61	Cleaning	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	2	0	0	2	291.20	0	0	0	0	-	2	0	0	2	291.20	0	0	0	0	-	4.00	145.60	582.40
62	Cleaning	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	3	0	0	3	371.28	0	0	0	0	-	3	0	0	3	371.28	0	0	0	0	-	6.00	123.76	742.56
63	Cleaning	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	0	0	2	107.64	0	0	0	0	-	2	0	0	2	107.64	0	0	0	0	-	4.00	53.82	215.28
64	Cleaning	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	4	0	0	4	428.48	0	0	0	0	-	4	0	0	4	428.48	0	0	0	0	-	8.00	107.12	856.96
65	Cleaning	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	10	0	0	10	1,346.80	10	0	0	10	1,346.80	10	0	0	10	1,346.80	0	0	0	0	-	30.00	134.68	4,040.40
66	Cleaning	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	2	0	0	2	47.18	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	23.59	47.18
67	Information and	43211507-DCT-03	Desktop Computer, branded	unit	1	0	0	1	39,208.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	39,208.00	39,208.00
68	Information and	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	4	0	0	4	10,856.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	2,714.00	10,856.00
69	Information and	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	153	0	0	153	25,618.32	30	0	0	30	5,023.20	40	0	0	40	6,697.60	0	0	0	0	-	223.00	167.44	37,339.12
70	Information and	43211503-LCT-03	Laptop Computer, branded	unit	4	0	0	4	182,990.08	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	45,747.52	182,990.08
71	Information and	43211708-MO-O01	MOUSE, optical, USB connection type	unit	7	0	0	7	779.10	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	7.00	111.30	779.10
76	Office Equipment	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	6	0	0	6	54.30	0	0	0	0	-	1	0	0	1	9.05	0	0	0	0	-	7.00	9.05	63.35
78	Office Equipment	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	1	0	0	1	20.80	0	0	0	0	-	1	0	0	1	20.80	0	0	0	0	-	2.00	20.80	41.60
79	Office Equipment	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	1	0	0	1	47.84	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	47.84	47.84
80	Office Equipment	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	24	0	0	24	336.48	12			12	168.24	24	0	0	24	336.48	12	0	0	12	168.24	72.00	14.02	1,009.44
81	Office Equipment	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	14	0	0	14	1,080.80	0	0	0	0	-	4	0	0	4	308.80	0	0	0	0	-	18.00	77.20	1,389.60
82	Office Equipment	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	23	0	0	23	1,578.72	16	0	0	16	1,098.24	23	0	0	23	1,578.72	16	0	0	16	1,098.24	78.00	68.64	5,353.92

83	Office Equipment	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	7	0	0	7	4,711.63	1	0	0	1	673.09	674	0	0	674	453,723.24	0	0	0	0	-	682.09	673.09	459,107.96
84	Office Equipment	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	3	0	0	3	2,781.48	2	0	0	2	1,854.32	1	0	0	1	927.16	1	0	0	1	927.16	7.00	927.16	6,490.12
85	Office Equipment	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	8	0	0	8	5,907.20	3	0	0	3	2,215.20	3	0	0	3	2,215.20	3	0	0	3	2,215.20	17.00	738.40	12,552.80
86	Office Equipment	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	150	0	0	150	4,573.92	50	0	0	50	1,524.64	1575	0	0	1575	48,015.18	0	0	0	0	-	1,774.64	30.49	54,113.74
87	Office Equipment	44121506-EN-M02	ENVELOPE, MAILING,white, 80gsm (-5%)	box	1	0	0	1	362.44	0	0	0	0	-	1	0	0	1	362.44	0	0	0	0	-	2.00	362.44	724.88
90	Office Equipment	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	2	0	0	2	166.82	1	0	0	1	83.41	2	0	0	2	166.82	0	0	0	0	-	5.00	83.41	417.05
91	Office Equipment	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	24	0	0	24	2,064.96	0	0	0	0	-	6	0	0	6	516.24	0	0	0	0	-	30.00	86.04	2,581.20
92	Office Equipment	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	2	0	0	2	22.26	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	11.13	22.26
93	Office Equipment	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	2	0	0	2	28.46	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	14.23	28.46
94	Office Equipment	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	25	0	0	25	6,760.00	0	0	0	0	-	20	0	0	20	5,408.00	0	0	0	0	-	45.00	270.40	12,168.00
95	Office Equipment	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	29	0	0	29	9,044.52	3	0	0	3	935.64	23	0	0	23	7,173.24	0	0	0	0	-	55.00	311.88	17,153.40
96	Office Equipment	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	30	0	0	30	5,612.40	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	30.00	187.08	5,612.40
97	Office Equipment	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	25	0	0	25	6,081.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	25.00	243.24	6,081.00
102	Office Equipment	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	0	0	5	208.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	5.00	41.60	208.00
103	Office Equipment	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	5	0	0	5	222.05	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	5.00	44.41	222.05
104	Office Equipment	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	37	0	0	37	495.06	0	0	0	0	-	22	0	0	22	294.36	0	0	0	0	-	59.00	13.38	789.42
105	Office Equipment	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	7	0	0	7	93.66	0	0	0	0	-	2	0	0	2	26.76	0	0	0	0	-	9.00	13.38	120.42
106	Office Equipment	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	6	0	0	6	80.28	0	0	0	0	-	2	0	0	2	26.76	0	0	0	0	-	8.00	13.38	107.04
107	Office Equipment	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	14	0	0	14	125.72	2	0	0	2	17.96	6	0	0	6	53.88	0	0	0	0	-	22.00	8.98	197.56
108	Office Equipment	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	9	0	0	9	80.82	2	0	0	2	17.96	3	0	0	3	26.94	0	0	0	0	-	14.00	8.98	125.72
109	Office Equipment	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	6	0	0	6	53.88	0	0	0	0	-	1	0	0	1	8.98	0	0	0	0	-	7.00	8.98	62.86
110	Office Equipment	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	9	0	0	9	69.84	0	0	0	0	-	1	0	0	1	7.76	0	0	0	0	-	10.00	7.76	77.60
111	Office Equipment	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	13	0	0	13	182.52	0	0	0	0	-	5	0	0	5	70.20	0	0	0	0	-	18.00	14.04	252.72
112	Office Equipment	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	11	0	0	11	228.69	0	0	0	0	-	1	0	0	1	20.79	0	0	0	0	-	12.00	20.79	249.48
113	Office Equipment	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	10	0	0	10	2,397.90	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	10.00	239.79	2,397.90
115	Office Equipment	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	6	0	0	6	204.78	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	6.00	34.13	204.78
116	Office Equipment	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	7	0	0	7	103.74	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	7.00	14.82	103.74
117	Office Equipment	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	3	0	0	3	100.29	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	3.00	33.43	100.29
118	Office Equipment	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	4	0	0	4	1,815.84	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	453.96	1,815.84
119	Office Equipment	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	405.60	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	202.80	405.60
120	Office Equipment	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	3	0	0	3	395.88	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	3.00	131.96	395.88
121	Office Equipment	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	7	0	0	7	283.92	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	7.00	40.56	283.92
122	Office Equipment	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	9	0	0	9	1,591.20	0	0	0	0	-	1	0	0	1	176.80	0	0	0	0	-	10.00	176.80	1,768.00
123	Office Equipment	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	2	0	0	2	1,828.32	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	914.16	1,828.32
124	Office Equipment	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	3	0	0	3	74.70	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	3.00	24.90	74.70
125	Office Equipment	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	4	0	0	4	223.32	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	55.83	223.32
126	Office Equipment	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	0	0	2	19,069.44	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	9,534.72	19,069.44
127	Office Equipment	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	4	0	0	4	1,387.40	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	4.00	346.85	1,387.40
129	Office Equipment	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	0	0	1	9,297.60	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	9,297.60	9,297.60
286	Flag of Equipment	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2	0	0	2	569.68	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	284.84	569.68
288	Fire Extinguisher Accessories	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	1	0	0	1	1,144.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	1,144.00	1,144.00
289	Fire Extinguisher	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	0	0	1	5,613.25	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	5,613.25	5,613.25
290	Consumer Electronics	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2	0	0	2	12,831.28	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	6,415.64	12,831.28
295	Arts and Crafts	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	15	0	0	15	596.70	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	15.00	39.78	596.70
296	Arts and Crafts	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	8	0	0	8	339.04	0	0	0	0	-	3	0	0	3	127.14	0	0	0	0	-	11.00	42.38	466.18
298	Arts and Crafts	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	21	0	0	21	726.81	0	0	0	0	-	12	0	0	12	415.32	0	0	0	0	-	33.00	34.61	1,142.13
299	Arts and Crafts	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	20	0	0	20	692.20	0	0	0	0	-	15	0	0	15	519.15	0	0	0	0	-	35.00	34.61	1,211.35
300	Arts and Crafts	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	7	0	0	7	242.27	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	7.00	34.61	242.27
9	Software	43232603-SFT-009	Industry specific software	license	1	0	0	1	15,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	15,000.00	15,000.00
14	Software	43233205-SFT-014	Security and protection software	license	1	0	0	1	20,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	20,000.00	20,000.00
1	Passenger Air	43212111-GFA-001	* Airline Ticket	ticket	7	5	5	17	255,000.00	8	6	7	21	315,000.00	8	6	7	21	315,000.00	3	3	3	9	135,000.00	68.00	15,000.00	1,020,000.00
PART II. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
2	Common Electrical	40101701-AC-S01	Air Conditioning Unit, Split Type		1	0	0	1	37,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	37,000.00	37,000.00
3	Common Electrical		Air Conditioning Unit, Floor Mounted	unit	1	0	0	1	75,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	75,000.00	75,000.00
4	Common Electrical		CCTV Installation Package	service and materials	1	0	0	1	20,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	20,000.00	20,000.00
7			Sign pen, green	pcs	2	2	2	6	210.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	6.00	35.00	210.00
8			JUMBO ROLL TISSUE PAPER	roll	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24.00	180.00	4,320.00
9			DISHWASHING LIQUID, 800ML	bottle	1	1	1	3	420.00	1	1	1	3	420.00	1	1	1	3	420.00	1	1	1	3	420.00	12.00	140.00	1,680.00
10			ANTIBACTERIAL LIQUID HANDSOAP W/ DISPENSER, 500ML	bottle	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24.00	180.00	4,320.00
11			GLASS CLEANER SPRAY, 500ML	bottle	2	2	2	6	1,020.00	2	2	2	6	1,020.00	2	2	2	6	1,020.00	2	2	2	6	1,020.00	24.00	170.00	4,080.00
12			MURIATIC ACID	bottle	1	1	1	3	90.00	1	1	1	3	90.00	1	1	1	3	90.00	1	1	1	3	90.00	12.00	30.00	360.00
13			BLEACH, 1 LITER	bottle	1	1	1	3	300.00	1	1	1	3	300.00	1	1	1	3	300.00	1	1	1	3	300.00	12.00	100.00	1,200.00
14			Brown sugar, 100's	pack	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	12.00	50.00	600.00
15			Coffee, 3-in-1	pack	1	1	1	3	510.00	1	1	1	3	510.00	1	1	1	3	510.00	1	1	1	3	510.00	12.00	170.00	2,040.00
			coffee, pure	pack	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12.00	150.00	1,800.00
			creamer	pack	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12.00	150.00	1,800.00
			tea	pack	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	1	1	1	3	450.00	12.00	150.00	1,800.00
			Purified water	container	10	10	10	30	900.00	10	10	10	30	900.00	10	10	10	30	900.00	10	10	10	30	900.00	120.00	30.00	3,600.00
			DOT Flag	piece	2			2	1,000.00				0	-				0	-	0	0	0	0	-	2.00	500.00	1,000.00

3	Common Office		EXPANDED FOLDER-BLUE (LONG)	PC.	10	10	10	30	600.00	10	10	10	30	600.00	10	10	10	30	600.00	10	10	10	30	600.00	120.00	20.00	2,400.00
4	Common Office		SWIVEL CHAIR (FINANCE)	PC.	1	0	0	1	2,500.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	2,500.00	2,500.00
5	Common Office		INK, EPSON L360 INK BLACK #644	BOTTLE	7	0	0	7	2,625.00	3	0	0	3	1,125.00	7	0	0	7	2,625.00	0	0	0	0	-	17.00	375.00	6,375.00
6	Common Office		INK, EPSON L360 INK YELLOW #644	BOTTLE	6	0	0	6	2,250.00	3	0	0	3	1,125.00	6	0	0	6	2,250.00	0	0	0	0	-	15.00	375.00	5,625.00
7	Common Office		INK, EPSON L360 INK CYAN #644	BOTTLE	6	0	0	6	2,250.00	3	0	0	3	1,125.00	6	0	0	6	2,250.00	0	0	0	0	-	15.00	375.00	5,625.00
8	Common Office		INK, EPSON L360 INK MAGENTA #644	BOTTLE	6	0	0	6	2,250.00	3	0	0	3	1,125.00	6	0	0	6	2,250.00	0	0	0	0	-	15.00	375.00	5,625.00
9	Common Office		INK, EPSON L3110 INK BLACK #003	BOTTLE	2	0	0	2	750.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	375.00	750.00
12	Common Office		INK, EPSON L3110 INK CYAN #003	BOTTLE	2	0	0	2	750.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	375.00	750.00
13	Common Office		INK, EPSON L3110 INK MAGENTA #003	BOTTLE	2	0	0	2	750.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	375.00	750.00
14	Common Office		INK, EPSON L3110 INK YELLOW #003	BOTTLE	2	0	0	2	750.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	375.00	750.00
15	Common Office		HIGHLIGHTER	PC.	2	0	0	2	60.00	2	0	0	2	60.00	2	0	0	2	60.00	2	0	0	2	60.00	8.00	30.00	240.00
16	Common Office		SAFETY DEPOSIT BOX/ VAULT	UNIT	1	0	0	1	30,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	30,000.00	30,000.00
17	Common Office		STICKER PAPER	PACK	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	1	0	0	1	150.00	4.00	150.00	600.00
18	Common Office		FUEL, Oil Consumption		1	0	0	1	50,000.00	0	0	0	0	-	0	0	0	0	-	1	0	0	1	50,000.00	2.00	50,000.00	100,000.00
19	Common Office		FILING CABINET	UNIT	2	0	0	2	12,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	6,000.00	12,000.00
20	Common Office		INK, CANON PIXMA CLI-36, BLACK	BOTTLE	2	0	0	2	2,000.00	0	0	0	0	-	2	0	0	2	2,000.00	2	0	0	2	2,000.00	6.00	1,000.00	6,000.00
21	Common Office		INK, CANON PIXMA CLI-36, COLOR	BOTTLE	2	0	0	2	2,000.00	0	0	0	0	-	2	0	0	2	2,000.00	2	0	0	2	2,000.00	6.00	1,000.00	6,000.00
22	Photograph ic or filming	45121504-DS-C01	DSLR Camera	UNIT	1	0	0	1	60,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	60,000.00	60,000.00
nd components and supplies								0	-				0	-	0	0	0	0	-	0	0	0	0	-	-		-
1	Common ICT	43212104-PI-C01	PRINTER, Inkjet, Color	UNIT	3	0	0	3	30,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	3.00	10,000.00	30,000.00
2	Common ICT	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)	UNIT	2	0	0	2	16,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	8,000.00	16,000.00
3	Common ICT	43191501-MP-001	Mobile Phone	UNIT	3	0	0	3	75,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	3.00	25,000.00	75,000.00
4	Common ICT	43211711-SC-D01	Scanner, Colored, Double sided, feeder type	UNIT	1	0	0	1	15,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	15,000.00	15,000.00
5	Common ICT		VGA Cable 25 meters long	piece	1	0	0	1	3,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	3,000.00	3,000.00
6	Common ICT		HDMI Cable	piece	2	0	0	2	5,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	2,500.00	5,000.00
7	Common ICT		VGA to HDMI Adapter	piece	2	0	0	2	5,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	2,500.00	5,000.00
8	Common ICT		VGA Splitter Cable Dual	piece	2	0	0	2	5,000.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	2.00	2,500.00	5,000.00
9	Common ICT		VGA Splitter 4 ports	piece	1	0	0	1	2,500.00	0	0	0	0	-	0	0	0	0	-	0	0	0	0	-	1.00	2,500.00	2,500.00
A. TOTAL																									₱		**2,617,627.72**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									₱		**261,762.77**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																											
D. GRAND TOTAL (A + B+ C)																									₱		**2,879,390.49**
E. APPROVED BUDGET BY THE AGENCY HEAD (in Figures and Words:)																											
F. MONTHLY CASH REQUIREMENTS																											
G.1 Available at Procurement Service Stores								691,316.06					342,619.27					868,830.88					151,561.51		₱		2,054,327.72
G.2 Other Items not available at PS but regularly purchased from other sources								468,295.00					12,210.00					21,085.00					61,710.00		₱		563,300.00
TOTAL MONTHLY CASH REQUIREMENTS								1,159,611.06					354,829.27					889,915.88					213,271.51		₱		2,617,627.72

Agency must put the monthly requirement for air tickets both local and international.

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:

RICHIELYN G. DELOS SANTOS
Administrative Officer IV, DOT 12
(pursuant to DOT DO No. 2020-022, page 14-15)

Reviewed and Certified Appropriate Funds Available:

HASANAIN AGTING
Local Budget Officer/ STOO

Approved by:

ARMIN H. HAUTEA
Officer-In-Charge
(pursuant to DOT DO No. 2020-022, page 14-15)