

ANNUAL PROCUREMENT PLAN FOR 2015

For Common-Use Supplies and Equipment  
Additional Requirements - No. 2

FORM A

Office: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT Central Office  
Address: DILG-NAPOLCOM Center, EDSA Corner Quezon Avenue, West Triangle, Quezon City

Contact Person: LESLIE B. CAÑÑAFRANCA  
Position: Chief, Procurement Section, GSD/AS  
Telephone/Fax No. 926-6256

Item & Specifications	End-User	Unit of Measure	QUANTITY REQUIREMENT																	** PS Price Catalogue as of July 31, 2014	TOTAL AMOUNT				
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total						
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																									
14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0(backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows (P/Vista/7; Mac OSx 10.4 or above, with USB 3.0 cable and product guide	Personnel	piece			1	1														1	3,316.56	3,316.56			
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	Personnel	piece			90	90														180	21.11	3,799.80			
93. INK CARTRIDGE, HP CB335WA(HP74 ), black , 4.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	OASFC	cart					5				5	5							5	5	15	640.24	9,603.60		
95. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml, for HP Deskjet D4260, D4360, HP Photosmart C4280, C4380, C4480, C5280 All-in-One, HP Officejet J5780, J6480 All-in-One	OASFC	cart					5				5	5							5	5	15	736.32	11,044.80		
253. TONER CARTRIDGE, HP CB435A, black, for HP Laserjet P1005, P1006 printer series	budget	cart			5	5					5									10	2,719.60	27,196.00			
280. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	Budget(56)/ Auxiliary(6)	cart			17	17	14				14	17							14	14	62	2,707.12	167,841.44		
281. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020/1025 Printer Series	budget	cart			6	6	6				6	6							6	6	24	2,252.54	54,063.36		
282. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020/1025 Printer Series	budget	cart			3	3	3				3	3							3	3	12	2,454.40	29,452.80		
283. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020/1025 Printer Series	budget	cart			3	3	3				3	3							3	3	12	2,454.40	29,452.80		
284. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020/1025 Printer Series	budget	cart			3	3	3				3	3							3	3	12	2,454.40	29,452.80		
305. TONER CARTRIDGE, HP CF210A, (#131), black	NBOO-EPJII	cart			12	12	12				12	12							12	12	48	2,981.68	143,120.64		
306. TONER CARTRIDGE, HP CF211A, (#131), Cyan	NBOO-EPJII	cart			6	6	6				6	6							6	6	24	3,732.56	89,581.44		
307. TONER CARTRIDGE, HP CF212A, (#131), Yellow	NBOO-EPJII	cart			6	6	6				6	6							6	6	24	4,031.04	96,744.96		
308. TONER CARTRIDGE, HP CF213A, (#131), Magenta	NBOO-EPJII	cart			6	6	6				6	6							6	6	24	4,031.54	96,759.36		
<b>COMMON OFFICE SUPPLIES</b>																									
40. FOLDER, pressboard, plain, legal, 100s/box	HRMD	pack			2	2						1								1	1	4	935.89	3,743.56	
47. GLUE, all purpose, 300 grams min.	Patrol 117	jar			4	4															4	47.82	191.28		
56. MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	Patrol 177	sleeve			40	40															40	24.63	985.20		
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	OUSUPISFSC(50)/ SLRF(120)/Budget(300)/ Acctg(65)/ STMS(25)/Cash(52) /Proc(140)/ CSD(8)/ Mgt(8)/COA(78)/ OASUnico(123)/ LLLS(61)/Ombn(6)/ BLDG(252)/NBOO(88)/ Personnel(13)	ream			569	569	329				329	351								351	140	140	1389	116.62	161,985.18
83. PAPER, thermal,210mmx30M, 1/2" core	Personnel(100)/ Planning(40)	roll			60	60					0	60								60	20	20	140	34.32	4,804.80

Item & Specifications	End-User	Unit of Measure	QUANTITY REQUIREMENT																	** PS Price	TOTAL AMOUNT						
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	Catalogue as of July 31, 2014							
<b>LEGAL SIZE PAPER</b>																											
5. PAPER, multicopy, legal, for laser printing	OUSUPIFSC(50)/ OUSUP-ISF(60)/ OUSUP-BuB(100)/ SLRF(120)/ Budget(200)/ Personnel(320)/ ISTMS(34)/ Proc(137)/ CSD(4)/ Mgt(3)/ COA(94)/ PACS(100)/ LLLS(109)/ Ombn(4)/ BLGD(73)/	ream			506	506	291				291	414					414	197					197	1408	131.06	184,532.48	
<b>COMMON OFFICE EQUIPMENT</b>																											
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	Accntg	unit			1	1																		1	1,944.80	1,944.80	
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	Accntg	unit			3	3																		3	930.80	2,792.40	
4. CALCULATOR, scientific, 10 digits, casdot matrix, solar/ cell type power source	ISTMS	unit			1	1																		1	413.92	413.92	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	Budget	unit					5				5													5	148.72	743.60	
8. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	ISTMS	unit			1	1																		1	6,188.00	6,188.00	
14. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	Patrol 117	unit			1	1																		1	3,502.72	3,502.72	
20. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	Accounting	unit			1	1																		1	3,120.00	3,120.00	
26. 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	OUSUPIF-BuB	unit			1	1																		1	10,398.96	10,398.96	
<b>TOTAL CASH REQUIREMENT:</b>																										1,176,777.26	
<b>ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL):</b>																										117,677.72	
<b>APPROVED BUDGET REQUIREMENT:</b>																										1,294,454.98	

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.

Submitted by:

*Leslie B. Cañafranca*  
 LESLIE B. CAÑAFRANCA  
 Chief, Procurement Section, GSD/AS

Funds Available:

*ESTER A. Aldana*  
 ESTER A. ALDANA, CESO II  
 Assistant Secretary

Recommending Approval:

*Ma. Perpetua B. Unico*  
 ATTY. MA. PERPETUA B. UNICO  
 Chairperson, Central Office BAC

APPROVED;

*Edwin R. Enrile*  
 ATTY. EDWIN R. ENRILE  
 Undersecretary