

**UPDATED ANNUAL PROCUREMENT PLAN - 2015
Inventory Items/Additional Requirements No. 5**

Form B

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

Item No.	Items & Specifications	End-User	Unit of Measure	Unit Price	PROCUREMENT SCHEDULE								TOTAL		
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		QTY.	AMOUNT	
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.			
Office Supplies/Materials															
1	BALL PEN, fine point (black)	NBOO-CLIP	piece	5.00	-	200	1,000.00	-	-	-	-	200	1,000.00		
2	BINDING TAPE, cloth, 2" x 15 yds.		roll	185.00	-	-	-	-	3	555.00	-	-	3	555.00	
3	BOARD, Bristol, 8-1/2" x 13", 250shts/ream (white)		ream	625.00	-	-	-	-	5	3,125.00	-	-	5	3,125.00	
4	BOARD, Morocco, A4, 250shts/ream (colored)		ream	800.00	-	3	2,400.00	-	-	-	-	-	3	2,400.00	
5	BOARD, Morocco, 8-1/2" x 13", 250shts/ream (colored)		ream	800.00	-	3	2,400.00	-	-	-	-	-	3	2,400.00	
6	BOARD, Specialty, 8-1/2" x 11", natural white/pale cream, 10shts/pack, 220g		pack	42.00	-	3	126.00	-	-	5	210.00	-	8	336.00	
	BOARD, Divider, with ear tab, A4, 250s/ream, assorted colors		ream	750.00	-	3	2,250.00	2	1,500.00	-	-	-	5	3,750.00	
	CORRECTION TAPE, 12M		piece	55.00	-	5	275.00	5	275.00	-	-	-	10	550.00	
9	ID JACKET, with lace, size: 2.4" x 3"		piece	20.00	-	200	4,000.00	-	-	200	4,000.00	-	400	8,000.00	
10	PAPER, Photo, A4, 20shts/pack		pack	95.00	-	3	285.00	-	-	-	-	-	3	285.00	
11	PARCHMENT PAPER, A4		piece	10.00	-	200	2,000.00	-	-	200	2,000.00	-	400	4,000.00	
12	STICKER, A4, white, 10shts/pack		pack	40.00	-	-	-	5	200.00	-	-	-	5	200.00	
13	TAB, "Please Sign", arrow flags, 50s/sets, assrtd colors		pack	65.00	-	-	-	3	195.00	-	-	-	3	195.00	
14	TARPAULIN, 6"(W) x 4"(H)		piece	500.00	-	2	1,000.00	-	-	1	500.00	-	3	1,500.00	
Computer Supplies/Virus Scanner/Printer Consummables															
1	ANTI-VIRUS, 2015/latest version, 5 users	NBOO-CLIP	pack	1,875.00	-	2	3,750.00	-	-	-	-	2	3,750.00		
2	FLASH DRIVE, USB, 8 GB, USB 2.0, plug & play		piece	300.00	-	160	48,000.00	5	1,500.00	-	-	-	165	49,500.00	
3	TONER CARTRIDGE, for Samsung CLP 365, CLT K406S/CLX-3305, Black		piece	2,545.00	-	8	20,360.00	6	15,270.00	6	15,270.00	6	15,270.00	20	50,900.00
4	TONER CARTRIDGE, for Samsung CLP 365, CLT C406S/CLX-3305, Cyan		piece	2,375.00	-	6	14,250.00	6	14,250.00	6	14,250.00	6	14,250.00	18	42,750.00
5	TONER CARTRIDGE, for Samsung CLP 365, CLT M406S/CLX-3305, Magenta		piece	2,375.00	-	6	14,250.00	6	14,250.00	6	14,250.00	6	14,250.00	18	42,750.00
6	TONER CARTRIDGE, for Samsung CLP 365, CLT K406S/CLX-3305, Yellow		piece	2,375.00	-	6	14,250.00	6	14,250.00	6	14,250.00	6	14,250.00	18	42,750.00
7	TONER CARTRIDGE, for Brother DCP-J105 Printer, LC 539XL, Black		piece	1,200.00	-	6	7,200.00	-	-	6	7,200.00	-	12	14,400.00	
8	TONER CARTRIDGE, for Brother DCP-J105 Printer, LC 539XL, Cyan, Magenta, Yellow		piece	1,200.00	-	6	7,200.00	-	-	6	7,200.00	-	12	14,400.00	
9	TONER CARTRIDGE, for Samsung CLP 365, CLT K406S, Black		piece	1,600.00	-	10	16,000.00	-	-	10	16,000.00	-	20	32,000.00	
10	TONER CARTRIDGE, for Samsung CLP 365, CLT C406S, Cyan		piece	1,500.00	-	8	12,000.00	-	-	6	9,000.00	-	14	21,000.00	
11	TONER CARTRIDGE, for Samsung CLP 365, CLT M406S, Magenta		piece	1,500.00	-	8	12,000.00	-	-	6	9,000.00	-	14	21,000.00	
12	TONER CARTRIDGE, for Samsung CLP 365, CLT K406S, Yellow		piece	1,500.00	-	8	12,000.00	-	-	6	9,000.00	-	14	21,000.00	
Office Supplies/Materials															
1	ENVELOPE, mailing, white, w/ 4-col. DILG logo & address, 3"x4-1/8"x9-1/2" 500pcs/bx	NBOO-CLIP	box	1,350.00	-	-	-	1	1,350.00	-	-	1	1,350.00		
												Total Amt. :	Php	385,846.00	

Submitted by:

Funds Available:

Recommending Approval:

APPROVED:

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