

**ANNUAL PROCUREMENT PLAN FOR 2017**  
For Common-Use Supplies and Equipment

Department/Bureau/Office: TESDA-OCCIDENTAL MINDORO  
Region: IV-B  
Address: 2/F Three Kids Bldg, Rizal St, San Jose, Occidental Mindoro

Contact Person: MA. BELEN F. PANTALEON  
Position: OIC-Provincial Director  
Email: region4b.occidentalmindoro@tesda.gov.ph  
Telephone/Mobile Nos: (043) 457-0258

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity of Sept. 9, 2015	Price Catalogue as of Sept. 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
<b>COMMON OFFICE SUPPLIES</b>																				
1 Acetate, A4 100 sheets( 210 x 297mm) (Supernax)	piece	15			15	5			5	5			5	5			30	7.00	210.00	
2 Adhesive tape, 1" (Crocodile)	roll	5			5			0	5				5	5			10	25.00	250.00	
3 Alcohol, 500ml (Green Cross)	bottle	2			2			2	2				2	2			8	100.00	800.00	
4 arch file, long, red, vertical (President)	piece	20			20	20		20	20				20	20			80	200.00	16,000.00	
5 ballpen, black (Faber castle)	piece	6			6	6		6	6				6	6			24	15.00	360.00	
6 ballpen, black (HBW Matrix) or (Panda)	piece	15			15	15		15	15				15	15			60	7.00	420.00	
7 battery AA (Eveready)	piece		4		4			4	4				4	4			16	17.00	272.00	
8 battery AAA (Eveready)	piece			2	2			0	2				2	2			5	10.00	50.00	
9 bond paper sub 20 A4 (Hardcopy)	ream	40			40	30		30	30				30	30			130	210.00	27,300.00	
10 bond paper sub 20 long (Hardcopy)	ream	5			5	15		15	30				30	30			80	220.00	17,600.00	
11 bond paper, sub 20 short (Hardcopy)	ream	5			5	5		5	5				5	5			20	200.00	4,000.00	
12 carbon paper (Permafilm)	box	1			1			0	0				0	0			1	170.00	170.00	
13 CARTQUINA, assorted color, 20 pieces per pack	pack	2			2			0	2				2	2			4	52.00	208.00	
14 CLIP, vinyl coated 33mm 50gms	box	4			4	4		4	4				4	4			16	8.32	399.36	
15 CLIP, vinyl coated big 50gms	box	4			4	4		4	4				4	4			16	10.00	160.00	
16 colored paper, assorted (Avia)	pack	1			1			0	0				0	0			1	195.00	195.00	
17 construction paper, 250 pcs, blue (Avia)	pack	1			1			0	0				0	0			1	195.00	195.00	
18 Correction pen (Pilot) or (Uni)	box	4			4	4		4	4				4	4			16	110.00	1,760.00	
19 correction tape (Magic)	box	4			4	4		4	4				4	4			16	27.00	432.00	
20 envelope, expanding with handle, plastic (Prince)	piece	3	2		5	3		2	2				5	5			15	85.00	1,275.00	
21 envelope, expanding, long, glossy (Merit)	piece		15		15			5	5				5	5			30	20.00	600.00	
22 envelope, expanding, long, ordinary (Merit)	piece	100			100			0	0				0	0			100	23.00	2,300.00	
23 envelope, expanding, short, glossy (Merit)	piece	30			30			0	0				0	0			30	16.00	480.00	
24 envelope, expanding, short, ordinary (Merit)	piece	100			100			0	0				0	0			100	21.00	2,100.00	
25 envelope, long, brown (Vearco)	piece	150			150			0	0				0	0			150	5.00	750.00	
26 ENVELOPE, PAY, 500 pieces per box	box	1			1			0	0				0	0			1	150.00	150.00	
27 eraser, small (Estraedler)	piece	2			2	2		2	2				2	2			8	35.00	280.00	
28 fasteners, plastic paper, (Prince)	boxes	6			6	6		6	6				6	6			24	45.00	1,080.00	
29 File box, assorted colors(Star File)	piece	20			20	20		20	20				20	20			80	200.00	16,000.00	
30 Flash drive, 32gb (Toshiba)	piece	4			4			0	0				0	0			4	850.00	3,400.00	
31 folder, clear long (Prince)	piece	24			24			0	0				0	0			24	43.00	1,032.00	
32 folder, clear short (Prince)	piece	24			24			0	0				0	0			24	18.00	432.00	
33 Folder, ordinary long,	piece	100			100			0	0				0	0			100	6.00	1,800.00	
34 Folder, short, 100 pcs	piece	100			100			0	0				0	0			100	5.00	1,500.00	
35 Glue stick, small	piece	4			4			0	0				0	0			4	15.00	60.00	

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Contact Person: MA. BELEN F. PANTALEON  
Position: OIC-Provincial Director  
E-mail: regionalb.occidentalmindoro@tesda.gov.ph  
Telephone/Mobile Nos: (043) 457-0358

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
36 Glue, 1 gallon, 3.78 Liters (Elmers Glue- All)	jar	1			1			0					0					0	1	850.00	850.00
37 highlighter, assorted colors (Stabilo)	piece	4			4			4					4					4	16	40.00	640.00
38 ILLUSTRATION BOARD, (30"x40")	piece	3			3			0					0					0	3	50.00	150.00
39 INDEX CARD, 5"x8", 500 pieces per pack	pack	1			1			0					0					0	1	139.34	139.34
40 index tabs, five feet, clear (Speedo)500per pack	pack	1			1			1					1					0	2	90.00	180.00
41 laminating pouch, 100 pcs (Laminating Film)	pack	1			1			0					0					0	1	230.00	230.00
42 linen paper, short(Canon)	pack	10			10			0					0					0	10	38.00	380.00
43 MANILA PAPER, 10sheets per pack	piece	1			1			0					0					0	1	26.00	26.00
44 MAP PIN, round head, 100 pieces per case	case	2			2			0					0					0	2	40.35	80.70
45 masking tape 1" (Crocodile)	piece	8			8			0					0					0	8	25.00	200.00
46 masking tape 2" (Crocodile)	piece	8			8			0					0					0	8	70.00	560.00
47 masking tape 3" (Crocodile)	piece	3			3			0					0					0	3	70.00	210.00
48 OIL, for general purpose lubricant, 120 ml	bottle	1			1			0					0					0	1	36.90	36.90
49 packing tape, 2" (Crocodile)	piece	4			4			0					0					0	4	65.00	260.00
50 paper clip, big, 100 pieces, 3mm (Joy)	box	2			2			2					0					0	4	26.00	104.00
51 paper clip, small, 100 pieces, 3mm (Joy)	box	10			10			10					10					0	10	10.00	400.00
52 parchment paper	pack	1			1			0					0					0	1	1,050.00	1,050.00
53 pencil, No. 2 ( Mongol)	piece	12			12			0					12					0	24	8.00	192.00
54 pentel pen, black, broad (Pilot)	box	1			1			3					1					1	12	43.00	516.00
55 PUSH PIN, flat head type, assorted colors, 100 pieces, per case	case	6			6			0					0					0	6	24.96	149.76
56 record book, 150pp (Pilot)	piece	5			5			0					5					0	10	45.00	450.00
57 record book, 300pp (Pilot)	piece			2	2			0					0					0	2	75.00	150.00
58 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool	2			2			0					0					0	2	16.12	32.24
59 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	2			2			0					0					0	2	150.80	301.60
60 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle	2			2			0					0					0	2	291.03	582.06
61 scotch tape, 1" (Croco)	roll	4			4			4					4					4	16	45.00	720.00
62 sign pen, black, 0.5 (My Gel)	piece	10			10			10					10					10	40	27.00	1,080.00
63 sign pen, black, 1.0 uniball Gel Impact)	piece	10			10			10					10					10	40	77.00	3,080.00
64 specialty paper, 10 sheets, short, board (Centennial or Canon)	pack	10			10			10					10					10	40	10.00	400.00
65 stamp pad ink, 30 ml, blue, black or violet (Prince) (Joy)	bottle	1			1			1					1					1	4	35.00	140.00
66 stamp pad, medium (Prince)	piece	1			1			2					1					0	5	45.00	225.00
67 staple wire, No. 35, 1000 pieces ( Max Staples)	boxes	6			6			6					6					6	24	45.00	1,080.00
68 sticky note, 3"x4", 100 sheets (Post-it)	piece	5			5			5					5					5	20	32.00	640.00
69 tissue paper (Joy) 10/pack	pack	1			1			3					1					1	12	147.00	1,764.00
70 white board marker, black (Pilot)/blue/red	piece	3			3			3					3					3	12	64.00	768.00
<b>TOTAL</b>																					121,787.96
<b>COMMON OFFICE DEVICES</b>																					
1 cutter big, 18mm (prince)	tube	1			1			0					0					0	1	25.00	25.00
2 dater (HBW)	piece	1			1			1					0					0	2	250.00	500.00
3 numbering stamp, 8 digits ( HBW)	piece	2			1			3					1					1	10	45.00	450.00
4 paper clamp, 3/4", metal	piece	2			3			8					3					0	25	8.00	200.00



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<b>CONSUMABLES</b>																				
1 computer ink, 705 black, 6ml(Canon)	piece	5			5	5		5										15	690.00	10,350.00
2 computer ink, 706 colored, 6ml(Canon)	piece	5			5	5		5										15	980.00	14,700.00
3 computer ink, 88 black, 21 ml(Canon)	piece	5			5	5		5										15	999.00	14,985.00
4 computer ink, 98 colored, 21 ml(Canon)	piece	5			5	5		5										15	420.00	3,360.00
5 link, Black, T6641, 70ml (Epson)	bottle	2			2	2		2										8	400.00	3,200.00
6 link, Cyan, T6642, 70ml (Epson)	bottle	2			2	2		2										8	400.00	3,200.00
7 link, Yellow, T6643, 70ml (Epson)	bottle	2			2	2		2										8	400.00	3,200.00
8 link, Magenta, T6643, 70ml (Epson)	bottle	2			2	2		2										8	150.00	1,200.00
9 Premium DYE Ink, black, 100ml, KJ-E650k (Arch Rival)	bottle	2			2	2		2										8	150.00	1,200.00
10 Premium DYE Ink, Yellow, 100ml, KJ-E650V (Arch Rival)	bottle	2			2	2		2										8	150.00	1,200.00
11 Premium DYE Ink, Magenta, 100ml, KJ-E650M (Arch Rival)	bottle	2			2	2		2										8	150.00	1,200.00
12 Premium DYE Ink, Cyan, 100ml, (Arch Rival)	bottle	2			2	2		2										8	150.00	1,200.00
<b>TOTAL</b>																				<b>68,145.00</b>
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 FLUORESCENT Light 40 watts	tube		6			6												6	100.00	600.00
<b>TOTAL</b>																				<b>600.00</b>
<b>COMMON OFFICE EQUIPMENT</b>																				
<b>COMMON OFFICE SUPPLIES</b>																				
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	1	1	1	3	1	1	1	1	1	1	1	3	1	1	1	3	12	38.00	456.00
<b>TOTAL</b>																				<b>456.00</b>
<b>OTHER CATEGORIES</b>																				
1 Car window sunshade	set	1			1								0					1	4,000.00	4,000.00
2 Car bumper	set	1			1								0					1	20,000.00	20,000.00
3 Rubber Matting	set			1	1								0				1	2,500.00	5,000.00	
4 Tubeless tires	piece	4			4								0				4	4,650.00	18,600.00	
5 Rain Visor	set	1			1								0				1	5,000.00	5,000.00	
<b>TOTAL</b>																				<b>52,600.00</b>
<b>C. TOTAL (A + B):</b>																				<b>348,996.20</b>
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				<b>34,899.62</b>
<b>E. GRAND TOTAL (C + D)</b>																				<b>383,895.82</b>

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**JONATHAN DE JESUS**  
Property/Supply Focal

**MA. BELEN F. PANTALEON**  
Head of Office/Agency /

Date Prepared: 10/19/2016