

ANNUAL PROCUREMENT PLAN FOR 2018
For Common- Use Supplies and Equipment
BAYAMBANG WATER DISTRICT
Bayambang, Pangasinan

Items & Specifications	Unit of measure	Quantity Requirement																			Price Catalog as of Aug 15, 2017	Total Amount			
		Jan	Feb	March	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4			Q4 Amount	Quantity	
A. Available Procurement Service Stores																									
Common Electrical Supplies																									
1	Battery, size AA, alkaline, 2 pcs per blister pack	pack				2	2				0	0				0	0				0	0	2	25.00	50.00
2	Flourescent Lamp, Tabular, 28 watts	tube				2	2				0	0				0	0				0	0	2	214.00	428.00
3	Flourescent Lamp, Tabular, 36 watts	tube				2	2				0	0				0	0				0	0	2	258.00	516.00
4	Electrical Tape	roll				2	2				0	0				0	0				0	0	2	30.00	60.00
Common Office Supplies																									
1	Air Fresher ,280 ml/can	can				2	2				2	2				0	0				0	0	4	125.00	500.00
2	Alcohol, 70%, ethyl, 500ml	bottle				7	7				5	5				7	7				5	5	24	37.50	900.00
3	Carbon Film, A4	pc.				2	2				2	2				2	2				2	2	8	10.00	80.00
4	Spring Notebook, 80 sheets	pc.				3	3				4	4				5	5				5	5	17	10.00	170.00
5	Correction pen	pc.				5	5				2	2				0	0				0	0	7	114.00	798.00
6	Data File Box, plastic	pc.				4	4				2	2				2	2				2	2	10	163.90	1,639.00
7	Data Folder	pc.				25	25				25	25				25	25				25	25	100	5.00	500.00
8	Envelope, Documentary, for A4	pc.				30	30				30	30				10	10				20	20	70	7.71	540.00
9	Envelope, Documentary, for Legal size documents	pc.				30	30				30	30				20	20				30	30	80	9.63	770.00
10	Envelope, Expanding, plastic	pc.				5	5				5	5				3	3				2	2	15	22.00	300.00
11	Fastener for paper, 50 sets	box				5	5				2	2				2	2				2	2	11	30.00	330.00
12	Folder, A4,50s/bundle	bundle				20	20				20	20				20	20				20	20	80	5.00	400.00
13	Folder, Legal Size, 50s/bundle	bundle				30	30				30	30				30	30				30	30	90	8.00	720.00
14	Glue , Elmers all purpose 130 grams	bottle				2	2				2	2				2	2				2	2	8	51.63	413.00
15	Marker,whiteboard, black	pc.				2	2				2	2				2	2				2	2	8	32.00	256.00
16	Marker, Permanent, black	pc.				3	3				2	2				2	2				2	2	9	43.00	387.00
17	Note-pad, stick-on	pad				5	5				0	0				2	2				2	2	9	35.00	315.00
18	Paper clip, big	box				4	4				4	4				4	4				4	4	16	32.00	512.00
19	Paper Clip, small	box				4	4				4	4				4	4				4	4	16	11.25	180.00
20	Paper, Multi Purpose,216x297mm	ream				21	16				16	16				17	17				18	18	90	192.00	17,280.00
21	Paper, Mulit Purpose, 8 1/2"x 13"	ream				21	16				21	16				17	17				18	18	94	192.00	18,048.00

22	Pencil. Lead w/ eraser, 1doz/box	box			2	2				1	1				1	1			1	1	4	65.00	260.00
23	Philippine National Flag	pc.			1	1				0	0				0	0			0	0	1	150.00	150.00
24	Record Book,300 pages	pc.			3	1				2	2				2	2			2	2	10	84.14	841.40
25	Record Book, 500 pages	pc.			5	7				6	6				7	7			5	5	48	95.00	4,560.00
26	Rubber band, small	box			2	2				2	2				2	2			2	2	8	313.14	2,192.00
27	Rubber band, big	box			2	2				2	2				2	2			2	2	8	320.00	2,560.00
28	Ruler plastic	pc.			2	2				1	1				2	2			2	2	16	17.14	274.24
29	Sign Pen, black	pc.			6	6				5	5				3	3			2	2	13	72.00	936.00
30	Stamp pad ink, violet, 50 ml.	bottle			2	2				2	2				2	2			2	2	8	91.88	735.00
31	Stamp pad	pc.			1	1				0	0				1	1			0	0	2	60.00	180.00
32	Stapler wire, Heavy duty #35	box			2	2				3	3				2	2			2	2	9	45.00	405.00
33	Stapler w/ stapler wire remover	pc.			9	9				0	0				0	0			0	0	9	333.50	3,001.50
34	Tape, transparent, 48mm	roll			2	2				3	3				2	2			3	3	10	38.50	375.00
35	Tissue paper	pack			6	6				5	5				6	6			6	6	23	36.52	840.00
36	pen, black	pc.			50	50				25	25				50	50			25	25	150	5.00	750.00
37	pen, blue	pc.			50	50				25	25				50	50			25	25	150	5.00	750.00
38	pen, red	pc.			10	10				10	10				10	10			10	10	40	5.00	200.00
39	Signage	pc.			6	6				0	0				0	0			0	0	6	50.00	300.00
40	Dispenser Bottle	pc.			1	1				0	0				0	0			0	0	1	150.00	150.00
41	Time card	pack			3	3				3	3				3	3			3	3	12	134.00	1,608.00
Commom Janitorial Supplies																							
1	Broom, soft (tambo)	pc.			3	0				0	0				0	0			0	0	3	45.00	135.00
2	Broom, stick (tingting)	pc.			6	0				0	0				0	0			0	6	12	20.00	240.00
3	Cleaner, toilet bowl and urinal	bottle			2	1				0	0				1	1			0	0	3	300.00	900.00
4	Cleanser, powder/liquid	pc/bottle			2	2				2	2				2	2			2	2	8	36.00	288.00
5	Disfectant spray	can			2	2				1	1				1	1			0	0	4	117.00	468.00
6	Dust pan	pc			4	4				2	2				0	0			0	0	6	53.33	320.00
7	Floor wax, paste,red	box			5	5				0	0				2	2			0	0	7	35.00	245.00
8	Disinfectant, bleaching solution	bottle			4	2				2	2				2	2			2	2	10	32.00	320.00
9	Scouring pad	pc			2	2				2	2				2	2			2	2	8	25.00	200.00
Commom Office Equipment																							
1	Calculator, compact, elctronic,12 digits cap	unit			9	9				0	0				0	0			0	0	9	900.00	8,100.00
2	Electric fan , industrial	unit			4	4				0	0				0	0			0	0	4	1,200.00	4,800.00
3	Gang chair	unit			2	2				0	0				0	0			0	0	2	1,500.00	3,000.00
4	Office Table	unit			10	0				0	0				0	0			0	0	10	5,600.00	56,000.00
5	Filing Cabinet	unit			5	5				0	0				0	0			0	0	5	12,000.00	60,000.00
6	Television for consumers	unit			1	0				0	0				0	0			0	0	1	15,000.00	15,000.00
7	Multimedia Projector	unit			1	0				0	0				0	0			0	0	1	30,000.00	30,000.00
8	Computer set	unit			5	0				0	0				0	0			0	0	5	23,000.00	115,000.00
9	scanner	unit			1	0				0	0				0	0			0	0	1	8,000.00	8,000.00

10	Laptop	unit			4	0				0	0				0	0			0	0	4	45,000.00	180,000.00
11	Shivel Chair	unit			10	0				0	0				0	0			0	0	10	6,000.00	60,000.00
12	Printer	unit			3	0				0	0				0	0			0	0	3	5,000.00	15,000.00
Common Computer Supplies																							
1	External hard Drive	unit			1	0				0	0				0	0			0	0	1	6,875.00	6,875.00
2	Flash Drive (16gb, USB)	unit			9	0				0	0				0	0			0	0	9	600.00	5,400.00
3	Epson Ink, black	bottle			6	6				6	6				6	6			6	6	24	414.00	9,936.00
4	Epson Ink, Yellow	bottle			6	6				6	6				6	6			6	6	24	414.00	9,936.00
5	Epson Ink, Magenta	bottle			6	6				6	6				6	6			6	6	24	414.00	9,936.00
6	Epson Ink, Cyan	bottle			2	2				2	2				2	2			2	2	8	414.00	1,072.00
7	Canon Ink, Black	bottle			2	2				2	2				2	2			2	2	8	414.00	1,072.00
8	Canon Ink, Cyan	bottle			2	2				2	2				2	2			2	2	8	414.00	1,072.00
9	Canon Ink, Magenta	bottle			2	2				2	2				2	2			2	2	8	414.00	1,072.00
10	Canon Ink, Yellow	bottle			2	2				2	2				2	2			2	2	8	414.00	1,072.00
11	Ineo, 164, Toner for Xerox machine	cart			2	2				0	0				0	0			0	0	2	3,500.00	7,000.00
12	Epson cartridge L310	pc			5	5				5	5				5	5			5	5	20	648.00	3,240.00
13	Epson Refill ribbon	box			2	2				2	2				2	2			2	2	8	47.00	376.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																							
Common Electrical Supplies																							
1	Cable wire connector (UTP)	mtrs			3	3				0	0				0	0			0	0	3	250.00	750.00
2	Crimping tools	pcs.			1	1				0	0				0	0			0	0	1	350.00	350.00
3	Land Tester	pc.			1	1				0	0				0	0			0	0	1	450.00	450.00
3	RJ 45	PCS.			1	1				0	0				0	0			0	0	1	300.00	300.00
Handbook on Procurement																							
1	Bookbind on Philgeps materials	pc			2	2				2	2				2	2			2	2	8	40.00	320.00
91																							
Common Office Supplies																							
2	DTR (Daily Time Record)	pack			1	1				1	1				1	1			1	1	4	25.00	100.00
TOTAL																							
																							685,505.14

Prepared by:


VICENTE JOSE J. JUSTO
 Property Supplier Officer

Evaluated by:


LOVELY S. DAYRIT
 BAC Chaiman

Certified Funds Available/
 Certified Appropriate Funds Available


DONNABEL G. JUNIO
 Senior Accounting Processor-A

Approved:


FRANCIS J. FERNANDEZ
 General Manager/