

**BATAC WATER DISTRICT**  
**BIDS AND AWARDS COMMITTEE**  
**ANNUAL PROCUREMENT PLAN for CALENDAR YEAR 2018**

	<u>Unit Price</u>	<u>Sub total</u>	<u>Total</u>
<b>A. OFFICE SUPPLIES</b>			
<b>1 ACCOUNTABLE FORMS &amp; OTHER RELATED OFFICE SUPPLIES</b>			
500 pcs. Customer ledger card	20.00	10,000.00	
850 booklets Official Receipt from NPO	100.00	85,000.00	
500 pcs. meter reading card	17.00	8,500.00	
13 check booklets	350.00	4,550.00	
1 box business envelope	3,300.00	3,300.00	
700 pcs. water service contract	14.00	<u>9,800.00</u>	121,150.00
<b>2 OFFICE SUPPLIES TO BE PURCHASED FROM DBM</b>			
4 packets dry cell, battery AA"	20.28	81.12	
6 packets dry cell, battery AAA"	19.20	115.20	
12 pcs. Light Bulb, LED, 7 watts	75.39	904.68	
24 rolls tape, electrical, 18mm x 16M	18.93	454.32	
36 cans air freshener, aerosol, 280ml/150g	88.69	3,192.84	
24 bottles alcohol, ethyl, 70%, 500ml	49.73	1,193.52	
4 boxes carbon film, PE, black, 216mmx330mm	210.91	843.64	
4 pcs. clearbook, 20 transparent pockets, legal size	40.47	161.88	
4 boxes clip backfold, all metal, 32mm	19.88	79.52	
4 boxes clip backfold, all metal, 50mm	41.10	164.40	
60 pcs. Correction tape, UL 6m	18.26	1,095.60	
4 pcs. Envelope, expanding, plastic	28.71	114.84	
1 pc. Eraser, felt, for blackboard/whiteboard	11.55	11.55	
12 pcs. eraser, plastic/rubber for pencil	6.23	74.76	
6 boxes fastener, metal	59.37	356.22	
4 pcs. File Organizer, expanding, plastic, 12 pockets	73.59	294.36	
1 box folder, tagboard, legal size	226.05	226.05	
2 boxes, folder, tagboard, A4 size	208.38	416.76	
2 jars glue, all purpose, 200 grams	49.73	99.46	
12 pc. Magazine file box, large	43.26	519.12	
16 set marker, flourescent, 3 assorted colors/set	36.97	591.52	
2 pcs. Whiteboard marker, black, bullet type	10.69	21.38	
24 pcs. permanent marker, black, bullet type	10.04	240.96	
12 pcs. stenographer's notebook	12.52	150.24	
16 pcs. Note pad, stick on, 3" x 3"	44.32	709.12	
24 boxes paper clip, vinyl/plastic coat, small	6.91	165.84	
24 boxes paper clip, vinyl/plastic coat, jumbo	14.04	336.96	
12 reams paper bond, premium grade A4	137.66	1,651.92	
20 reams paper bond, premium grade, legal size	160.94	3,218.80	
6 rolls thermal paper 216mm x 30m	34.29	205.74	
4 boxes pencil, lead with eraser, wood cased	20.40	81.60	
12 record book 300pages	62.73	752.76	
2 boxes rubber band	97.04	194.08	
12 pcs. plastic ruler	16.10	193.20	
48 pcs. sign pen, black	35.99	1,727.52	
24 pcs. sign pen, blue	35.99	863.76	
24 pcs. sign pen, red	35.99	863.76	
2 bottles stamp pad ink, violet	25.62	51.24	
2 pcs. stamp pad felt pad	28.77	57.54	
6 rolls masking tape 48mm	109.24	655.44	
4 rolls transparent tape 24mm	11.36	45.44	
12 packs toilet tissue paper	70.30	843.60	

2	tube cutter blade for heavy duty cutter	10.22	20.44	
2	pcs. cutter knife	20.55	41.10	
1	pc. pencil sharpener, manual, single cutterhead	194.69	194.69	
2	pcs. Puncher, heavy duty	123.42	246.84	
8	pairs scissors	14.28	114.24	
2	pcs. Stapler, Standard type	85.45	170.90	
4	pcs. staple remover, plier type	18.91	75.64	
2	pcs. waste basket, non-rigid plastic	25.96	51.92	
4	pcs. broom, soft (tambo)	91.94	367.76	
4	pcs. broom, stick (ting-ting)	24.88	99.52	
24	bottles toilet bowl and urinal cleaner	43.26	1,038.24	
12	pouches detergent powder, all purpose. 1kg.	38.93	467.16	
12	cans disinfectant, aerosol type, 400-550g	125.20	1,502.40	
4	pcs. dustpan, non-rigid, plastic	28.12	112.48	
2	cans furniture cleaner, aerosol type	90.85	181.70	
60	cans insecticide, aerosol type	142.77	8,566.20	
2	pcs. Mop handle, heavy duty, screw type	148.18	296.36	
4	pcs. Mop head, made of rayon	110.32	441.28	
4	bundles rags, all cotton	51.68	206.72	
4	packs scouring pad, synthetic nylon	107.08	428.32	
2	rolls trash bag, plastic, transparent	145.48	290.96	
4	units calculator, compact, 12 digits	140.61	562.44	
10	pcs. DVD re-writable, 4x speed, 4.7GB	22.66	226.60	
2	pcs. flash drive 16gb	261.75	523.50	
2	units mouse, optical, USB connection type	140.39	280.78	
12	Ink cart. For Epson L210 (Black)	264.99	3,179.88	
2	Ink cart. For Epson L210 (Magenta)	264.99	529.98	
2	Ink cart. For Epson L210 (Yellow)	264.99	529.98	
2	Ink cart. For Epson L210 (Cyan)	264.99	529.98	
2	Ribbon Cart., Epson LX-310	78.96	157.92	45,458.19

3 OFFICE SUPPLIES NOT AVAILABLE AT THE DBM VIRTUAL STORE

9	pcs. columnar notebook	45.00	405.00	
8	pcs. Mechanical pencil lead .5	25.00	200.00	
4	spools manual typewriter ribbon (black)	30.00	120.00	
2	staple wire #35	55.00	110.00	
180	pcs. ballpen, black	15.00	2,700.00	
6	pcs. correction pen	95.00	570.00	
4	pcs. stapler #10	70.00	280.00	
2	boxes staple wire #10	96.00	192.00	
1	roll double adhesive tape 1"	120.00	120.00	
24	pcs. sliding folder, clear, long	18.00	432.00	
2	pcs. Columnar pad 10 columns	70.00	140.00	
10	pads DTR form #48	25.00	250.00	
1	box Mongol pencil	72.00	72.00	
8	bottles dishwashing liquid	140.00	1,120.00	
16	reams RISO of various forms	365.00	5,840.00	
3,600	pages photocopy of various documents	1.00	3,600.00	16,151.00
				<u>182,759.19</u>
	Add: allowance for price increase (10%*)			18,275.92
				<u>201,035.11</u>

4 OTHER OFFICE SUPPLIES

15	sets of Rainboot & Raincoat	900.00	13,500.00	
50	pairs working gloves	100.00	5,000.00	18,500.00
				<u>219,535.11</u>

B. CHEMICALS AND FILTERING MATERIALS

49	drums powder chlorine	5,500.00		269,500.00
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C. SERVICE CONNECTION MATERIALS

320 pcs. C.I. Saddle Clamp 75mm x 3/4"	263.00	84,160.00	
320 pcs. G.I. Bushing reducer 3/4" x 1/2"	21.00	6,720.00	
320 pcs. Brass Corporation Cock 1/2"	234.00	74,880.00	
640 pcs. G.I. Nipple 1/2 x 12" sch 40	53.00	33,920.00	
320 pcs. G.I. Elbow Reducer 3/4" x 1/2"	38.00	12,160.00	
320 pcs. Brass Gate Valve 1/2" (Great Volume)	214.00	68,480.00	
320 pcs. G.I. St. Elbow 1/2"	24.00	7,680.00	
640 pcs. Brass St. Coupling 1/2"	118.00	75,520.00	
960 pcs. G.I. Elbow 1/2"	21.00	20,160.00	
960 pcs. Tapelon 1"	15.00	14,400.00	
320 pcs. Brass Water Meter 1/2"	850.00	272,000.00	
27 bags cement	265.00	7,155.00	
27 rolls HDPE Pipe 1" x 100 meters	4,214.00	113,778.00	
10 rolls HDPE Pipe 3/4" x 150 meters	4,142.00	41,420.00	
10 rolls HDPE Pipe 1/2" x 300 meters	4,028.00	40,280.00	872,713.00
Add: Allowance for price increase (10%)			87,271.30

Sub-total (A to C) 1,449,019.41

rounded to 1,450,000.00

D. CAPEX - OTHERS

1 Expansion project	500,000.00	1,100,000.00
2 Chlorinator Machine	30,000.00	
3 Office Chairs & Tables	65,000.00	
4 Two (2) units split-type inverter aircon	80,000.00	
5 One (1) unit laptop	30,000.00	
6 One (1) unit 3-in-1 printer	15,000.00	
7 One (1) set Submersible Pump & Motor 1.5hp	80,000.00	
8 One (1) set Submersible Pump & Motor 5hp	160,000.00	
9 Two (2) sets submersible pump & motor 3hp	140,000.00	

Total 2,550,000.00

As per budget:

A Office Supplies	220,000.00
B Chemicals & Filtering Materials	270,000.00
C Service connection materials	960,000.00
D Capex - others	<u>1,100,000.00</u>
TOTAL	<u><u>2,550,000.00</u></u>

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