

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

Department/Bureau/Office: BATAc WATER DISTRICT
Region: 1
Address: MARDERS' BLDG., NATIONAL HIGHWAY, 17 TABUG,
BATAc CITY, ILOCOS NORTE

Contact Person: MARIA DOHNA D. SAGUN
Position: General Manager
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Telephone/Mobile Nos: (077) 792-3026

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	1						1						2	299.38	598.76
COMMON OFFICE SUPPLIES																
1. ALCOHOL, 70%, ethyl	bottle	1	1		1	1		1	1		1	1		8	38.64	309.14
100s/box	box	1			1			1			1			4	373.10	1,492.40
3. COLUMNAR PAD, 16 cols, 50 gsm min.	pad				1									1	46.90	46.90
4. ERASER, rubber	piece	1	1		1			1			1			5	4.80	23.99
5. GLUE, all purpose, 300 grams min.	jar	1						1						2	38.37	76.73
6. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack	1						1						2	102.34	204.67
7. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	1			1	1		1			1	1		6	11.73	70.36
8. MARKER, permanent, black	piece	2	1	1	1	1	1	2	1	1	2	1	1	15	13.84	207.56
9. NOTE PAD, (3"x3"), 100 sheets/pad	pad	1	1		1	1			1	1		1	1	8	37.31	298.48
10. PAPER, thermal, 216mmx30M, 1/2" core	roll	1	1		1			1			1			5	38.38	191.88
11. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	2	1	1	1	1	1	2	1	1	2	1	1	15	15.99	239.85
12. PAPER CLIP, gem type, 32mm, 100s/box	box	2	1	1	2	1	1	1	1	1	2	1	1	15	9.06	135.92
13. RECORD BOOK, 300 pages, smyth sewn	book	1						1						2	51.70	103.40
14. RIBBON, nylon, manual typewriter	spool	1	1		1			1	1		1			6	16.21	97.23
15. RULER, plastic, 300mm	piece				1	1		1			1	1		5	3.73	18.66

16. SIGN PEN, black	piece	1	1		1	1		1	1		1	1		8	42.52	340.14
17. SIGN PEN, red	piece	1			1			1						3	42.52	127.55
18. STAMP PAD INK, violet, 50mL	bottle	1						1			1			3	27.72	83.15
19. STAMP PAD, felt pad, min 60mm x 100mm	piece				1						1			2	25.58	51.17
20. STAPLE WIRE, standard, #35	box	1						1			1			3	26.63	79.89
21. TAPE, masking, 48mm, 50 meters length	roll	1	1		1	1		1	1			1	1	8	85.92	687.32
22. TAPE, transparent, 24mm, 50 meters	roll	1			1	1		1			1			5	11.14	55.71
COMMON OFFICE DEVICES																
1. CUTTER, heavy duty	piece	1			1	1		1			1			5	27.72	138.58
2. PUNCHER, heavy duty	piece				1									1	117.26	117.26
3. SCISSORS, (6")	pair	1				1					1			3	19.19	57.56
4. SHARPENER, single cutterhead	piece	1						1						2	151.03	302.07
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece				1	1	1	1	1	1	1	1	1	9	14.92	134.32
2. BROOM, soft (tambo)	piece				1			1			1			3	122.59	367.77
3. BROOM, STICK (tingting)	piece				1						1			2	20.25	40.51
4. DETERGENT POWDER, all purpose, 500gms.	pouch				1	1	1		1	1		1	1	7	17.59	123.12
5. DUST PAN, non-rigid plastic, with detachable handle	piece				1						1			2	26.65	53.30
6. FLOOR WAX, paste, natural, 2kgs.	can				1									1	314.47	314.47
7. INSECTICIDE, 600mL (420g) /can	can	3	3	4	3	3	4	3	3	2	3	3	4	38	119.39	4,536.90
8. MOPHANDLE, screw type, wooden handle	piece				1									1	85.28	85.28
9. MOPHEAD, 100% rayon, 400g	piece				1						1			2	73.55	147.11
10. RAG, COTTON, (7") in diameter	kilo				1						1			2	44.77	89.54
11. SCOURING PAD, economy size	pack				1									1	135.26	135.26
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	2	1	1	2	1	1	1	1	1	2	1	1	15	122.20	1,833.01
COMMON OFFICE EQUIPMENT																
1. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit	1						1						2	165.11	330.21

Computer Supplies																
1. Computer Ink for Epson L210 printer (Black & Colored)	bottle				2	1	1	1	1	1	1	1	1	10	310.00	3,100.00
Computer Equipment and Accessories																
*Other Categories																

*****GRAND TOTAL:** **32,636.12**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION **3,263.61**
APPROVED BUDGET: **35,899.73**

**Other categories that are not indicated herein*
****Grand total for items under A and B*

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.

Prepared by:

Certified Funds Available /
 Certified Appropriate Funds Available:

Approved:

MAIZEL MAIA V. CASTRO
BAC Secretary

IMELDA G. TUTAAN
Cashier C Designate

MARIA DOHNA D. SAGUN
General Manager

Date Prepared: APRIL 29, 2015