

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

Department/Bureau/Office: National Labor Relations Commission
 Region: Regional Arbitration Branch No. XIII
 Address: 2/F Veterans Bank Bldg, J.C. Aquino Ave. Butuan City

Contact Person: Florence B. Labrador
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Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of August 16, 2016	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		5		5	5		5	5								5	20	17.42	348.40
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		2		2	2		2	2								2	8	15.03	120.24
7 TAPE, electrical	roll		2		2			0									0	2	18.20	36.40
COMMON OFFICE SUPPLIES																				
2 AIR FRESHENER, 280ml/can	can		2		2	2											2	8	83.20	665.60
3 ALCOHOL 70%, ethyl 500ml	bottle		15		15	10		10	10								10	45	47.82	2,151.90
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per	box		15		15	15		15	15								15	60	202.80	12,168.00
8 ENVELOPE, DOCUMENTARY, for legal size document,	box		2		2	2		2	2								2	8	507.40	4,059.20
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box		15		15	15		15	15								15	60	499.20	29,952.00
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		10		10	10		10	10								10	40	200.37	8,014.80
40 MARKER, fluorescent, 3 colors per set	set		10		10			0	10								0	20	35.55	711.00
41 MARKER, whiteboard, bullet type, black	piece		10		10			0	5								0	15	10.28	154.20
44 MARKER, permanent, bullet type, black	piece		30		30	30		30	30								30	120	9.65	1,158.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		4		4	4		0	4								0	8	40.54	324.32
51 PAD PAPER, Ruled	pad		15		15	15		15	15								15	60	18.26	1,095.60
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box		10		10	10		10	10								10	40	12.85	514.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box		15		15	15		15	15								15	60	6.43	385.80
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		10		10	5		5	5								0	15	112.32	1,684.80
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		60		60	60		60	60								60	240	132.02	31,684.80
60 PENCIL, lead, w/eraser, one(1) dozen per box	box		2		2			0	2								0	4	19.62	78.48
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		10		10	10		10	10								10	40	86.85	3,474.00
65 RULER, plastic, 450mm, 1 piece in individual plastic	piece		2		2			0	0								0	2	15.48	30.96
RUBBER BAND, 70mm min lay flat length (#18)	box		2		2			0	2								2	6	93.31	559.86
67 SIGN PEN, black	piece		15		15	15		15	15								15	60	38.10	2,286.00
69 SIGN PEN, red	piece		10		10	10		5	15								5	30	38.10	1,143.00
70 STAMP PAD INK, violet, 50ml	bottle		10		10			0	10								0	20	24.63	492.60
71 STAMP PAD, felt pad, min 60mm x 100mm	piece		4		4	4		0	0								0	4	27.66	110.64
73 STAPLE WIRE, Standard	box		10		10	10		10	10								5	30	18.92	567.60
75 TAPE, masking, 48mm, 50 meters length	roll		2		2			0	0								0	2	105.04	210.08
76 TAPE, transparent, 24mm, 50 meters	roll		10		10	10		10	10								10	40	17.37	694.80
78 TAPE, packaging, 48mm, 50 meters length	roll		2		2			0	0								0	2	30.63	61.26
79 TOILET TISSUE, 12 rolls per pack	pack		4		4	4		0	0								0	4	67.60	270.40
80 TWIN, plastic, one kilo per roll	roll		2		2			2	2								0	6	49.92	299.52

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE DEVICES																						
1 CUTTER KNIFE, heavy duty	piece		2					2											2	19.76	39.52	
2 DATING AND STAMPING MACHINE	piece		1					1												1	478.38	478.38
3 PENCIL SHARPENER, 1 piece in individual plastic case	piece		1					1												1	187.20	187.20
4 PUNCHER, paper, heavy duty, with two hole guide, 1	piece		3					3												3	114.28	342.84
5 STAPLER, standard	piece		3					3												3	82.16	246.48
6 STAPLE REMOVER, plier type	piece		5					5												5	18.18	90.90
7 STAPLE REMOVER, plier type	piece		5					5												5	18.18	90.90
COMMON JANITORIAL SUPPLIES																						
1 BROOM, soft (tambo)	piece		3					3												3	88.40	1,060.80
2 BROOM, stick (tingting)	piece		1					1												1	23.92	47.84
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle		5					5												5	41.60	832.00
4 CLEANER, scouring powder, 350grams/can	can		3					3												3	21.27	127.62
5 DETERGENT POWDER, all purpose, 1kilopouch	pouch		3					3												3	37.43	449.16
6 DUST PAN, non-rigid plastic	piece		2					2												2	27.96	111.84
7 INSECTICIDE, aerosol type, 600ml/can	can		5					5												5	124.80	2,496.00
8 MOHANDIE, screw type, aluminum handle	piece		2					2												2	142.48	569.92
9 MOHEAD, made of rayon	piece		3					3												3	98.80	592.80
10 SCOURING PAD, 5 pieces per pack	pack		1					1												1	102.96	205.92
11 TRASIBAG, plastic, transparent, 10pcs/roll	roll		5					5												5	139.88	2,797.60
COMMON OFFICE EQUIPMENT																						
1 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit	unit		4					4												4	142.36	854.16
2 ELECTRIC FAN, stand type	unit		2					2												2	967.10	3,868.40
3 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours	unit		1					1												1	26,483.60	26,483.60
4 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480	unit		1					1												1	18,709.60	18,709.60
5 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB	unit		1					1												1	10,000.00	20,000.00
COMMON COMPUTER SUPPLIES																						
6 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		3					3												3	194.48	1,166.88
7 MOUSE, optical, USB connection type	unit		2					2												2	127.80	511.20
CONSUMABLES																						
8 INK CART, EPSON C3T6664100 (T6641), Black	cart		20					20												20	254.80	2,038.40
9 INK CART, EPSON C3T664200 (T6642), Cyan	cart		10					10												10	254.80	10,192.00
10 INK CART, EPSON C3T664300 (T6643), Magenta	cart		10					10												10	254.80	10,192.00
11 INK CART, EPSON C3T664400 (T6644), Yellow	cart		10					10												10	254.80	10,192.00
12 TONER CART, HP CE505A, Black	cart		3					3												3	3,998.80	47,985.60
13 RIBBON CART, EPSON C150S1516 (#8750), Black, for LK-	cart		6					6												6	76.75	1,842.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
COMMON ELECTRICAL SUPPLIES																						
1 LED Bulb 9watts			10					10												10	210.00	4,200.00
2 Fluorescent tube 18 watts			5					5												5	95.00	950.00
3 Extension wire 4 outlets			1					1												1	400.00	800.00
COMMON OFFICE EQUIPMENT																						
1 Office Table			2					2												2	5,000.00	10,000.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
1 Clerical Chair		2	2		2			0				0					0	2	2,800.00	5,600.00
3 Executive Chair			2		2			2				0					0	4	3,700.00	14,800.00
4 Clerical Table			2		2			0				0					0	2	2,500.00	5,000.00
5 Cabinet					0		1					0					0	1	18,000.00	18,000.00
6 Booster water pump 1/2 hp			1		1			0				0					0	1	6,800.00	6,800.00
7 Air Conditioning Machine	Unit		1		1			0				0					0	1	65,000.00	65,000.00
COMMON OFFICE SUPPLIES																				
1 Book paper short substance 20	ream		30		30			30				30					30	120	150.00	18,000.00
2 Ballpen	pc		100		100			100				100					100	400	6.00	2,400.00
3 Computer Ribbon refill (EPSON)	pc		30		30			30				30					30	120	60.00	7,200.00
4 Correction pen	pc		10		10			10				10					10	40	105.00	4,200.00
5 Thermal Film	pack		2		2			2				2					2	8	550.00	4,400.00
6 Liquid eraser	bottle		10		10			10				10					10	40	25.00	1,000.00
7 Onion skin long	ream		15		15			15				15					15	60	125.00	7,500.00
8 Paper fastener plastic	box		20		20			20				20					20	80	28.00	2,240.00
9 Paste	bottle		2		2			2				2					2	4	40.00	160.00
10 Sign pen V7	pc		25		25			25				25					25	100	75.00	7,500.00
11 Sign pen C4	pc		5		5			5				5					5	20	75.00	1,500.00
12 PVC Cover short	box		2		2			2				2					2	8	700.00	5,600.00
13 Spiral binder 1/2"	pc		5		5			5				5					5	20	18.00	360.00
14 Spiral binder 1"	pc		5		5			5				5					5	10	20.00	200.00
15 Morocco board A4	pc		10		10			10				10					10	10	25.00	250.00
16 Spiral binder 9/16"	pc		3		3			3				3					3	12	15.00	180.00
17 Pay envelope	pack		1		1			1				1					1	2	35.00	70.00
18 Colored Folder long	box		6		6			6				6					6	24	700.00	16,800.00
19 Special Paper	pack		2		2			2				2					2	8	50.00	400.00
CONSUMABLES																				
1 Toner TN16 for INEO 164			2		2			2				2					2	8	3,438.00	27,504.00
2 Risograph Printing			15		15			15				15					15	60	245.00	14,700.00
3 Repair and and replacement of vehicle and			1		1			1				1					1	1	40,000.00	40,000.00
Computer Equipment and Accessories																				
1 Webcam	unit		3		3			3				3					3	3	950.00	2,850.00
2 Computer set	set		1		1			1				1					1	1	40,000.00	40,000.00
*Other Categories																				
1 Labor Day celebration (Uniform and Meals)					0			1				1					0	1	18,700.00	18,700.00
2 Hosting of DOLE-RCC Meeting (No Fixed Date)(Meals and Venue)					1			0				0					0	1	12,000.00	12,000.00
3 Civil Service Month					0			0				0					0	1	3,000.00	3,000.00
4 Family Day (Meals/Accommodation/Supplies)					0			0				0					0	1	30,000.00	30,000.00
5 Women's Month Celebration (Meals and Uniform)					1			0				0					0	1	18,000.00	18,000.00
6 18-day Campaign against Violence Against women					0			0				0					0	1	6,000.00	6,000.00
7 DOLE Anniversary Celebration (Meals and supplies)					0			0				0					0	1	10,500.00	10,500.00
8 NLRC Anniversary (Meals and supplies)					0			0				0					0	1	13,000.00	13,000.00
CAD Program and Activities (Trainings/Seminar)					0			1				1					0	1	15,000.00	15,000.00

