

**DEPARTMENT OF JUSTICE
OFFICE OF THE SOLICITOR GENERAL
ANNUAL PROCUREMENT PLAN
NATIONAL EXPENDITURE PLAN FY 2017**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule of Each Procurement Activity				Source of Funds	MOOE	CO	Remarks (Brief Description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing				
UTILITY EXPENSES											
	Water - Non-Drinking	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	2,068,000		OSG water consumption
	Water - Drinking	Divisions & Services	NP-Small Value	To procure from the service provider				GoP	343,000		Annual contract for the supply and delivery of mineral water with free hot and cold dispensers
	Electricity	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	16,980,000		OSG electricity consumption
SUB-TOTAL								19,391,000			
TRAINING AND SCHOLARSHIP											
	Training program for OSG officials and employees	HRMD / Divisions / Admin	Neg. Proc.	Delegated to the Training Section of HRMD, Capacity Building Committee and Administrative Division				GoP	11,399,000		Various training programs for OSG officials and administrative employees. These amounts shall cover the training fees, food expenses and other incidental expenses
SUB-TOTAL								11,399,000			
COMMUNICATION SERVICES											
	Postage and Deliveries	DMS	Direct Contracting / Agency to	Not Applicable January 2017 January 2017				GoP	1,700,000		Actual expenses for postage stamps, telegram and other related expenses
	Internet	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	2,462,000		PLDT-Philcom Cagayan de Oro, OSG building and Cebu
	Telephone Expenses (Landline)	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	5,543,000		Direct lines, PLDT analog telephony (white) and I.P. Telephony (black)
SUB-TOTAL								9,705,000			
REPAIRS AND MAINTENANCE											
Buildings and Structures											
	Repainting of external surface areas of the OSG building	Divisions & Services	NP-Small Value	March 2016				GoP	500,000		For building maintenance
	Renovation of office space/rooms	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to the Administrative Division				GoP	2,500,000		Renovation/Installation of walls & cubicles for the existing and additional divisions, for good working condition
Office Equipment											
	Repairs of various unserviceable office equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to the Administrative Division					500,000		Repair of airconditioning units, pitney bowes, binding machine, firefighting and other office equipment
Furniture & Fixtures											
	Repair of various furniture and fixtures	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	100,000		Replacement/installation of vertical blinds, repair of doors and other office furniture and fixtures
IT Equipment											
	Repair of various office equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	525,000		Repair of desktops, laptops, printers, IT equipment (server) and other IT equipment
Communication Equipment											
	Repair of various communication equipment	Divisions & Services	NP-Small Value	To procure as the need arises. Delegated to Administrative Division				GoP	100,000		Repair of fax machine, telephone and other communication equipment
Machineries and Equipment											
	Preventive maintenance of two (2) units elevator	Divisions & Services	NP-Small Value	Delegated to the Administrative Division				GoP	340,000		To maintain the good condition of the 2 units elevator, for safety purpose.
Other Machineries											
	Repair of shutter, motor pump and other machineries	Divisions & Services	NP-Small Value	Delegated to the Administrative Division				GoP	300,000		Repair of 4 units shutter, 6 units of motor pump, router, compressor and other machineries
Motor Vehicles											
	Preventive maintenance and repairs of OSG vehicles	Divisions & Services	Direct Contracting	To procure as the need arises. Delegated to Administrative Division				GoP	2,193,000		Preventive maintenance, kilometer check-up and other repairs of OSG five (5) buses, 9 motorcycles, 30 wagons and 6 vans
SUB-TOTAL								7,058,000			

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SUPPLIES AND MATERIALS												
Office Supplies								11,325,000.00				
	Copy papers & other paper materials w/ OSG print	Divisions & Services	Public Bidding	August 2017		September 2017		GoP	1,500,000			Procurement at PS-DBM and external suppliers
	Common-use office supplies & equipment	Divisions & Services	Shopping	To procure as the need arises. Delegated to Administrative Division				GoP	8,725,000			
	Managed Printing	Divisions & Services	Public Bidding	May 2017		June 2017		GoP	1,100,000			Annual contract for the payment of toners with free use of printes
	Gasoline, Oil and Lubricants	Divisions & Services	Not Applicable	To procure as the need arises.				GoP	4,392,000			Gasoline expenses for 50 OSG vehicles
	Drugs and Medicines	Divisions & Services	Not Applicable	To procure as the need arises. Delegated to HRMAS					5,000			Procurement of medicines in times of emergency
Semi-Expendable Expenses												
	Semi -Expendable Machinery & Equipment								131,000			Purchases of semi-expendable machinery & equipment with value of less than P15,000, such as:
	Office Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	116,000			Purchases of foldable push cart, dry sealer, exhaust fan, paper shredder, etc.
	Communication Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	15,000			Purchases of various communication equipment
	Semi-Expendable Furniture, Fixtures & Books Expense								635,000			Purchases of semi-expendable furniture and fixtures with value of less than P15,000, such as:
	Furniture and Fixtures	Divisions & Services	NP-Small Value	Delegated to Administrative Division				GoP	150,000			Purchases of steel filing cabinets, tables and chairs in its uniform & small sizes suited for small office space to accommodate 20-30 employees
	Books	Library / Admin	NP-Small Value	Delegated to Administrative Division				GoP	485,000			Procurement of legal and other pertinent books
SUB-TOTAL								16,488,000				
TAXES, INSURANCE PREMIUMS AND OTHER FEES												
	Insurance Expense (OSG's Motorpool & Building: Comprehensive Insurance Policy including Third Party	Admin	NP-Agency to Agency	Not Applicable				GoP	718,000			GSIS insurance of the OSG motor pool vehicles including six (6) additional vehicles and OSG building
	Taxes and Licenses	Divisions & Services	NP-Agency to Agency	Not Applicable				GoP	214,000			LTO renewal of the OSG motor pool
	Fidelity Bond Premium			Not Applicable				GoP	100,000			OSGs bonded officers with cash accountability: Lipit, Ojenal, Mones, Benosa, Belen and Dequina.
SUB-TOTAL								1,032,000				
GENERAL SERVICES												
	Security Services	Divisions & Services	Public Bidding	Oct. 2017	Oct-Nov 2017	Dec. 2017		GoP	5,500,000.00			Annual contract for the outsourcing of 15 security personnel; for security purposes
	Janitorial Services (including materials/ supplies)	Divisions & Services	Public Bidding	Jan 2017	November 2016	December 2016		GoP	4,000,000.00			Annual contract for the outsourcing of janitorial services for the 36 divisions including equipment and material supplies
	Environmental and Sanitary Services	Divisions & Services	Direct Contracting	To renew the services of the existing provider				GoP	259,000.00			Annual and monthly fee for garbage maintenance (MACEA) and pest control for clean and better working environment
	Other General Services	Divisions & Services	Direct Contracting	As the need arises				GoP	35,000.00			Other general services such as carpet cleaning and laundry services (curtains of OSG buses and Padilla Hall).
SUB-TOTAL								9,794,000				
PROFESSIONAL AND OTHER PROFESSIONAL SERVICES												
Professional Services												
	Consultancy Services	SG	NP - Highly technical, primarily confidential consultant	To procure as the need arises.				GoP	237,000			Hiring of highly-technical consultant requiring expertise on systems and processes and other highly-technical matters.

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	Other Professional Services										
	Legal Services	Divisions & Services	Not Applicable	Delegated to services and legal divisions				GoP	10,000		Notarial Services and Transcript of Stenographic Notes from courts
	Other Professional Services	Divisions & Services	Not Applicable						95,000		Honoraria for Zumba Instructor for Wellness Activities and Resource Speaker for Solo Parents Activities
SUB-TOTAL									342,000		
OTHER MAINTENANCE and OPERATING EXPENSES:											
	Transportation and Delivery Expense	FMS	Not Applicable	As per reimbursement				GoP	461,000.00		Transportation expense by liaison officers, messengers and bus drivers
	Printing and Binding Expense	FMS	Not applicable	As need arises. For reimbursement				GoP	50,000.00		Printing and binding expenses of various documents
	Representation Expense	Divisions & Services	Not applicable					GoP	150,000.00		Representation expenses for Expenses for official meetings /conferences and entertainments
	Advertising Expense	BAC / HRMAS	NP-Small Value	Delegated to Administrative Division				GoP	100,000.00		Publication costs for bid invitation/ job vacancies/ sponsorship to universities
	Other Maintenance and Operating Expenses	Divisions & Services	Not applicable	As the need arises				GoP	5,575,000.00		Various expenses in relation with the agebcy's social activities and other operating expenses
SUB-TOTAL									6,336,000.00		
RENT EXPENSES											
	Office Space Rental	Divisions & Services	NP-Lease of Real Property	Delegated to Administrative Division				GoP	34,802,000		Annual existing 16 office spaces rental at APMC, 2 units at Montepino buildings including provision for additional 2 vacant divisions
	Parking Space	Divisions & Services	NP-Lease of Real Property	Delegated to Administrative Division				GoP	1,052,000		Annual existing 11 parking space at Atlas Pacific Management Corporation, 5 slots for buses and provision for 20 slots for OSG officials and employees, in replacement for 15 parking spaces reverted to building structure by Urban Realty
	P.O. Box Rental	Divisions & Services	NP-Direct Contracting	Delegated to Administrative Division				GoP	2,000		P.O. Box rental-Philpost Corporation
	Equipment	Divisions & Services	Public Bidding	October 2017	November 20	December 2017	GoP	3,360,000		Annual rental of photocopying machines necessary for the reproduction of legal and non-legal documents;	
SUB-TOTAL									39,216,000		
SUBSCRIPTION EXPENSE											
	Cable	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications)				GoP	12,000		Cable satellite, telegraph and radio expenses
	Magazines, Newspapers, Journal & Official Gazette	Divisions & Services	NP-Small Value	Annual subscription. Delegated to Administrative Division				GoP	301,000		Subscription of newspapers, magazines, Phil. Law Journal and Official Gazette that can be used as reference materials and for general information purposes
	Library Books	Library / Admin. Div	Direct Contracting / NP-Small Value	As the need arises				GoP	54,000		Various books needed for the use of OSG employees
	Various ICT software and legal information licenses	Divisions & Services	Direct Contracting	Not Applicable (Guidelines on Procurement of Water, Electricity, Telecommunications & Internet Service Providers)				GoP	9,110,000		Continuing ICT licenses needed for Server Consolidation and Virtualization, Case Management Information System, Legal Information Resources, Office Productivity and Disaster Management and Risk Reduction
SUB-TOTAL									9,477,000		

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CAPITAL OUTLAY											
PROPERTY, PLANT AND EQUIPMENT											
A. MACHINERY AND EQUIPMENT											
	Information and Communication Technology							GoP	5,462,000	Procurement of various ICT Equipment consistent with the Information Strategic Systems Plan for FY 2017	
	Printing Equipment	Divisions & Services	NP-Small Value	Delegated to Administrative Division			GoP	198,000	Procurement of various ICT Equipment consistent with the Information Strategic Systems Plan for FY 2017		
BUILDING AND STRUCTURES											
	Buildings	Division & Services	NP-Small Value	Delegated to Administrative Division			GoP	9,000,000	Purchase of Procurement of Fire Sprinkler and Fire Alarm System)		
INTANGIBLE ASSETS											
	ICT Software	Divisions & Services	Neg. Proc	Delegated to Administrative Division			GoP	35,000	Procurement of Window Server Device CAL		
SUB-TOTAL									-	14,695,000	
GRAND TOTAL										14,695,000	

R e c o m m e n d i n g A p p r o v a l :

Rosalinga
ROSALINDA C. IBARRA
Director, Human Resource Management
and Administrative Service

Edgar S. Dimayuga
EDGAR S. DIMAYUGA
Director, Financial Management Service

(on official travel)
DEREK R. PUERTOLLANO
Chairperson, Bids and Awards Committee

A p p r o v e d B y :

Jose C. Calida
JOSE C. CALIDA
Solicitor General

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

For: 1/15M

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **OFFICE OF THE SOLICITOR GENERAL**

Agency Account Code: **M024**

Contact Person: **ANNABELLE P. CRUZ**

Region: **NCR**

Position: **AOV**

Address: **134 Amorsolo St., Legaspi Village, Makati City**

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Item & Specifications	Unit of Measure	Quantity Requirement																		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	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack				0				0				0					0	0	17.42	-
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0				0				0					0	0	15.03	-
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0				0				0					0	0	77.56	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0					0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0					0	0	36.30	-
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	0	93.29	-
7 TAPE, electrical	roll				0				0				0					0	0	18.20	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
COMMON OFFICE SUPPLIES																					
1 ACETATE, gauge #3, 50m per roll	roll				0				0				0					0	0	624.00	-
2 AIR FRESHENER, 280mL/150g min	can				0				0				0					0	0	83.20	-
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0				0				0					0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0					0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				10				10				10					10	40	202.80	8,112.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	0	64.48	-
7 CHALK, white, enamel, 100 pieces per box	box				1				1				1					1	4	25.86	103.44
8 CLEARBOOK, A4 size	piece				0				0				0					0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0				0				0					0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0				0				0					0	0	13.50	-
12 CLIP, backfold, 32mm, 12 pieces per box	box		50		50			50	50		50		50		50		50	50	200	19.12	3,824.00
13 CLIP, backfold, 50mm, 12 pieces per box	box		50		50			50	50		50		50		50		50	50	200	43.68	8,736.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		100		100			100	100		100		100		100		100	100	400	31.20	12,480.00
15 DATA FILE BOX, made with chipboard, with closed ends	box		0		50			50	50		50		50		50		50	50	200	69.78	13,956.00
16 DATA FOLDER, made with chipboard, taglia lock	piece		50		50			50	50		50		50		50		50	50	200	68.64	13,728.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0				0				0					0	0	381.54	-
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				5				5				5					5	20	507.40	10,148.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				20				0				20					0	40	621.71	24,868.40
20 ENVELOPE, EXPANDING, plastic	piece				0				0				0					0	0	27.61	-
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				0				0				0					0	0	499.20	-
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0				0				0					0	0	561.60	-
23 ERASER, felt, for blackboard/whiteboard	piece				0				0				0					0	0	11.11	-
24 ERASER, plastic or rubber	piece				0				0				0					0	0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				300				300				300					300	1200	57.09	68,508.00
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	0	291.20	-
31 FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0					0	0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				50				50				50					50	200	746.72	149,344.00
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				0				0				0					0	0	179.28	-
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				100				100				100					100	400	200.37	80,148.00
36 GLUE, all purpose, 300 grams min.	jar				100				100				100					100	400	44.18	17,672.00
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				25				0				25					0	50	50.84	2,542.00
38 LOOSELEAF COVER, 50sets per bundle	bundle				10				10				10					10	40	539.76	21,590.40
39 MAGAZINE FILE BOX, LARGE	piece				20				20				20					20	80	41.60	3,328.00
40 MARKER, fluorescent, 3 colors per set	set				100				100				100					100	400	35.55	14,220.00
41 MARKER, whiteboard, bullet type, black	piece				25				25				25					25	100	10.28	1,028.00
42 MARKER, whiteboard, bullet type, blue	piece				0				0				0					0	0	10.28	-
43 MARKER, whiteboard, bullet type, red	piece				0				0				0					0	0	10.28	-

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5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				25				25				25				25	100	114.28	11,428.00
6 SCISSORS, (6")	pair				30				30				30				30	120	13.73	1,647.60
7 STAPLER, standard	piece				25				25				50				25	125	82.16	10,270.00
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				25				0				25				0	50	878.80	43,940.00
9 STAPLE REMOVER, plier type	piece				50				50				50				50	200	18.18	3,636.00
10 TAPE DISPENSER, table top	piece				10				10				10				10	40	47.72	1,908.80
11 WASTE BASKET, non-rigid plastic	piece				20				20				20				20	80	23.90	1,912.00
COMMON JANITORIAL SUPPLIES																				
1 BROOM, soft (tambo)	piece				0				0				0				0	0	88.40	-
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				0				0				0				0	0	119.60	-
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300mL/can	can				0				0				0				0	0	84.76	-
10 INSECTICIDE, aerosol type, 600mL/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				15				15				15				15	60	142.48	8,548.80
13 MOPHEAD, made of rayon	piece				30				30				30				30	120	98.80	11,856.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				0				0				0				0	0	139.88	-
17 DISINFECTANT, bleaching solution	cont				0				0				0				0	0	101.82	-
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
COMMON OFFICE EQUIPMENT																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0	10,400.00	-
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				10				0				10				0	20	142.36	2,847.20
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				0				0				0				0	0	328.64	-
4 CHAIR, monobloc, without armrest, beige	piece				25				25				25				25	100	254.68	25,468.00
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	254.80	-
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0	6,229.60	-
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit				0				0				0				0	0	25,272.00	-
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0	956.80	-
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,248.00	-
10 ELECTRIC FAN, stand type	unit				0				0				0				0	0	967.10	-

Item & Specifications	Unit of Measure	Quantity Requirement												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	Total Quantity
11 ELECTRIC FAN, wall type	unit				0								0					0	790.40	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/telex switch	unit				0								0					0	3,502.72	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10lbs.), brand new	unit				0								0					0	1,080.56	-
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.), brand new	unit				0								0					0	4,992.00	-
15 MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0								0					0	26,483.60	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit				0								0					0	7,488.00	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0								0					0	5,699.20	-
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0								0					0	18,709.60	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0								0					0	5,831.52	-
20 PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	unit				0								0					0	10,000.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0								0					0	1,237.60	-
22 TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0								0					0	1,289.60	-
23 TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0								0					0	1,242.80	-
COMMON COMPUTER SUPPLIES																				
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				5								5					5	630.76	12,615.20
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0								0					0	950.30	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0								0					0	716.04	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0								0					0	1,220.96	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0								0					0	571.80	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0								0					0	958.15	-
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0								0					0	21.79	-
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				5								5					5	2,818.40	56,368.00
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				50								50					50	194.48	38,896.00
10 MOUSE, optical, USB connection type	unit				50								50					50	127.80	25,560.00
HANDBOOK ON PROCUREMENT																				