

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

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, etc.
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 not filled 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 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 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
6. 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
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -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: SAN RAFAEL WATER DISTRICT

Region: III

Address: POBLACION, SAN RAFAEL, BULACAN

Item & Specifications		Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
			Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES													
COMMON ELECTRICAL SUPPLIES													
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	4	4	4	4	4	4	4	4	16	17.40	278.35
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	4	4	4	4	4	4	4	4	16	14.99	239.86
3	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	12	12	12	12	12	12	12	12	48	103.35	4,960.67
4	TAPE, electrical	roll	8	8	8	8	8	8	8	8	32	18.47	591.14
COMMON OFFICE SUPPLIES													
1	ALCOHOL, 70%, ethyl, 500ml	bottle	12	12	11	11	12	12	11	11	46	43.79	2,014.21
2	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	1	1		0		0		0	1	257.73	257.73
3	CLIP, backfold, 50mm, 12 pieces per box	box	2	2	1	1	1	1	1	1	5	44.34	221.68
4	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	17	17	16	16	17	17	16	16	66	41.70	2,751.95
5	ERASER, plastic or rubber	piece	3	3	3	3	3	3	2	2	11	2.19	24.12
6	GLUE, all purpose, 300 grams min.	jar	1	1	1	1	1	1	1	1	4	49.61	198.45
7	MARKER, whiteboard, bullet type, black	piece	1	1		0	1	1		0	2	11.98	23.95
8	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	4	4	3	3	3	3	3	3	13	13.72	178.40
9	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	9	9	8	8	8	8	8	8	33	6.86	226.43
10	PENCIL, lead, w/eraser, one(1) dozen per box	box	4	4		0		0		0	4	19.91	79.66
11	RUBBER BAND, 70mm min lay flat length (#18)	box	2	2	1	1	2	2		0	5	107.44	537.19
12	RULER, plastic, 450mm, 1 piece in individual plastic	piece	3	3	2	2	3	3	2	2	10	15.83	158.34
13	SIGN PEN, black	piece	14	14	14	14	14	14	13	13	55	44.67	2,456.86
14	SIGN PEN, red	piece	1	1		0		0		0	1	44.67	44.67
15	STAMP PAD INK, violet, 50mL	bottle	1	1	1	1	1	1		0	3	23.22	69.67
16	STAMP PAD, felt pad, min 60mm x 100mm	piece	1	1	1	1	1	1		0	3	31.55	94.64
17	STAPLE WIRE, Standard	box	9	9	8	8	9	9	8	8	34	19.20	652.93
18	TAPE, masking, 24mm, 50 meters length	roll	11	11	10	10	10	10	10	10	41	55.95	2,293.82
19	TAPE, masking, 48mm, 50 meters length	roll	3	3		0	2	2		0	5	106.62	533.08
20	TAPE, transparent, 24mm, 50 meters	roll	5	5	5	5	5	5	5	5	20	17.63	352.61
21	TAPE, transparent, 48mm, 50 meters	roll	6	6	5	5	6	6	5	5	22	33.78	743.14
22	TAPE, packaging, 48mm, 50 meters length	roll	3	3		0	2	2		0	5	33.78	168.90
COMMON OFFICE DEVICES													
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	1	1	1	1	1	1	1	1	4	7.97	31.87
2	CUTTER KNIFE, heavy duty	piece	2	2	1	1	2	2	1	1	6	19.72	118.33
3	PENCIL SHARPENER, 1 piece in indiviual plastic case	piece	1	1		0	1	1		0	2	190.01	380.02
4	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	2	2	2	2	2	2	1	1	7	125.28	876.97

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		
5 SCISSORS, (6")	pair	2	2	2	2	2	2	2	2	8	15.76	126.10
6 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	3	3	3	3	3	3	1	1	10	1,075.66	10,756.56
7 STAPLE REMOVER, plier type	piece	2	2	1	1	2	2	1	1	6	17.89	107.37
8 TAPE DISPENSER, table top	piece	3	3		0	2	2		0	5	48.44	242.18
COMMON JANITORIAL SUPPLIES												
1 BROOM, soft (tambo)	piece	1	1	1	1	1	1	1	1	4	105.56	422.24
2 BROOM, stick (tingting)	piece	1	1	1	1	1	1	1	1	4	24.28	97.12
COMMON OFFICE EQUIPMENT												
COMMON COMPUTER SUPPLIES												
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	3	3	2	2	2	2	2	2	9	610.93	5,498.36
2 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	2	2	1	1	1	1	1	1	5	693.74	3,468.71
CONSUMABLES												
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart	12	12	12	12	12	12	12	12	48	77.90	3,739.26
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)												
COMMON OFFICE SUPPLIES												
1 INDEX CARD, 5"x8", 500 pieces per pack	pack	2	2	1	1	2	2	1	1	6	141.43	848.58
Office Equipment and Accessories												
1 Steel Cabinet	piece	1	1		0		0		0	1	5,000.00	5,000.00
2 Swivel Chair	piece	3	3		0		0		0	3	3,000.00	9,000.00
Office Supplies												
1 Ball Pen, Retractable, black	piece	11	11	11	11	11	11	10	10	43	43.70	1,879.10
2 Ball Pen, Retractable, blue	piece	1	1	1	1	1	1	1	1	4	43.70	174.80
3 Retractable Refill, black	piece	18	18	17	17	18	18	17	17	70	13.78	964.60
4 Retractable Refill, blue	piece	5	5	4	4	4	4	4	4	17	13.78	234.26
5 Ball Pen, ordinary, black	piece	27	27	26	26	27	27	26	26	106	4.75	503.50
6 Ball Pen, ordinary, red	piece	3	3	3	3	3	3	3	3	12	4.75	57.00
7 Ball Pen, table, with string	piece	1	1	1	1	1	1	1	1	4	18.05	72.20
8 Friction Pen, 0.4mm	piece	2	2	1	1	2	2	1	1	6	78.13	468.78
9 Friction Pen refill, 0.4mm	piece	3	3	3	3	3	3	3	3	12	47.75	573.00
10 Book Ends	piece	5	5	5	5	5	5	5	5	20	104.17	2,083.40

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		
11 Envelope, brown, legal size, 10" x 15"	piece	25	25	24	24	25	25	24	24	98	1.66	162.68
12 Envelope, expanding, legal size, 10" x 15" assorted color	piece	20	20	19	19	20	20	19	19	78	1.90	148.20
13 Envelope, expanding, letter size, 9" x 12.5"	piece	11	11	10	10	10	10	10	10	41	13.55	555.55
14 Envelope, pay, kraft, (4"x7-1/2"), 25/pack	pack	1	1	1	1	1	1		0	3	17.50	52.50
15 Folder, Pressboard, legal	piece	3	3	3	3	3	3	3	3	12	15.30	183.60
16 Folder, tagboard, legal size	piece	4	4	4	4	4	4	3	3	15	25.65	384.75
17 Folder, tagboard, A4 size	piece	77	77	77	77	77	77	76	76	307	3.80	1,166.60
18 Highlighter, green	piece	55	55	54	54	54	54	54	54	217	3.33	722.61
19 Highlighter, yellow	piece	7	7	6	6	6	6	6	6	25	30.40	760.00
20 Filing Rack, 3 layer, metal	piece	4	4	3	3	3	3	3	3	13	30.40	395.20
21 Marker, fine, black	piece	2	2	1	1	2	2	1	1	6	275.75	1,654.50
22 Marker, broad, black	piece	8	8	8	8	8	8	7	7	31	50.35	1,560.85
23 Paper, clamp, big	piece	1	1		0		0		0	1	50.35	50.35
24 Paper, clamp, small	piece	16	16	16	16	16	16	15	15	63	19.95	1,256.85
25 Tape, Adhesive, 24mm	roll	13	13	13	13	13	13	13	13	52	10.45	543.40
26 Pencil, w/ eraser	piece	3	3	3	3	3	3	2	2	11	20.86	229.46
27 Pencil	piece	3	3	3	3	3	3	3	3	12	6.25	75.00
28 Sign Pen, Green	piece	2	2	3	3	2	2	3	3	10	10.75	107.50
29 Ribbon, for adding machine	piece	1	1		0	1	1		0	2	5.70	11.40
30 Columnar Notebook, 4 cols.	piece	3	3		0		0		0	3	20.70	62.10
31 Columnar Notebook, 5 cols.	piece	7	7		0		0		0	7	23.50	164.50
32 Columnar Notebook, 16 cols.	piece	2	2		0		0		0	2	40.00	80.00
33 Columnar Notebook, 18 cols.	piece	2	2		0		0		0	2	40.00	80.00
34 Columnar Notebook, 24 cols.	piece	1	1		0		0		0	1	50.75	50.75
35 Art Paper, big	piece	3	3	3	3	3	3	3	3	12	5.50	66.00
36 Box File, metal	piece	3	3	2	2	3	3	2	2	10	345.50	3,455.00
37 Box File, board	piece	8	8	8	8	8	8	8	8	32	164.35	5,259.20
38 Cutter blade, heavy duty	pack	1	1		0		0		0	1	26.04	26.04
39 Envelope, Accordion File folder, plastic	piece	1	1		0		0		0	1	150.00	150.00
40 Plastic Cover	yard	4	4	4	4	4	4	4	4	16	13.47	215.52
41 Correction Tape, water based	piece	2	2	1	1	2	2	1	1	6	36.46	218.76
42 Stamp pad Ink, black, 500 ml	bottle	1	1		0		0		0	1	22.17	22.17
43 Stamp pad Ink, blue, 500 ml	bottle	1	1		0		0		0	1	22.17	22.17
44 Ribbon for adding machine	piece	3	3	3	3	3	3	3	3	12	22.92	275.04
45 Stamp pad ink, green, 500 ml	bottle	1	1		0		0		0	1	22.17	22.17
46 Stamp pad ink, red, 500 ml	bottle	1	1		0	1	1		0	2	22.17	44.34
47 Check book	pad	3	3	2	2	3	3	2	2	10	350.00	3,500.00
48 Record Book, 150pp.	piece	5	5	5	5	5	5	5	5	20	36.46	729.20
49 Sharpener, single cutter head	piece	2	2	1	1	2	2		0	5	5.00	25.00
50 Daily Time Record, card	pack	1	1	1	1	1	1	1	1	4	26.04	104.16

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		
51 Cutter Blade, small	pack	3	3	3	3	3	3		0	9	10.75	96.75
52 Glue Stick	piece	1	1	1	1	1	1	1	1	4	2.60	10.40
53 Ribbon, Epson, LX-310	piece	3	3	3	3	3	3	3	3	12	103.00	1,236.00
54 Envelope, mail, long, white, 25/pack, Class A	pack	4	4	3	3	4	4	3	3	14	25.00	350.00
55 Glue Gun Stick refill	piece	5	5	5	5	5	5	5	5	20	3.00	60.00
56 USB, 16 G	piece	1	1	1	1	1	1		0	3	674.11	2,022.33
57 Official Receipt	box	34	34	33	33	33	33	33	33	133	1,790.00	238,070.00
58 Thermal Coreless / Paper 57mm x 38mm , 1 ply	roll	275	275	275	275	275	275	275	275	1100	25.00	27,500.00
59 Calculator, compact, electronic, LCD, desktop, display 12 digits	unit	2	2	1	1	1	1	1	1	5	158.22	791.10
60 Lead, for mechanical pencil, 0.5mm, 12pcs/tube	tube	3	3	2	2	3	3	1	1	9	13.17	118.53
61 Paper Fastener, for paper, plastic, 50 sets/box	box	10	10	9	9	9	9	9	9	37	83.27	3,080.99
62 Cutter, small	piece	2	2	1	1	2	2	1	1	6	17.10	102.60
63 Stapler, small	piece	1	1		0		0		0	1	56.00	56.00
64 Money Detector Bulb	unit	1	1		0	1	1		0	2	150.00	300.00
65 Adding Machine	unit	1	1		0		0		0	1	3,037.15	3,037.15
66 Cutter blade, small	pack	1	1		0		0		0	1	10.75	10.75
Cleaning Equipment and Supplies							0					
1 Dishwashing Liquid, big	pack	6	6	6	6	6	6	6	6	24	125.00	3,000.00
2 Liquid Bleach, big	bottle	2	2	1	1	2	2	1	1	6	80.00	480.00
3 Detergent, powder, 12pcs./dozen	pack	6	6	6	6	6	6	6	6	24	30.00	720.00
4 Hard surface liquid cleaner, big	bottle	1	1		0	1	1		0	2	100.00	200.00
5 Mini spray perfume, air freshener, small	bottle	6	6	6	6	6	6	6	6	24	100.00	2,400.00
6 Air freshener, big	bottle	2	2	1	1	2	2	1	1	6	300.00	1,800.00
7 Trash bag, clear, XXL	pack	6	6	6	6	6	6	6	6	24	100.00	2,400.00
8 Steel Wool	piece	6	6	6	6	6	6	6	6	24	35.00	840.00
9 Scotch Bright w/ foam	piece	1	1	1	1	1	1	1	1	4	40.00	160.00
10 Sponge, cloth, yellow	piece	6	6	6	6	6	6	6	6	24	40.00	960.00
11 Glass cleaner	bottle	1	1	1	1	1	1	1	1	4	150.00	600.00
12 Brush w/ handle	piece	1	1	1	1	1	1	1	1	4	35.00	140.00
13 Feather Duster	piece	3	3	2	2	3	3	2	2	10	50.00	500.00
14 Door mat, rubber	piece	4	4	3	3	4	4	3	3	14	50.00	700.00
15 Pot pouri with socket	piece	1	1		0		0		0	1	250.00	250.00
16 Pot pouri, citronella, lavender, eucalyptus	piece	3	3		0		0		0	3	100.00	300.00
17 Doormat, cloth, big	piece	2	2	1	1	2	2	1	1	6	50.00	300.00
18 Muriatic Acid	bottle	9	9	9	9	9	9	9	9	36	25.00	900.00
19 Tissue Paper	box	3	3	3	3	3	3	3	3	12	50.00	600.00
Paper Materials and Products												
1 Paper, bond, letter size , 8" x 11"	ream	70	70	70	70	70	70	70	70	280	122.40	34,272.00
2 Paper, bond, legal size, 8" x 13"	ream	39	39	38	38	39	39	38	38	154	152.00	23,408.00
3 Paper, Photo, Linen	pack	2	2	1	1	2	2	1	1	6	40.00	240.00

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		

4	Paper, Specialty Board	pack	3	3	2	2	2	2	2	2	9	40.00	360.00
5	Paper, Sticker, Matte	pack	3	3	2	2	3	3	2	2	10	40.00	400.00
6	Paper, Tape, for adding machine, 4 rolls/pack	roll	7	7	7	7	7	7	7	7	28	51.30	1,436.40
7	Paper, colored pad	pad	2	2	2	2	2	2	2	2	8	32.30	258.40
8	Paper, tracing	roll	1	1		0		0		0	1	500.00	500.00
				0		0		0		0	0		-
				0		0		0		0	0		-
Lighting and fixtures and accessories													
1	Flourescent Lamp, tubular, 40 watts	piece	8	8	8	8	8	8	8	8	32	45.00	1,440.00
2	Flourescent Lamp, tubular, 20 watts	piece	8	8	8	8	8	8	8	8	32	40.00	1,280.00
3	Flourescent Lights, 20 watts	piece	5	5	5	5	5	5	5	5	20	200.00	4,000.00
4	Battery, 9 volts	pack	3	3	2	2	3	3	2	2	10	85.00	850.00
Electrical equipment and components and supplies													
1	Floatless Relay 440 V	piece	2	2	1	1	2	2	1	1	6	3,000.00	18,000.00
2	Floatless Relay 230 V	piece	2	2	1	1	2	2	1	1	6	3,000.00	18,000.00
3	Circuit Breaker 30 A	piece	1	1	1	1	1	1		0	3	2,000.00	6,000.00
4	Circuit Breaker 60A	piece	1	1		0	1	1		0	2	2,500.00	5,000.00
5	Circuit Breaker 100 A/440 V	piece	1	1		0		0		0	1	3,000.00	3,000.00
6	Magnetic Contactor with Overload Relay 16 Amp	piece	1	1	1	1	1	1	1	1	4	6,000.00	24,000.00
7	Magnetic Contactor with Overload Relay for 5 Hp	piece	1	1	1	1	1	1	1	1	4	6,000.00	24,000.00
8	Under/Over Relay 230 V	piece	1	1	1	1	1	1	1	1	4	3,000.00	12,000.00
9	24 Hours Timer	piece	3	3	2	2	2	2	2	2	9	450.00	4,050.00
10	Battery 2D	piece	1	1		0		0		0	1	3,500.00	3,500.00
11	Battery 3SM	piece	1	1		0	1	1		0	2	4,500.00	9,000.00
12	THW # 12	box	1	1		0	1	1		0	2	5,000.00	10,000.00
13	THW # 14	box	1	1		0		0		0	1	8,000.00	8,000.00
14	Outlet	piece	3	3	2	2	3	3	2	2	10	200.00	2,000.00
15	Switch	piece	3	3	2	2		0		0	5	150.00	750.00
16	Switch (surface type)	piece	3	3	2	2		0		0	5	1,000.00	5,000.00
17	Bulb Sucklet (3")	piece	3	3	2	2		0		0	5	200.00	1,000.00
Computer Supplies													
1	Ink Cartridge, Canon, #810	cart	1	1		0	1	1		0	2	840.00	1,680.00
2	Ink Cartridge, Canon #811	cart	1	1		0	1	1		0	2	1,120.00	2,240.00
3	Ink Cartridge, HP, black, # 704	cart	5	5	4	4	5	5	4	4	18	375.00	6,750.00
4	Ink Cartridge, HP, colored, # 704	cart	3	3	3	3	3	3	3	3	12	375.00	4,500.00
5	Ink Refill, bottomless, black, 500ml, EPSON	bottle	14	14	14	14	14	14	13	13	55	315.00	17,325.00
6	Ink Refill, bottomless, cyan, 500ml, EPSON	bottle	5	5	4	4	5	5	4	4	18	315.00	5,670.00
7	Ink Refill, bottomless, magenta, 500ml, EPSON	bottle	5	5	4	4	5	5	4	4	18	315.00	5,670.00
8	Ink Refill, bottomless, yellow, 500ml, EPSON	bottle	5	5	4	4	5	5	4	4	18	315.00	5,670.00
9	Drum Cartridge, for Fuji Xerox	piece	1	1		0	1	1		0	2	8,000.00	16,000.00
10	Toner Cartridge, for Fuji Xerox	piece	5	5	4	4	5	5	4	4	18	3,800.00	68,400.00

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		

Computer Equipment and Accessories												-
1 AVR	unit	3	3	2	2	2	2	2	2	9	253.58	2,282.22
2 Keyboard	piece	2	2	3	3	2	2	3	3	10	293.00	2,930.00
3 Mouse	piece	3	3	3	3	3	3	3	3	12	190.20	2,282.40
*Other Categories												-
1 Hand Towel	piece	2	2	2	2	2	2	2	2	8	35.00	280.00
2 Kitchen Towel	piece	1	1	1	1	1	1	1	1	4	50.00	200.00
3 Oven Toaster	piece	1	1		0		0		0	1	1,500.00	1,500.00
4 Water Dispenser	piece	1	1		0		0		0	1	2,000.00	2,000.00
5 Plates, Porcelain	dozen	1	1		0	1	1		0	2	600.00	1,200.00
6 Glass	piece	2	2		0		0		0	2	35.00	70.00
7 Spoon	dozen	1	1	1	1	1	1		0	3	150.00	450.00
8 Fork	dozen	1	1	1	1	1	1		0	3	150.00	450.00
9 Cups & saucer	set	1	1		0	1	1		0	2	350.00	700.00
10 Place mat/ Table mat	piece	3	3	3	3	3	3	3	3	12	100.00	1,200.00
11 Knife	piece	1	1		0	1	1		0	2	250.00	500.00
12 Bread Knife	piece	1	1		0		0		0	1	200.00	200.00
13 Chopping Board	piece	1	1		0	1	1		0	2	250.00	500.00
14 Soup bowl	dozen	1	1		0	1	1		0	2	850.00	1,700.00
15 Dish organizer	piece	1	1		0		0		0	1	500.00	500.00
16 Pail	piece	1	1	1	1	1	1	1	1	4	100.00	400.00
17 Blind Rivet	box	5	5	5	5	5	5	5	5	20	250.00	5,000.00
18 Flat Washer	kilo	3	3	3	3	3	3	3	3	12	200.00	2,400.00
19 Insecticide spray	piece	1	1		0	1	1		0	2	100.00	200.00
20 Insecticide chalk	piece	2	2	2	2	2	2	2	2	8	20.00	160.00
21 Padlock	piece	38	38	37	37	38	38	37	37	150	150.00	22,500.00
22 Raincoat	piece	4	4	3	3	4	4	3	3	14	600.00	8,400.00
23 Safety Boots	piece	4	4	3	3	4	4	3	3	14	300.00	4,200.00
24 Umbrella, big	pack	1	1	1	1	1	1		0	3	600.00	1,800.00
25 Plastic, ice bag	pack	30	30	30	30	30	30	30	30	120	15.00	1,800.00
26 Spray Paint, black	bottle		0		0		0		0	0	73.60	-
27 Spray Paint, green	bottle	5	5	5	5	5	5	5	5	20	73.60	1,472.00
28 Spray Paint, red	bottle	5	5	5	5	5	5	5	5	20	73.60	1,472.00
29 Water Meter Plastic New	piece	338	338	337	337	338	338	337	337	1350	526.90	711,315.00
30 Elbow Reducer 3/4 x 1/2 (Plastic)	piece	300	300	300	300	300	300	300	300	1200	41.80	50,160.00
31 Elbow Reducer 1" x 1/2	piece	38	38	37	37	38	38	37	37	150	21.42	3,213.00
32 Brass Adaptor 1/2"	piece	63	63	62	62	63	63	62	62	250	96.79	24,197.50
33 Brass Adaptor 3/4"	piece	8	8	7	7	8	8	7	7	30	135.30	4,059.00
34 Brass Adaptor 1"	piece	13	13	12	12	13	13	12	12	50	228.80	11,440.00
35 Plastic Adaptor 1/2	piece	625	625	625	625	625	625	625	625	2500	28.60	71,500.00

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		

36	Plastic Adaptor 3/4	piece	125	125	125	125	125	125	125	125	500	48.26	24,130.00
37	Plastic Adaptor 1"	piece	75	75	75	75	75	75	75	75	300	63.80	19,140.00
38	Ball Valve 1/2 with lockwing	piece	313	313	312	312	313	313	312	312	1250	155.49	194,362.50
39	Ballvalve with Lockwing 1"	piece	3	3	2	2	3	3	2	2	10	708.09	7,080.90
40	Brass Gate Valve 2"	piece	8	8	7	7	8	8	7	7	30	1,069.41	32,082.30
41	Plastic Elbow 1/2	piece	500	500	500	500	500	500	500	500	2000	32.15	64,300.00
42	Plastic Straight Elbow 1/2	piece	250	250	250	250	250	250	250	250	1000	41.25	41,250.00
43	Thread Sealant	piece	1000	1000	1000	1000	1000	1000	1000	1000	4000	13.07	52,280.00
44	Plastic Coupling 1/2	piece	250	250	250	250	250	250	250	250	1000	30.80	30,800.00
45	G.I. Coupling 1"	piece	7	7	6	6	6	6	6	6	25	13.20	330.00
46	G.I. Tee 1/2	piece	50	50	50	50	50	50	50	50	200	10.87	2,174.00
47	G.I. Tee 3/4 x 1/2	piece	13	13	12	12	13	13	12	12	50	31.90	1,595.00
48	G.I. Tee 1 x 1/2	piece	75	75	75	75	75	75	75	75	300	24.10	7,230.00
49	Plastic Nipple 1/2 x 2	piece	50	50	50	50	50	50	50	50	200	14.43	2,886.00
50	Plastic Nipple 1/2 x 3	piece	25	25	25	25	25	25	25	25	100	18.32	1,832.00
51	Plastic Nipple 1/2 x 4	piece	50	50	50	50	50	50	50	50	200	22.00	4,400.00
52	Plastic Nipple 1/2 x 12"	piece	750	750	750	750	750	750	750	750	3000	61.48	184,440.00
53	Plastic Nipple 1 x 6	piece	75	75	75	75	75	75	75	75	300	115.50	34,650.00
54	G.I. Nipple 1 x 10	piece	50	50	50	50	50	50	50	50	200	126.50	25,300.00
55	P.E. Tubing 1/2 Pipe Blue	piece	750	750	750	750	750	750	750	750	3000	14.30	42,900.00
56	P.E. Tubing 3/4	piece	100	100	100	100	100	100	100	100	400	26.40	10,560.00
57	P.E. Tubing 1"	piece	125	125	125	125	125	125	125	125	500	29.70	14,850.00
58	Plastic Saddle Clamp 2 x 1/2	piece	100	100	100	100	100	100	100	100	400	183.33	73,332.00
59	Plastic Saddle Clamp 3 x 1/2	piece	100	100	100	100	100	100	100	100	400	217.43	86,972.00
60	Plastic Saddle Clamp 4 x 1/2	piece	63	63	62	62	63	63	62	62	250	275.00	68,750.00
61	Plastic Saddle Clamp 2 x 1	piece	25	25	25	25	25	25	25	25	100	183.33	18,333.00
62	Plastic Saddle Clamp 3 x 1	piece	25	25	25	25	25	25	25	25	100	217.43	21,743.00
63	Plastic Saddle Clamp 4 x 1	piece	25	25	25	25	25	25	25	25	100	275.00	27,500.00
64	C.I. Saddle Clamp 6 x 1/2	piece	50	50	50	50	50	50	50	50	200	355.30	71,060.00
65	C.I. Saddle Clamp 8 x 1/2	piece	13	13	12	12	13	13	12	12	50	995.50	49,775.00
66	C.I. Saddle Clamp 6 x 1	piece	5	5	5	5	5	5	5	5	20	599.50	11,990.00
67	C.I. Saddle Clamp 8 x 1	piece	3	3	2	2	3	3	2	2	10	740.30	7,403.00
68	Saw Blade	piece	13	13	12	12	13	13	12	12	50	41.58	2,079.00
69	STC 2"	piece	8	8	7	7	8	8	7	7	30	739.20	22,176.00
70	STC 3"	piece	8	8	7	7	8	8	7	7	30	1,186.85	35,605.50
71	STC 4"	piece	8	8	7	7	8	8	7	7	30	1,658.62	49,758.60
72	STC 6"	piece	5	5	5	5	5	5	5	5	20	2,864.40	57,288.00
73	STC 8"	piece	2	2	2	2	1	1		0	5	5,693.60	28,468.00
74	Plastic Repair Clamp 1/2	drums	75	75	75	75	75	75	75	75	300	149.60	44,880.00
75	Plastic Repair Clamp 3/4	piece	25	25	25	25	25	25	25	25	100	198.00	19,800.00

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		

76	Plastic Repair Clamp 1"	piece	25	25	25	25	25	25	25	25	100	155.58	15,558.00
77	Plastic Repair Clamp 2"	piece	5	5	5	5	5	5	5	5	20	715.00	14,300.00
78	Plastic Repair Clamp 3"	piece	3	3	2	2	3	3	2	2	10	854.70	8,547.00
79	Plastic Repair Clamp 4"	piece	3	3	2	2		0		0	5	1,320.00	6,600.00
80	Plastic Repair Clamp 6"	piece	3	3	2	2		0		0	5	1,933.80	9,669.00
81	C. I. Tee 4 x 3	piece	1	1	1	1	1	1		0	3	2,860.00	8,580.00
82	C. I. Tee 3 x 3	piece	3	3	2	2		0		0	5	2,486.50	12,432.50
83	C. I. Tee 2 x 2	piece	1	1	1	1	1	1	1	1	4	1,320.00	5,280.00
84	C. I. Tee 6 x 6	piece	1	1		0		0		0	1	577.50	577.50
85	G. I. Elbow 2"	piece	13	13	12	12	13	13	12	12	50	67.10	3,355.00
86	PVC Red. 4 x 3	piece	3	3	2	2		0		0	5	270.60	1,353.00
87	PVC Red. 6 x 3	piece	1	1	1	1	1	1		0	3	970.20	2,910.60
88	G. I. St. Elbow 1"	piece	13	13	12	12	13	13	12	12	50	7.59	379.50
89	C. I. Saddle Clamp 4 x 2	piece	3	3	2	2	3	3	2	2	10	627.00	6,270.00
90	C. I. Saddle Clamp 3 x 2	piece	3	3	2	2	3	3	2	2	10	379.67	3,796.70
91	G. I. Plug 1/2"	piece	75	75	75	75	75	75	75	75	300	5.85	1,755.00
92	G. I. Plug 3/4"	piece	25	25	25	25	25	25	25	25	100	6.99	699.00
93	G. I. Plug 1"	piece	25	25	25	25	25	25	25	25	100	9.68	968.00
94	G.I. Elbow 1/2	piece	25	25	25	25	25	25	25	25	100	16.50	1,650.00
95	C. I. Gate Valve 2"	piece	3	3	2	2	3	3	2	2	10	3,630.00	36,300.00
96	C. I. Gate Valve 3"	piece	3	3	2	2		0		0	5	7,040.00	35,200.00
97	C. I. Gate Valve 4"	piece	3	3	2	2		0		0	5	6,820.00	34,100.00
98	C. I. Gate Valve 8"	piece	1	1		0	1	1		0	2	12,000.00	24,000.00
99	G. I. Pipe 3" sched 20	piece	3	3	2	2	3	3	2	2	10	1,160.50	11,605.00
100	G. I. Pipe 3" sched 40	piece	3	3	2	2	3	3	2	2	10	3,498.00	34,980.00
101	Flow Meter 2"	piece	2	2	1	1	2	2	1	1	6	11,781.00	70,686.00
102	Flow Meter 3"	piece	1	1	1	1	1	1		0	3	31,350.00	94,050.00
103	Flow Meter 6"	piece	1	1		0	1	1		0	2	59,411.00	118,822.00
104	G. I. Elbow 3 x 45°	piece	1	1	1	1	1	1	1	1	4	485.76	1,943.04
105	G. I. Elbow 3 x 90°	piece	3	3	2	2	3	3	2	2	10	153.95	1,539.50
106	C. I. End Cap 2"	piece	5	5	5	5	5	5	5	5	20	679.53	13,590.60
107	C. I. End Cap 3"	piece	3	3	2	2	3	3	2	2	10	803.00	8,030.00
108	C. I. End Cap 4"	piece	3	3	2	2		0		0	5	1,687.90	8,439.50
109	C. I. End Cap 6"	piece	3	3	2	2		0		0	5	508.20	2,541.00
110	G.i. elbow red. 1 x 1/2	piece	25	25	25	25	25	25	25	25	100	21.42	2,142.00
111	G.i. bushing 1 x 3/4	piece	25	25	25	25	25	25	25	25	100	11.61	1,161.00
112	G.i. bushing 3/4 x 1/2	piece	13	13	12	12	13	13	12	12	50	7.76	388.00
113	Plastic Elbow 1"	piece	50	50	50	50	50	50	50	50	200	73.33	14,666.00
114	G. I. Elbow 2	piece	13	13	12	12	13	13	12	12	50	67.10	3,355.00
115	G. I. St. Elbow 2	piece	13	13	12	12	13	13	12	12	50	85.80	4,290.00

Item & Specifications		Unit of Measure	Quantity Requirement									Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
			Jan	Q1	April	Q2	July	Q3	Oct	Q4	Total Quantity		
116	G. I. St. Elbow 1"	piece	8	8	7	7	8	8	7	7	30	26.40	792.00
117	Flow Meter Insert 2"	piece	1	1		0	1	1		0	2	11,781.00	23,562.00
118	Flow Meter Insert 3"	piece	1	1		0	1	1		0	2	31,350.00	62,700.00
119	Flow Meter Insert 6"	piece	1	1		0	1	1		0	2	59,411.00	118,822.00
120	C.I. Gate Valve 2"	piece	1	1		0	1	1		0	2	3,300.00	6,600.00
121	Ci. Gate Valve 3"	piece	1	1		0	1	1		0	2	3,400.00	6,800.00
122	C.I. Gate Valve 4"	piece	1	1		0	1	1		0	2	6,200.00	12,400.00
123	C.I. Gate Valve 6"	piece	1	1		0	1	1		0	2	9,700.00	19,400.00
C. TOTAL (A + B):												4,059,916.61	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)												405,991.66	
E. GRAND TOTAL (C + D)												4,465,908.27	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		Four Million Four Hundred Sixty Five Thousand Nine Hundred Eight and Twenty Seven Centavos										4,465,908.27	
G. MONTHLY CASH REQUIREMENTS		372,159.02											
G.1 Available at Procurement Service Stores			14345.5		11328.6		12349		8842.95				
G.2 Other Items not available at PS but regulary purchased from other sources			126539		82447		107295		78780.8				
TOTAL MONTHLY CASH REQUIREMENTS			140884		93775.6		119644		87623.8				

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

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:


Wilfredo I. Yasallo
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds


Ana Liza T. Mendoza
Accountant /
Local Budget Officer


Numeriano M. Castañeda, Jr.
Head of Office/Agency