

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

Department/Bureau/Office: Mines and Geosciences Bureau
Region: 10
Address: DENR Compound, Macabalan Cagayan de Oro City

Contact Person: Yvonne T. Chavez
Position: Administrative Officer III
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| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | ** PS Price Catalogue as of (09.12.13) | TOTAL AMOUNT | |
|--|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|---|--|--------------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet | packet | | | | 4 | | | | | | | | 4 | | | 8 | 21.13 | 169.01 |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet | packet | | | | | | | | | | | | | | | 0 | 15.83 | - |
| COMMON COMPUTER SUPPLIES/CONSUMABLES | | | | | | | | | | | | | | | | | | |
| 9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time | piece | | | 300 | | | | | | 50 | | | | | | 350 | 10.00 | 3,498.60 |
| 18. FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | | | 3 | | | | | | | | | | | | 3 | 529.62 | 1,588.86 |
| 19. INK CARTRIDGE, Canon Part No. CL-811, colored | cart | | | | | | | | | | | | | | | 0 | 1,007.92 | - |
| 20. INK CARTRIDGE, Canon Part No. PG-810, colored | cart | | | | | | | | | | | | | | | 0 | 756.21 | - |
| 32. INK CARTRIDGE, HP 704 black | cart | | | 12 | | | | | | | | | | | | 12 | 800.00 | 9,600.00 |
| 32. INK CARTRIDGE, HP 704 tri-color | cart | | | 13 | | | | | | | | | | | | 13 | 800.00 | 10,400.00 |
| 98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a | cart | | | 10 | | | | | 10 | | | | | | | 20 | 800.00 | 16,000.00 |
| 115. INK CARTRIDGE, Brother LC 77XL Ink, black | cart | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1,200.00 | 3,600.00 |
| 115. INK CARTRIDGE, Brother LC 77XL Ink, yellow | cart | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1,000.00 | 3,000.00 |
| 115. INK CARTRIDGE, Brother LC 77XL Ink, magenta | cart | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1,000.00 | 3,000.00 |
| 115. INK CARTRIDGE, Brother LC 77XL Ink, Cyan | cart | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1,000.00 | 3,000.00 |
| 135. INK CARTRIDGE, HP C9351A (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402 | cart | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 6 | 658.48 | 3,950.88 |
| 136. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920,3940,HP officejet,HP PSC 1410, 1402 | cart | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 6 | 758.94 | 4,553.64 |
| 257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer | cart | | | 3 | | | | | | 1 | | | | | | 4 | 2,842.48 | 11,369.90 |
| 342. TONER CARTRIDGE, Samsung Part No. MLTD104-S, for Samsung ML 1660 | cart | | | 2 | | | | | | 1 | | | | | | 3 | 2,998.80 | 8,996.40 |
| 382. MOUSE, optical, USB connection type | piece | | | 7 | | | | | | | | | | | | 7 | 500.00 | 3,500.00 |
| 383. UP 85A Toner Cartridge Black | cart | | | 8 | | | | | | | | | | | | 8 | 2,500.00 | 20,000.00 |
| 384. Kyocera Taskalfa 180 | drum | | | 6 | | | | | | | | | | | | 6 | 3,800.00 | 22,800.00 |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | |
| 2. AIR FRESHENER, 280mL/can | can | | | 16 | | | | | | | | 10 | | | | 26 | 97.19 | 2,526.94 |
| 3. ALCOHOL, 70%, ethyl | bottle | 32 | | | 8 | | | | 8 | | | | 12 | | | 60 | 39.59 | 2,375.40 |
| 4. AUDIO CASSETTE TAPE, 90min. recording time | piece | | | 100 | | | | | | | | | | | | 100 | 22.55 | 2,255.40 |
| 23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width | pair | | | | 2 | | | | | 2 | | | | | | 4 | 13.65 | 54.60 |
| 24. DATA FILE BOX, (5"x9"x15-3/4") | box | | | | 5 | | | | | 5 | | | | | | 10 | 64.43 | 644.28 |
| 25. DATA FOLDER, w/ finger ring, (3" x 9" x 15") | piece | | | | | | | | | | | | | | | 0 | 65.52 | - |
| 28. ENVELOPE, documentary (10"x15"), 500s/box | box | 7 | | | | | | | | 1 | | | | | | 8 | 588.59 | 4,708.72 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | ** PS Price Catalogue as of (09.12.13) | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|----|--|--------------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 29. ENVELOPE, expanding, kraft, legal size, 100s/box | box | | | 12 | | | | | | | | | | | 12 | 146.20 | 1,754.40 |
| 30. ENVELOPE, mailing white, 500s/box | box | | | | | | | | | | | | | | 0 | 606.06 | - |
| 31. ENVELOPE, mailing white, 500s | box | | | 7 | | | | | | | | | | | 7 | 146.20 | 1,023.40 |
| 32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box | box | | | | | | | | | | | | | | 0 | 109.85 | - |
| 33. ENVELOPE, expanding, plastic, legal size | piece | | | | | | | | | | | | | | 0 | 36.46 | - |
| 34. ENVELOPE, documentary, A4, 500s/box | box | | | | | | | | | | | | | | 0 | 423.70 | - |
| 35. ERASER, blackboard/whiteboard | piece | | | | | | | | | | | | | | 0 | 13.08 | - |
| 36. ERASER, rubber | piece | | | 6 | | | | 6 | | | | | | | 12 | 3.28 | 39.31 |
| 37. FILE ORGANIZER, expanding, legal, plastic, assorted colors | piece | | | 24 | | | | 24 | | | | | | | 48 | 80.14 | 3,846.53 |
| 40. FOLDER, pressboard, plain, legal, 100s/box | pack | 13 | | | | | | 10 | | | | | | | 23 | 894.22 | 20,567.06 |
| 41. FOLDER, tagboard, legal size, 100s/box | pack | 1 | | | | | | | 2 | | | | | | 3 | 434.62 | 1,303.86 |
| 42. FOLDER, tagboard, A4 size, 100s/box | pack | | | | | | | | | | | | | | 0 | 311.22 | - |
| 43. FOLDER, morocco/fancy, legal size, 50s/pack | pack | | | 1 | | | | | | | | | | | 1 | 353.37 | 353.37 |
| 44. FOLDER, morocco/fancy, A4 size, 50s/pack | bundle | | | 1 | | | | | | | | | | | 1 | 298.99 | 298.99 |
| 45. FOLDER, clear plastic, L-type, A4 size, 50s/pack | pack | 8 | | | | | | | 3 | | | | | | 11 | 259.90 | 2,858.90 |
| 46. FOLDER, clear plastic, L-type, legal size, 50s/pack | pack | | | | | | | | | | | | | | 0 | 211.50 | - |
| 47. GLUE, all purpose, 300 grams min. | jar | 12 | | | | | | | 12 | | | | | | 24 | 39.30 | 943.20 |
| 48. ILLUSTRATION BOARD, (30"x40"), 2 ply | piece | | | | | | | | | | | | | | 0 | 40.95 | - |
| 49. INDEX CARD, 3" x 5", ruled both sides, 500s/pack | pack | | | | | | | | | | | | | | 0 | 49.69 | - |
| 50. INDEX CARD, 5" x 8", ruled both side, 500s/pack | pack | | | | | | | | | | | | | | 0 | 135.41 | - |
| 51. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5") | box | | | | | | | | | | | | | | 0 | 38.22 | - |
| 52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8") | box | | | | | | | | | | | | | | 0 | 54.60 | - |
| 53. INDEX TAB, self-adhesive, 10 pcs/box | box | | | 55 | | | | | 15 | | | | | | 70 | 54.60 | 3,822.00 |
| 60. MARKER, fluorescent, 3 colors/set | set | | | 10 | | | | | | 2 | | | | | 12 | 38.77 | 465.19 |
| 61. MARKING PEN, whiteboard, black | piece | | | 20 | 1 | | | | | 17 | | 1 | | | 39 | 15.83 | 617.37 |
| 62. MARKING PEN, whiteboard, blue | piece | | | 18 | | | | | | 15 | | | | | 33 | 12.88 | 425.04 |
| 63. MARKING PEN, whiteboard, red | piece | | | 16 | | | | | | 15 | | | | | 31 | 12.88 | 399.39 |
| 64. MARKER, permanent, black | piece | 20 | | | | | | | | | | 16 | | | 36 | 14.18 | 510.48 |
| 65. MARKER, permanent, blue | piece | | | 18 | | | | | 16 | | | | | | 34 | 14.18 | 482.12 |
| 66. MARKER, permanent, red | piece | | | 16 | | | | | 15 | | | | | | 31 | 15.29 | 473.93 |
| 67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides | piece | | | 52 | | | | | 2 | | | | 2 | | 56 | 8.52 | 476.87 |
| 68. NOTE PAD, (3"x3"), 100 sheets/pad | pad | | | | | | | | | | | | | | 0 | 38.00 | - |
| 73. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm | ream | | | 10 | | | | 8 | | 7 | | | 5 | | 30 | 184.85 | 5,545.50 |
| 74. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm | ream | | | 3 | | | | | 3 | | | | | | 6 | 97.38 | 584.26 |
| 75. PAPER, mimeograph, Whitewove, 210mm x 297mm, 70 gsm., 480 sheets ream | ream | | | 3 | | | | | 3 | | | | | | 6 | 98.52 | 591.13 |
| 76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm | ream | | | 30 | | | | | | | | | | | 30 | 106.39 | 3,191.70 |
| 77. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm | ream | | | 8 | | | | | | 8 | | | | | 16 | 300.00 | 4,800.00 |
| 83. PAPER FASTENER, for paper, metal, 50 sets/box | box | 14 | | | 15 | | | | 6 | | | 6 | | | 41 | 86.14 | 3,531.74 |
| 84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box | box | | | 3 | | | | | | 2 | | | | | 5 | 12.39 | 61.95 |
| 85. PAPER CLIP, gem type, 32mm, 100s/box | box | | | 15 | | | | | | | | | | | 15 | 6.97 | 104.58 |
| 88. PUSH PIN, flat head type, assorted colors, 100s/case | case | | | | 2 | | | | | | | | | | 2 | 21.24 | 42.48 |
| 89. RECORD BOOK, 300 pages, smythe sewn | book | 3 | | | | | | 1 | | | | | | | 4 | 52.96 | 211.84 |
| 90. RECORD BOOK, 500 pages, smythe sewn | book | 1 | | | | | | | 1 | | | | | | 2 | 92.82 | 185.64 |
| 106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs | box | | | | 3 | | | | | | | | | | 3 | 139.31 | 417.93 |
| 107. RULER, plastic, 300mm | piece | | | | | | | | | | | | | | 0 | 2.38 | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | ** PS Price Catalogue as of (09.12.13) | TOTAL AMOUNT |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|-----|--|--------------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Total | | | |
| 108. RULER, METAL | piece | | | | 1 | | | | | | | | | | 1 | 100.00 | 100.00 |
| 110. SIGN PEN, black | piece | | | | 6 | | | | 6 | | | | | | 12 | 44.65 | 535.75 |
| 111. SIGN PEN, blue | piece | | | | 9 | | | 9 | | | | | | | 18 | 44.65 | 803.63 |
| 112. SIGN PEN, red | piece | | | | | | | | | | | | | | 0 | 44.65 | - |
| 113. STAMP PAD INK, violet, 50mL | bottle | | | | 1 | | | | | | | | | | 1 | 24.02 | 24.02 |
| 114. STAMP PAD, felt pad, min 60mm x 100mm | piece | | | | 2 | | | | | | | | | | 2 | 23.90 | 47.80 |
| 115. STAPLE WIRE, standard, 5000 pcs/box | box | | | | 1 | | | | | | | | | | 1 | 23.46 | 23.46 |
| 116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper | box | | | | 2 | | | | | | | | | | 2 | 100.00 | 200.00 |
| 117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper | box | | | | 1 | | | | | | | | | | 1 | 42.46 | 42.46 |
| 120. TAPE, masking, 24mm, 50 meters length | roll | | | 1 | | | | | | | | | | | 1 | 50.23 | 50.23 |
| 121. TAPE, masking, 48mm, 50 meters length | roll | | | 16 | | | | 15 | | | | | | | 31 | 100.46 | 3,114.38 |
| 122. TAPE, transparent, 24mm, 50 meters | roll | | | 1 | | | | 1 | | | | | | | 2 | 16.16 | 32.32 |
| 123. TAPE, transparent, 48mm, 50 meters | roll | | | 16 | | | | 16 | | | | | | | 32 | 32.54 | 1,041.26 |
| 124. TAPE, packaging, 48mm, 50 meters length | roll | | | 16 | | | | 15 | | | | | | | 31 | 32.54 | 1,008.72 |
| 127. TOILET TISSUE, 12 rolls/pack | pack | | | 33 | | | | 33 | | | | | | | 66 | 70.98 | 4,684.68 |
| 130. Field Book | ream | 8 | | | | | | 8 | | | | | | | 16 | 50.00 | 800.00 |
| COMMON OFFICE DEVICES | | | | | | | | | | | | | | | | | |
| 1. BLADE, heavy duty cutter(L500), 10 pcs./pack | pack | | | 5 | | | | 3 | | | | | | | 8 | 8.72 | 69.72 |
| 2. CUTTER, heavy duty | piece | | | 4 | | | | 1 | | | | | | | 5 | 31.10 | 155.51 |
| 5. PUNCHER, heavy duty | piece | | | | 2 | | | | | | | | | | 2 | 96.37 | 192.74 |
| 6. SCISSORS, (6") | pair | | | 12 | | | | 3 | | | | | | | 15 | 38.81 | 582.15 |
| 9. STAPLER, heavy duty, standard | piece | | | 1 | | | | | | | | | | | 1 | 117.72 | 117.72 |
| 10. STAPLE REMOVER, twin jaws | piece | | | 2 | | | | | | | | | | | 2 | 18.02 | 36.04 |
| 11. TAPE DISPENSER, heavy duty, for 24mm(1") | piece | | | 1 | | | | | | | | | | | 1 | 48.79 | 48.79 |
| LEGAL SIZE PAPER | | | | | | | | | | | | | | | | | |
| 1. PAPER, bond, Premium Grade | ream | | | 84 | | | | 2 | | | 2 | | | 2 | 90 | 103.19 | 9,287.46 |
| 2. PAPER, mimeograph, Groundwood | ream | | | 0 | | | | 0 | | 0 | | | 0 | 0 | 0 | 164.85 | - |
| 5. PAPER, multicopy, legal, for laser printing | ream | | | 103 | | | | 50 | | | | | | | 153 | 127.24 | 19,467.57 |
| B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | |
| Office Equipment and Accessories | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | 0 | | - |
| Office Supplies | | | | | | | | | | | | | | | | | |
| 1 Ballpen (Black/Colored) | pcs | | | 312 | | | | | | | | | | | 312 | 5.00 | 1,560.00 |
| 20 | | | | | | | | | | | | | | | 0 | | - |
| Audio and visual presentation and composing equipment | | | | | | | | | | | | | | | | | |
| 1 Multimedia Projector, 300 ansi Lumens | unit | | | 1 | | | | | | | | | | | 1 | 43,500.00 | 43,500.00 |
| 2 | | | | | | | | | | | | | | | 0 | | - |
| Photographic or filming or video equipment | | | | | | | | | | | | | | | | | |
| 1 Digital Camera | unit | | | | | | | 2 | | | | | | | 2 | 10,000.00 | 20,000.00 |
| 2 | | | | | | | | | | | | | | | 0 | | - |
| Computer Equipment and Accessories | | | | | | | | | | | | | | | | | |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | ** PS Price Catalogue as of (09.12.13) | TOTAL AMOUNT | | |
|------------------------------|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|--|--------------|-----------|-----------|
| | | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec | | | Total | |
| 1 Laptop (i5) | unit | | | | | | 1 | | | | | 1 | | | 2 | 40,000.00 | 80,000.00 |
| 2 DESKTOP COMPUTER | unit | | | | | | 1 | | | | | | | | 1 | 30,000.00 | 30,000.00 |
| Laboratory Supplies | | | | | | | | | | | | | | | | | |
| 1 Nickel Crucible with cover | pc | 1 | | | | | | | | | | | | 0 | 1 | 8,000.00 | 8,000.00 |
| 2 Readycult coliform | pc | 50 | | | | | | | | | | | | | 50 | 600.00 | 30,000.00 |
| 3 Reagent bottles (100ml) | pc | 50 | | | | | | | | | | | | | 50 | 200.00 | 10,000.00 |
| 4 Filter paper | box | 1 | | | | | | | | | | | | | 1 | 2,150.00 | 2,150.00 |
| 5 Nitric Acid | bottle | 1 | | | | | | | | | | | | | 1 | 2,500.00 | 2,500.00 |
| 6 Stannous Chloride | bottle | 1 | | | | | | | | | | | | | 1 | 4,200.00 | 4,200.00 |
| 7 Potassium Permanganate | bottle | 1 | | | | | | | | | | | | | 1 | 4,000.00 | 4,000.00 |
| 8 Sulfuric Acid | bottle | 1 | | | | | | | | | | | | | 1 | 2,200.00 | 2,200.00 |
| 9 Hydrochloric Acid | bottle | 1 | | | | | | | | | | | | | 1 | 3,000.00 | 3,000.00 |
| 10 Potassium Iodide | bottle | 1 | | | | | | | | | | | | | 1 | 4,000.00 | 4,000.00 |
| * Other Categories | | | | | | | | | | | | | | | | | |
| GPS | unit | 0 | | | | | 2 | | | | | | | | 2 | 35,000.00 | 70,000.00 |
| Steel Cabinet | unit | 0 | | | | | 4 | | | | | | | | 4 | 6,500.00 | 26,000.00 |
| Tarpaulin | pcs | 0 | | | 3 | | | | | | | | | | 3 | 1,000.00 | 3,000.00 |
| Raincoat | pcs | 0 | | | 5 | | | | | | | | | | 5 | 500.00 | 2,500.00 |
| Rubberboots | pair | 0 | | | 5 | | | | | | | | | | 5 | 400.00 | 2,000.00 |
| Sleeping bag | pcs | 0 | | | 5 | | | | | | | | | | 5 | 1,600.00 | 8,000.00 |
| Field Shoes | pcs | 0 | | | 5 | | | | | | | | | | 5 | 7,000.00 | 35,000.00 |
| Reflector | roll | 0 | | | 1 | | | | | | | | | | 1 | 4,500.00 | 4,500.00 |
| Field Uniform | pcs | 0 | | | 26 | | | | | | | | | | 26 | 700.00 | 18,200.00 |
| Safety Shoes | pair | 0 | | | 13 | | | | | | | | | | 13 | 3,500.00 | 45,500.00 |

***GRAND TOTAL:

703,799.19

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

774,179.11

APPROVED BUDGET:

*Other categories that are not indicated herein

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

***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:

YVONNE T. CHAVEZ
Property/Supply Officer

GHITA S. ABONITALLA
Accountant /
Local Budget Officer

REX S. MONSANTO, CES Eligible
Head of Office/Agency

Date Prepared: October 16, 2013