

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

Department/Bureau/Office: **Technological University of the Philippines - Cavite Campus**
 Region: **Region IV-A**
 Address: **CQT Ave., Brgy. Salawag, City of Dasmariñas, Cavite**

Agency Account Code: _____

Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of August 16, 2016	TOTAL AMOUNT		
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																									
COMMON OFFICE SUPPLIES																									
1 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	box				1	2054				0	0				0	0					1	2054	2	2,054.00	4,108.00
2 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				5	1907.7				5	1907.7				5	1907.7					5	1907.7	20	381.54	7,630.80
3 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				5	2537				5	2537				5	2537					5	2537	20	507.40	10,148.00
4 FASTENER, for paper, metal, 50 sets per box	pack				5	2854.5				2	1141.8				0	0					5	2854.5	12	570.90	6,850.80
5 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				5	4679.9				2	1871.96				0	0					5	4679.9	12	935.98	11,231.76
6 FOLDER, Tagboard, A4, 100 pieces per pack	pack				10	2593.6				5	1296.8				0	0					10	2593.6	25	259.36	6,484.00
7 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				10	2999.8				5	1499.9				0	0					10	2999.8	25	299.98	7,499.50
8 GLUE, all purpose, 300 grams min.	box				1	1759				0	0				0	0					1	1759	2	1,759.00	3,518.00
9 MARKER, whiteboard, bullet type, black	piece				50	514				50	514				25	257					25	257	150	10.28	1,542.00
10 MARKER, whiteboard, bullet type, blue	piece				50	514				50	514				25	257					25	257	150	10.28	1,542.00
11 MARKER, permanent, bullet type, black	piece				50	482.5				50	482.5				25	241.25					25	241.25	150	9.65	1,447.50

12	MARKER, permanent, bullet type, blue	piece			50	482.5				30	289.5				25	241.25			25	241.25	130	9.65	1,254.50
13	PAPER CLIP, gem type, 48mm, 100 pieces per box	cartón			1	676				0	0				0	0			1	676	2	676.00	1,352.00
14	PAPER CLIP, gem type, 32mm, 100 pieces per box	cartón			1	338				1	338				1	338			2	676	5	338.00	1,690.00
15	PAPER, Multi-Purpose (COPY) A4, 70gsm	box			50	22985				30	13791				50	22985			30	13791	160	459.70	73,552.00
16	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	box			50	26402.5				30	15841.5				50	26402.5			30	15841.5	160	528.05	84,488.00
17	PENCIL, lead, w/eraser, one(1) dozen per box	box			10	196.2				10	196.2				10	196.2			10	196.2	40	19.62	784.80
18	RECORD BOOK, 500 pages, size: 214mm x 278mm min	bundle			3	1302.75				2	868.5				2	868.5			3	1302.75	10	434.25	4,342.50
19	SIGN PEN, black	piece			20	762				20	762				20	762			20	762	80	38.10	3,048.00
20	SIGN PEN, blue	piece			20	762				20	762				20	762			20	762	80	38.10	3,048.00
21	SIGN PEN, red	piece			10	381				10	381				10	381			10	381	40	38.10	1,524.00
22	STAPLE WIRE, Standard	cartón			1	1892				1	1892				1	1892			1	1892	4	1,892.00	7,568.00
23	TAPE, masking, 24mm, 50 meters length	pack			5	3307.2				5	3307.2				5	3307.2			5	3307.2	20	661.44	13,228.80
24	TAPE, transparent, 24mm, 50 meters	pack			5	1042.2				5	1042.2				5	1042.2			5	1042.2	20	208.44	4,168.80
	COMMON COMPUTER SUPPLIES																						
1	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			10	1944.8				10	1944.8				100	1944.8			10	1944.8	130	194.48	25,282.40
	COMMON OFFICE DEVICES																						
1	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	cartón			0	0				1	2742.72				0	0			1	2742.72	2	2,742.72	5,485.44
2	SCISSORS, (6")	box			0	0				1	559.08				0	0			0	0	1	559.08	559.08
3	STAPLER, standard	piece			10	821.6				10	821.6				10	821.6			10	821.6	40	82.16	3,286.40
4	STAPLE REMOVER, plier type	box			0	0				1	424.32				1	424.32			1	424.32	3	424.32	1,272.96
5	TAPE DISPENSER, table top	piece			0	0				5	238.6				5	238.6			5	238.6	15	47.72	715.80
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece			50	1089.5				50	1089.5				50	1089.5			50	1089.5	200	21.79	4,358.00

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
COMMON OFFICE SUPPLIES																												
1	Push Pin	box				2	599.04					1	299.52					2	599.04				1	299.52	6	299.52	1,797.12	
C. TOTAL (A + B):																								304,808.96				
D. ADDITIONAL PROVISION FOR INFLATION																								30,480.90				
E. GRAND TOTAL (C + D)																								335,289.86				
F. APPROVED BUDGET BY THE AGENCY																												
G. MONTHLY CASH REQUIREMENTS																												
G.1 Available at Procurement Service Stores						87281																						303011.84
G.2 Other Items not available at PS but regular						599																						1797.12
TOTAL MONTHLY CASH REQUIREMENTS						87880																						304808.96


*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:


BENEDICT F. GASCON
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


 Ms. NELIA L. PASCUAL/Ms. EVANGELINE S. GUIWAN
 Accountant / Local Budget Officer

Approved by:


Dr. MYRNA M. TEPORA
 Head of Office/Agency

Date Prepared: