

NATIONAL COMMISSION FOR CULTURE AND THE ARTS (NCCA)
ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

NATIONAL COMMISSION FOR CULTURE AND THE ARTS
NEFCA APPROVED BUDGET
CY 2018

PARTICULARS	UACS CODE	APPROVED BUDGET
A.I General Administration and Support Services		
Maintenance & Other Operating Expenses (MOOE)		
Office Supplies Expenses	5020301000	3,647,000.00
ICT Office Supplies	5020301001	200,000.00
Drugs and Medicines Expenses	5020307000	50,000.00
Other Supplies and Materials Expenses	5020399000	500,000.00
Total General Administration and Support Services		4,397,000.00
A.II Support to Operations		
a.Development and Maintenance of NCCA Information System		
Maintenance & Other Operating Expenses (MOOE)		
ICT Office Supplies	5020301001	200,000.00
Office Supplies Expenses	5020301000	345,000.00
Total-Support to Operations		545,000.00
A.III Operations		
NATIONAL CULTURE AND ARTS COORDINATION PROGRAM		
Formulation and Development of Plans and Policies and Coordination with affiliated cultural agencies		
Maintenance & Other Operating Expenses (MOOE)		
Other Supplies Expense	5020399000	200,000.00
ICT Office Supplies	5020301001	200,000.00
Total		400,000.00
Locally Funded Projects		
a.Strengthening Culture Sensitive public governance		
Maintenance & Other Operating Expenses (MOOE)		
ICT Office Supplies	5020301001	100,000.00
Other Supplies and Materials Expenses	5020399000	400,000.00
Total		500,000.00
B.I.b Advancing Pagkamalikhain Value of Creative Excellence		
Maintenance & Other Operating Expenses (MOOE)		
ICT Office Supplies	5020301001	150,000.00
Other Supplies and Materials Expenses	5020399000	500,000.00
Office Supplies-Office Equipment-semi Expendable		100,000.00
Office Supplies- Furnitures and Fixtures -semi Expendable		100,000.00
Sub-total		850,000.00
TOTAL		850,000.00
B.I.c Valuing our Diverse Culture		
Maintenance & Other Operating Expenses (MOOE)		
Other Supplies and Materials Expenses	5020399000	850,000.00
ICT Office Supplies	5020301001	150,000.00
TOTAL		1,000,000.00
Total Locally Funded Projects		1,500,000.00
Total Operations		400,000.00
GRAND TOTAL		5,342,000.00

TOTAL Budget for Office Supplies Expenses	4,242,000.00
TOTAL Budget for ICT Supplies	1,000,000.00
TOTAL budget for Other Supplies	1,350,000.00
TOTAL	6,592,000.00

ANNUAL PROCUREMENT PLAN FOR 2018

For Common-Use Supplies and Equipment

Department/Bureau/Office: NATIONAL COMMISSION FOR CULTURE AND THE ARTS
 Region: NATIONAL CAPITAL REGION (NCR)
 Address: 633 General Luna Street, Intramuros, Manila

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Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	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	30	30	40	100	30	30	40	100	30	40	30	100	20	15	15	50	350	20.28	7,098.00
2	BATTERY, dry cell AAA, 2 pieces per blister pack	pack	30	30	40	100	30	30	40	100	30	40	30	100	20	15	15	50	350	19.20	6,720.00
3	FLUORESCENT LAMP, tubular, 28 watts	tube				0				0				0				0	0	91.94	-
4	LED Linear Tube, 18 watts individually wrapped in carton	tube				0				0				0				0	0	40.97	-
5	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6	TAPE, electrical	roll	3	3	3	9	3	3	3	9	2	2	2	6	2	2	2	6	30	18.93	567.90
COMMON OFFICE SUPPLIES																					
1	ACETATE, gauge #3, 50m per roll	roll		1		1		1	1	2	1			1				0	4	766.73	3,066.92
2	AIR FRESHENER, 280mL/150g min	can	48	48	48	100	48	48	48	144	48	48	48	144	48	48	48	144	532	88.69	47,183.08
3	ALCOHOL, 70%, ethyl, 500ml	bottle	30	30	40	100	100	50	100	250	50	100	50	200	30	40	30	100	650	49.73	32,324.50
4	CARBON FILM, A4 size, 100 sheets per box	box	5	10	10	25	10	10	10	30	10	10	10	30	10	10	10	30	115	205.48	23,630.20
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	5	10	10	25	10	10	10	30	10	10	10	30	10	10	10	30	115	210.91	24,254.65
6	CLEARBOOK, A4 size	piece		5	5	10	10	10	10	30	10	10	10	30	5	5		10	80	38.19	3,055.20
7	CLEARBOOK, Legal size	piece	10	10	10	30	10	10	10	30	10	10	10	30	5	5		10	100	40.47	4,047.00
8	CLIP, backfold, 19mm, 12 pieces per box	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	7.87	944.40
9	CLIP, backfold, 25mm, 12 pieces per box	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	13.94	1,672.80
10	CLIP, backfold, 32mm, 12 pieces per box	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	19.88	2,385.60
11	CLIP, backfold, 50mm, 12 pieces per box	box	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	41.10	4,932.00
12	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	30	30	30	90	40	40	40	120	40	40	40	120	40	30	30	100	430	18.26	7,851.80
13	DATA FOLDER, made with chipboard, taglia lock	piece	50	100	100	250	100	100	100	300	100	100	100	300	100	50	50	200	1050	71.39	74,959.50
14	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	3	4	3	10	5	5	5	15	3	4	3	10	2	2	2	6	41	424.47	17,403.27
15	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	3	4	3	10	5	5	5	15	3	4	3	10	2	2	1	5	40	538.80	21,552.00
16	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	1	2	5	10	5	5	20	10	5	5	20	2	2	1	5	50	667.84	33,392.00
17	ENVELOPE, MAILING, White	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	341.79	4,101.48
18	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box		1		1		1		1		1		1	1			1	4	427.23	1,708.92
19	ERASER, felt, for blackboard/whiteboard	piece				0				0				0				0	0	11.55	-
20	ERASER, plastic or rubber	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	6.23	373.80
21	Fastener, Metal	box				0				0				0				0	0	59.37	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
22	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0				0	0	73.59	-
23	FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0				0	0	12.98	-
24	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0				0	0	17.31	-
25	FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0				0	0	258.80	-
26	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0				0	0	302.85	-
27	FOLDER, L-type, A4, 50 pieces pack	pack				0				0				0				0	0	177.92	-
28	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0				0	0	222.27	-
29	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	5	10	10	25	5	10	10	25	5	10	5	20	5	10	5	20	90	776.59	69,893.10
30	FOLDER, Tagboard, A4, 100 pieces per pack	pack	1			1	1			1	1			1	1			1	4	226.05	904.20
31	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	5	5	10	20	5	5	10	20	5	5	5	15	5	5	5	15	70	208.38	14,586.60
32	GLUE, all purpose, 300 grams min.	jar	6	7	7	20	6	7	7	20	6	7	7	20	5	5	5	15	75	49.73	3,729.75
33	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	50	50	60	160	60	60	60	180	60	60	60	180	60	60	60	180	700	53.74	37,618.00
34	MAGAZINE FILE BOX, LARGE	piece	24	24	12	60	24	24	12	60	24	24	12	60	12	12	12	36	216	43.26	9,344.16
35	MARKER, fluorescent, 3 colors per set	set		5	5	10	13	10	12	35	13	10	10	33	12	10	11	33	111	36.97	4,103.67
36	MARKER, whiteboard, bullet type, black	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.69	2,309.04
37	MARKER, whiteboard, bullet type, blue	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.69	2,309.04
38	MARKER, whiteboard, bullet type, red	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.69	2,309.04
39	MARKER, permanent, bullet type, black	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.04	2,168.64
40	MARKER, permanent, bullet type, blue	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.04	2,168.64
41	MARKER, permanent, bullet type, red	piece	12	12	12	36	24	12	24	60	24	12	24	60	24	12	24	60	216	10.04	2,168.64
42	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	10	10	10	30	20	20	20	60	20	20	20	60	10	10	10	30	180	12.52	2,253.60
43	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	30	30	30	90	50	50	50	150	50	50	50	150	30	20	20	70	460	32.45	14,927.00
44	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	30	30	30	90	50	50	50	150	50	50	50	150	30	20	20	70	460	44.32	20,387.20
45	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	30	30	30	90	50	50	50	150	50	50	50	150	30	20	20	70	460	59.49	27,365.40
46	PAD PAPER, Ruled	pad	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	18.99	227.88
	PAPER CLIP, gem type, 48mm, 100 pieces per box	box		5	5	10	5	10	5	20	5	5	5	15	5	5	5	15	60	6.91	414.60
1	PAPER CLIP, gem type, 32mm, 100 pieces per box	box		5	5	10	5	10	5	20	5	5	5	15	5	5	5	15	60	14.04	842.40
2	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	250	250	250	750	250	250	250	750	250	250	250	750	250	250	250	750	3000	137.66	412,980.00
3	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	250	250	250	750	250	250	250	750	250	250	250	750	250	250	250	750	3000	160.94	482,820.00
4	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	119.09	-
5	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	123.08	-
6	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	5	5	5	15	10	10	10	30	10	10	10	30	5	5	5	15	90	95.18	8,566.20
7	PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	34.29	-
8	PENCIL, lead, w/eraser, one(1) dozen per box	box	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	20.40	2,937.60
9	PHILIPPINE NATIONAL FLAG	piece	1			1	1			1	1	15		16	1			1	19	319.07	6,062.33
10	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	10	10	10	30	10	5	5	20	10	5	5	20	10	10	10	30	100	62.73	6,273.00
11	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	10	10	10	30	10	5	5	20	10	5	5	20	10	10	10	30	100	97.34	9,734.00
12	RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	267.14	-
13	RUBBER BAND, 70mm min lay flat length (#18)	box	5	2	2	9	5	2	2	9	5	2	2	9	2	2	2	6	33	97.04	3,202.32
14	RULER, plastic, 450mm, 1 piece in individual plastic	piece				0				0				0				0	0	16.10	-
15	SIGN PEN, black	piece	36	36	36	108	36	36	36	108	36	36	36	108	36	36	36	108	432	35.99	15,547.68
16	SIGN PEN, blue	piece	36	24	24	84	36	24	24	84	36	24	24	84	36	24	24	84	336	35.99	12,092.64
17	SIGN PEN, red	piece	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	35.99	2,591.28
18	STAMP PAD INK, violet, 50mL	bottle	2	2	2	6	2	2	2	1	2	2	2	6	2	2	2	6	19	25.62	486.78
19	STAMP PAD, felt pad, min 60mm x 100mm	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	28.77	345.24

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
20	STAPLE WIRE, Heavy duty, 23/13	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	21.51	258.12
21	STAPLE WIRE, Standard (26/6)	box			10	10	10	10	10	30	10	10	10	30	10	10	10	30	100	19.68	1,968.00
22	TAPE, masking, 24mm, 50 meters length	roll			12	12	24	24	12	60	24	24	12	60	12	12	12	36	168	57.32	9,629.76
23	TAPE, masking, 48mm, 50 meters length	roll			12	12	24	24	12	60	24	24	12	60	12	12	12	36	168	109.24	18,352.32
24	TAPE, transparent, 24mm, 50 meters	roll	36	36	36	108	36	36	36	108	36	36	36	108	24	24	24	72	396	11.36	4,498.56
25	TAPE, transparent, 48mm, 50 meters	roll				0				0				0				0	0	27.58	-
26	TAPE, packaging, 48mm, 50 meters length	roll				0		12	12	24		12	12	24				0	48	29.08	1,395.84
27	TOILET TISSUE, 12 rolls per pack	pack	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	70.30	16,872.00
28	TWINE, plastic, one kilo per roll	roll	5	5	10	20	5	5	10	20	5	5	10	20	5	5	10	20	80	51.92	4,153.60
29	WRAPPING PAPER, kraft, 50 sheets per pack	pack	5	2	3	10	5	2	3	10	5	2	3	10	5	2	3	10	40	133.99	5,359.60
30	Airline Travel		50	50	50		50	50	50		50	50	50		50	50	50				
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube		1	2	3	1	1	1	3	1	1	2	4	1	1	1	3	13	10.22	132.86
2	CUTTER KNIFE, heavy duty	piece				0				0				0				0	0	20.55	-
3	DATING AND STAMPING MACHINE	piece	1	1	1	3				0			1	1				0	4	497.52	1,990.08
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece	1	1	1	3	1	1	1	3			1	1				0	7	194.69	1,362.83
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	1	1	1	3	1	1	1	3			1	1				0	7	123.42	863.94
6	SCISSORS, (6")	pair				0	5	5	5	15	5	5	5	15	5	5	5	15	45	14.28	642.60
7	STAPLER, standard	piece				0	1	1	1	3	1	1	1	3	1	1	1	3	9	85.45	769.05
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	1		1	2				0			1	1				0	3	913.95	2,741.85
9	STAPLE REMOVER, plier type	piece		3	3	6	2			2			1	1				0	9	18.91	170.19
10	TAPE DISPENSER, table top	piece	1	1	1	3	2			2			1	1				0	6	51.57	309.42
11	WASTE BASKET, non-rigid plastic	piece	2	2	2	6				0				0				0	6	25.96	155.76
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (tambo)	piece	2	2	2	6				0	2	2	2	6				0	12	91.94	1,103.28
2	BROOM, stick (tingting)	piece	2	2	2	6				0	2	2	2	6				0	12	24.88	298.56
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	43.26	15,573.60
4	CLEANSER, scouring powder, 350grams/can	can	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	24.88	8,956.80
5	DETERGENT POWDER, all purpose, 1kilo/pouch	pouch	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	38.93	23,358.00
6	DISINFECTANT SPRAY, 400-550 grams	can	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	125.20	18,028.80
7	DUST PAN, non-rigid plastic	piece	2	2	2	6				0	2	2	2	6				0	12	28.12	337.44
8	FLOOR WAX, Paste, red	can				0				0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol, 300mL/can	can	48	48	48	144	48	48	48	144	48	48	48	144	48	48	48	144	576	90.85	52,329.60
10	INSECTICIDE, aerosol type, 600mL/can	can	48	48	48	144	48	48	48	144	48	48	48	144	48	48	48	144	576	142.77	82,235.52
11	MOPBUCKET	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	1,987.44	47,698.56
12	MOPHANDLE, screw type, aluminum handle	piece	3	3	4	10				0	2	2	2	6				0	16	148.18	2,370.88
13	MOPHEAD, made of rayon	piece	3	3	4	10	3	3	4	10	3	3	4	10	3	3	4	10	40	110.32	4,412.80
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle	20	20	20	60	30	30	30	90	30	30	30	90	20	20	20	60	300	51.68	15,504.00
15	SCOURING PAD, 5 pieces per pack	pack	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	107.08	7,709.76
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll	36	36	36	108	36	36	36	108	36	36	36	108	36	36	36	108	432	145.48	62,847.36
17	DETERGENT BAR, 140g as packed (-2.5%)	bar	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	7.57	272.52

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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		1		1				0				0	1	10,816.00	10,816.00
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	2			2	1	1	1	3	1	1	1	3				0	8	140.61	1,124.88
3	CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	2			2	1			1		1		1				0	4	6,828.14	27,312.56
6	DOCUMENT CAMERA, 3.2 pixels	unit				0				0				0				0	0	26,391.04	-
7	ELECTRIC FAN, industrial	unit			1	1			1	1				0				0	2	1,091.33	2,182.66
8	ELECTRIC FAN, orbit type	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, stand type	unit	7	5	5	17	5	5	5	15				0				0	32	1,046.65	33,492.80
10	ELECTRIC FAN, wall type	unit				0				0				0				0	0	785.00	-
11	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/tel switchove	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit	1			1				0				0				0	1	1,123.78	1,123.78
13	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				0	0	5,191.68	-
14	muLTIMEDIA Projector, 4000 min ANSI Lumens	unit				0				0				0				0	0	27,542.94	-
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	unit				0			1	1				0				0	1	8,411.60	8,411.60
16	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	2			2			1	1				0				0	3	5,927.17	17,781.51
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0				0				0				0	0	744.14	-
20	TABLE, monobloc, square, 36" X 36", white, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,379.04	-
21	TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, Branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop, Branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					
1	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	1			1				0	1			1				0	2	709.53	1,419.06
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	1,070.78	-
3	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	796.06	-
4	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	1,352.00	-

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	620.67	-
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	1,076.19	-
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	35	35		70	35	35	35	105	35	35	35	105	35			35	315	22.66	7,137.90
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	15	25	5	5	15	25	5	5	15	25	5	5	15	25	100	3,152.86	315,286.00
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10	1	1	12	3	1	1	5	3	1	1	5	3	1	1	5	27	261.75	7,067.25
10	MOUSE, optical, USB connection type	unit	13	10	30	53	10	10	10	30	10	10	30	50	10	10	10	30	163	140.39	22,883.57
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece			1	1			1	1			1	1			1	1	4	48.13	192.52
CONSUMABLES																					
1	Drum Cart, Brother, DR-3455																			7,138.56	
2	INK CART, CANON CL-741, Colored	cart				0				0				0				0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart				0				0				0				0	0	1,070.78	-
4	INK CART, CANONPG-740, black	cart				0				0				0				0	0	784.16	-
5	INK CART, CANONPG-810 black	cart				0				0				0				0	0	811.20	-
6	INK CART, EPSON C13T664100 (T6641), black	cart				0				0				0				0	0	264.99	-
7	INK CART, EPSON C13T664100 (T6642), Cyan	cart				0				0				0				0	0	264.99	-
8	INK CART, EPSON C13T664100 (T6643), Magenta	cart				0				0				0				0	0	264.99	-
9	INK CART, EPSON C13T664100 (T6644), Yellow	cart				0				0				0				0	0	264.99	-
10	INK CART, HP C2P04AA (HP62), Black	cart				0				0				0				0	0		-
11	INK CART, HP C2P06AA (HP62), Tricolor	cart				0				0				0				0	0		-
12	INK CART, HP C9351AA (HP21), Black	cart				0				0				0				0	0	676.00	-
13	INK CART, HP C9352AA (HP22), Tri-color	cart				0				0				0				0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0				0				0	0	1,552.10	-
15	INK CART, HP C9397A (HP 72), 69 ml Photo Black	cart				0				0				0				0	0		-
16	INK CART, HP C9398A (HP 72), 69 ml Cyan	cart				0				0				0				0	0		-
17	INK CART, HP C9399A (HP 72), 69 ml Magenta	cart				0				0				0				0	0		-
18	INK CART, HP C9400A (HP 72), 69 ml Yellow	cart				0				0				0				0	0		-
19	INK CART, HP C9401A (HP72), 69 ml, Gray	cart				0				0				0				0	0		-
20	INK CART, HP C9403A (HP72), 69 ml, Matte Black	cart				0				0				0				0	0		-
21	INK CART, HP CC640WA, (HP60), Black	cart				0				0				0				0	0	665.18	-
22	INK CART, HP CC643WA, (HP60), Tri-color	cart				0				0				0				0	0	784.16	-
23	INK CART, HP CD887AA, (HP703), Black	cart				0				0				0				0	0	373.15	-
24	INK CART, HP CD888AA, (HP703), Tri-color	cart				0				0				0				0	0	373.15	-
25	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0				0				0				0	0	654.37	-
26	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0				0				0				0	0	654.37	-
27	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0				0				0				0	0	654.37	-
28	INK CART, HP CD975AA, (HP 920XL), Black	cart				0				0				0				0	0	1,292.51	-
29	INK CART, HP CH561WA, (HP61), Black	cart				0				0				0				0	0	670.59	-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
30	INK CART, HP CH562WA, (HP61), Tricolor	cart				0				0				0				0	0	859.87	-
31	INK CART, CH565A, (HP82), Black	cart				0				0				0				0	0		-
32	INK CART, CH566A, (HP82), Cyan	cart				0				0				0				0	0		-
33	INK CART, CH567A, (HP82), Magenta	cart				0				0				0				0	0		-
34	INK CART, CH568A, (HP82), Yellow	cart				0				0				0				0	0		-
35	INK CART, HP CN045AA, (HP950XL), Black	cart				0				0				0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0				0				0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0				0				0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0				0				0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart				0				0				0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart				0				0				0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart				0				0				0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0				0				0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart				0				0				0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart				0				0				0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart				0				0				0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart				0				0				0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart				0				0				0				0	0		-
48	INK CART, HP F6V27AA (HP680) Black	cart				0				0				0				0	0		-
49	INK CART, HP LoS51AA (HP955), Cyan Original	cart				0				0				0				0	0		-
50	INK CART, HP LoS54AA (HP955), Magenta Original	cart				0				0				0				0	0		-
51	INK CART, HP LoS57AA (HP955), Yellow Original	cart				0				0				0				0	0		-
52	INK CART, HP LoS60AA (HP955), Black Original	cart				0				0				0				0	0		-
53	INK CART, HP LoS63AA (HP955XL), Cyan Original	cart				0				0				0				0	0		-
54	INK CART, HP LoS66AA (HP955XL), Magenta Original	cart				0				0				0				0	0		-
55	INK CART, HP LoS69AA (HP955XL), Yellow Original	cart				0				0				0				0	0		-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0				0				0				0	0		-
57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0				0				0	0		-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0				0				0	0		-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0				0				0	0		-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0				0				0	0		-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0				0				0	0		-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0				0				0	0		-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0				0				0	0		-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0				0				0	0		-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0				0				0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0				0				0				0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black for LX-310	cart				0				0				0				0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart				0				0				0				0	0	2,658.57	-
69	TONER CART, BROTHER TN-2130, Black	cart				0				0				0				0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150 Black	cart				0				0				0				0	0	2,720.22	-
71	TONER CART, BROTHER TN-3320, Black	cart				0				0				0				0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN	cart				0				0				0				0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart				0				0				0				0	0	2,914.91	-
74	TONER CART, HP CB540A, Black	cart				0				0				0				0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0				0				0	0	7,024.99	-

	Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
76	TONER CART, HP CE278A, Black	cart				0				0				0				0	0	3,239.39	-
77	TONER CART, HP CE285A, (HP85A) , Black	cart				0				0				0				0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart	6	6	6	18	6	6	6	18	6	6	6	18	5	5	5	15	69	2,482.27	171,276.63
79	TONER CART, HP CE311A, Cyan	cart	5	5	5	15	5	5	5	15	5	5	5	15	4	4	4	12	57	2,590.43	147,654.51
80	TONER CART, HP CE312A, Yellow	cart	5	5	5	15	5	5	5	15	5	5	5	15	4	4	4	12	57	2,590.43	147,654.51
81	TONER CART, HP CE313A, Magenta	cart	5	5	5	15	5	5	5	15	5	5	5	15	4	4	4	12	57	2,590.43	147,654.51
82	TONER CART, HP CE320A, Black	cart				0				0				0				0	0	2,968.99	-
83	TONER CART, HP CE321, Cyan	cart				0				0				0				0	0	3,131.23	-
84	TONER CART, HP CE322A, Yellow	cart				0				0				0				0	0	3,131.23	-
85	TONER CART, HP CE323A, Magenta	cart				0				0				0				0	0	3,131.23	-
86	TONER CART, HP CE390A, Black	cart				0				0				0				0	0	7,998.43	-
87	TONER CART, HP CE400A, Black	cart				0				0				0				0	0	7,024.99	-
88	TONER CART, HP CE401A, Cyan	cart				0				0				0				0	0	10,377.95	-
89	TONER CART, HP CE402A, Yellow	cart				0				0				0				0	0	10,377.95	-
90	TONER CART, HP CE403A, Magenta	cart				0				0				0				0	0	10,377.95	-
91	TONER CART, HP CE410A, (HP305), Black	cart	4	4	4	12	4	4	4	12	5	5	5	15	5	5	5	15	54	3,942.42	212,890.68
92	TONER CART, HP CE411A, (HP305), Cyan	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	5,618.91	337,134.60
93	TONER CART, HP CE412A, (HP305), Yellow	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	5,618.91	337,134.60
94	TONER CART, HP CE413A, (HP305), Magenta	cart	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	5,618.91	337,134.60
95	TONER CART, HP CE505A, Black	cart	10	10	10	30	10	5	10	25	5	10	5	20	10	5	5	20	95	4,158.75	395,081.25
96	TONER CART, HP CE505X, Black highcap	cart				0				0				0				0	0	7,349.47	-
97	TONER CART, HP CF217A, (HP17A), Black Laserjet	cart				0				0				0				0	0		-
98	TONER CART, HP CF226A, (HP26A), Black Laserjet	cart				0				0				0				0	0		-
99	TONER CART, HP CF226XC (HP26XC), Black Laserjet	cart				0				0				0				0	0		-
100	TONER CART, HP CF280A, Laserjet pro M401/M425	cart	20	20	20	60	20	20	20	60	20	30	20	70	20	20	20	60	250		-
101	TONER CART, HP CF280XC	cart				0				0				0				0	0	7,241.31	-
102	TONER CART, HP CF281A, (HP81A), Black Laserjet	cart				0				0				0				0	0		-
103	TONER CART, HP CF283A (HP83A) Laserjet Black	cart				0				0				0				0	0		-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0				0				0				0	0		-
105	TONER CART, HP CF287A (HP87) Black	cart				0				0				0				0	0		-
106	TONER CART, HP CF310AC (HP826) Black	cart				0				0				0				0	0		-
107	TONER CART, HP CF311AC (HP826) Cyan	cart				0				0				0				0	0		-
108	TONER CART, HP CF312AC (HP826) Yellow	cart				0				0				0				0	0		-
109	TONER CART, HP CF313AC (HP826) Magenta	cart				0				0				0				0	0		-
110	TONER CART, HP CF325XC (HP25X) Black Laserjet	cart				0				0				0				0	0		-
111	TONER CART, HP CF350A Black LJ	cart				0				0				0				0	0		-
112	TONER CART, HP CF351A Cyan LJ	cart				0				0				0				0	0		-
113	TONER CART, HP CF352A Yellow LJ	cart				0				0				0				0	0		-
114	TONER CART, HP CF353A Magenta LJ	cart				0				0				0				0	0		-
115	TONER CART, HP CF360A (HP508A) Black	cart				0				0				0				0	0		-
116	TONER CART, HP CF360XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0		-
117	TONER CART, HP CF361A (HP508A) Cyan Laserjet	cart				0				0				0				0	0		-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0				0				0				0	0		-
119	TONER CART, HP CF362A (HP508) Yellow Laserjet	cart				0				0				0				0	0		-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0				0				0				0	0		-
121	TONER CART, HP CF363A (HP508A) Magenta Laserjet	cart				0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
122 TONER CART, HP CF363XC (HP508X) Magenta Contact LJ	cart				0				0				0				0	0		-
123 TONER CART, HP CF400A (HP201A) Black Laserjet	cart				0				0				0				0	0		-
124 TONER CART, HP CF401A (HP201A) Cyan Laserjet	cart				0				0				0				0	0		-
125 TONER CART, HP CF402A (HP201A) Yellow Laserjet	cart				0				0				0				0	0		-
126 TONER CART, HP CF403A (HP201A) Magenta Laserjet	cart				0				0				0				0	0		-
127 TONER CART, HP CF410A (HP410A) Black	cart	20	24	24	68	20	24	24	68	20	24	24	68	20	15	15	50	254		-
128 TONER CART, HP CF410XC (HP410XC) Black	cart				0				0				0				0	0		-
129 TONER CART, HP CF411A (HP410A) Cyan	cart	15	15	20	50	15	15	20	50	15	15	20	50	15	15	15	45	195		-
130 TONER CART, HP CF411XC (HP410XC) Cyan	cart				0				0				0				0	0		-
131 TONER CART, HP CF412A (HP 410A) Yellow	cart	15	15	20	50	15	15	20	50	15	15	20	50	15	15	15	45	195		-
132 TONER CART, HP CF412XC (HP 410XC) Yellow	cart				0				0				0				0	0		-
133 TONER CART, HP CF413A (HP410A) Magenta	cart	15	15	20	50	15	15	20	50	15	15	20	50	15	15	15	45	195		-
134 TONER CART, HP CF413XC (HP410XC) Magenta	cart				0				0				0				0	0		-
135 TONER CART, HP Q2612A Black	cart				0				0				0				0	0	3,228.58	-
136 TONER CART, HP Q5942A Black	cart				0				0				0				0	0	7,782.11	-
137 TONER CART, HP Q7553A Black	cart				0				0				0				0	0	4,050.59	-
138 TONER CART, LEXMARK E360H11P, Black	cart				0				0				0				0	0	9,229.29	-
139 TONER CART, LEXMARK T650A11P, Black	cart				0				0				0				0	0	10,015.62	-
140 TONER CART, SAMSUNG MLT-D101S, Black	cart				0				0				0				0	0	2,747.26	-
141 TONER CART, SAMSUNG MLT-D103S, Black	cart				0				0				0				0	0	3,028.48	-
142 TONER CART, SAMSUNG MLT-D104S, Black	cart				0				0				0				0	0	2,541.76	-
143 TONER CART, SAMSUNG MLT-D105L, Black	cart				0				0				0				0	0	2,898.69	-
144 TONER CART, SAMSUNG MLT-D108S, Black	cart				0				0				0				0	0	2,855.42	-
145 TONER CART, SAMSUNG MLT-D203E, Black	cart				0				0				0				0	0	7,403.55	-
146 TONER CART, SAMSUNG MLT-D203L, Black	cart				0				0				0				0	0	4,802.30	-
147 TONER CART, SAMSUNG MLT-D203U, Black	cart				0				0				0				0	0	9,842.56	-
148 TONER CART, SAMSUNG MLT-D205E, Black	cart				0				0				0				0	0	9,572.16	-
149 TONER CART, SAMSUNG MLT-D205L, Black	cart				0				0				0				0	0	5,267.39	-
150 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0				0				0				0	0	4,531.90	-
151 TONER CARTRIDGE, BROTHER TN-3470 Black for printer HL-3440DW	cart				0				0				0				0	0	6,312.22	-
152 TONER CARTRIDGE, CANON 324 II for printer LBP6780X	cart				0				0				0				0	0	13,935.33	-
153 TONER, HP CE270A	cart	5	5	5	15	5	5	5	15	5	5	5	15	4	4	4	12	57	11,700.00	666,900.00
154 TONER, HP CE271A	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	19,700.00	945,600.00
155 TONER, HP CE272A	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	19,700.00	945,600.00
156 TONER, HP CE273A	cart	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	19,700.00	945,600.00
																				8,115,106.53
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
1					0				0				0				0	0		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
COMMON OFFICE EQUIPMENT																				

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
COMMON OFFICE SUPPLIES																					
1	Ballpen, Black, Ordinary	each	50	50	50	150	50	50	50	150	50	50	50	150	25	50	25	100	550	6.00	3,300.00
	Ballpen, Blue, Ordinary	each	25	25	25	75	50	25	25	100	50	25	25	100	25	25	25	75	350	6.00	2,100.00
	Ballpen, Red, Ordinary	each	6	6	6	30	6	6	6	30	6	6	6	18	6	6	6	18	96	6.00	576.00
	Ballpen, Black, Pilot	each	40	40	40	120	36	36	36	108	36	36	36	108	24	24	12	60	396	25.00	9,900.00
	Ballpen, Blue, Pilot	each	28	28	28	84	24	24	24	72	24	24	24	72	12	12	12	36	264	25.00	6,600.00
	Box, NCCA Archive Corrugated Box (Material : #175-C, Cover 410mmx 324mm x 50mm, Body: 396mm x 310mm x 250mm, Design : Die Cut, Joint : Stched Joint, Color : w/ Print	each				0		500		500				0				0	500	80.00	40,000.00
	Bubble Wrap	roll	3	3	3	9	5	5	5	15	5	5	5	15	2	2	2	6	45	2,000.00	90,000.00
	CD Recordable	each	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600	12.00	7,200.00
	CD Rewritable	each	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	20.00	1,200.00
	Correction Fluid	btL	5	5	9	19	4	5	8	17	9	10	13	32	10	10	14	34	102	13.00	1,326.00
	Coverboard, Blue, A4	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	2.30	8,280.00
	Coverboard, Blue, Long	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	2.50	9,000.00
	Coverboard, Plastic, A4	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	2.30	8,280.00
	Coverboard, Plastic, Long	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	2.50	9,000.00
	Drumkit, Brother DR-2255	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,000.00	72,000.00
	DVD Recordable	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	25.00	90,000.00
	Envelope, Expanding, Kraft, with LH	each	300	300	300	900	300	300	300	900	300	300	300	900	300	300	300	900	3600	27.00	97,200.00
	Envelope, Mailing, Cream with LH	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	4,600.00	276,000.00
	Envelope, Mailing, White, with LH	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,250.00	75,000.00
	FASTENER, for paper, plastic, 50 sets per box	box	15	15	15	45	10	15	10	35	10	15	10	35	10	10	10	3	118	60.00	7,080.00
	Flag, ASEAN COUNTRIES FLAGS (10 States - Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam; 1 observer: Papua New Guinea	each			1	1			1	1			1	1			1	1	4	300.00	1,200.00
	Flag, KKK FLAGS	piece			1	1			1	1			1	1			1	1	4	300.00	1,200.00
	Flag, NCCA FLAG	piece			1	1			1	1			1	1			1	1	4	4,500.00	18,000.00
	Frame, A4	each	14	10	10	34	13	10	10	33	14	10	10	34	13	10	10	33	134	200.00	26,800.00
	Gluestick	tube	52	54	53	159	53	54	53	160	52	54	53	159	52	54	53	159	637	16.00	10,192.00
	Green Tea, 50 bags /box	box	11	10	10	31	11	10	10	31	11	10	10	31	11	10	10	31	124	420.00	52,080.00
	I.D. Case, Big	each	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	12.00	14,400.00
	I.D. Lace	each	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	25.00	30,000.00
	Laminating Film	pack	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	500.00	6,000.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
	Load, GLOBE 100	each	12	12	12	36	14	12	12	38	14	12	12	38	14	12	12	38	150	100.00	15,000.00
	Load, GLOBE 300	each	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	300.00	43,200.00
	Load, GLOBE 500	each	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	500.00	78,000.00
	Load, SMART 100	each	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	100.00	14,400.00
	Load, SMART 300	each	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	300.00	46,800.00
	Load, SMART 500	each	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	500.00	90,000.00
	Load, SUN 200	each	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	200.00	28,800.00
	METACARDS	pack	5	3	4	12	4	3	3	10	5	4	4	13	5	4	4	13	48	50.00	2,400.00
	Name Plate / Toblerone	each	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	150.00	5,400.00
	NCCA Invitation Card with Envelope	set	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	1000	1000	1000	3000	12000	26.00	312,000.00
	NCCA Ring and Pins	set				0	20			20				0				0	20	12,000.00	240,000.00
	NCCA Tshirts with collar with print	each		300		300	300			300	300			300	300			300	1200	350.00	420,000.00
	NCCA Tshirts, Round Neck with print	each		300		300	300			300	300			300	300			300	1200	250.00	300,000.00
	Office Chairs	each	5	5	5	15		5	5	10		5	5	10				0	35	4,500.00	157,500.00
	Office Executive Table	each	2	2	2	6		2	2	4		2	2	4				0	14	15,000.00	210,000.00
	Office Mobile Pedestal with 3 drawers	each	1	1	1	3		1	1	2		1	1	2				0	7	2,800.00	19,600.00
	Office Table	each	2	2	2	6		2	2	4		2	2	4				0	14	5,000.00	70,000.00
	Paper, Calling Card, A4	pack	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	40.00	14,400.00
	Paper, Conqueror, A4	ream	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,250.00	75,000.00
	Paper, Conqueror, Legal	ream	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	1,325.00	79,500.00
	Paper, Letterhead, A4, Cream	ream	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	3,000.00	720,000.00
	Paper, Letterhead, Legal, Cream	ream	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	3,220.00	772,800.00
	Paper, Sticker, Long, Matte	each	600	600	600	1800	600	600	600	1800	600	600	600	1800	600	600	600	1800	7200	5.00	36,000.00
	Plaque	each	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	500.00	30,000.00
	Ring Binder, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	21.00	252.00
	Ring Binder, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	25.00	300.00
	Ring Binder, 12.7mm x 1.12m (1/2"x44"), plastic	each	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	8.75	1,050.00
	Ring Binder, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	37.50	450.00
	Ring Binder, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	51.00	612.00
	Ring Binder, 19mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	60.00	720.00
	Ring Binder, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	78.00	936.00
	Ring Binder, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	18.00	216.00
	Ring Binder, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	19.50	234.00
	Rubber Stamps	each	2	1	1	4	1	1	1	3	1	1	1	3	1	1	1	3	13	300.00	3,900.00
	Self-Inking Stamp	each	3	2	2	7	2	2	2	6	2	2	2	6	2	2	2	6	25	300.00	7,500.00
	SIGN PEN, black, Pilot	piece	48	36	36	120	48	36	36	120	48	36	36	120	48	36	36	120	480	43.00	20,640.00
	SIGN PEN, blue, Pilot	piece	36	36	24	96	36	36	24	96	36	36	24	96	36	36	24	96	384	43.00	16,512.00
	SIGN PEN, red, Pilot	piece	6	6		12				0				0				0	12	43.00	516.00
	STAPLE WIRE, Heavy duty, 23/17	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,000.00	12,000.00
	Toner, Brother TN-2280	cart	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,000.00	72,000.00
	Toner, HP CE740A, Black	cart		1	1	2		1	1	2		1	1	2		1	1	2	8	6,300.00	50,400.00
	Toner, HP CE741A,	cart		1	1	2		1	1	2		1	1	2		1	1	2	8	10,600.00	84,800.00
	Toner, HP CE742A,	cart		1	1	2		1	1	2		1	1	2		1	1	2	8	10,600.00	84,800.00
	Toner, HP CE743A,	cart		1	1	2		1	1	2		1	1	2		1	1	2	8	10,600.00	84,800.00
	CASHBOOK	pc	1			1				0				0				0	1		-
						0				0				0				0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
					0				0				0				0	0		-
COMMON JANITORIAL SUPPLIES																				
Fluorescent Starter, 30 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	10.00	7,200.00
Fluorescent, CFL Daylight 9 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	81.00	58,320.00
Fluorescent, CFL Warm White 5 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	76.00	54,720.00
Fluorescent, CFL Warm White 9 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	81.00	58,320.00
Fluorescent, T5 Daylight 28 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	194.00	139,680.00
Fluorescent, T5 Warm White 28 watts	each	60	60	60	180	60	60	60	180	60	60	60	180	60	60	60	180	720	194.00	139,680.00
Polishing Pad, 16" 3M	each	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	410.00	147,600.00
Scrubbing Pad, 16", Blue 3M	each	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	510.00	61,200.00
Steel Wool, Penguin	each	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	85.00	10,200.00
Table Napkin	pack	30	30	30	90	30	30	30	90	30	30	30	90	30	30	30	90	360	99.00	35,640.00
Tarpaulin with Print	each	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	3,500.00	84,000.00
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
CONSUMABLES																				
RJ 45 CONNECTORS	piece	50	50	50	150	50	50	50	150	50	50	50	150	50	50	50	150	600		-
EPSON Fx, 2175 RIBBON CARTRIDGE	cart	1		1	2		1		1	1		1	2		1	1	2	7		-
CAR FRESHERNER FOR OED	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
					0				0				0				0	0		-
Office Equipment and Accessories																				
1 Calling/ Business card file/box	box	2			2				0				0				0	2		-
2					0				0				0				0	0		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-
5					0				0				0				0	0		-
6					0				0				0				0	0		-
7					0				0				0				0	0		-
8					0				0				0				0	0		-
9					0				0				0				0	0		-
10					0				0				0				0	0		-
Office Supplies																				
1 Signpen for ED (UNIBALL-GEL IMPACT)	each	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36		-
2 Visitors Guestbook	book	2			2				0				0				0	2		-
3					0				0				0				0	0		-
4					0				0				0				0	0		-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Audio and visual presentation and composing equipment																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Photographic or filming or video equipment																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Cleaning Equipment and Supplies																					
1	Hand gloves	box	2			2				0	1			1	1			1	4		-
2	Liquid cleaner	pc	8			8	8			8	8			8	8			8	32		-
3	Facemasks	box	2			2				0	1			1	1			1	4		-
4	Rags	pc	100			100				0	100			100				0	200		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Paper Materials and Products																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-

Item & Specifications		Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT	
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Lighting and fixtures and accessories																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Electrical equipment and components and supplies																					
1						0				0				0				0	0		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Supplies																					
1	CMOS BATTERY	pcs	200			200				0	200			200				0	400		-
2						0				0				0				0	0		-
3						0				0				0				0	0		-
4						0				0				0				0	0		-
5						0				0				0				0	0		-
6						0				0				0				0	0		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
Computer Equipment and Accessories																					
1	Computer Keyboard	pcs	20			20				0	20			20				0	40		-
2	Power Supplies	pcs	20			20				0	20			20				0	40		-
3	Printer			1		1				0				0				0	1		-
4	Laptop	unit	1			1				0				0				0	1		-
5	LCD Projector	unit	1			1				0				0				0	1		-
6	Color printer with scanner and copier in 1	unit	1			1				0				0				0	1		-
7						0				0				0				0	0		-
8						0				0				0				0	0		-
9						0				0				0				0	0		-
10						0				0				0				0	0		-
*Other Categories																					

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT			
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity					
1	STEEL CABINET	unit	1			1				0				0				0	1		-			
2	Telephone Apparatus (Local phone-shoretel)	unit	1			1				0				0				0	1		-			
3	Visitors Sofa		1			1				0				0				0	1		-			
4	Musical Instruments and supplies	set				0		1		1				0				0	1	90,000.00	90,000.00			
5						0				0				0				0	0		-			
6						0				0				0				0	0		-			
7						0				0				0				0	0		-			
8						0				0				0				0	0		-			
9						0				0				0				0	0		-			
10						0				0				0				0	0		-			
																					6,083,912.00			
C. TOTAL (A + B):																				26,856,435.61				
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				2,685,643.56				
E. GRAND TOTAL (C + D)																				29,542,079.17				
F. APPROVED BUDGET BY THE AGENCY HEAD																				6,000,000.00				
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores						0					0					0					0			0
G.2 Other Items not available at PS but regularly purchased from other sources						0					0					0					0			0
TOTAL MONTHLY CASH REQUIREMENTS						0					0					0					0			0

*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:

Sheryl A. Alba

Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Herencio Llapitan / Sherlyn G. Tan

Chief Accountant for NECA and GAA

Recommending Approval

Susan C. Dayao

Chief Administrative Officer

Approved by:

Rico S. Pableo, Jr.

Executive Director

Date Prepared:

28-Nov-17

LIST of ESTIMATED SUPPLIES and MATERIALS FOR 2018

SMO RECEIVED

By: Zerwin
Date: 11/29/17



Section / Division: GSS/ADMF

Noted by:

Prepared by: NEMELYN G. GALAN

NEMELYN G. GALAN
Section Head

SUSAN C. DAYAO
Division Head

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total
A. NOT AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
Battery 8D for Generator	sets	1			1	1			1	1			1				0	3
Bulb CFL 9watts, daylight white	pcs.	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120
Bulb CFL 9watts, warm white	pcs.	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120
Circuit Breaker, 20 amp (plug-in) for lighting	pcs.	1			1	1			1	1			1	1			1	4
Circuit Breaker, 30 amp (plug-in) for C.O.	pcs.	1			1	1			1	1			1	1			1	4
Circuit Breaker, 22 amp (plug-in) for Aircon	pcs.	1			1	1			1	1			1	1			1	4
Diffuser,2'x4' lights diffuser	pcs.	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240
Electrical Wire, 0.75 mm flat cord for lighting	rolls	1			1				0	1			1				0	2
Electrical Wire, #12 for C.O. extension	rolls	1			1				0	1			1				0	2
Electrical Wire, # 14 for C.O. extension	rolls	1			1				0	1			1				0	2
Emergency Light, LED dual lights	sets	4			4				0	4			4				0	8
Emergency Light Battery,	sets	7			7	7			7	7			7				0	21
Flexible Hose, Electrical Flexible Hose	rolls	1			1				0	1			1				0	2
Flourecent Lamp (t5-Circular 22 watts)	pcs.	10			10				0	10			10				0	20
Fuel, Generator Fuel,(200lits/Cylinder)	cylinder	1			1	1			1	1			1	1			1	4
Fuse,30 amp.	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Fuse,60 amp.	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Lamp Holder/Receptacle, Branded	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Moulding, 1"x8" Electrical Plastic Moulding	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Par Lights,Par 38, Philips	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Par Lights, Par 56, Philips	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Plate, 1 gang, National for switch	pcs.	10	10	10	30	5	5	5	15	10	10	10	30	5	5	5	15	90
Plate, 2 gang, National for switch	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Plate, 3 gang, National for switch and C.O.	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Plug (for Polisher), Heavy duty male plug, Eagle	pcs.	7			7				0	7			7				0	14
Soldering Iron, Branded of quality brand	pcs.	1			1				0	1			1				0	2
Soldering Lead, Branded	kls	2			2				0	2			2				0	4
Starter, 20 watts	pcs.	25			25				0	25			25				0	50
Starter, 40 watts	pcs.	25			25				0	25			25				0	50
Switch, National	pcs.	30			30				0	30			30				0	60
Spotlight, 220 V or 5Watts LED	pcs.	5	5	5	15	5	5	5	5	5	5	5	15	5	5	5	15	50
Trouble Light	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
CARPENTRY,MASONRY, UTILITY AND OTHERS																		
Concrete Nails, 1" Concrete Nails	kls	1			1	1			1	1			1	1			1	4
Concrete Nails, 2" Concrete Nails	kls	1			1	1			1	1			1	1			1	4
Concrete Nails, 4" Concrete Nails	kls	1			1	1			1	1			1	1			1	4

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total
Cutter, Heavy Duty Vinyl Cutter	kls	1			1	1			1	1			1	1			1	4
Cutter, 6"W Tile Cutter (for electric drill)	pcs.	3			3	3			3	3			3	3			3	12
Dead Bolt Lock, SCHLAGE	pcs.	6			6	3			3	6			6	3			3	18
Door Closer, Yale	pcs.	6			6	6			6	6			6	6			6	24
Door Knob, Yale	pcs.	6	6	6	18				0	6	6	6	18				0	36
Drawer Lock, Desk and Cabinet Lock, Yale	pcs.	5	5	5	15				0	5	5	5	15				0	30
Drill Bit, For Complete Set for Wood, Branded	sets	1			1				0	1	1		2				0	3
Drill Bit, For Complete Set for Concrete, Branded	sets	1			1				0	1	1		2				0	3
Drill Bit, For Complete Set for Steel, Branded	sets	1			1				0	1	1		2				0	3
Flash Light, Utility Flash Light Heavy Duty	pcs.	2			2				0	2	2		4				0	6
G.I. Wire, 40 kilos per roll	Rolls	1			1	1			1	1			1	1			1	4
Grout, ABC Grout, (5 kls./pack)	kls	3			3					3			3	3			3	9
Gun Tacker, Heavy duty	pcs.	1			1				0	1			1				0	2
Gun Tacker Wire , Size per gun tucker	pcs.	3			3				0				0				0	3
Lubricant, W40 Multi-purpose oil	bttle	3			3				0				0				0	3
Lubricant , Singer	bttle	6			6				0				0				0	6
Measurement Metal Tape , 10 meters, Branded from P.S.	pcs.	2			2				0				0				0	2
Mighty Bond- Adhesive (quick)	pcs.	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	1			1				0	1			1				0	2
Notice Holder	pcs.	25			25				0				0				0	25
Piston Repair Kit, sloan	sets	10			10				0				0				0	10
Rugby	gals	1			1	1			1	1			1	1			1	4
Scraper	pcs.	1			1				0				0				0	1
Tile , Vetrified Unglaze, 12"x12", CR floor	pcs.	50			50				0	50			50	50			50	150
Tile, Vetrified glaze, 6"x8", CR wall	pcs.	50			50				0				0				0	50
Test Lamp	pcs.				0				0				0				0	0
Vinyl Tile, 1'x1', Branded from P.S.(armstrong)	pcs.	50			50				0				0				0	50
Wall Hook, Orjan, 100B	pcs.	6			6				0				0				0	6
Wall Hook, Orjan, 102B	pcs.	3			3	3			3				0				0	6
Wall Hook, Orjan, 106B	pcs.	3			3	3			3				0				0	6
Welding Rod E6013	kls	5			5	5			5	5			5	5			5	20
Welding Rod E6018	kls	3			3	3			3	3			3	3			3	12
Wood Glue	lit	2			2	2			2				0				0	4
PAINTING MATERIALS AND FINISHES					0				0				0				0	0
Paint, Latex, white	gals	1		1	2	1		1	2				0				0	4
Paint, Latex, black (for fire exit stair & door)	gals	1		1	2	1		1	2	1		1	2	1		1	2	8
Paint, Epoxy/Metal Primer	gals	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Rust converter	gals	1			1	1			1	1			1	1			1	4
Paint, A-Plus-Primavera, semigloss	gals	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48
Paint, Enamel, flatwall white	gals	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Paint Brush, 2"	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Paint Brush, 4"	pcs.	3			3	3			3	3			3	3			3	12
Paint Roller Pan, 4" Length	pcs.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12
Paint Rolling pan, baby roller	pcs.	1			1	1			1	1			1	1			1	4
Paint Rolling pan, standard roller	pcs.	2			2	2			2	2			2	2			2	8

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total
Hose Nozzles,	pcs.	1			1			1	1			1	1			1	1	4
Pipe, Moldex, plastic (1/2") blue	pcs.	2			2	2			2	2			2	2			2	8
Pipe, G.I. (1/2")	pcs.	1			1				0	1			1	1			1	3
Pipe (downspout), Moldex, PVC (3") orange	pcs.	2			2				0				0				0	2
P-trap, Lavatory P-trap	pcs.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24
Sanitary Floor Drain, 4"x4" Ss	pcs.	2	2	2	6	2			2	2			2	2			2	12
Sealant, Silicon, branded (250 grams/sachet)	sachets	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Sealant, Catacult	sachets	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24
Tank Flapper, KORRV Flapper Ball	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Tape, flash bond, 5mmx3meter, Evostik	sets	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24
Teflon Tape, 3/4", branded from P.S	pcs.	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36
Toilet Tank Lever, West Brass #815	pcs.	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24
Toilet Tank Fill Valve, Fluid Master #220A	pcs.	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60
Union Patente, Brass(2")	pcs.	1			1	1			1	1			1	1			1	4
Urinal cartridge, falcon brand	pcs.	2			2				0				0	2			2	4
Water Proofing, cementitious	gals	2			2	2			2	2			2	2			2	8
COMMON JANITORIAL SUPPLIES																		
Claw hammer	each	5																
Ballpen hammer	each	2																
Meter metal tape(5 mts. Length)	each	2																
Handsaw 26" length	each	2																
Handsaw 20" length	each	2																
Hacksaw	each	2																
Adjustable Wrench	each	9																
Flat nose pliers	each	9																
Long nose pliers	each	9																
Flat Head Screw driver	each	9																
Philips Screw driver	each	9																
Flashlight	each	5																
Chargeable Flashlight	each	7																
Hand Crimping pliers	each	2																
Hand Crimping pliers	each	2																
Crow bar	each	2																
Shovel	each	2																
HANDBOOKS ON PROCUREMENT																		
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 300 pages,	piece	1			1				0				0				0	1
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Supplies																		

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total
COMMON JANITORIAL SUPPLIES																		
Claw hammer	each	5																
Ballpen hammer	each	2																
Meter metal tape(5 mts. Length)	each	2																
Handsaw 26" length	each	2																
Handsaw 20" length	each	2																
Hacksaw	each	2																
Adjustable Wrench	each	9																
Flat nose pliers	each	9																
Long nose pliers	each	9																
Flat Head Screw driver	each	9																
Philips Screw driver	each	9																
Flashlight	each	5																
Chargeable Flashlight	each	7																
Hand Crimping pliers	each	2																
Hand Crimping pliers	each	2																
Crow bar	each	2																
Shovel	each	2																
HANDBOOKS ON PROCUREMENT																		
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 300 pages,	piece	1			1				0				0				0	1

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Supplies																		
Heavy Duty Vacuum Cleaner	unit	2			2				0				0				0	2
Carpet Shampoo machine	unit	1			1				0				0				0	1
Audio Mixer	unit	3			3				0				0				0	3
AV Limiter Machine (for Boardroom)	unit	1			1				0				0				0	1

Item & Specifications	Unit of Measure	Quantity Requirement																
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total
CARPENTRY,MASONRY, UTILITY AND OTHERS																		
Concrete Nails, 1" Concrete Nails	kls	1			1	1			1	1			1	1			1	4
Concrete Nails, 2" Concrete Nails	kls	1			1	1			1	1			1	1			1	4
Concrete Nails, 4" Concrete Nails	kls	1			1	1			1	1			1	1			1	4
Cutter, Heavy Duty Vinyl Cutter	kls	1			1	1			1	1			1	1			1	4
Cutter, 6"W Tile Cutter (for electric drill)	pcs.	3			3	3			3	3			3	3			3	12
Dead Bolt Lock, SCHLAGE	pcs.	6			6	3			3	6			6	3			3	18
Door Closer, Yale	pcs.	6			6	6			6	6			6	6			6	24
Door Knob, Yale	pcs.	6	6	6	18				0	6	6	6	18				0	36
Drawer Lock, Desk and Cabinet Lock, Yale	pcs.	5	5	5	15				0	5	5	5	15				0	30
Drill Bit, For Complete Set for Wood, Branded	sets	1			1				0	1	1		2				0	3
Drill Bit, For Complete Set for Concrete, Branded	sets	1			1				0	1	1		2				0	3
Drill Bit, For Complete Set for Steel, Branded	sets	1			1				0	1	1	1	2				0	3
Flash Light, Utility Flash Light Heavy Duty	pcs.	2			2				0	2	2		4				0	6
G.I. Wire, 40 kilos per roll	Rolls	1			1	1			1	1			1	1			1	4
Grout, ABC Grout, (5 kls./pack)	kls	3			3					3			3	3			3	9
Gun Tacker, Heavy duty	pcs.	1			1				0	1			1				0	2
Gun Tacker Wire , Size per gun tucker	pcs.	3			3				0				0				0	3
Lubricant, W40 Multi-purpose oil	bttle	3			3				0				0				0	3
Lubricant , Singer	bttle	6			6				0				0				0	6
Measurement Metal Tape , 10 meters, Branded from P.S.	pcs.	2			2				0				0				0	2
Mighty Bond- Adhesive (quick)	pcs.	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	3			3				0	3			3	3			3	9
Nails (CWN)	kls	1			1				0	1			1				0	2
Notice Holder	pcs.	25			25				0				0				0	25
Piston Repair Kit, sloan	sets	10			10				0				0				0	10
Rugby	gals	1			1	1			1	1			1	1			1	4
Scrapper	pcs.	1			1				0				0				0	1
Tile , Vetrified Unglaze, 12"x12", CR floor	pcs.	50			50				0	50			50	50			50	150
Tile, Vetrified glaze, 6"x8", CR wall	pcs.	50			50				0				0				0	50
Test Lamp	pcs.				0				0				0				0	0
Vinyl Tile, 1'x1', Branded from P.S.(armstrong)	pcs.	50			50				0				0				0	50
Wall Hook, Orjan, 100B	pcs.	6			6				0				0				0	6
Wall Hook, Orjan, 102B	pcs.	3			3	3			3				0				0	6
Wall Hook, Orjan, 106B	pcs.	3			3	3			3				0				0	6
Welding Rod E6013	kls	5			5	5			5	5			5	5			5	20
Welding Rod E6018	kls	3			3	3			3	3			3	3			3	12
Wood Glue	lit	2			2	2			2				0				0	4

29 November 2017

CMO RECEIVED
By: Zerwin
11/29/17

ANNUAL VEHICLE REPAIRS AND MAINTENANCE FOR CY 2018
MOTOR VEHICLES OUTLAY

Agency: National Commission for Culture and the Arts (NCCA)

Item #	ITEM	Unit	Total Qty.	Unit Cost	Total Amount	Proposed Schedule							
						Q1 QTY.	Q1 Cost	Q2 QTY.	Q2 Cost	Q3 QTY.	Q3 Cost	Q4 QTY.	Q4 Cost
Vehicle Maintenance and Support Services For Nissan Urvan Green SJP 488													
1	130,00 km check up	4		25,000	100.00	✓		✓		✓		✓	
2	Aircon cleaning	1		10,000	10.000			✓					
3	Tire replacement	4		8,000	32,000			✓					
4	Interior detailing	1		10,000	10.000			✓					
5	TUST frooping	1		10,000	10.000	✓							
6	change oil, Tune up	4		15,000	60.000	✓		✓		✓		✓	
7	check up under chassis	1		25,000	25.000			✓					
8	Supplies for Body wash	2		5,000	10.000	✓				✓			
9	shampoo, rags, rubbing,												
10	compound, Air freshe-												
11	ner, tire black & other												
12	Total				255,000								

Prepared by:
Felino Joco
Driver

Recommending Approval:
Building Administrator

Approved By:
Susan C. Dayao
Chief Admin Officer

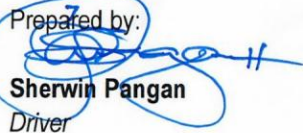
NOV. 29, 2017

ANNUAL VEHICLE REPAIRS AND MAINTENANCE FOR CY 2018
MOTOR VEHICLES OUTLAY

Agency: National Commission for Culture and the Arts (NCCA)

Item #	ITEM	Unit	Total Qty.	Unit Cost	Total Amount	Proposed Schedule							
						Q1 QTY.	Q1 Cost	Q2 QTY.	Q2 Cost	Q3 QTY.	Q3 Cost	Q4 QTY.	Q4 Cost
NOTE: EVERY 5,000 KM													
Vehicle Maintenance and Support Services For Nissan Urvan Red SJP 464													
	Description												
1	40,000 KM CHECK UP	4		25,000	100,000	✓		✓		✓		✓	
2	AIRCON CLEANING	4		10,000	40,000	✓		✓		✓		✓	
3	BATTERY	1		7,000	7,000							✓	
4	AIR CLEANING	4		10,000	40,000	✓		✓		✓		✓	
5	CHANGE OIL, TUNE UP	4		20,000	80,000	✓		✓		✓		✓	
6	RUST ROOFING	1		10,000	10,000	✓							
7													
8													
9	SUPPLIES:	2		5,000	10,000			✓				✓	
10	BODY WASH SHAMPOO												
11	RUGS, CANERS, TIRE BLACK												
12	LIQUID WAXS, PARTY												
	Total				287,000								

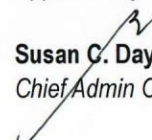
Prepared by:


 Sherwin Pangan
Driver

Recommending Approval:

Building Administrator

Approved By:


 Susan C. Dayao
Chief Admin Officer

NOVEMBER 29, 2017ANNUAL VEHICLE REPAIRS AND MAINTENANCE FOR CY 2018
MOTOR VEHICLES OUTLAY

Agency: National Commission for Culture and the Arts (NCCA)

Item #	ITEM	Unit	Total Qty.	Unit Cost	Total Amount	Proposed Schedule							
						Q1 QTY.	Q1 Cost	Q2 QTY.	Q2 Cost	Q3 QTY.	Q3 Cost	Q4 QTY.	Q4 Cost
Vehicle Maintenance and Support Services For Toyota Hi-lux SEU 525													
	Description												
1	TIRE REPLACEMENT	4		8,000	32,000			✓					
2	CHANGE-OIL & TUNE-UP	2		7,000	14,000	✓						✓	
3	AIRCON CLEANING	2		8,000	16,000	✓				✓			
4	RUST PROOFING	1		10,000	10,000			✓					
5	BATTERY	1		7,000	7,000			✓					
6	INTERIOR DETAILING &												
7	UNDERWASH	4		5,000	20,000	✓		✓		✓		✓	
8	SUPPLIES:												
9	WAX, POLISH, SHAMPOO												
10	RUBBING COMP. AIR	4		2,500	10,000	✓		✓		✓		✓	
11	FROSTEXER, FIRE BLANK												
12													
	Total				109,000								

Prepared by:

Dennis Javier
Driver

Recommending Approval:

Building Administrator

Approved By:

Susan C. Dayao
Chief Admin Officer

NOVEMBER 29, 2017

ANNUAL VEHICLE REPAIRS AND MAINTENANCE FOR CY 2018
MOTOR VEHICLES OUTLAY

Agency: National Commission for Culture and the Arts (NCCA)

Item #	ITEM	Unit	Total Qty.	Unit Cost	Total Amount	Proposed Schedule							
						Q1 QTY.	Q1 Cost	Q2 QTY.	Q2 Cost	Q3 QTY.	Q3 Cost	Q4 QTY.	Q4 Cost
Vehicle Maintenance and Support Services For Toyota Innova G White Pearl SLD 712													
	Description												
1	TIRE REPLACEMENT	4		8,000	32,000	✓							
2	AIRCON CLEANING	2		10,000	20,000			✓				✓	
3	CHANGE-OIL & REG. MAINTENANCE	1		15,000	60,000	✓		✓		✓		✓	
4	RUST PROOFING	1		10,000	10,000			✓					
5	INTERIOR DETAILING	1		10,000	10,000			✓					
6	BATTERY REPLACEMENT	1		7,000	7,000					✓			
7													
8													
9	SUPPLIES:												
10	WAX, SHAMPOO, RAGS												
11	AIR FRESHENER	2		5,000	10,000			✓				✓	
12	TIRE BLACK												
	Total				154,000								

Prepared by:

Dennis Javier
Driver

Recommending Approval:

Building Administrator

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Chief Admin Officer

NOV. 29, 2017

ANNUAL VEHICLE REPAIRS AND MAINTENANCE FOR CY 2018
MOTOR VEHICLES OUTLAY

Agency: National Commission for Culture and the Arts (NCCA)

Item #	ITEM	Unit	Total Qty.	Unit Cost	Total Amount	Proposed Schedule							
						Q1 QTY.	Q1 Cost	Q2 QTY.	Q2 Cost	Q3 QTY.	Q3 Cost	Q4 QTY.	Q4 Cost
Vehicle Maintenance and Support Services For Toyota Innova Light Brown SLG 421													
	Description												
1	RUST ROOFING	1		10,000	10,000	✓							
2	BATTERY	1		7,000	7,000							✓	
3	INTERIOR DETAILING	1		10,000	10,000			✓					
4	AIRCON CLEANING	4		10,000	40,000	✓		✓		✓		✓	
5	CHANGE OIL, TUNE UP	4		20,000	80,000								
6	CHECK UP UNDER CHASSIS	1		10,000	10,000			✓					
7	40 KM CHECK UP	4		10,000	40,000	✓		✓		✓		✓	
8													
9	SUPPLIES:	2		5,000	10,000	✓				✓			
10	BODY WASH SHAMPOO												
11	RUGS, CANEBO, TIRE BLACK												
12	LIQUID WAXS, PARTY												
	Total				207,000								

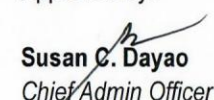
Prepared by:


Sherwin Pangan
Driver

Recommending Approval:

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Approved By:


Susan C. Dayao
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