

ANNUAL PROCUREMENT PLAN (PROJECT)

Procurement Entity : DOST - Science and Technology Information InstituteCalendar Year: 2014

Type of Contract to be Employed	Extent / Size of Contract	Procurement Method	TIME SCHEDULE/Quantity Requirement													ESTIMATED BUDGET		
			J	F	M	A	M	J	J	A	S	O	N	D	Total	Unit Price	Total Price	
A. Procurement of	1. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece			10									10		20	16.07	321.40
goods/ supplies/	2. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	50											20		70	9.72	680.40
materials	3. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	3	3	3	3	3	3	3	3	3	3	3	3	36	328.64	11,831.04
	4. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	3	3	3	3	3	3	3	3	3	3	3	3	36	328.64	11,831.04
	5. AIR FRESHENER, 280ml/can	can	1		1		1		1		1				1	6	89.44	536.64
	6. ENVELOPE, documentary (10"x15"), 500s/box	box				1										1	496.41	496.41
	7. GLUE, all purpose, 300 grams min.	jar	2													2	51.98	103.96
	8. MAP PIN, round head, 100s/case	case	2													2	41.60	83.20
	9. MARKER, fluorescent, 3 colors/set	set	2						2							4	36.92	147.68
	10. MARKING PEN, whiteboard, black	piece	2						2							4	12.27	49.08
	11. MARKER, permanent, black	piece	2						2							4	14.56	58.24
	12. MARKER, permanent, red	piece	1													1	14.56	14.56
	13. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	5													5	8.11	40.55
	14. NOTE PAD, (2"x2"), 400 sheets/pad	pad	5													5	91.52	457.60
	15. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	5													5	106.39	531.95
	16. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream	3													3	123.64	370.92
	17. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	1						1							2	11.80	23.60
	18. PENCIL, lead, w/eraser, one(1) dozen per box	box	1						1							2	23.82	47.64
	19. PENCIL, mechanical, for 0.5mm lead	piece	6													6	20.80	124.80
	20. PUSH PIN, flat head type, assorted colors, 100s/case	case	5													5	20.23	101.15
	21. RULER, plastic, 300mm	piece	5													5	2.27	11.35
	22. SIGN PEN, black	piece	6			6			6				6		6	30	42.52	1,275.60
	23. SIGN PEN, blue	piece	6			6			6				6		6	30	42.52	1,275.60
	24. SIGN PEN, red	piece	6			6			6				6		6	30	42.52	1,275.60
	25. STAPLE WIRE, standard, 5000 pcs/box	box	2		1			1		1			1		1	7	22.34	156.38
	26. TAPE, masking, 48mm, 50 meters length	roll	5													5	95.68	478.40
	27.TAPE, transparent, 24mm, 50 meters	roll	5						5							10	15.39	153.90
	28. TAPE, transparent, 48mm, 50 meters	roll	5						5							10	30.99	309.90
	29. CUTTER, heavy duty	piece	1													1	29.62	29.62
	30. PUNCHER, heavy duty	piece	1													1	91.78	91.78
	31. SHARPENER, single cutterhead	piece	1													1	176.80	176.80
	32. STAMPING DATER, self-inking stamp	piece	1													1	473.20	473.20
	33. STAPLER, heavy duty, standard	piece	1													1	112.11	112.11

34. WASTE BASKET, plastic	piece														3	26.00	78.00
35. RAG, COTTON, (7") in diameter	kilo														2	41.60	83.20
36. PAPER, multcopy, legal, for laser printing	ream														36	121.18	4,362.48
37. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit														1	3,562.00	3,562.00
38. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit														1	9,399.52	9,399.52
39. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit														1	7,953.92	7,953.92
40. CORRECTION FLUID, water based, min 15mL.	bottle														4	9.82	39.28
41. Ballpen, black	piece														2	5.00	10.00
42. Copy paper, short S20, 80gsm.	ream														24	145.00	3,480.00
43. Paper, sticker Elite A4 10/pack	pack														50	45.00	2,250.00
44. Paper, coated 2 side (C2S) 220, 25"x38"	piece														50	35.00	1,750.00
45. Pper, copy 11"x17"	ream														36	300.00	10,800.00
46. Emergency Light , utomatic rechargeable	unit														2	2,500.00	5,000.00
47. Universal outlet Extension cord w/ switch (5m)	piece														2	510.00	1,020.00
48. Battery Charger, Universal	piece														2	1,500.00	3,000.00
49. 4TB external Hard drive	piece														0	9,990.00	-
50. CANON Ink PG-810, black	piece														60	695.00	41,700.00
51. CANON Ink CL-811, colored	piece														60	800.00	48,000.00
52. Water Dispenser, (Hot and Cold)	unit														1	5,000.00	5,000.00
53. White Board	piece														1	2,500.00	2,500.00
54. Desktop	unit														2	30,000.00	60,000.00
55. Tablet Galaxy 2 Android	unit														1	22,000.00	22,000.00
56. Ipad Mini with IOS	unit														1	36,000.00	36,000.00
57. NOAH Flyer (Printing Service)	piece														4000	15.00	60,000.00

Shopping

TOTAL 361,660.50

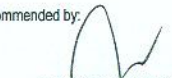
B. Provision for emergency purchases/ incidental expenses 36,166.05

397,826.55

Prepared by:


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