



Republic of the Philippines
Department of Science and Technology
**PHILIPPINE COUNCIL FOR INDUSTRY, ENERGY AND EMERGING
TECHNOLOGY RESEARCH AND DEVELOPMENT (PCIEERD)**



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July 13, 2018

MS. BINGLE B. GUTIERREZ

Executive Director
PS-DBM Complex
Cristobal St., Paco
Metro Manila

Dear **Ms. Gutierrez:**

In compliance to Administrative Order no. 17 issued by the Office of the President on July 28, 2011, we are submitting herewith our Annual Procurement Plan for 2018.

We hope that you will find our submission in order.

Thank you.

Sincerely yours,


RAUL C. SABULARSE

Deputy Executive Director, and
Office-In-Charge, Office of Executive Director

Philippine Council for Industry, Energy and Emerging
Technology Research and Development



0-18-0717-12

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

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-phillgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before November 30, 2017.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office:	PHIL. COUN. FOR IND.ENER. & EMRG'NG. TECH R & D	Agency Account Code: Q015	Contact Person: Alex R. Gesmundo
Region:	MAIN & NCR		Position: Administrative Officer V
Address:	4th and 5th levels Science Heritage Building, Science Community Complex, Gen. Santos Ave. Biñan Taguig City		Email: lex_ges06@yahoo.com
			Telephone/Mobile Nos: B372071

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sep1	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	18	19	16	53	23	9	46	78	13	19	16	48	23	37	18	78	257	20.28	5,211.96	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	17	7	10	34	11	7	10	28	13	6	10	29	8	5	12	25	116	19.20	2,227.20	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack			15	15				0				0				0	15	91.94	1,379.18	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	.	
5 Ligth Bulb, LED, 7 watts 1 pc in Individual box	piece	20			20	20			20	20			20	20				20	80	75.39	6,031.20
6 TAPE, ELECTRICAL, 18mm x 16M mtn	roll				0				0				0					0	0	18.93	.

COMMON OFFICE SUPPLIES																					
1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	2	1	3				0				0				0	3	766.73	2,300.19	
2	AIR FRESHENER, aerosol, 280ml/15oz min	can	15	4	4	23	5	4	5	14	6	4	4	14	5	4	4	13	64	88.69	5,676.16
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5 ml)	bottle	114	46	77	237	38	104	32	174	92	47	87	226	38	92	36	166	803	49.73	39,933.19
4	CARBON FILM, PE, black, size 210mm x 297mm	box	15		10	25	1	10		11	11		10	21	1	10		11	68	205.48	13,972.64
5	CARBON FILM, PE, black, size 216mm x 330mm	box	1			1	1			1	1			1				0	3	210.91	632.73
6	CARTOLINA, assorted colors	pack	1		1	2			1	1	1		1	2			1	1	6	67.06	402.36
7	CHALK, molded, white, dustless, length: 78mm min	box				9				0				0				0	0	26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece	27	2	29	58			14	14	11	2	14	27			14	14	113	38.19	4,315.47
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	24	4	31	59	2	4	16	22	13	4	16	33	2	4	16	22	136	40.47	5,503.92
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1 mm)	box	160	53	160	373	64	107	108	279	117	69	160	346	64	107	96	267	1265	7.87	9,955.55
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1 mm)	box	127	20	127	274	31	74	75	160	84	36	127	247	31	74	63	168	869	13.94	12,113.86
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1 mm)	box	112	20	108	240	31	74	56	161	84	36	108	328	31	74	44	149	778	19.88	15,466.64
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1 mm)	box	100	18	96	214	29	72	44	145	82	34	96	212	29	72	32	133	704	41.10	28,934.40
14	CORRECTION TAPE, film base type, UL 6m min	piece	76	13	88	177	20	36	65	121	54	9	88	151	24	36	49	109	558	18.26	10,189.08
15	DATA FILE BOX, made of chipboard, with closed ends	box	124		87	211	5	53	34	92	61		89	150		65	19	84	537	72.57	38,970.09
16	DATA FOLDER, made of chipboard, taglia lock	piece	151	54	146	351	86	62	137	285	99	53	142	294	78	78	82	298	1168	71.39	83,383.52
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	285		22	307		22		22	23		22	45		22		22	396	424.47	168,090.12
18	ENVELOPE, DOCUMENTARY, for legal size document	box	7		2	9		2		2	3		2	5		2		2	18	538.80	9,698.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	9		3	12		3		3	5		3	8		1		1	24	667.84	16,028.16
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	22	1	6	29	1	6	11	18	7	1	6	14	1	6	1	8	69	28.71	1,980.99
21	ENVELOPE, MAILING, white, 80gsm (-52)	box	6	1	3	10	1	3	1	5	3	1	3	7	1	3	1	5	27	341.79	9,228.33
22	ENVELOPE, mailing, white, with window	box	6	1	3	10	1	3	1	5	3	1	3	7	1	3	1	5	27	427.23	11,535.21

23	ERASER, FELT, for blackboard/whiteboard	piece	5	2	4	11	2	2	2	6	4	4	2	10	2	2	2	6	33	11.55	381.15
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	22			22			5	5				0				0	27	6.23	168.21
25	FASTENER, METAL, 70mm between prongs	box	31	7	10	48	13	7	11	31	21	7	14	42	13	8	5	26	147	59.37	8,727.39
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	29		5	34	10		17	27	10		5	15	10			10	86	73.59	6,328.74
27	FILE TAB DIVIDER, bristol board, for A4	set	35	10	10	55	23	10	20	53	23	10	10	43	20	10	10	40	191	12.98	2,479.18
28	FILE TAB DIVIDER, bristol board, for legal	set	28	10	10	48	13	10	20	43	13	10	10	33	10	10	10	30	154	17.31	2,665.74
29	FOLDER, FANCY, for A4 size documents	bundle	9	2	2	13	5	2	4	11	5	2	2	9	2	2	2	6	39	258.50	10,081.50
30	FOLDER, FANCY, for legal size documents	bundle	7	2	3	12	2	3	4	9	3	2	3	8	2	3	2	7	36	302.85	10,902.60
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	26		22	48		21	4	25	21		22	43		21	1	22	138	177.92	24,552.96
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	5		2	7		1	1	2	1		2	3		1	1	2	14	222.27	3,111.78
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box	14	6	2	22	1	10	1	12	2	6	5	13	1	7	1	9	56	776.59	43,489.04
34	FOLDER, TAGBOARD, for A4 size documents	pack	5	1	3	9	1	3	1	5	3	1	1	5	3	1	3	7	26	226.05	5,877.30
35	FOLDER, TAGBOARD, for legal size documents	pack	5	1	1	7	1	1	1	3	1	1	1	3	1	1	1	3	16	208.38	3,334.08
36	GLUE, all purpose, gross weight: 200 grams min	jar	13	5	13	31		6	17	23	1	5	13	19		6	5	11	84	49.73	4,177.32
37	INDEX TAB, self-adhesive, transparent	box	12	6	6	24	6	10	12	28	6	5	6	17	6	5	7	18	87	53.74	4,675.38
38	LOOSELEAF COVER, made of chipboard, for legal	bundle			1	1				0				0				0	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	6			6	5			5				0				0	11	43.26	475.86
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	24	2	10	36	3	15	67	85	4	2	22	28	3	3	52	58	207	36.97	7,652.79
41	MARKER, whiteboard, black, felt tip, bullet type	piece	18	5	6	29	7	11	7	25	5	5	11	21	7	5	11	23	98	10.69	1,047.62
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	17	4	5	26	6	10	6	22	4	4	10	18	6	4	10	20	86	10.69	919.34
43	MARKER, whiteboard, red, felt tip, bullet type	piece	19	7	7	33	6	7	4	17	9	4	7	20	6	7	4	17	87	10.69	930.03
44	MARKER, PERMANENT, bullet type, black	piece	63	2	45	110	6	43	4	53	55	2	44	101	4	55	2	61	325	10.04	3,263.00
45	MARKER, PERMANENT, bullet type, blue	piece	48	2	35	85	7	32	2	41	40	3	36	79	3	33	2	38	243	10.04	2,439.72

46	MARKER, PERMANENT, bullet type, red	piece	26	2	14	42	4	16	4	24	15	3	13	31	4	13	3	20	117	10.04	1,174.68
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	25	2	8	35	11	2	15	28	11	2	8	21	11	2	7	20	104	12.52	1,302.08
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	91	29	70	190	52	52	62	166	70	29	71	170	52	656	34	742	1268	32.45	41,146.60
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	90	29	65	184	54	47	62	163	73	29	58	160	54	53	36	143	650	44.32	28,808.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	83	37	59	179	59	41	70	170	63	37	59	159	59	45	44	148	656	59.49	39,025.44
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	5		10	15			10	10			10	10				0	35	18.99	664.65
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	59	31	55	145	33	51	50	134	46	32	67	145	33	43	34	110	534	6.91	3,689.94
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	63	33	56	152	34	52	51	137	51	33	68	152	34	47	35	116	557	14.04	7,820.28
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	120	95	125	340	95	115	95	305	125	100	150	375	110	115	95	320	1340	137.66	184,164.40
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	96	61	91	248	61	81	76	218	91	66	91	248	66	76	66	208	922	160.94	148,386.68
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	81	41	106	228	61	106	66	233	106	66	106	278	61	81	56	198	937	119.09	111,587.33
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	81	871	91	1043	71	81	120	272	61	46	51	158	46	51	46	143	1616	123.08	198,897.28
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	13		10	23				10	12			10	22			10	65	95.18	6,186.70
59	PAPER, THERMAL, 55gsm, size: 216mmx11mm x 30m-0.3m	roll				0				0				0				0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	30	1	6	37	6	3	3	12	5	1	5	11	3	2	2	7	67	20.40	1,366.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0				0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	16	2		18		1	6	7		1	1	2		1	2	9	90	62.73	1,881.90
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	17	1	1	19	1	1	6	8	1	1	1	3	1	1	1	3	33	97.34	3,712.22
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	6	1	1	8	1	1	6	8	1	1	1	3	1	1	1	3	22	267.14	5,877.08
65	RUBBER BAND, 70mm min lay flat length (#18)	box	7		2	9		1		1	2		2	4		2		2	16	97.04	1,552.64
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	51	1	6	58	1	1	12	14	6	1	6	13	1	1	1	3	88	16.10	1,416.80
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	126	71	94	291	90	80	83	253	97	83	94	274	80	105	71	256	1074	35.99	38,653.26
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	183	123	165	471	131	141	147	419	158	124	141	423	127	166	146	439	1752	35.99	63,054.48

69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	33	2	7	42	2	8	6	16	22	3	8	33	2	7	2	11	102	35.99	3,670.98
70	STAMP PAD INK, purple or violet	bottle	11	1	1	13	1	1	1	3	1	1	1	3	1	1	1	3	22	25.62	563.64
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3			3				0	3			3				0	6	28.77	172.62
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	21.51	516.24
73	STAPLE WIRE, STANDARD, (26/6)	box	33	33	24	90	16	25	19	60	23	16	21	60	15	20	14	49	259	19.68	5,097.12
74	TAPE, MASKING, width: 24mm (±1mm)	roll	14	6	5	25	4	7	9	20	4	7	4	15	4	7	4	15	75	57.32	4,299.00
75	TAPE, MASKING, width: 48mm (±1mm)	roll	7	4	7	18	2	9	2	13	7	4	6	17	2	9	6	17	65	109.24	7,100.60
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	52	22	37	111	23	39	20	82	44	22	40	106	29	39	18	86	385	29.08	11,195.80
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	44	12	33	89	10	36	10	56	41	12	33	86	12	35	11	58	289	11.36	3,283.04
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	27	4	21	52	11	20	6	37	24	4	24	52	9	19	4	32	173	27.58	4,771.34
79	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	36	11	24	71	5	24	14	43	33	1	24	58	15	24	1	40	212	70.30	14,903.60
80	TWINE, plastic, one (1) kilo per roll	roll	1	1	1	3		1		1		1		1		1		1	6	51.92	311.52
81	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	5			5				0				0				0	5	133.99	669.95
82	Airline Travel	ticket				0				0				0				0	0	0.00	-
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, for heavy duty cutter	tube	7	2	3	12	7	2	2	11	3	7	2	12	3	2	2	7	42	10.22	429.24
2	CUTTER KNIFE, for general purpose	piece	17		1	18			6	6	1		1	2			5	5	31	20.55	637.05
3	COATING AND STAMPING MACHINE, heavy duty	piece	6	1	1	8	1	1	2	4	1	1	1	3	1	1	2	4	19	497.52	9,452.88
4	PENCIL SHARPENER, manual, single cutter head	piece	11		1	12				0				0				0	12	194.69	2,336.28
5	PUNCHER, paper, heavy duty, with two hole guide	piece	7			7				0				0				0	7	123.42	863.94
6	SCISSORS, symmetrical, blade length: 65mm min	pair	37			37		2	5	7			2	2			10	10	56	14.28	799.68
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	25		5	30		5	5	10	5		5	10		5	5	10	60	85.45	5,127.00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece	2			2				0				0				0	2	913.95	1,827.90

9	STAPLE REMOVER, PLIER-TYPE	piece	35			35		2	1	3			2	2			1	1	41	18.91	775.31
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	13			13				0				0				0	13	51.57	670.41
11	WASTEBASKET, non-rigid plastic	piece	11			11				0				0				0	11	25.96	285.56
COMMON JANITORIAL SUPPLIES																					
1	BROOM, soft (lambo)	piece	5		5	10		5		5	5		5	10		5	5	30	91.94	2,758.20	
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	4		4	8		4		4	4		4	8		4	4	24	24.88	597.12	
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5		5	10		5		5	5		5	10		5	5	30	43.26	1,297.80	
4	CLEANSER, SCOURING POWDER, 350g min./can	can	5	4	5	14	4	5	4	13	5	4	5	14	4	5	4	13	54	24.88	1,343.52
5	DETERGENT POWDER, all purpose, 1kg	pouch	5		5	5				5	5			5	5			5	20	38.93	778.60
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10		10	20		10		10	10		10	20		10	10	60	125.20	7,512.00	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5		5	5				5	5			5	5			5	20	28.12	562.40
8	FLOOR WAX, PASTE, RED	can			0					0				0				0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	10		10	20		10		10	10		10	20		10	10	60	90.85	5,451.00	
10	INSECTICIDE, aerosol type, net content: 600ml min	can	15		15	30		15		15	15		15	30		15	15	90	142.77	12,849.30	
11	MOP BUCKET, heavy duty, hard plastic	piece	5		5	5				5	5			5	5			5	20	1,987.44	39,748.80
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	5		5	5				5	5			5	5			5	20	148.18	2,963.60
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	5		5	5				5	5			5	5			5	20	110.32	2,206.40
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	10		10	10				10	10			10	10			10	40	51.68	2,067.20
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack			0					0				0				0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	20	15	20	55	15	20	15	50	20	15	20	55	15	20	5	40	200	145.48	29,096.00
17	DETERGENT BAR, 140 grams as packed	bar		5	5		5			5		5		5		5		5	20	7.57	151.40
COMMON OFFICE EQUIPMENT																					
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1		1					0				0				0	1	10,816.00	10,816.00

2	CALCULATOR, compact, 12 digits	unit	15	1		16			2	2	1			1			2	2	21	140.61	2,952.81
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0				0				0				0	0	273.10	-
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	7	1		8			2	2				0			2	2	12	6,828.14	81,937.68
6	DOCUMENT CAMERA, 3.2M pixels	unit				0				0	1			1				0	1	26,391.04	26,391.04
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0				0				0				0	0	1,091.33	-
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0				0				0				0	0	1,372.55	-
9	ELECTRIC FAN, STAND type, plastic blade	unit				0				0				0				0	0	1,046.65	-
10	ELECTRIC FAN, WALL type, plastic blade	unit	1			1				0				0				0	1	782.00	782.00
11	FACSIMILE MACHINE, uses thermal paper	unit				0				0				0				0	0	3,642.83	-
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	10			10				0				0				0	10	1,123.78	11,237.80
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0				0				0				0	0	5,191.68	-
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1		1	2			1	1				0				0	3	27,542.94	81,628.82
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1			1	1				0				0	2	8,411.60	16,823.20
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	4			4			1	1				0				0	5	5,927.17	29,635.85
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0				0				0				0	0	19,457.98	-
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0				0				0				0	0	6,064.78	-
19	PRINTER, LASER, monochrome, network-ready	unit	2		1	3				0				0				0	3	744.14	2,232.42
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0				0				0				0	0	1,379.04	-
22	Desktop Computer, branded	unit				0				0				0				0	0	35,887.49	-
23	Laptop Computer, branded	unit				0				0				0				0	0	36,587.28	-
COMMON COMPUTER SUPPLIES																					

1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0				0							0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0				0							0	0	1,070.78	-	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0				0							0	0	796.06	-	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0				0							0	0	1,352.00	-	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0				0							0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0				0							0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	22.66	2,719.20
8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	14	1		15	1	1	1	3	3		1	4		1	1	23	3,152.86	72,515.78	
9	FLASH DRIVE, 16 GB capacity	piece	23	3	6	32	1	6	3	10	6	3	6	15	1	6	1	8	65	261.75	17,013.75
10	MOUSE, optical, USB connection type	unit	23			23		1	10	11	1			1	1		10	11	46	140.39	6,457.94
HANDBOOK ON PROCUREMENT																					
1	HANDBOOK (RA 9184), 7th Edition	piece				0				0							0	0	48.13	-	
CONSUMABLES																					
1	DRUM CART, BROTHER DR-3455	cart				0				0							0	0	7,138.56	-	
2	INK CART, CANON CL-741, Col.	cart				0				0							0	0	1,041.58	-	
3	INK CART, CANON CL-811, Colored	cart				0				0							0	0	1,070.78	-	
4	INK CART, CANON PG-740, Black	cart				0				0							0	0	784.16	-	
5	INK CART, CANON PG-810, Black	cart				0				0							0	0	811.20	-	
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0							0	0	264.99	-	
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0							0	0	264.99	-	
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0							0	0	264.99	-	
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0							0	0	264.99	-	
10	INK CART, HP C P04AA (NP62) Black	cart				0				0							0	0	0.00	-	

34	INK CART, HP CH568A (HP81) Yellow	cart					0							0				0	0	0.00	-
35	INK CART, HP CN045AA, (HP950XL), Black	cart					0							0				0	0	1,616.99	-
36	INK CART, HP CN046AA, (HP951XL), Cyan	cart					0							0				0	0	1,222.21	-
37	INK CART, HP CN047AA, (HP951XL), Magenta	cart					0							0				0	0	1,227.62	-
38	INK CART, HP CN048AA, (HP951XL), Yellow	cart					0							0				0	0	1,227.62	-
39	INK CART, HP CN692AA, (HP704), Black	cart					0							0				0	0	373.15	-
40	INK CART, HP CN693AA, (HP704), Tri-color	cart					0							0				0	0	373.15	-
41	INK CART, HP CZ107AA, (HP678), Black	cart					0							0				0	0	379.64	-
42	INK CART, HP CZ108AA, (HP678), Tricolor	cart					0							0				0	0	379.64	-
43	INK CART, HP CZ121A (HP685A), Black	cart					0							0				0	0	380.72	-
44	INK CART, HP CZ122A (HP685A), Cyan	cart					0							0				0	0	259.58	-
45	INK CART, HP CZ123A (HP685A), Magenta	cart					0							0				0	0	259.58	-
46	INK CART, HP CZ124A (HP685A), Yellow	cart					0							0				0	0	259.58	-
47	INK CART, HP F6V26AA (HP680) Tri-color	cart					0							0				0	0	0.00	-
48	INK CART, HP F6V27AA (HP680) Black	cart					0							0				0	0	0.00	-
49	INK CART, HP LoS51AA (HP955) Cyan Original	cart					0							0				0	0	0.00	-
50	INK CART, HP LoS54AA (HP955) Magenta Original	cart					0							0				0	0	0.00	-
51	INK CART, HP LoS57AA (HP955) Yellow Original	cart					0							0				0	0	0.00	-
52	INK CART, HP LoS60AA (HP955) Black Original	cart					0							0				0	0	0.00	-
53	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart					0							0				0	0	0.00	-
54	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart					0							0				0	0	0.00	-
55	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart					0							0				0	0	0.00	-
56	INK CART, HP LoS72AA (HP955XL) Black Original	cart					0							0				0	0	0.00	-

57	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0				0					0	0	0.00	-
58	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0				0					0	0	0.00	-
59	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0				0					0	0	0.00	-
60	INK CART, HP T6M01AA (HP905) Black Original	cart				0				0					0	0	0.00	-
61	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0				0					0	0	0.00	-
62	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0				0					0	0	0.00	-
63	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0				0					0	0	0.00	-
64	INK CART, HP T6M17AA (HP905XL) Black Original	cart				0				0					0	0	0.00	-
65	RIBBON CART, EPSON C13S015516 (#8750), Black	cart				0				0					0	0	79.82	-
66	RIBBON CART, EPSON C13S015531 (S0150B6), Black	cart				0				0					0	0	753.88	-
67	RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0				0					0	0	78.96	-
68	TONER CART, BROTHER TN-2025, Black	cart	1		1	2		1	1		1	2		1	1	6	2,658.57	15,951.42
69	TONER CART, BROTHER TN-2130, Black	cart				0				0					0	0	1,892.80	-
70	TONER CART, BROTHER TN-2150, Black	cart				0				0					0	0	2,720.22	-
71	TONER CART, BROTHER TH-3320, Black	cart				0				0					0	0	3,059.63	-
72	TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0				0					0	0	4,460.08	-
73	TONER CART, HP CB435A, Black	cart	1		1	1		1	1		1	1		1	4	2,914.91	11,659.64	
74	TONER CART, HP CB540A, Black	cart				0				0					0	0	3,444.90	-
75	TONER CART, HP CE255A, Black	cart				0				0					0	0	7,024.99	-
76	TONER CART, HP CE278A, Black	cart				0				0					0	0	3,239.39	-
77	TONER CART, HP CE285A (HP85A), Black	cart				0				0					0	0	3,009.01	-
78	TONER CART, HP CE310A, Black	cart				0				0					0	0	2,482.27	-
79	TONER CART, HP CE311A, Cyan	cart				0				0					0	0	2,590.43	-

103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart					0								0	0	0.00	-
104	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0									0	0	0.00	-
105	TONER CART, HP CF287A (HP87) black	cart				0									0	0	0.00	-
106	TONER CART, HP CF310AC (HP826) black	cart				0									0	0	0.00	-
107	TONER CART, HP CF311AC (HP826) cyan	cart				0									0	0	0.00	-
108	TONER CART, HP CF312AC (HP826) yellow	cart				0									0	0	0.00	-
109	TONER CART, HP CF313AC (HP826) magenta	cart				0									0	0	0.00	-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0									0	0	0.00	-
111	TONER CART, HP CF350A Black LJ	cart				0									0	0	0.00	-
112	TONER CART, HP CF351A Cyan LJ	cart				0									0	0	0.00	-
113	TONER CART, HP CF352A Yellow LJ	cart				0									0	0	0.00	-
114	TONER CART, HP CF353A Magenta LJ	cart				0									0	0	0.00	-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0									0	0	0.00	-
116	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0									0	0	0.00	-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0									0	0	0.00	-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0									0	0	0.00	-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0									0	0	0.00	-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0									0	0	0.00	-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0									0	0	0.00	-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0									0	0	0.00	-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0									0	0	0.00	-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0									0	0	0.00	-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0									0	0	0.00	-

126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart								0									0	0	0.00	-
127	TONER CART, HP CF410A (HP410A) black	cart								0									0	0	0.00	-
128	TONER CART, HP CF410XC (HP410XC) black	cart								0									0	0	0.00	-
129	TONER CART, HP CF411A (HP410A) cyan	cart								0									0	0	0.00	-
130	TONER CART, HP CF410XC (HP410XC) cyan	cart								0									0	0	0.00	-
131	TONER CART, HP CF412A (HP410A) yellow	cart								0									0	0	0.00	-
132	TONER CART, HP CF412XC (HP410XC) yellow	cart								0									0	0	0.00	-
133	TONER CART, HP CF413A (HP410A) magenta	cart								0									0	0	0.00	-
134	TONER CART, HP CF413XC (HP410XC) magenta	cart								0									0	0	0.00	-
135	TONER CART, HP Q2612A, Black	cart								0									0	0	3,228.58	-
136	TONER CART, HP Q5942A, Black	cart	2	1	2	5	1	2	1	4	2	1	2	5	1	2	1	4	18		7,782.11	140,077.98
137	TONER CART, HP Q7553A, Black	cart								0									0	0	4,050.59	-
138	TONER CART, LEXMARK E360H11P, Black	cart								0									0	0	9,229.29	-
139	TONER CART, LEXMARK T650A11P, Black	cart								0									0	0	10,015.62	-
140	TONER CART, SAMSUNG MLT-D101S, Black	cart								0									0	0	2,747.26	-
141	TONER CART, SAMSUNG MLT-D103S, Black	cart								0									0	0	3,028.48	-
142	TONER CART, SAMSUNG MLT-D104S, Black	cart								0									0	0	2,541.76	-
143	TONER CART, SAMSUNG MLT-D105L, Black	cart								0									0	0	2,898.69	-
144	TONER CART, SAMSUNG MLT-D108S, Black	cart								0									0	0	2,855.42	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart								0									0	0	7,403.55	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart								0									0	0	4,802.30	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart								0									0	0	9,842.56	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart								0									0	0	9,572.16	-

149	TONER CART, SAMSUNG MLT-D205L, Black	cart					0											0	0	5,267.39	-
150	TONER CART, SAMSUNG SCX-D6555A, Black	cart					0											0	0	4,531.90	-
151	TONER CARTRIDGE, BROTHER TN-3478, Black, for printer HL-6400DW (12,000 pages)	cart					0											0	0	6,312.22	-
152	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart					0											0	0	13,935.33	-

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		-
2							0											0	0		-
3							0											0	0		-
4							0											0	0		-
5							0											0	0		-

COMMON OFFICE EQUIPMENT

1	Toner for HP Laser Laser Jet Pro						0											0	0		300,000.00
2	HP Laser P4014						0											0	0		-
3	LC563 M-						0											0	0		-
4	LC563 M-						0											0	0		-
5							0											0	0		-

COMMON OFFICE SUPPLIES

1	Blue Paper (Legal)	ream	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	350.00	12,600.00
2	Green Paper (Legal)	ream	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	350.00	12,600.00
3	Pink paper (Legal)		3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	350.00	12,600.00
4	Yellow (Legal)		3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	350.00	12,600.00

5	Manila Paper																		
6	Sticker Paper			0			0			0			0	0					
7	Customize Blue Box			0			0			0			0	0					
8	Transparency Film			0			0			0			0	0					
9	Board Cover Pole Cream			0			0			0			0	0					
10	Certificate Jacket			0			0			0			0	0					
11	ID Holder w/ pin			0			0			0			0	0					
12	Sign Here		50		50	100		50	50		50	100		50		50	300	160.00	48,000.00
13	Blindre			0			0			0			0	0					
COMMON JANITORIAL 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					
CONSUMABLES																			
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					
Office Equipment and Accessories																			
1				0			0			0			0	0					

2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Office Supplies

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Audio and visual presentation and composing equipment

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Photographic or filming or video equipment

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Cleaning Equipment and Supplies

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Paper Materials and Products

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Lighting and fixtures and accessories

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Electrical equipment and components and supplies

1					o				o				o				o	o		
2					o				o				o				o	o		
3					o				o				o				o	o		
4					o				o				o				o	o		
5					o				o				o				o	o		

Computer Supplies																						
1	ICT Supplies and Materials					1	1					1	1					1	1	4	500,000.00	2,000,000.00
2							0						0						0	0		-
3							0						0						0	0		-
4							0						0						0	0		-
5							0						0						0	0		-
Computer Equipment and Accessories																						
1	Uninterrupted Power Supply (UPS for Desktop	unit				40	40						0						0	40	5,000.00	200,000.00
2	Desktop Computer						0	35					35						0	35	40,000.00	1,400,000.00
3	Laptop Computer					102		102	16				16						0	118	40,000.00	4,720,000.00
4	Tablet/Pad							0	2				2						0	2	75,000.00	150,000.00
5	Projector							0	2				2						0	2	44,000.00	88,000.00
6	Dot Matrix Printer					1	1						0						0	1	20,000.00	20,000.00
7	Portable Stand Alone Printer					1	1						0						0	1	19,600.00	19,600.00
8	Hi-Speed Scanner					1	1						0						0	1	100,000.00	100,000.00
9	Procurement of Nine (9) Appliance Deployment (Deskside System)							0					0						0	0		27,291,330.00
10								0					0						0	0		-
*Other Categories																						
1	CONSULTANCY SERVICES/PROFESSIONAL FEE:							0					0						0	0		1,572,000.00
2	A. Customer Relations							0					0						0	0		430,000.00
	B. Accounting for the Accountants							0					0						0	0		400,000.00

C. Project Management					0				0							0	0		400,000.00	
D. Public Ethics and Accountability					0				0							0	0		710,000.00	
E. Impact Assessment of PCIEERD Completed Project					0				0							0	0		28,000,000.00	
F. ISO/IEC 27001:2013 Awareness Course																		240,000.00	240,000.00	
G. ISO/IEC 27001:2013 Implementation Course																		240,000.00	240,000.00	
H. ISO/IEC 27001:2013 Internal Audit Course																		160,000.00	160,000.00	
I. ISO 9001:2015 Internal Audit Course																		160,000.00	160,000.00	
J. Review and Assessment of Functions and Programs of PCIEERD																			2,000,000.00	
K. Managing Strategic Risk																		240,000.00	240,000.00	
ICT CONSULTANCY SERVICES:					0				0							0	0		-	
A. Development of Total Quality Management Enterprise System					0				0	1						0	1	2,000,000.00	2,000,000.00	
B. Competence Management Information System					0				0	1						0	1	2,000,000.00	2,000,000.00	
C. Knowledge Management System (KMS)					0				0	1						0	1	2,000,000.00	2,000,000.00	
O. Performance Management Information System					0				0	1						0	1	2,000,000.00	2,000,000.00	
Impact Assessment of DOST SetUp					0					1	1						1.00	7,800,000.00	7,800,000.00	
Documentation of PCIEERD's Information security management in conformance with ISO/IEC 27001:2013 requirements					0					1	1					0.00	1.00	350,000.00	350,000.00	
Consultancy Services For Information Group					0					1	1						1.00	500,000.00	500,000.00	
Traveling Expenses (Local and International)		1			1				0										18,569,400.00	
Local		7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21.00	84.00	71,321.43	6,075,000.12
International/Foreign		8	5	6	19	4	5	2	11	2	2	2	6	2	2	2	6.00	42.00	274,523.81	11,530,000.02
Hotel Accomodation/Rent		10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	154,745.00	11,984,750.00
Internet Subscription Expenses		1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	75,000.00	900,000.00
Cloud Subscription					0				0				1	1			0	1	1,200,000.00	1,200,000.00

	Firewall Subscription					0			1	1					0	1			1	2	90,000.00	180,000.00
	Adobe Cloud Subscription					0				0					0					7	70,000.00	490,000.00
	Office Productivity Tool					0				0			122	122					0	122	8,000.00	976,000.00
	Training and scholarship																		0	1	4,849,750.00	4,849,750.00
	Supplies and Materials Expenses												1	1					0	1	56,750.00	56,700.00
16	Rental Services (Photo Services, Equipment, Vehicle, Etc.)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	24,000.00	288,000.00		
17	Communication Expenses	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	5,436.66	65,240.00		
	Supplies (printing and Binding Expenses)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	5,000.00	60,000.00		
18	ICT Office Maintenance	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	41,738.15	500,857.80		
19	Other Supplies and Materials Expenses (Emergency Expenses)				0				1	1							0	1	60,000.00	60,000.00		
20	Vehicle			1	1				1	1							0	2	1,200,000.00	2,400,000.00		
21	Motor pool Vehicle Repair and Fuel Consumption																					
22	A. Fuel Consumption	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	133,333.33	1,600,000.00		
	B. Preventive Maintenance and Motor Oil	1		1	2	1		1	2	1		1	2	1		1	2	8	81,250.00	650,000.00		
24	C. Vehicle Repair	1		1	2	1		1	2	1		1	2	1		1	2	8	50,000.00	400,000.00		
25	Exhibit Materials/Booth Contracting Services (NSTW, NBW, RSTW, IFEX Phil, PCIEERO Anniversary, etc.)								1	1	2		1	1		1	1	2	5	1,100,000.00	5,500,000.00	
26	Advertising/Promotional Expenses (Corporate Giveaways)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	50,000.00	600,000.00		
27	Printing and Publication Expenses (Flyers, Annual Report 2018, Posters, Brochures, Booklets)	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	58,333.33	700,000.00		
28	Fabrication Expenses (DIWATA-1 Replica, etc.)	1			1													1	500,000.00	500,000.00		
29	Other Subscription Expenses (Newspaper etc.)	120	120	120	480	120	120	120	480	120	120	120	480	120	120	120	480	1920	21.00	40,320.00		
30	Building/Facilities Repairs																					
31	A. 4th & 5th Floor												1	1							368,000.00	368,000.00
32	B. Rooftop Kitchen Extension																				380,000.00	380,000.00

33																						
34																						
C. TOTAL (A + B):																				P	161,940,440.43	
D. ADDITIONAL PROVISION FDR INFLATION (10% of TOTAL)																				P	16,194,044.04	
E. GRAND TDAL (C + D)																				P	178,134,484.47	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores			1,246,587.78		735,213.07		782,218.95		663,072.69												P	3,427,092.49
G.2 Other Items not available at PS but regularly purchased from other sources			17,906,776.85		22,360,986.37		18,894,487.32		8,800,367.32												P	67,962,617.86
TOTAL MONTHLY CASH REQUIREMENTS			19,153,364.63		23,096,199.44		19,676,706.27		9,463,440.01												P	71,389,710.35

*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:


 Alex R. Gesmundo

Property/Supply Officer

**Certified Funds Available / Certified Approved by:
 Appropriate Funds Available:**


 Marissa G. Dalay

Accountant / Local Budget Officer


 Engr. Raul C. Sabularse

Head of Office/Agency

Date: /2018