

Camarines Sur, 4431

Annual Procurement Plan for C/Y 2020

Item & Specification	Quantity Requirement																	**PS Price Catalogue as of 2019	Total Amount
	Units of Measure	Jan	Feb	Mar	Q1	Apr	May	Jun	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
SOLVENTS																			
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	43.79	2,627.40
COLOR COMPOUNDS AND DISPERSIONS																			
Stamp Pad Ink, purple or violet	bottle	1	1	1	3	0	0	0	0	1	1	1	3	0	0	0	0	30.80	184.80
PAPER MATERIALS AND PRODUCTS																			
Note Pad, stick on, 50mm x 76mm (2" x 3") min	pad	3	0	0	3	2	0	0	2	0	0	0	0	2	0	0	2	37.06	259.42
Paper, Multi-purpose (Copy) A4, 70 gsm	ream	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	128.44	7,706.40
Paper, Multi-purpose (Copy) Legal, 70 gsm	ream	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	169.40	10,164.00
Toilet Tissue Paper 2-plys sheets, 150 pulls	pack	2	0	2	4	2	0	2	4	2	0	2	4	2	0	2	4	87.40	1,398.40
Record Book, 300 pages	book	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	70.72	424.32
Record Book, 500 pages	book	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	101.92	305.76
BATTERIES & CELLS AND ACCESSORIES					0				0				0				0		-
Battery, dry cell, AA, 2 pices per blister pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	19.73	473.52
Battery, dry cell, AAA, 2 pices per blister pack	pack	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	19.73	473.52
MANUFACTURING COMPONENTS & SUPPLIES					0				0				0				0		
Glue, all purpose, gross weight: 200 grams min	jar	1	1	1	3	0	0	0	0	1	1	1	3	0	0	0	0	62.10	372.60
Staple Wire, for heavy duty staplers(23/13)	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	19.76	79.04
Staple Wire, Standard (26/6)	box	1	0	1	2	1	0	1	2	1	0	1	2	1	0	1	2	22.55	180.40
Tape Electrical, 18mm x 16M min	roll	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	18.67	74.68
Tape Masking, width: 48mm	roll	3	0	3	6	3	0	3	6	3	0	2	5	3	0	0	3	106.60	2,132.00
Tape Packaging, width: 48mm	roll	3	0	3	6	0	3	0	3	0	3	0	3	0	3	0	3	19.97	299.55
Tape, Transparent, width: 24mm	roll	3	0	3	6	3	0	0	3	3	0	3	6	3	0	3	6	10.09	211.89
Tape, Transparent, width: 48mm	roll	3	0	3	6	3	0	0	3	3	0	3	6	3	0	3	6	19.97	419.37
MEASURING AND OBSERVING AND TESTING EQUIPMENT																			
Ruler, plastic, 450mm (18"), width: 38mm min	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	17.68	70.72
CLEANING EQUIPMENT AND SUPPLIES					0				0				0				0		-
Air Refreshener, aerosol, 280ml/150g min	can	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	86.06	1,032.72
INFO. & COMM. TECH (ICT) EQUIPMENT & DEVICES & ACC.																			-

External hARD Drive, 1 TB, 2.5"HDD, USB 3.0	piece	2	2	0	4	0	0	0	0	0	2	2	0	4	0	0	0	0	2,714.00	21,712.00
Flash Drive, USB Version, 16GB Capacity	piece	0	0	0	0	0	0	0	0	0	0	2	2	4	0	2	0	2	167.44	1,004.64
Laptop, Computer, branded	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	45,747.52	91,495.04
					0				0					0			0			-
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES					0				0					0			0			-
Clip, backfold, all metal, 50 mm, 12 pcs./box	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1		47.84	191.36
Data File Box, made of chipboard, with closed ends	piece	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1		77.20	308.80
Data Folder, made of chipboard, taglia lock	piece	24	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0		68.64	1,647.36
Envelope, expanding, kraft board for legal size doc	box	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		738.40	738.40
Envelope, Mailing, white, 80 gsm(5%)	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0		362.44	724.88
Folder , Fancy, for a4 size docs	bundle	1	1	1	3	0	0	0	0	0	0	0	0	0	0	0	0		270.40	811.20
Folder , Fancy, for legal size docs	bundle	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1		311.88	1,247.52
Folder, Tagboard, for A4 size docs	pack	1	1	1	3	0	0	0	0	0	0	0	0	0	0	0	0		279.00	837.00
Folder, Tagboard, for legal size docs	pack	1	1	1	3	1	0	1	2	1	0	0	1	1	0	0	1		321.36	2,249.52
Marker, fluorescent, 3 assorted colors per set	set	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0		44.41	266.46
Paper Clip, vinyl/plastic coat, legnth: 32mm min	box	2	0	2	4	2	0	2	4	2	0	2	4	2	0	2	4		7.76	124.16
Paper Clip, vinyl/plastic coat, legnth: 48mm min	box	2	0	2	4	2	0	2	4	2	0	2	4	0	2	0	2		14.04	196.56
Pencil, lead, w/ eraser, wood cased, hardness: HB	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1		20.79	83.16
Ring Binder, 80 rings, plastic, 32mm x 1.12m	bundle	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0		239.79	479.58
Pencil Sharpener, manual, single cutter head	piece	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0		202.80	405.60
Scissors, symmetrical, blade length: 65mm min	pair	1	0	1	2	1	1	0	2	0	1	0	1	1	1	0	2		40.56	283.92
Stapler, Standard Type, load cap: 200 staples min	piece	1	1	0	2	1	1	0	2	1	0	0	1	1	0	0	1		176.80	1,060.80
Staple Remover, Plier Type	piece	2	2	2	6	2	2	2	6	0	0	0	0	0	0	0	0		24.90	298.80
Tape Dispenser, table top, for 24mm width tape	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0		55.83	167.49
Calculator, compact, 12 digits	unit	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0		346.85	1,387.40
Paper Shredder, cutting width: 3-4mm (entry level)	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0			-
ARTS & CRAFTS EQUIPMENT & ACCESSORIES & SUPPLIES																				-
Clearbook, 20 Transparent Pokets, for A4 size	piece	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0		39.78	238.68
Clearbook, 20 Transparent Pokets, for legal size	piece	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0		42.38	254.28
Eraser, Plastic/Rubber, for pencil draft/writing	piece	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0		4.42	26.52
Sign Pen, Black, liquid/gel ink, .5mm needle tip	piece	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0		34.61	5,191.50
Sign Pen, Blue, liquid/gel ink, .5mm needle tip	piece	100	0	0	100	0	0	0	0	50	0	0	50	0	0	0	0		34.61	5,191.50
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price items)																				
COMMON OFFICE EQUIPMENT																				
Scanner	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		25,000.00	25,000.00
ACCOUNTABLES FORMS					0				0					0			0			-
Check Booklet	booklet	0	0	0	0	0	0	0	0	0	3	0	0	3	0	0	0		1,200.00	3,600.00
IT EQUIPMEN, COMPUTER PARTS, AND DEVICES & SOFTWARES					0				0					0			0			-
Cellphone	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		20,000.00	20,000.00
GASOLINE, OIL & LUBRICANTS					0				0					0			0			-
Fuel/Gasoline Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		10,000.00	10,000.00
WATER QUALITY EQUIPMENTS AND SUPPLIES					0				0					0			0			-
Visual Chlorine Comparator Test Kit	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		25,000.00	25,000.00
Colorimeter Test Kit	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		75,000.00	75,000.00

8

8

9

REPAIR AND MAINTENANCE -TRANSPORTATION EQUIPMENT					0				0				0				0		-
External Tubes, Interiors, Seat Covers, Motor Oil, Front Dump Break, Rear Dump Break, Front Cable, Foot Rest/Pedal	LS	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	43,200.00	43,200.00
REPAIR AND MAINTENANCE -FURNITURES & FIXTURES, SEMI-EXPENDABLE					0				0				0				0		-
Furnitures & Fixtures	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	30,000.00	30,000.00
IT Equipment	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00
SUBSCRIPTIONS																			-
Newspaper	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	7,920.00	7,920.00
Aquarius Magazine	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
REWARDS AND AWARDS																			-
Gratuities, Plaques, Certificates and other forms	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00
TAXES, DUTIES AND LICENSES																			-
Franchise Tax	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	260,000.00	260,000.00
BIR Annual Registration as GOCC	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1,500.00	1,500.00
Tax on Interest Income withheld by Banks	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	318,000.00	318,000.00
FEDELITY BOND PREMIUMS																			-
General Manager	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2,500.00	2,500.00
Cashier / Working Fund Custodian	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
Storekeeper	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	2,500.00	2,500.00
VEHICLE INSURANCE EXPENSE																			-
6 Motorcycle	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	18,000.00	18,000.00
OTHER MAINTENANCE AND OPERATION EXPENSE																			-
Auditing Services	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
BIWADA Sportsfest Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	20,000.00	20,000.00
BIWADA Sportsfest Uniform	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	7,000.00	7,000.00
Board of Directors Benefits	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	228,690.00	228,690.00
Civil Service Commission Foundation Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00
COA Entrance and Exit Conference	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
Financial Assistance,Extraordinary/other Misc. Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	10,000.00	10,000.00
Gender & Development Program	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
Disaster & Risk Reduction Plans & Programs	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
ICWD Foundation Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
Internet Expense	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	38,400.00	38,400.00
Iriga City Charter Anniversary	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
Lakbay Aral/Team Building	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
Legal Services	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	120,000.00	120,000.00
LTO Registration,6 Motorcycle	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00
Membership Dues & Contributions	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	60,000.00	60,000.00
Official & Employees Meeting	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	84,000.00	84,000.00
Philippine Independence Day Celebration	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	5,000.00	5,000.00
Postage and Deliveries	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	12,000.00	12,000.00

8

8

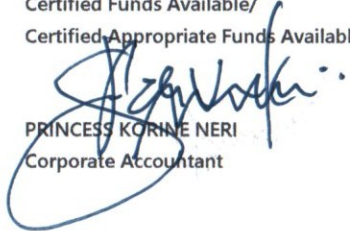
9

Smoke Test for 6 motorcycles	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00
Telephone Exp., Mobile, (Prepaid Cards)	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	144,000.00	144,000.00
Tinagba Festival Expenses	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	30,000.00	30,000.00
Web-site Hostings	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	60,000.00	60,000.00
Training Expenses(Registration)	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	240,000.00	240,000.00
Year End Conference	LS	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	100,000.00	100,000.00
C. TOTAL (A + B):																		2,629,824.64	
D. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)																		262,982.46	
																		2,892,807.10	
E. APPROVED BUDGET BY THE AGENCY HEAD	***TWO MILLION EIGHT HUNDRED NINETY TWO THOUSAND EIGHT HUNDRED SEVEN PESOS & 10/100 ONLY***																		
F. MONTHLY CASH REQUIREMENTS																		241,067.26	
F.1 AVAILABLE AT PROCUREMENT SERVICE STORES																		167,514.64	
F.2 Other Items not Available at PS but regularly purchased from other source																		2,462,310.00	
TOTAL MONTHLY CASH REQUIREMENTS																		219,152.05	

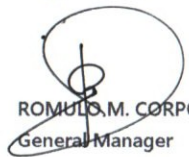
Prepared by:


LEA B. RAGASA
BAC Secretariat

Certified Funds Available/
Certified Appropriate Funds Available:


PRINCESS KORINE NERI
Corporate Accountant

Approved by:


ROMULO S. CORPORAL, JR.
General Manager
Head of Procuring Entity