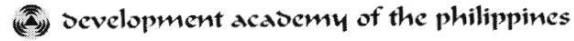


**GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE**  
 Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City

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



National Capital Region  
 DAP Building, San Miguel Avenue, Pasig City

Item & Specifications	Unit of Measure	Price	Quantity Measurement																Total Quantity	Estimated Price	TOTAL AMOUNT
			Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr			
3-RING BINDER 1(FOLDER A-4)	PC	88.34	135	135	135	405	135	135	130	400	135	135	135	405	135	135	135	405	1,615	103.93	167,853.75
3-RING BINDER 2" (FOLDER A-4)	PC	91.90	55	55	55	165	55	55	72	182	55	55	55	165	55	55	55	165	677	108.11	73,193.09
3-RING BINDER 3" (FOLDER A-4)	PC	110.78	70	70	70	210	70	70	66	206	70	70	70	210	70	70	70	210	836	130.33	108,954.49
AIRFRESHNER	PC	85.85	11	11	11	33	11	11	11	33	11	11	11	33	11	11	11	33	132	101.00	13,331.64
BALKBAYAN BOX Size: 20 x 20	PC	86.52	0	0	0	0	0	0	31	31	0	0	0	0	0	0	0	0	31	101.79	3,155.38
BALLPEN( BLACK)	PC	3.37	750	750	750	2,250	750	750	750	2,250	750	750	750	2,250	750	750	715	2,215	8,965	3.96	35,534.59
BATTERY (AA)	PC	18.90	125	125	125	375	125	125	125	375	125	125	125	375	125	125	111	361	1,486	22.23	33,034.50
BATTERY (AAA)	PC	16.03	65	65	65	195	65	65	65	195	65	65	65	195	65	65	82	212	797	18.86	15,031.71
B-BOARD (A-4/BLUE)GESTETNER	PC	3.55	737	737	737	2,211	737	737	737	2,211	737	737	737	2,211	737	737	737	2,211	8,844	4.18	36,985.61
B-BOARD (A-4/GOLD)GESTETNER	PC	3.55	250	250	250	750	250	250	250	750	250	250	250	750	250	250	263	763	3,013	4.18	12,600.37
B-BOARD (A-4/GREEN)GESTETNER	PC	3.55	388	388	388	1,164	388	388	388	1,164	388	388	388	1,164	388	388	388	1,164	4,656	4.18	19,471.39
B-BOARD (A-4/PINK)GESTETNER	PC	3.55	178	178	178	534	178	178	178	534	178	178	178	534	178	178	178	534	2,136	4.18	8,932.75
B-BOARD (A-4/WHITE)GESTETNER	PC	3.55	2620	2620	2620	7,860	2620	2620	2620	7,860	2620	2620	2620	7,860	2620	2620	2627	7,867	31,447	4.18	131,511.38
BLUE CLEANER #5300 (3M) SIZE:16	PC	392.90	0	0	0	0	0	0	0	5	0	0	5	0	0	7	0	7	17	462.24	7,858.09
CARTOLINA (BLUE)	PC	3.19	129	129	129	387	129	129	129	387	129	129	129	387	129	129	129	387	1,548	3.75	5,805.22
CARTOLINA (GOLD)	PC	3.19	97	97	97	291	97	97	99	293	97	97	97	291	97	97	97	291	1,166	3.75	4,372.72
CARTOLINA (GREEN)	PC	3.19	85	85	85	255	85	85	83	253	85	85	85	255	85	85	85	255	1,018	3.75	3,817.69
CARTOLINA (PINK)	PC	3.18	75	75	75	225	75	75	97	247	75	75	75	225	75	75	75	225	922	3.74	3,451.95
CARTOLINA (WHITE)	PC	2.26	55	55	55	165	55	55	59	169	55	55	55	165	55	55	55	165	664	2.66	1,764.78
CLEANSER	PC	22.83	7	7	7	21	7	7	7	21	7	7	7	21	7	5	4	16	79	26.85	2,121.47
COMPACT DISC-RECORDABLE (CD-R) 80MB	PC	17.32	0	15	15	30	15	15	15	45	13	13	15	41	15	15	15	45	161	20.38	3,280.67
COMPACT DISC-REWRITABLE (CD-RW) 700 MB 80mins	PC	29.00	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	34.11	2,456.27
COPY PAPER A-4 5-20	REAM	119.66	470	470	470	1,410	470	470	470	1,410	470	470	470	1,410	470	470	420	1,360	5,590	140.78	786,956.77
COPY PAPER LONG(ORDINARY)	REAM	138.35	25	25	25	75	25	25	25	75	25	25	25	75	25	25	26	76	301	162.77	48,993.71
COPY PAPER SHORT(ORDINARY)	REAM	109.29	13	13	13	39	13	13	13	39	13	13	13	39	13	13	24	50	167	128.57	21,471.46
DAP LETTER ENVELOPE (WHITE)	PC	2.73	660	660	660	1,980	660	660	660	1,980	659	660	660	1,979	660	660	660	1,980	7,919	3.21	25,456.65
DAP LETTERHEAD (NPO)	PC	1.40	1500	1500	1500	4,500	1500	1500	1500	4,500	1500	1500	1500	4,500	1500	1500	1386	4,386	17,886	1.64	29,376.19
DAP NOTEBOOK (50 LEAVES)	PC	30.17	350	350	350	1,050	350	350	350	1,050	350	350	350	1,050	350	350	298	998	4,148	35.50	147,250.44
DAP NOTEBOOKS (100 LEAVES)	PC	63.29	80	80	80	240	80	80	80	240	80	80	87	247	80	80	80	240	967	74.46	72,007.04
DAP TRAINING BAG (#2) W/TINALAK	PC	177.59	0	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	4	208.93	835.71
DAP TRAINING BAG (#3) W/TINALAK	PC	341.52	0	0	0	0	17	0	0	17	0	0	18	18	0	0	0	0	35	401.79	14,062.48

**GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE**

*Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City*

Item & Specifications	Unit of Measure	Price	Quantity Measurement																Total Quantity	Estimated Price	TOTAL AMOUNT
			Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr			
DAP TRG. BAG (#1) ENVELOPE TYPE	PC	54.44	200	200	200	600	200	200	201	601	200	200	200	600	200	200	200	600	2,401	64.04	153,769.43
DEODORANT CAKE	PC	10.93	201	201	201	603	201	201	201	603	201	201	201	603	201	201	201	603	2,412	12.86	31,011.51
DETERGENT SOAP (TEMPO-20KL/SK)	PC	747.62	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	879.55	21,109.15
DIGITAL VERSATILE DISC - RECORDABLE (DVD-R) 4.7GB 16X	PC	24.90	21	21	21	63	21	21	21	63	21	21	21	63	21	21	21	63	252	29.30	7,383.53
DIGITAL VERSATILE DISC - REWRITABLE (DVD-RW) 4.7GB	PC	31.88	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	37.50	3,600.00
DUST PAN PLASTIC	PC	40.98	0	0	0	0	0	0	7	7	0	0	0	0	0	7	0	7	14	48.21	675.00
ENVELOPE BROWN (LONG)	PC	1.04	315	315	315	945	315	315	315	945	315	315	315	945	315	315	283	913	3,748	1.22	4,581.76
ENVELOPE BROWN (SHORT)	PC	0.82	120	120	120	360	120	120	120	360	120	120	120	360	120	120	120	360	1,440	0.97	1,391.47
EXPANDING ENVELOPE W/STRING (WAX)	PC	6.34	250	250	250	750	250	250	250	750	250	250	250	750	250	250	280	780	3,030	7.46	22,605.41
EXPANDING FOLDER W/O FASTENER	PC	8.87	250	250	250	750	250	250	250	750	250	250	250	750	250	250	248	748	2,998	10.44	31,292.91
FILE FASTENER (PLASTIC)	PC	19.61	7	7	7	21	7	7	7	21	7	15	7	29	7	7	7	21	92	23.08	2,123.01
FILE FOLDER (LONG-FORTUNE)US 14PT	PC	2.18	320	320	320	960	320	320	320	960	320	320	320	960	320	320	327	967	3,847	2.56	9,844.09
FILE FOLDER (SHORT-FORTUNE)US 14PT	PC	2.23	90	90	90	270	90	90	90	270	90	90	90	270	90	90	166	346	1,156	2.62	3,027.22
FLOOR WAX	PC	670.37	6	0	0	6	2	0	0	2	2	0	0	2	2	0	0	2	12	788.67	9,464.09
FLOOR WAX (COMPLETE)	PC	1,503.87	0	9	9	18	9	9	9	27	9	9	9	27	9	11	0	20	92	1,769.26	162,771.65
FLOOR WAX /STRIPPER	PC	1,017.83	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,197.45	14,369.40
FLOOR WAX (NON-BUFFABLE)	PC	795.05	0	0	0	0	0	12	0	12	0	0	0	0	12	0	0	12	24	935.36	22,448.56
FURNITURE CLEANER	TUBE	88.40	6	6	6	18	6	6	6	18	11	6	6	23	6	6	6	18	77	104.00	8,008.25
HAND BRUSH NYLON (MEDIUM)	PC	40.98	0	0	3	3	3	3	3	9	3	3	3	9	3	3	2	8	29	48.21	1,398.21
HAND GLOVES	PC	44.63	0	3	3	6	3	3	3	9	4	3	4	11	4	4	5	13	39	52.50	2,047.50
HIGHLIGHT PEN (BLUE)	PC	22.92	0	3	3	6	3	3	3	9	3	5	3	11	3	3	3	9	35	26.96	943.65
HIGHLIGHT PEN (GREEN)	PC	23.68	0	5	5	10	5	5	5	15	5	7	4	16	4	4	4	12	53	27.86	1,476.42
HIGHLIGHT PEN (PINK)	PC	22.92	0	0	0	0	10	0	0	10	0	0	10	10	0	0	0	0	20	26.96	539.29
HIGHLIGHT PEN (YELLOW)	PC	23.97	0	0	0	0	60	0	0	60	0	0	42	42	0	0	0	0	102	28.20	2,876.14
INK CARTRIDGE (BLACK) HP CZ107AA #678	PC	353.15	0	150	150	300	150	150	150	450	143	150	150	443	150	150	150	450	1,643	415.47	682,615.17
INK CARTRIDGE (BLACK) HP CZ121AA	PC	368.24	0	18	18	36	18	18	18	54	18	18	18	54	18	18	14	50	194	433.23	84,046.46
INK CARTRIDGE (BLACK) HP F6V27AA #680	PC	344.32	0	80	80	160	80	80	80	240	80	75	80	235	80	80	80	240	875	405.08	354,446.04
INK CARTRIDGE (COLORED) HP CZ108AA #678	PC	354.78	150	150	150	450	150	150	150	450	150	150	150	450	150	150	150	450	1,800	417.39	751,301.77
INK CARTRIDGE (COLORED) HP F6V26AA #680	PC	341.38	0	80	80	160	80	80	80	240	80	32	80	192	80	80	80	240	832	401.63	334,155.46
INK CARTRIDGE (CYAN) HP CZ122AA	PC	252.24	18	18	18	54	18	18	18	54	18	18	18	54	18	18	18	54	216	296.75	64,098.56
INK CARTRIDGE (MAGENTA) HP CZ123AA	PC	253.25	0	15	15	30	15	15	15	45	15	15	15	45	19	15	15	49	169	297.94	50,351.08
INK CARTRIDGE (YELLOW) HP CZ124AA	PC	252.58	0	15	15	30	15	15	15	45	15	15	15	45	15	22	0	37	157	297.15	46,653.22
INK CARTRIDGE CANON CL-98 COLOR	PC	673.75	0	15	15	30	15	15	15	45	15	49	15	79	15	15	15	45	199	792.65	157,737.71
INK CARTRIDGE CANON PG-88 BLACK	PC	537.89	0	15	15	30	15	15	15	45	15	14	15	44	15	15	15	45	164	632.81	103,780.48
INK CARTRIDGE HP-702 (BLACK)	PC	1,103.91	0	0	4	4	0	0	3	3	0	0	3	3	0	0	3	3	13	1,298.72	16,883.37
INKJET PRINT CARTRIDGE (CN692AA) HP704/BLACK	PC	360.87	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	424.56	15,284.04
INKJET PRINT CARTRIDGE (CN693AA) HP704/COLOR	PC	365.98	0	0	4	4	4	4	4	12	4	4	2	10	0	0	0	0	26	430.56	11,194.56
INKJET PRINT CARTRIDGE HP887AA/BLACK	PC	356.00	0	5	5	10	5	5	5	15	5	5	6	16	0	0	0	0	41	418.82	17,171.78

**GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE**

*Unit 2506, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City*

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			Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr			
INKJET PRINT CARTRIDGE HP888AA/COLOR	PC	349.47	0	5	5	10	5	5	5	15	5	5	5	15	5	4	0	9	49	411.14	20,146.06
INKJET(C9352A/COLORED	PC	766.96	0	2	2	4	2	2	2	6	2	2	2	6	2	0	0	2	18	902.30	16,241.47
INSECTICIDE 420GMS/AEROSOL	PC	133.59	0	10	10	20	10	10	10	30	10	10	10	30	10	10	14	34	114	157.17	17,917.29
INSTITUTIONAL TOKENS	PC	117.01	207	207	207	621	207	207	207	621	207	207	207	621	207	207	211	625	2,488	137.66	342,494.23
LASERJET TONER CANON CE505A	PC	2,303.46	17	17	17	51	17	17	17	51	17	17	17	51	17	17	18	52	205	2,709.95	555,539.77
LASERJET TONER HP CB435	PC	2,857.92	4	4	4	12	4	4	4	12	4	4	4	12	4	5	5	14	50	3,362.26	168,113.00
LASERJET TONER HP-CE285A	PC	2,910.55	9	9	9	27	9	9	9	27	9	9	9	27	9	9	10	28	109	3,424.17	373,234.94
LASERJET TONER HP-Q2612	PC	2,458.93	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	2	8	2,892.85	23,142.83
LIQUID HAND SOAP 3.75 LTR/GAL	BOTTLE	122.95	15	15	15	45	15	15	15	45	15	15	15	45	15	15	9	39	174	144.64	25,167.93
MAGIC TAPE (1)	PC	143.89	0	0	20	20	0	0	0	0	30	0	0	30	20	0	0	20	70	169.28	11,849.66
MARKING PEN (BLACK)	PC	23.46	0	0	300	300	0	0	0	0	300	0	0	300	289	0	0	289	889	27.60	24,537.28
MARKING PEN (BLUE)	PC	23.68	0	0	200	200	0	0	0	0	200	0	0	200	206	0	0	206	606	27.86	16,881.39
MASKING TAPE (1)3M	PC	34.54	0	0	250	250	0	0	0	0	250	0	0	250	202	0	0	202	702	40.63	28,522.09
MASKING TAPE (2)3M	PC	95.25	0	0	100	100	0	0	0	0	100	0	0	100	82	0	0	82	282	112.06	31,601.48
METAL POLISH	PC	116.12	0	0	3	3	3	3	3	9	3	3	3	9	3	3	2	8	29	136.61	3,961.60
MIMEO PAPER (A4) PINK	REAM	160.65	0	4	4	8	4	4	4	12	4	4	4	12	4	5	0	9	41	189.00	7,748.86
MIMEO PAPER (A-4/GREEN)	REAM	148.33	4	4	4	12	4	4	4	12	4	4	4	12	4	2	0	6	42	174.51	7,329.41
MIMEO PAPER (A-4/YELLOW)	REAM	156.71	6	6	6	18	6	6	6	18	6	6	6	18	6	6	4	16	70	184.37	12,905.86
MIMEO PAPER A-4(BLUE)	REAM	151.68	5	5	5	15	5	5	5	15	5	5	5	15	5	5	7	17	62	178.45	11,064.01
MOP HANDLE WOOD(7 W/SCREW)	PC	125.03	0	4	4	8	4	4	4	12	4	4	4	12	4	4	3	11	43	147.10	6,325.09
MOPHEAD (HD-XLX)	PC	81.29	6	6	6	18	6	6	6	18	6	6	6	18	6	6	6	18	72	95.64	6,885.95
NEWSPRINT PAPER (24X36)	REAM	1.73	790	790	790	2,370	790	790	790	2,370	790	790	790	2,370	790	790	728	2,308	9,418	2.04	19,172.04
PAPER CLIP (PRINCE-PLASTIC)	PC	4.38	40	40	40	120	40	40	40	120	40	21	40	101	40	40	40	120	461	5.15	2,376.04
PAPER CUTTER (BIG)	PC	182.14	2	2	2	6	2	2	2	6	2	2	2	6	2	2	0	4	22	214.28	4,714.26
PAPER CUTTER (SMALL)	PC	29.88	2	2	2	6	2	2	2	6	2	2	2	6	0	0	0	0	18	35.16	632.81
PARCHMENT PAPER (ASTROPARCHE)	PC	14.12	240	240	240	720	240	240	269	749	240	240	240	720	240	240	240	720	2,909	16.61	48,325.83
PENCIL	PC	1.86	112	112	112	336	112	112	112	336	112	112	112	336	112	112	112	336	1,344	2.19	2,941.98
PLASTIC I.D. HOLDER	PC	4.55	415	415	415	1,245	415	415	415	1,245	415	415	415	1,245	415	415	422	1,252	4,987	5.36	26,716.03
RING BINDER (SPIRAL 1)	PC	18.17	9	9	9	27	9	9	9	27	9	9	9	27	9	9	4	22	103	21.38	2,201.65
RING BINDER (SPIRAL 1/2)	PC	7.33	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	8.63	2,484.45
RING BINDER (SPIRAL 3/4)	PC	13.66	38	38	38	114	38	38	38	114	38	38	38	114	38	38	36	112	454	16.07	7,296.43
RING BINDER (SPIRAL 3/8)	PC	5.01	20	20	20	60	20	20	20	60	20	20	20	60	20	21	0	41	221	5.90	1,303.37
SCISSOR (6)	PC	14.00	10	10	10	30	10	10	10	30	10	10	10	30	10	10	20	40	130	16.48	2,141.88
SCOTCH TAPE (1)3M TRANSPARENT	PC	19.25	0	0	130	130	0	0	0	0	130	0	0	130	134	0	0	134	394	22.65	8,924.20
SEALER(OVER AND UNDER)	PC	1,568.86	0	0	0	0	2	0	0	2	2	0	0	2	3	0	0	3	7	1,845.71	12,920.00
SIGN PEN 0.5(BLACK/MY-GEL)	PC	23.74	125	125	125	375	125	125	125	375	125	125	125	375	125	125	125	375	1,500	27.93	41,890.69
SIGN PEN 0.5(BLUE/MY-GEL)	PC	25.14	236	236	236	708	236	236	236	708	236	236	236	708	236	236	236	708	2,832	29.57	83,749.51
STAPLE WIRE (NO.35)MAX	PC	19.19	20	20	20	60	20	20	20	60	20	26	20	66	20	20	20	60	246	22.57	5,553.43

**GOVERNMENT PROCUREMENT POLICY BOARD-TECHNICAL SUPPORT OFFICE**

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			Jan	Feb	Mar	1st Qtr	Apr	May	Jun	2nd Qtr	July	Aug	Sept	3rd Qtr	Oct	Nov	Dec	4th Qtr			
STEEL WOOL/PENGUIN (25RM/BX)	PC	32.51	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	38.25	2,295.00
STICK BROOM	PC	24.40	0	0	0	0	0	11	0	11	0	0	0	0	11	0	0	11	22	28.70	631.49
STRIPPING PAD (#16)	PC	405.77	0	0	0	0	0	5	0	5	0	0	0	0	5	0	0	5	10	477.38	4,773.77
TISSUE PAPER 2PLY	ROLL	6.72	0	800	800	1,600	800	800	900	2,500	900	1218	800	2,918	800	800	800	2,400	9,418	7.91	74,511.47
TOILET BOWL CLEANER	PC	797.31	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	938.01	11,256.08
TRAINING CATALOGUE FOLDER	PC	11.61	400	400	400	1,200	400	400	400	1,200	400	400	400	1,200	400	400	471	1,271	4,871	13.66	66,541.53
TRANSPARENCY FILM (CLEAR)	PC	2.00	1030	1030	1030	3,090	1030	1030	1043	3,103	1030	1030	1030	3,090	1030	1030	1030	3,090	12,373	2.36	29,165.19
TRASH BAG (37 X 40-TRANSPARENT XXL)	PACK	5.92	1050	1050	1050	3,150	1050	1050	1050	3,150	1050	1052	1050	3,152	1050	1050	1050	3,150	12,602	6.96	87,711.35
TRASH BAG (SMALL)	PACK	1.12	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	360	360	360	1,080	4,320	1.32	5,695.42
WHITEBOARD MARKER (BLACK)	PC	15.70	0	0	300	300	0	0	0	0	300	0	0	300	200	0	0	200	800	18.48	14,780.76
WHITEBOARD MARKER (BLUE)	PC	19.17	0	0	150	150	0	0	0	0	150	0	0	150	244	0	0	244	544	22.55	12,269.11
WHITEBOARD MARKER (RED)	PC	22.77	0	0	80	80	0	0	0	0	80	0	0	80	100	0	0	100	260	26.79	6,964.26

**TOTAL**

**7,350,957.51**

We hereby warrant that the total amount reflected in the Annual Supplies Procurement Plan to procure the listed common use supplies, materials has been included in or is within our approved budget for the year.


Prepared by:

  
**MONINA A. R. DE ARMAS**  
 Managing Director/VP, Administrative Department

Noted by:

  
**BERNARDO A. DIZON**  
 Senior Vice President, Services

Approved by:

  
**MAGDALENA L. MENDOZA**  
 Officer-In-Charge, DAP