

PMO-PALAWAN
Annual Procurement Plan - Supplies and Materials
For Calendar Year 2018

Particulars		Unit	Qty.	Unit Price	Amount
1	Airfreshner	can	8	195.00	1,560.00
2	Air Cooler	piece	3	6,000.00	18,000.00
3	Alcohol	bot	24	75.00	1,800.00
4	Audio Recorder	piece	2	3,500.00	7,000.00
5	Ballpen - black	piece	500	12.50	6,250.00
6	Ballpen - blue	piece	100	12.50	1,250.00
7	Battery - Size AA	piece	48	24.00	1,152.00
8	Battery AAA	piece	72	24.00	1,728.00
9	Battery C	piece	15	30.00	450.00
10	Battery D	piece	15	30.00	450.00
11	Battery 9V	piece	24	85.00	2,040.00
12	Beddings	set	12	1,200.00	14,400.00
13	Bundy Clock	piece	5	7,000.00	35,000.00
14	Bundy Card	pack/100s	12	215.00	2,580.00
15	Black bag, trash (100s)	pack	8	175.00	1,400.00
16	Board Paper, Morocco, long	pack	1	270.00	270.00
17	Board Paper, Morocco, A4	pack	1	255.00	255.00
18	Calculator, JS 40	piece	4	1,600.00	6,400.00
19	Carbon Film, blue	box	5	490.00	2,450.00
20	Carbon Film, black	box	2	490.00	980.00
21	Columnar Book	piece	6	23.00	138.00
22	Chair, Visitor, wood	piece	12	800.00	9,600.00
23	Chair, Executive	piece	5	4,000.00	20,000.00
24	Chair, computer	piece	3	1,500.00	4,500.00
25	Clip, bulldog	piece	50	12.00	600.00
26	Clip, double, 2"	box	15	48.00	720.00
27	Clip, double, 5/8	box	15	16.00	240.00
28	Clip, double, 1/2	box	15	23.00	345.00
29	Continuous Form, 11 x 9 1/2 (280x241m2) 3-ply carbonless, short (invoice)	box	200	650.00	130,000.00
30	Compact Disk / DVD Recordable	piece	36	45.00	1,620.00
31	cups and saucers	doz	3	450.00	1,350.00
32	Correction Tape	piece	150	25.00	3,750.00
33	Cork Board	piece	2	1,400.00	2,800.00
34	Cutter	piece	12	55.00	660.00
35	Dated stamp with mo. & yr., latest	piece	5	45.00	225.00
36	Dish Drainer	piece	2	1,300.00	2,600.00
37	Electric Fan (Stand Fan)	piece	7	2,500.00	17,500.00
38	Electric Fan (Wall Fan)	piece	1	1,300.00	1,300.00
39	Emergency light	piece	12	1,000.00	12,000.00
40	Envelope, ordinary, long, brown	piece	300	2.00	600.00
41	Envelope, ordinary, short, brown	piece	150	1.50	225.00
42	Eraser Gum/rubber, small	piece	12	15.00	180.00
43	Eraser, white board	piece	12	21.00	252.00
44	Extension cord/surge protector, 5M	piece	3	1,300.00	3,900.00
45	Expanding Envelope, long	piece	300	8.00	2,400.00
46	Fastener, Cortan	box	24	85.00	2,040.00

	Particulars	Unit	Qty.	Unit Price	Amount
47	Fastener, metal	box	50	65.00	3,250.00
48	Fastener, plastic	box	50	26.00	1,300.00
49	File Divider	pack	12	80.00	960.00
50	Filing Shelves	piece	6	4,500.00	27,000.00
51	Folder, ordinary, long	piece	800	5.00	4,000.00
52	Folder, ordinary, short / A4	piece	200	3.50	700.00
53	Folder, Press board, expanding, long	piece	200	12.00	2,400.00
54	Folder, Clear Report Cover, long	piece	50	18.00	900.00
55	Folder, Clear Report Cover, A4	piece	50	14.00	700.00
56	Folder, morocco, long	piece	24	9.00	216.00
57	Folder, morocco, short	piece	24	7.00	168.00
58	Folder, ring binder, 3 holes	piece	20	170.00	3,400.00
59	Folder, Arch lever, long, 2 ring	piece	75	150.00	11,250.00
60	Folder, Arch lever, A4, 2 ring	piece	75	130.00	9,750.00
61	Folder Stand	piece	200	112.00	22,400.00
62	Flourescent Marker	piece	24	25.00	600.00
63	Fork	doz	20	200.00	4,000.00
64	Glass	piece	50	30.00	1,500.00
65	Glue, all purpose, 130g	cont	24	45.00	1,080.00
66	Glue, all purpose, 40g	cont	24	38.00	912.00
67	Hand gloves	piece	20	49.75	995.00
68	Index card/ ledger card (4 x 6)	pack	3	35.00	105.00
69	Index card/ ledger card	pack	3	45.00	135.00
70	Index divider	pack	12	20.00	240.00
71	Index tab, transparent	piece	24	20.00	480.00
72	Ink Cartridge, HP 932XL, black	cart	3	1,850.00	5,550.00
73	Ink Cartridge, HP 933, colored	cart	3	1,000.00	3,000.00
74	Ink, Epson T6641, BLACK	bot	120	270.00	32,400.00
75	ink, Epson T6642, Cyan	bot	50	268.00	13,400.00
76	ink, Epson T6643, magenta	bot	50	268.00	13,400.00
77	Ink, Epson T6644, yellow	bot	50	268.00	13,400.00
78	Insect Spray	tin	3	350.00	1,050.00
79	LPG	tank	8	850.00	6,800.00
80	Magnifying glass	piece	6	45.00	270.00
81	Marker, permanent, black, fine	box	4	450.00	1,800.00
82	Marker, permanent, black, broad	box	4	450.00	1,800.00
83	Marker, permanent, blue & red, fine	piece	12	45.00	540.00
84	Map, Namria	piece	3	400.00	1,200.00
85	Monobloc table	piece	3	3,000.00	9,000.00
86	Monobloc chairs	piece	12	300.00	3,600.00
87	Metal dustpan	piece	15	100.00	1,500.00
88	Money Counter Machine	piece	1	4,000.00	4,000.00
89	Money Detector Machine	piece	5	1,300.00	6,500.00
90	Plants / Grass	lot	1	10,000.00	10,000.00
91	Pail (big)	piece	8	600.00	4,800.00
92	Paper, thermal 210mm x 30 mm	roll	18	42.00	756.00
93	Paper, yellow	pad	12	25.00	300.00
94	Paper, specialty	pack	24	45.00	1,080.00
95	Paper, photo, A4	pack	24	180.00	4,320.00
96	Paper, sub. 20, long, F4, multicopy	ream	200	230.00	46,000.00
97	Paper, subs. 24, A4 (multicopy)	ream	200	200.00	40,000.00
98	Paper, sticker	pack	20	40.00	800.00

	Particulars	Unit	Qty.	Unit Price	Amount
99	Plates	piece	24	65.00	1,560.00
100	Pencil, Mongol # 1	box	4	75.00	300.00
101	Pencil, mechanical	piece	12	75.00	900.00
102	Pencil, mechanical, lead, 05 & 07	piece	24	30.00	720.00
103	Puncher	piece	4	700.00	2,800.00
104	PVC cover, long	pack	1	500.00	500.00
105	PVC cover, A4	pack	1	450.00	450.00
106	Pillow, assorted	piece	12	150.00	1,800.00
107	Push Pin	pack	8	30.00	240.00
108	Printer, ink-tank system	piece	3	9,000.00	27,000.00
109	Rechargeable Batteries	pack	3	450.00	1,350.00
110	Record Book, 300 pages	piece	60	70.00	4,200.00
111	Record Book, 500 pages	piece	60	110.00	6,600.00
112	Ribbon Cartridge, FX 2190 (SO 15584)	cart	12	400.00	4,800.00
113	Ribbon Cartridge, LQ 680	cart	24	575.00	13,800.00
114	Ribbon Cartridge, LX 300 / LX 310	cart	24	120.00	2,880.00
115	Ribbon Cartridge, LQ 2190	cart	24	800.00	19,200.00
116	Ribbon, Bundy clock	cart	12	1,000.00	12,000.00
117	Ribbon, typewriter, nylon	cart	12	25.00	300.00
118	Rake, metal with handle	piece	10	280.00	2,800.00
119	Ring Binder , 1/2" / 12mm - 110 sheets	piece	18	20.00	360.00
120	Ring Binder , 1/4" / 6mm - 30 sheets	piece	18	15.00	270.00
121	Ring Binder , 3/4" / 19mm - 170 sheets	piece	18	25.00	450.00
122	Ring Binder, 1" / 25mm - 220 sheets	piece	18	40.00	720.00
123	Ring Binder , 1 1/2"/38mm - 350 sheets	piece	18	65.00	1,170.00
124	Ring Binder , 2" / 51mm - 500 sheets	piece	18	75.00	1,350.00
125	Rubber band, big	box	6	150.00	900.00
126	Rubber band, small	box	6	120.00	720.00
127	Rubber Stamp	piece	30	150.00	4,500.00
128	Ruler	piece	24	30.00	720.00
129	Scissor	piece	10	55.00	550.00
130	Sign pen(Pilot Hi-tecprint V7 Grip)-black	piece	75	75.00	5,625.00
131	Sign pen(Pilot Hi-tecprint V7 Grip)-blue	piece	75	75.00	5,625.00
132	Sign pen(Pilot Frixion clicker 05- blue	piece	75	75.00	5,625.00
133	Sign pen(Pilot Frixion clicker 05- black	piece	75	75.00	5,625.00
134	Sign pen(Mygel- black)	piece	75	25.00	1,875.00
135	Sign pen(Mygel- blue)	piece	75	25.00	1,875.00
136	Self Inking Trodat	piece	8	350.00	2,800.00
137	Sack	piece	50	24.00	1,200.00
138	sharpener	piece	1	350.00	350.00
139	Stick-on paper (various sizes)	pack	36	45.00	1,620.00
140	Spoon	doz	12	100.00	1,200.00
141	Staple wire no. 35	box	36	37.00	1,332.00
142	Staple wire no. 10	box	24	7.00	168.00
143	Stapler	piece	6	350.00	2,100.00
144	Staple wire remover	piece	12	25.00	300.00
145	Stamp pad (big)	piece	4	110.00	440.00
146	Stamp pad ink, 50 cc black	botl	36	28.00	1,008.00
147	Stamp pad ink, 50 cc blue	botl	36	30.00	1,080.00
148	Stretch film	roll	5	850.00	4,250.00
149	Teaspoon	piece	24	75.00	1,800.00
150	Table, computer	piece	2	1,200.00	2,400.00

Particulars		Unit	Qty.	Unit Price	Amount
151	Tape, masking 1"	roll	24	35.00	840.00
152	Tape, cellophane, 1"	roll	36	38.00	1,368.00
153	Tape, double sided	roll	10	40.00	400.00
154	Tape, transparent, 2"	roll	24	70.00	1,680.00
155	Tape, packing, 2", brown	roll	75	70.00	5,250.00
156	Toilet Paper	roll	24	15.00	360.00
157	Thumbtacks	box	3	15.00	45.00
158	Twine, plastic	roll	75	65.00	4,875.00
159	Picture Frame	piece	12	100.00	1,200.00
160	USB Flash Drive	piece	4	800.00	3,200.00
161	Walis Tingting	piece	30	35.00	1,050.00
GRAND TOTAL					835,143.00

Prepared by :


 JESUSA LOUELLA C. ULSON
 Supervising Supply Officer

Reviewed by :


 FRASY M. DE GUZMAN
 Manager, Admin. Division *on*

Approved :


 ELVIS R. MEDALLA
 Acting Port Manager

