

Republic of the Philippines
PHILIPPINE STATISTICS AUTHORITY
Regional Office XII, Cotabato City

Annual Procurement Plan for FY 2016

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	SUPPLIES AND MATERIALS											
	ACETATE, gauge #3, 50m per roll	SOCD/CRASD							1,316.64			
	AIR FRESHENER, 280mL/can	SOCD/CRASD							6,161.88			
	ALCOHOL, 70%, ethyl, 500ml	SOCD/CRASD							5,689.09			
	BALLPEN, black	SOCD/CRASD							3,900.00			
	BALLPEN, blue	SOCD/CRASD							1,300.00			
	BALLPEN, red	SOCD/CRASD							162.50			
	BATH SOAP	SOCD/CRASD							1,920.00			
	BATTERY, size AA, alkaline, 2 pieces per	SOCD/CRASD							1,084.96			
	BATTERY, size AAA, alkaline, 2 pieces	SOCD/CRASD							934.94			
	CARBON FILM, A4 size, 100 sheets per box	SOCD/CRASD							707.69			
	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	SOCD/CRASD							803.66			
	CARTOLINA, assorted color, 20 pieces per pack	SOCD/CRASD							1,785.06			
	CD-R	SOCD/CRASD							270.00			
	CD-RW	SOCD/CRASD							400.00			
	CERTIFICATE HOLDER	SOCD/CRASD							4,390.00			
	CERTIFICATE PAPER	SOCD/CRASD							650.00			
	CHALK, white, dustless, 100 pieces per box	SOCD/CRASD							272.82			
	CLEARBOOK, A4 size	SOCD/CRASD							394.99			
	CLEARBOOK, Legal size	SOCD/CRASD							438.88			
	CLIP, backfold, 19mm, 12 pieces per box	SOCD/CRASD							307.22			
	CLIP, backfold, 25mm, 12 pieces per box	SOCD/CRASD							702.21			
	CLIP, backfold, 32mm, 12 pieces per box	SOCD/CRASD							872.70			
	CLIP, backfold, 50mm, 12 pieces per box	SOCD/CRASD							1,843.30			
	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	SOCD/CRASD							1,289.04			
	CORRECTION FLUID, water based	SOCD/CRASD							720.00			

CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	SOCD/CRASD								2,080.29			
CUTTER BLADE, heavy duty cutter, 10 pieces per tube	SOCD/CRASD								49.69			
CUTTER KNIFE, heavy duty	SOCD/CRASD								307.48			
DATA FILE BOX, made with chipboard, with closed ends	SOCD/CRASD								2,206.95			
DATA FOLDER, made with chipboard, taglia lock	SOCD/CRASD								2,435.47			
DATING AND STAMPING MACHINE	SOCD/CRASD								1,514.07			
DEVELOPER XEROX TONER, TN414	SOCD/CRASD								39,200.00			
DUPLO INK, DP Black Ink 514 Cartridge	SOCD/CRASD								18,240.00			
DVD-RW	SOCD/CRASD								2,254.54			
ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	SOCD/CRASD								1,702.85			
ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	SOCD/CRASD								2,141.23			
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	SOCD/CRASD								2,623.62			
ENVELOPE, EXPANDING, plastic	SOCD/CRASD								7,391.33			
ENVELOPE, MAILING, 500 pieces per box	SOCD/CRASD								294.05			
ENVELOPE, MAILING, with window, 500 pieces per box	SOCD/CRASD								412.21			
ERASER, felt, for blackboard/whiteboard	SOCD/CRASD								42.50			
ERASER, plastic or rubber	SOCD/CRASD								109.38			
FASTENER, plastic	SOCD/CRASD								750.00			
FASTENER, plastic, 8" long	SOCD/CRASD								1,600.00			
FAX PAPER	SOCD/CRASD								720.00			
FLUORESCENT LAMP, tubular, 36 watts	SOCD/CRASD								1,050.78			
FOLDER, Morocco, long	SOCD/CRASD								750.00			
FOLDER, Morocco, short	SOCD/CRASD								600.00			
FOLDER, Tagboard, A4, 100 pieces per pack	SOCD/CRASD								1,311.15			
FOLDER, Tagboard, Legal size, 100 pieces per pack	SOCD/CRASD								1,582.39			
GLUE, all purpose, 300 grams min.	SOCD/CRASD								1,856.46			
ID JACKET	SOCD/CRASD								4,500.00			
ID LACE	SOCD/CRASD								4,500.00			

LAID PAPER	SOCD/CRASD								1,500.00			
MAGAZINE FILE BOX, LARGE	SOCD/CRASD								1,387.54			
MARKER, fluorescent, 3 colors per set	SOCD/CRASD								450.06			
MARKER, whiteboard, bullet type, black	SOCD/CRASD								149.39			
MARKER, whiteboard, bullet type, blue	SOCD/CRASD								149.39			
MARKER, whiteboard, bullet type, red	SOCD/CRASD								74.69			
MARKER, permanent, bullet type, black	SOCD/CRASD								61.08			
MARKER, permanent, bullet type, blue	SOCD/CRASD								61.08			
MARKER, permanent, bullet type, red	SOCD/CRASD								30.54			
MECHANICAL PENCIL	SOCD/CRASD								1,788.00			
MIGHTY BOND	SOCD/CRASD								1,080.00			
Minolta Xerox Copier Toner, MT 104A	SOCD/CRASD								4,500.00			
NOTARIAL SEAL, #24	SOCD/CRASD								960.00			
NOTE BOOK, stenographer's, 40 leaves, spiral	SOCD/CRASD								2,173.30			
NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	SOCD/CRASD								1,943.56			
PAPER, bond, long, 216mm x 330mm, S-18	SOCD/CRASD								2,550.00			
PAPER, bond, short, 216mm x 279mm, S-18	SOCD/CRASD								2,250.00			
PAPER, bond, long, 216mm x 330mm, S-16, colored	SOCD/CRASD								2,475.00			
PAPER, bond, short, 216mm x 279mm, S-16, colored	SOCD/CRASD								2,475.00			
PAPER, Multi-Purpose (COPY) A4, 70gsm	SOCD/CRASD								10,802.15			
PAPER, Multi-Purpose (COPY), Legal size, 70gsm	SOCD/CRASD								12,118.79			
PAPER CLIP, gem type, 48mm, 100 pieces per box	SOCD/CRASD								342.33			
PAPER CLIP, gem type, 32mm, 100 pieces per box	SOCD/CRASD								171.16			
PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	SOCD/CRASD								97.10			

PENCIL, lead, w/eraser, One(1) dozen per box	SOCD/CRASD								827.96			
PENCIL SHARPENER, 1 piece in individual plastic case	SOCD/CRASD								4,739.90			
PLASTIC SLIDE FOLDER, long	SOCD/CRASD								100.00			
PLASTIC SLIDE FOLDER, short	SOCD/CRASD								90.00			
PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	SOCD/CRASD								390.66			
PUSH PIN	SOCD/CRASD								125.00			
PVC COVER, long	SOCD/CRASD								750.00			
PVC COVER, SHORT	SOCD/CRASD								650.00			
RECORD BOOK, 300 pages, size: 214mm x 278mm min	SOCD/CRASD								381.83			
RECORD BOOK, 500 pages, size: 214mm x 278mm min	SOCD/CRASD								549.76			
RING BINDER, Plastic 32mm, 10 pieces per bundle	SOCD/CRASD								271.00			
ROLL MASTER, DR-835	SOCD/CRASD								16,250.00			
RUBBER BAND, 70mm min lay flat length (#18)	SOCD/CRASD								335.02			
RULER, plastic, 450mm, 1 piece in individual plastic	SOCD/CRASD								197.50			
SHOE LACE	SOCD/CRASD								1,000.00			
SCISSORS, (6")	SOCD/CRASD								196.61			
SIGN PEN, black	SOCD/CRASD								4,457.33			
SIGN PEN, blue	SOCD/CRASD								4,457.33			
SIGN PEN, red	SOCD/CRASD								1,114.33			
SPONGE MOISTENER	SOCD/CRASD								144.00			
STAMP PAD INK, violet, 50mL	SOCD/CRASD								96.55			
STAMP PAD, felt pad, min 60mm x 100mm	SOCD/CRASD								196.74			
STAPLE WIRE, Heavy duty, 23/13	SOCD/CRASD								64.19			
STAPLE WIRE, Standard	SOCD/CRASD								958.11			
STAPLER, standard	SOCD/CRASD								1,167.63			
STICKER PAPER	SOCD/CRASD								2,250.00			
TABLE PENCIL SHARPENER	SOCD/CRASD								750.00			
TAPE, Double Sided	SOCD/CRASD								525.00			
TAPE, electrical	SOCD/CRASD								153.61			
TAPE, masking, 24mm, 50 meters length	SOCD/CRASD								5,582.55			
TAPE, transparent, 24mm, 50 meters	SOCD/CRASD								1,759.23			

CALCULATOR, SCIENTIFIC, 1 unit per box	SOCD/CRASD								3,493.48			
CHAIR, monobloc, without armrest, beige	SOCD/CRASD								7,406.10			
DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	SOCD/CRASD								26,552.24			
ELECTRIC FAN, stand type	SOCD/CRASD								3,281.73			
FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 2018mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchove	SOCD/CRASD								3,695.37			
FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	SOCD/CRASD								4,101.33			
MULTIMEDIA PROJECTOR, 4000 ansi Lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	SOCD/CRASD								43,378.12			
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format indications	SOCD/CRASD								8,393.58			
PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	SOCD/CRASD								5,793.22			
PRINTER, INKJET, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	SOCD/CRASD								31,650.00			
TABLE, monobloc, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	SOCD/CRASD								5,204.95			
ERGONOMIC CHAIR, w/ arm rest and back seat	SOCD/CRASD								45,000.00			

	CCTV CAMERA	SOCD/CRASD							60,000.00			
	EMERGENCY LIGHT	SOCD/CRASD							9,000.00			
	FLASHLIGHT	SOCD/CRASD							2,500.00			
	STORAGE STEEL CABINET	SOCD/CRASD							40,000.00			
	STEEL FILING CABINET	SOCD/CRASD							32,000.00			
	AIR CONDITION	SOCD/CRASD							136,000.00			
	TELEVISION	SOCD/CRASD							20,000.00			
	TOTAL								487,450.11			
	COMPUTER EQUIPMENT AND ACCESSORIES											
	DESKTOP COMPUTER	SOCD/CRASD							360,000.00			
	LAPTOP COMPUTER	SOCD/CRASD							300,000.00			
	PRINTER	SOCD/CRASD							30,000.00			
	TABLET	SOCD/CRASD							96,000.00			
	UPS	SOCD/CRASD							100,000.00			
	COMPUTER TABLE	SOCD/CRASD							30,000.00			
	COMPUTER CLEANING KIT	SOCD/CRASD							3,540.00			
	RJ 45	SOCD/CRASD							900.00			
	TOTAL								920,440.00			
	COMPUTER SUPPLIES											
	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	SOCD/CRASD							16,315.36			
	FLASH DRIVE, 16GB, USB 2.0, plug and play	SOCD/CRASD							5,924.88			
	MOUSE, optical, USB connection type	SOCD/CRASD							3,475.93			
	TONER CART, BROTHER TN-2150, Black	SOCD/CRASD							90,519.00			
	TONER CARTRIDGE, Brother TN-2060	SOCD/CRASD							30,960.00			
	TONER CARTRIDGE, HP Laserjet P2015 (HP 53A)	SOCD/CRASD							12,000.00			
	TONER CARTRIDGE, Samsung ML-1610 (ML 1610D2/SEE)	SOCD/CRASD							9,600.00			
	HP 703 Black Ink Cartridge	SOCD/CRASD							2,400.00			
	HP 703 Color Ink Cartridge	SOCD/CRASD							2,400.00			
	HP 704 Black Ink Cartridge	SOCD/CRASD							3,600.00			

HP 704 Color Ink Cartridge	SOCD/CRASD								3,600.00			
TONER CARTRIDGE, Brother TN-2260	SOCD/CRASD								22,680.00			
TONER CARTRIDGE, Brother TN-2150	SOCD/CRASD								59,800.00			
TONER CARTRIDGE, HP Laserjet P2015 (HP 85A)	SOCD/CRASD								28,000.00			
TONER CARTRIDGE, Brother TN-1000	SOCD/CRASD								21,480.00			
EPSON INK, Black	SOCD/CRASD								3,540.00			
EPSON INK, Cyan	SOCD/CRASD								3,540.00			
EPSON INK, Magenta	SOCD/CRASD								3,540.00			
EPSON INK, Yellow	SOCD/CRASD								3,540.00			
HP 920, Black	SOCD/CRASD								4,500.00			
HP 920, Cyan	SOCD/CRASD								4,500.00			
HP 920, Magenta	SOCD/CRASD								4,500.00			
HP 920, Yellow	SOCD/CRASD								4,500.00			
HP # 21, Black	SOCD/CRASD								4,150.00			
HP # 22, Tricolor	SOCD/CRASD								5,000.00			
TOTAL									354,065.17			
FURNITURE AND FIXTURES												
FURNITURE AND FIXTURES	SOCD/CRASD								150,000.00			
TOTAL									150,000.00			
OTHERS												
OFFICE RENTAL	SOCD/CRASD								482,878.68			
ELECTRICITY EXPENSES	SOCD/CRASD								384,000.00			
TELEPHONE EXPENSES	SOCD/CRASD								68,400.00			
INTERNET EXPENSES	SOCD/CRASD								12,000.00			
WATER EXPENSES	SOCD/CRASD								13,200.00			
FREIGHT EXPENSES	SOCD/CRASD								16,800.00			
REPAIR AND MAINTENANCE OF OFFICE VEHICLE	SOCD/CRASD								300,000.00			
REPAIR AND MAINTENANCE OF MOTORCYCLE SERVICE	SOCD/CRASD								8,000.00			
REPAIR AND MAINTENANCE OF COMPUTER UNITS	SOCD/CRASD								100,000.00			
REPAIR AND MAINTENANCE OF AIRCONDITION UNITS	SOCD/CRASD								40,000.00			
SECURITY SERVICES	SOCD/CRASD								461,736.00			
CATERING SERVICES	SOCD/CRASD								240,300.00			
NEWSPAPER SUBSCRIPTION	SOCD/CRASD								14,600.00			
CELL PHONE LOAD	SOCD/CRASD								48,000.00			
GASOLINE EXPENSES	SOCD/CRASD								360,000.00			

CABLE SUBSCRIPTION	SOCDOCRASD								6,000.00			
HOTEL ACCOMODATION	SOCDOCRASD								1,450,000.00			
REGISTRATION AND INSURANCE OF OFFICE VEHICLES	SOCDOCRASD								45,000.00			
INSURANCE OF PSA PROPERTIES	SOCDOCRASD								8,000.00			
GENERAL SERVICES	SOCDOCRASD								2,500,000.00			
TOTAL									6,558,914.68			

TOTAL 8,835,564.67
ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) 883,556.47
GRAND TOTAL 9,719,121.13

Prepared by:



WILMER S. BACERA

Property/Supply Officer Designate

Certified Funds Available /
 Certified Appropriate Funds Available:



SITTIMAZUIN M. HOFILEÑA

Accountant /
 Local Budget Officer

Approved by:



Atty. MAQTANAR L. MANULON
 Head of Office/Agency

Date: **November 9, 2015**

Vertical line