Numancia Water District
Numancia, Aklan
ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

Department/Bureau/Office: **NUMANCIA WATER DISTRICT**
Region: R- 6
Address: Laguinbanua West, Numancia, Aklan, Philippines

Contact Person: **RODRIGO P.MAGNO**
Position: Interim General Manager
E-mail : numanciawd@yahoo.com
Telephone/Mobile Nos: (036)265- 4451

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (*09.12.2011*)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 1000 sheets/box	10 box	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	0.83333	10	595.00	5,950.00
2. Computer Ink (hp) Black Number 702	12 cart	1	1	1	1	1	1	1	1	1	1	1	1	12	1,575.00	18,900.00
3. Computer Ink (hp) Colored Number 22	12 cart	1	1	1	1	1	1	1	1	1	1	1	1	12	1,100.00	13,200.00
4. Ribbon Cartridge (Epson) long	9 cart	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	9	138.89	1,250.00
5. Ribbon Cartridge (Epson) Short	9 cart	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	9	105.56	950.00
COMMON OFFICE SUPPLIES																
1. AIR FRESHENER, 280mL/can	2 can													2	230.00	460.00
2. Alcohol, 70%, ethyl	6 bottle		1		1		1		1		1		1	6	168.00	1,008.00
3. Ballpen	14 box	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	14	60.00	840.00
4. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	2 box	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	0.1666667	2	650.00	1,300.00
5. Bookpaper - long	12 rems	1	1	1	1	1	1	1	1	1	1	1	1	12	203.50	2,442.00
6. Bookpaper - short	12 rems	1	1	1	1	1	1	1	1	1	1	1	1	12	176.67	2,120.00
7. Eraser (rubber)	6 pcs.		1		1		1		1		1		1	6	14.17	85.00
8. Brown Envelop - long	60 piece	5	5	5	5	5	5	5	5	5	5	5	5	60	2.25	135.00
9. Brown Envelop - short	20 piece	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	1.6666667	20	1.75	35.00
10. Folder - long	150 piece	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	12.5	150	4.97	745.00
11. Fastener - steel	2 box						1						1	2	135.00	270.00
12. Fastener - Plastic	6 box		1		1		1		1		1		1	6	31.67	190.00
13. Masking tape 1"	4 roll	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	0.33333	4	29.50	118.00
14. Marking Envelop - long	100 piece	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	8.33333	100	0.60	60.00
15. Paper Clip - big	14 box	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	21.4286	300.00	6,428.57
16. Payslip Form	800 piece	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	66.666667	800	0.84	670.00
17. Packing Tape 2"	2 roll						1						1	2	55.00	110.00
18. Pentel Pen - Black	2 piece						1						1	2	40.00	80.00
19. Pensil	14 piece	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	1.1666667	14	6.07	85.00
20. Record book- 300 pages	10 piece	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	10	55.00	550.00
21. CORRECTION FLUID, water based, min 15mL.	10 piece	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	10	9.80	98.00

22. Rubber bond	6 box		1		1		1		1		1		1	6	24.17	145.00
23. Scatch tape - 1"	2 roll						1						1	2	27.50	55.00
24. Sign pen	12 piece	1	1	1	1	1	1	1	1	1	1	1	1	12	25.00	300.00
25. Staple Wire- # 35	8 box	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	12	28.75	345.00
26. Typwriter Ribbon	4 roll	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	4	20.00	80.00
27. yellow pod	4 pad	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	0.333	4	20.00	80.00
28. Calculator	6 piece		1		1		1		1		1		1	6	450.00	2,700.00
COMMON OFFICE DEVICES																
																-
1. CUTTER, heavy duty	1 piece												1	1	150.00	150.00
2. PUNCHER, heavy duty	1 piece												1	1	250.00	250.00
3. SCISSORS, (6")	1 pair												1	1	90.00	90.00
4. SHARPENER, single cutterhead	4 piece			1			1			1			1	4	37.00	148.00
5. STAMPING DATER, self-inking stamp	1 piece												1	1	270.00	270.00
6. STAPLER, heavy duty, standard	4 piece			1			1			1			1	4	110.00	440.00
7. STAPLE REMOVER, twin jaws	4 piece			1			1			1			1	4	35.00	140.00
8. WASTE BASKET, plastic	4 piece			1			1			1			1	4	115.00	460.00
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	12 piece	1	1	1	1	1	1	1	1	1	1	1	1	12	42.00	504.00
2. BROOM, soft (tambo)	4 piece			1			1			1			1	4	75.00	300.00
3. BROOM, STICK (tingting)	10 piece	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	10	12.00	120.00
4. CLEANSER, powder, 350gms.	2 canister						1						1	2	270.00	540.00
5. DETERGENT POWDER, all purpose, 500gms.	10 pouch	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	0.8333333	10	17.50	175.00
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	6 bar		1		1		1		1		1		1	6	6.50	39.00
7. DISINFECTANT SPRAY, 400 grams net content	2 can						1						1	2	180.00	360.00
8. DUST PAN, non-rigid plastic, with detachable handle	3 piece				1				1				1	3	120.00	360.00
9. FLOOR WAX, paste, natural,	1 can												1	1	380.00	380.00
10. TOILET BOWL & URINAL CLEANER, 900ml	1 bottle												1	1	160.00	160.00
COMMON OFFICE EQUIPMENT																
1. FIRE EXTINGUISHER, pure HCFC 123, with fire	2 unit												1	2	1,800.00	3,600.00
2. UNINTERRUPTIBLE POWER SUPPLY(UPS)	1 unit												1	1	3,800.00	3,800.00
line interactive topology,with sealed maintenance																
free batteries, 520VA-600VA																-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1 Aircon - Industrial size	1 unit													1	60,000.00	60,000.00
Office Supplies																
1 Collectors Official Receipt	350 bklts.	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
2 Official Receipts	15 bklts.	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	-
3. Computerized Water Bill Receipts				1			1			1			1	4	0.00	-
Lighting and fixtures and accessories																
1 Fire fly bulb 18w	20 piece	1.666	1.666	1.666	1.666	1.666	1.666	1.666	1.666	1.666	1.666	1.666	1.666	20	110.00	2,199.12
Computer Supplies																

1 computer mouse	3 piece				1				1				1	3	150.00	450.00
2. Computer keyboard	3 piece				1				1				1	3	220.00	660.00
***Other Categories**																
1 Chlorine Granules	24 drums	2	2	2	2	2	2	2	2	2	2	2	2	24	8,666.67	208,000.00
2 Hyphoclorinator	3 units	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	3	40,000.00	120,000.00
3 Teflon Tape	200 piece	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	41.666667	200	11.00	2,200.00

*****GRAND TOTAL: ……** 467,579.69

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION …………………………………………………………………………… 46,757.97

APPROVED BUDGET: …… **514,337.66**

Other categories that are not indicated herein

******Grand total for items under A***	**74,070.57**
******Grand total for items under B***	**393,509.12**
	467,579.69

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:	Certified Funds Available / Certified Appropriate Funds Available:	Approved:
SUSANA N. MSGLUNOB	**SALVACION R. FERNANDEZ**	**RODRIGO P. MAGNO**
Property/Supply Officer	**Accountant / Local Budget Officer**	**Head of Office/Agency**

Date Prepared: ____________________