

Reviewed by: J. Jimenez
Date: 12/10/16

ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

Pages 1 of 9

Department/Bureau/Office: : **BUREAU OF ANIMAL INDUSTRY**
Region: **NCR**
Address: **VISAYAS AVENUE, DILIMAN**
QUEZON CITY

Agency Account Code: _____

Contact Person: **EARALD R. NITOLLANO**
Position: **ADMIN ASST. II**
E-mail : **earalndt2@yahoo.com**
Telephone/Mobile Nos: **02-9266866**

| |
|--------------------------|
| BUDGET SECTION |
| BY: Perob |
| DATE: IC / 6 / 16 |

| Item & Specifications | Quantity Requirement | | | | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | |
|--|-------------------------|--|-----|-----|-------|----|-------|-----|------|-----|------|-----|-------|--------|--------|---|-----------------|-----------|
| | Unit of Measur- e | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | |
| | | | | | | | | | | | | | | | | | | |
| A. AVAILABLE AT PROCUREMENT SERVICE STORES | | | | | | | | | | | | | | | | | | |
| COMMON ELECTRICAL SUPPLIES | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, dry cell AAA, 2 pieces per blister pack | pack | | | | | 0 | | 0 | 50 | | 0 | 50 | | 17.42 | | 871.00 | | |
| 2 BATTERY, dry cell AAA, 2 pieces per blister pack | pack | | | | | 0 | | 0 | 50 | | 0 | 50 | | 15.03 | | 751.50 | | |
| 3 BATTERY, dry cell D, 2 pieces per blister pack | pack | | | | | 0 | | 0 | 50 | | 0 | 50 | | 7.56 | | - | | |
| 4 FLUORESCENT LAMP, tubular, 28 watts | tube | | | | | 0 | | 0 | 0 | | 0 | 0 | | 114.40 | | - | | |
| 5 LED Linear Tube, 18 watts individually wrapped in carton | tube | | | | | 0 | | 0 | 0 | | 0 | 0 | | 36.30 | | - | | |
| 6 Light Bulb, LED, 7 watts 1 pc in individual box | piece | | | | | 0 | | 0 | 0 | | 0 | 0 | | 93.29 | | - | | |
| 7 TAPE, electrical | roll | | | | | 0 | | 50 | | 0 | 50 | | 18.20 | | 910.00 | | | |
| COMMON OFFICE SUPPLIES | | | | | | | | | | | | | | | | | | |
| 1 ACETATE, gauge #3, 50m per roll | roll | | | | | 0 | | 0 | 0 | | 0 | 0 | | 624.00 | | - | | |
| 2 AIR FRESHENER, 280ml/150g min | can | | | | | 0 | | 300 | | 300 | 0 | 300 | | 83.20 | | 24,960.00 | | |
| 3 ALCOHOL, 70%, ethyl, 500ml | bottle | | | | | 0 | | 300 | | 300 | 0 | 300 | | 47.82 | | 14,346.00 | | |
| 4 CARBON FILM, A4 size, 100 sheets per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 197.58 | | - | | |
| 5 CARBON FILM, PE, black, 26mm x 30mm, 100 sheets per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 202.80 | | - | | |
| 6 CARTOLINA, assorted color, 20 pieces per pack | pack | | | | | 0 | | 0 | 0 | | 0 | 0 | | 64.48 | | - | | |
| 7 CHALK, white, enamel, 100 pieces per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 25.86 | | - | | |
| 8 CLEARBOOK, A4 size | piece | | | | | 0 | | 0 | 0 | | 0 | 0 | | 39.52 | | - | | |
| 9 CLEARBOOK, Legal size | piece | | | | | 0 | | 0 | 0 | | 0 | 0 | | 43.68 | | - | | |
| 10 CLIP, backfold, 19mm, 12 pieces per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 7.28 | | - | | |
| 11 CLIP, backfold, 25mm, 12 pieces per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 13.50 | | - | | |
| 12 CLIP, backfold, 32mm, 12 pieces per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 19.12 | | - | | |
| 13 CLIP, backfold, 50mm, 12 pieces per box | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 43.68 | | - | | |
| 14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | piece | | | | | 0 | | 0 | 100 | | 100 | 0 | | 100 | | 3,120.00 | | |
| 15 DATA FILE BOX, made with chipboard, with closed ends | box | | | | | 0 | | 0 | 100 | | 100 | 0 | | 100 | | 6,978.00 | | |
| 16 DATA FOLDER, made with chipboard, taglia lock | piece | | | | | 0 | | 0 | 500 | | 500 | 0 | | 500 | | 68.64 | | 343,20.00 |
| 17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box | box | | | | | 0 | | 10 | 10 | | 10 | 0 | | 10 | | 381.54 | | 3,815.40 |
| 18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box | box | | | | | 0 | | 0 | 10 | | 10 | 0 | | 10 | | 507.40 | | 5,074.00 |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | | | | | 0 | | 5 | 5 | | 5 | 0 | | 5 | | 621.71 | | 3,108.55 |
| 20 ENVELOPE, EXPANDING, plastic | piece | | | | | 0 | | 0 | 0 | | 0 | 0 | | 0 | | 27.61 | | - |
| 21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm | box | | | | | 0 | | 3 | 3 | | 3 | 0 | | 3 | | 499.20 | | 1,497.60 |
| 22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm | box | | | | | 0 | | 0 | 0 | | 0 | 0 | | 0 | | 561.60 | | - |
| 23 ERASER, felt, for blackboard/whiteboard | piece | | | | | 0 | | 0 | 0 | | 0 | 0 | | 0 | | 11.11 | | - |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | Price Catalogue as of August 16, 2016 | TOTAL AMOUNT | | | | | |
|--|-----------------|----------------------|-----|-------|----|-------|-----|------|----|------|-----|------|----|---------------------------------------|--------------|-----|------------|----------------|--|--|
| | | Jan | Feb | March | Q1 | April | May | June | Q2 | July | Aug | Sept | Q3 | Oct | Nov | Dec | Q4 | Total Quantity | | |
| 166 TONER CART, SAMSUNG MLT-D205E, Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 8,736.00 | - | | |
| 167 TONER CART, SAMSUNG MLT-D205L, Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 4,888.00 | - | | |
| 168 TONER CART, SAMSUNG SCX-D6555A, Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 4,212.00 | - | | |
| 169 RIBBON CART, EPSON C13S015516 (#8750), Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 76.75 | - | | |
| 170 RIBBON CART, EPSON C13S015531 (S015086), Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 724.88 | - | | |
| 171 RIBBON CART, EPSON C13S015584 (S015327), Black | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 334.88 | - | | |
| 172 RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | | | 0 | | | 0 | | | 0 | | 0 | 0 | 0 | 0 | 0 | 75.92 | - | | |
| | | | | | | | | | | | | | | | | | | | | |
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | 410,444.35 | | | |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | 41,044.44 | | | |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | 451,488.79 | | | |
| F. APPROVED BUDGET BY THE AGENCY HEAD | | | | | | | | | | | | | | | | | | | | |
| In Figures and Words: | | | | | | | | | | | | | | | | | | | | |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | |
| G.1 Available at Procurement Service Stores | | | | | | | | | | | | | | | | | 410,444 | | | |
| G.2 Other items not available at PS but regularly purchased from other sources | | | | | | | | | | | | | | | | | 0 | | | |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | 410,444 | | | |
| *Other categories that are not indicated herein | | | | | | | | | | | | | | | | | | | | |
| **Prices are FOB Manila/Applicable for items under A. | | | | | | | | | | | | | | | | | | | | |

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:

Ernald R. Nitollano
Procurement Office

Certified Funds Available /
Certified Appropriate Funds Available:

Ernald R. Nitollano
AGRIPNA P. BRIONES, MPA
Budget Officer

Approved by:

Simeon S. Amurao Jr., DVM, MA, CESO-W
Officer-in-Charge, Director

Date Prepared: October 6, 2016

