

**ANNUAL PROCUREMENT PLAN FOR 2016**  
**For Common-Use Supplies and Equipment**

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

Contact Person: **EARL R. NITOLLANO**  
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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT									
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity				
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>COMMON ELECTRICAL SUPPLIES</b>																								
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	100		21	121												100				0	221	17.14	3,787.94
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	100		21	121												100				0	221	14.77	3,264.17
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0												0				0	0	76.44	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube	100			100												100				0	200	114.40	22,880.00
5 FLUORESCENT LAMP, tubular, 36 watts	tube	200		20	220												200				0	420	41.50	17,430.00
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0												0				0	0	101.82	-
7 TAPE, electrical	roll	100			100												100				0	200	18.20	3,640.00
<b>COMMON OFFICE SUPPLIES</b>																								
1 ACETATE, gauge #3, 50m per roll	roll				0												0				0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can	400		20	420												396				0	816	81.12	66,193.92
3 ALCOHOL, 70%, ethyl, 500ml	bottle	400		100	500												390				0	890	43.14	38,394.60
4 CARBON FILM, A4 size, 100 sheets per box	box			100	100												0				0	100	223.60	22,360.00
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box			100	100												0				0	100	253.92	25,392.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0												0				0	0	70.50	-
7 CHALK, white, dustless, 100 pieces per box	box				0												0				0	0	25.86	-
8 CLEARBOOK, A4 size	piece	20			20												20				0	40	37.44	1,497.60
9 CLEARBOOK, Legal size	piece	20			20												20				0	40	41.60	1,664.00
10 CLIP, backfold, 19mm, 12 pieces per box	box			50	50												0				0	50	7.28	364.00
11 CLIP, backfold, 25mm, 12 pieces per box	box			50	50												0				0	50	16.64	832.00
12 CLIP, backfold, 32mm, 12 pieces per box	box			50	50												0				0	50	20.68	1,034.00
13 CLIP, backfold, 50mm, 12 pieces per box	box			50	50												0				0	50	43.68	2,184.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	300		100	400												150				0	550	41.08	22,594.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	150		100	250												150				0	400	69.73	27,892.00
16 DATA FOLDER, made with chipboard, taglia lock	piece	500		300	800												500				0	1300	76.95	100,035.00
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	20		2	22												20				0	42	403.52	16,947.84
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces	box	20			20												20				0	40	507.40	20,296.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	20		5	25												20				0	45	621.71	27,976.95
20 ENVELOPE, EXPANDING, plastic	piece				0												0				0	0	35.03	-
21 ENVELOPE, MAILING, 500 pieces per box	box	10		2	12												10				0	22	139.36	3,065.92
22 ENVELOPE, MAILING, with window, 500 pieces per box	box			2	2												0				0	2	195.36	390.72



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