

Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Bunawan, Agusan del Sur

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

Department/Bureau/Office: AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
Region: Caraga (XIII)
Address: Bunawan, Agusan del Sur

Contact Person: JUARLITO V. GARCINES, Ph.D.
Position: SUC President II
E-mail : asscat_op@yahoo.com
Telephone/Mobile Nos: (085)-266-2525

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (06.30.2012)	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																
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	1	1	2	2	2	1	1	2	2	2	1	1	18	23.68	426.25
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	7												7	394.66	2,762.61
26. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	1	1	4	2	2	1	1	2	2	3	1	1	21	651.96	13,691.24
27. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	1	1	3	2	2	1	1	2	2	2	1	1	19	751.43	14,277.25
74. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml, for HP Deskjet D2560, F4230, F4250, F4280 All-in-One	cart	1	1											2	623.85	1,247.70
322. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	126.50	1,518.00
324. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart	1												1	1,297.44	1,297.44
COMMON OFFICE SUPPLIES																
2. AIR FRESHENER, 280mL/can	can	1	1	2	2	2	1	1	2	2	2	1	1	18	94.81	1,706.52
3. ALCOHOL, 70%, ethyl	bottle	2	2	7	6	6	2	2	7	6	6	1	1	48	42.44	2,037.24
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1			1				1					3	351.39	1,054.17
9. CARTOLINA, assorted color, 20s/pack	pack	1	1	2	2	2	1	1	2	2	2	1	1	18	74.08	1,333.50
10. CARTOLINA, white, 20s/pack	pack	1			2				2					5	44.10	220.48
11. CHALK, white, dustless, 100 pcs/box	box	10	10	10			10	10	10	10	10	10		90	36.38	3,274.13
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	11	10	10			20	10	10	10	10			91	22.00	
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	1												1	70.55	70.55
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1				1				1				3	689.60	2,068.81
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	1												1	108.69	108.69
34. ERASER, blackboard/whiteboard	piece	10		10		10	10		10	10		10		70	11.23	785.78

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38. FOLDER, tagboard, legal size, 100s/box	pack	1				1		1			1			4	347.26	1,389.02
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	2					2		2		2			8	273.40	2,187.16
42. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1				1				1				3	208.35	625.06
43. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1				1				1				3	221.58	664.75
50. INDEX TAB, self-adhesive, 10 pcs/box	box	2	2	2			2	2	2	2	2			16	52.36	837.82
51. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	1				1				1				3	13.76	41.28
57. MARKING PEN, whiteboard, black	piece	5	5	5			5	5	5	5	5	4		44	12.57	553.15
58. MARKING PEN, whiteboard, blue	piece	4												4	12.57	50.29
59. MARKING PEN, whiteboard, red	piece	5					4			4				13	12.57	163.43
60. MARKER, permanent, black	piece	2	2	2			2	2		2	2			14	12.99	181.79
61. MARKER, permanent, blue	piece	3												3	12.99	38.96
64. NOTE PAD, (3"x3"), 100 sheets/pad	pad	1												1	36.38	36.38
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream	5		5			5		5		5			25	170.87	4,271.80
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	2	2	2	2	2	2	2	2	2	2	2		22	86.96	1,913.17
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	5	5	3	3	5	5	5	5	5	5	1		47	14.88	699.47
80. PAPER CLIP, gem type, 32mm, 100s/box	box	2	2	2		2	2	2	2	2	2			18	8.27	148.82
82. PENCIL, mechanical, for 0.5mm lead	piece	1			1			1			1			4	19.84	79.37
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	5	5	5			5	5	5	5	5	5		45	39.69	1,785.89
84. RECORD BOOK, 300 pages, Smyth sewn	book	4	3											7	60.63	424.42
85. RECORD BOOK, 500 pages, Smyth sewn	book	5	5											10	93.70	937.04
86. RIBBON, nylon, manual typewriter	spool	4	3											7	15.41	107.89
95. RING BINDER, 19mm x 1.12m (3/4"x44"), plastic	piece	5												5	12.07	60.37
102. RULER, plastic, 300mm	piece	5												5	3.86	19.29
103. RULER, plastic, 450mm	piece	2												2	38.58	77.17
107. STAMP PAD INK, violet, 50mL	bottle	7												7	23.15	162.05
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	5												5	26.46	132.29
112. TAPE, masking, 24mm, 50 meters length	roll	2	2	2		2	2	2	2	2	2			18	48.51	873.10

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114. TAPE, transparent, 24mm, 50 meters	roll	10		5		5		10		5		4		39	15.43	601.91
115. TAPE, transparent, 48mm, 50 meters	roll	6												6	31.92	191.50
116. TAPE, packaging, 48mm, 50 meters length	roll	1												1	31.92	31.92
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	4												4	9.92	39.69
2. CUTTER, heavy duty	piece		4			4		2		2				12	29.66	355.91
3. PUNCHER, heavy duty	piece	2												2	104.73	209.46
8. STAPLE REMOVER, twin jaws	piece	4												4	17.51	70.04
COMMON JANITORIAL SUPPLIES																
2. BROOM, soft (tambo)	piece	6	2	2	2	2	2	2	2	2	2	2		26	126.78	3,296.18
8. DUST PAN, non-rigid plastic, with detachable handle	piece	2												2	35.28	70.55
10. FLOOR WAX, paste, red, 2kgs.	can	2		2			4		2		2			12	330.72	3,968.64
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	1												1	71.66	71.66
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	2	2	2		2	2	2	2	2	2	2		20	30.87	617.34
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	5	5	8	8	10	5	5	8	8	10	5	3	80	120.94	9,674.83
COMMON OFFICE EQUIPMENT																
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	1												1	165.23	165.23
10. ELECTRIC FAN, with stand	unit	1												1	1,135.47	1,135.47
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
Calculator Casio, MS 170TV	unit	1												1	600.00	600.00
Computer Chair	unit	2												2	2,500.00	5,000.00
Cork board 2.5 m x 1.5 m)	units	2												2	3,000.00	6,000.00

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Cork board 2.5 x 3 ft	unit	1													1	260.00	260.00
Cork board 3 x 6 ft	unit	1													1	760.00	760.00
Dipper	pc	1													1	30.00	30.00
Doormat	pcs	2													2	95.00	190.00
Drinking Glass	pcs	6													6	35.00	210.00
Dry Seal	pc	1													1	3,500.00	3,500.00
Feather Duster	pcs	3													3	35.00	105.00
Filling Tray (3 layers)	unit	4													4	250.00	1,000.00
Flashlight Rechargeable (Small)	pcs	10													10	125.00	1,250.00
Internet Router - Link System	unit	1													1	1,500.00	1,500.00
Office Chair	unit	1													1	3,000.00	3,000.00
Pail (Black, Big)	pcs	1													1	50.00	50.00
Printer , Brother	unit	1													1	7,000.00	7,000.00
Printer HP Deskjet F4185 (All in One)	set	1													1	6,000.00	6,000.00
Printer, Epson (Converted)	unit	1													1	5,000.00	5,000.00
Printer, Epson LX - 300	unit	1													1	7,500.00	7,500.00
Steel Cabinet	unit	3													3	15,000.00	45,000.00
UPS	units	1													1	2,300.00	2,300.00
Wall clock (big)	unit	1													1	500.00	500.00
WATER DISPENSER, hot and cold	units	3													3	6,000.00	18,000.00
Wheel Chair	units	1													1	3,000.00	3,000.00
Office Supplies																	
Cardex	pcs	200	100	100	100	100	200	100	100	100	200	100	100	1500	1.00	1,500.00	
Cellophane (100 meter)	roll	1												1	650.00	650.00	
Chalk, Colored	box	3	2	2			7	2	2	2	6	2	2	30	35.00	1,050.00	

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Class Record	pcs	20													20	40.00	800.00
Columnar Notebook, 5 column	pcs	23													23	30.00	690.00
Correction fluid (touch & go)	bots	5	10	5	10	10	5	10	10	5	10	10	5	95	35.00	3,325.00	
Elmer's Glue, 250 ml.	bots	2	2	2	3	2	3	2	2	2	2	3	1	26	30.00	780.00	
FLASH DRIVE Disk (USB) 4 GB	unit	3												3	500.00	1,500.00	
FOLDER, Expanding-green, w/tab, long	pck	1		1		1		1		1				5	15.00	75.00	
FOLDER, Brown, Long	pcs	40	30	40	40	40	50	35	40	40	40	30		425	10.00	4,250.00	
FOLDER, Brown, Short	pcs	5		5		5		5		5		5		30	7.00	210.00	
FOLDER, White, Long	pcs	40	30	40	25	40	50	35	40	50	40	30		420	10.00	4,200.00	
FOLDER, White, Short	pcs	10	10	10	10	30	10	10	10	10	10	10		130	7.00	910.00	
Ink for Permanent Marker	bots	3	2	2			3	2	2	2	2	3		21	100.00	2,100.00	
Ink for Whiteboard Marker	bots	2	2	2		2	2	2	2	2	2			18	100.00	1,800.00	
INK CARTRIDGE, HP 61	cart	1												1	1,150.00	1,150.00	
INK CARTRIDGE, HP 703	cart	2	1	2	1	2	1	2	1	2	1	1		16	350.00	5,600.00	
INK CARTRIDGE, HP 703 (colored)	cart	1	1	2	2	1	1	1	1	1	1	1		13	350.00	4,550.00	
INK CARTRIDGE, HP 702	cart	1					1				1			3	700.00	2,100.00	
INK CARTRIDGE, HP 764	cart	1					1				1			3	1,870.00	5,610.00	
INK CARTRIDGE, HP 663	cart	1					1				1			3	1,870.00	5,610.00	
INK IP, Cannon Refill 1980 (Black)	bot	1					1				1			3	500.00	1,500.00	
INK IP, Cannon Refill 1980 (colored)	bot	1					1							2	600.00	1,200.00	
INK REFILL, HP21	box	1					1				1			3	350.00	1,050.00	
INK REFILL, HP22	box	3					3				2			8	350.00	2,800.00	
INK REFILL, Brother Printer, Cyan	bot	1					1				1			3	100.00	300.00	
INK REFILL, Brother Printer, Magenta	bot	1					1				1			3	100.00	300.00	
INK REFILL, Brother Printer, Black	bot	1					1				1			3	100.00	300.00	

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INK REFILL, Brother Printer, Yellow	bot	1					1				1			3	100.00	300.00
Ink, Universal (black)	bot	3	3	5	5	5	3	5	5	4	5	5	3	51	120.00	6,120.00
Ink, Universal (blue)	bot	2		2		1		2		2		1		10	120.00	1,200.00
Ink, Universal (red)	bot	2		2		1		2		2		1		10	120.00	1,200.00
Ink, Universal (yellow)	bot	2		2		3		2		3		2		14	120.00	1,680.00
Ink, Universal (Cyan)	bot	1					2				1			4	120.00	480.00
Ink, Universal (Magenta)	bot	1					1				1			3	120.00	360.00
Mailing Envelop (Long) w/ ASSCAT Addressee (Ordinary)	rms	1				1				1				3	750.00	2,250.00
PAPER FASTENER, plastic	boxes	2	2	2	2	2	2	2	2	2	2	2	2	24	30.00	720.00
PASTE w/ Spreader (kippy)	jars	1	1	1	1	1	1	1	1	1	1			10	45.00	450.00
Pen, Highlighter	pcs	2		2		2				2		2		10	15.00	150.00
PENCIL, Monggol #1	pcs	2		2		2		2		2		2		12	6.00	72.00
PENCIL, Monggol #2	pcs	4	2	2	2	2	4	2	2	2	4	2	2	30	6.00	180.00
Pentel pen, broad, Black (pilot)	pcs	3	3	3			6	3	3	3	5	3	2	34	35.00	1,190.00
Pentel pen, broad, Blue (pilot)	pcs	2		1		2		1		2		1		9	35.00	315.00
Pentel pen, broad, Red (pilot)	pcs	2		1		2		2		2		1		10	35.00	350.00
Pentel pen, fine, Black (pilot)	pcs	2												2	35.00	70.00
RECORD BOOK, 20opp	pcs	5												5	50.00	250.00
RECORD BOOK, 25opp	pcs	4												4	55.00	220.00
RIBBON CART, Epson-LQ-2180	cart	2		2			2			2		2		10	1,100.00	11,000.00
RIBBON REFILL, Epson- LQ 2180	rlls	2		2		2		2		2		2		12	130.00	1,560.00
RIBBON REFILL, Epson- LQ 300	rlls	2		1		2		2		2		1		10	35.00	350.00
RIBBON REFILL, Epson LX - 300+II	rlls	2	2	2	2	2		2	1	2		2		17	40.00	680.00
Ring Binder 2"	pcs	3												3	35.00	105.00
Ring Binder 1"	pcs	2	2	2	2	2	3	2	2	2	2	2		23	35.00	805.00

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Boots, Spartan No. 6	pair	1													1	500.00	500.00
Boots, Spartan No. 7	pair	4													4	500.00	2,000.00
Chlorine	kls	2	2		2			2	1	2	2		1		14	120.00	1,680.00
Floor Mop (Plastic)	pcs	2	2		2			2	2	2	2				14	120.00	1,680.00
Floor wax paste, red 1kg/can	can	2	2		2			1	1	1	2		1		12	290.00	3,480.00
Gloves Rubberize, Large	pair	10													10	100.00	1,000.00
Liquid Soap, Bonus	bots	1													1	110.00	110.00
Muriatic Acid	gal	1	1	1	1	1	1	1	1	1	1	1	1	1	12	100.00	1,200.00
Tide Powder	kl	2	2	2	3	2	4	2	3	2	4	2	2		30	100.00	3,000.00
Toiler Brush, Plastic	pcs	1	1	1		1	1	1	1	1	1	1			10	100.00	1,000.00
Zonrox, 1,000ml.	bot	1													1	68.00	68.00
Paper Materials and Products																	
Computer Paper, 11 x 17 tabloid	boxes	2													2	600.00	1,200.00
Computer Continuos Paper, 2 ply, A4	boxes	1				2			1				1		5	400.00	2,000.00
PAPER, Board, green/light yellow	pcks	1	1	1	1	1	1	1	1	1	1	1	1		11	37.00	407.00
PAPER, bond, Short	rms	2	2	5	5	5	2	2	5	5	5		1		39	160.00	6,240.00
PAPER, Book paper, A4	rms	5	5	5	8	10	5	5	5	8	10		4	4	74	170.00	12,580.00
PAPER, Book paper, Legal	rms	5	5	10	10	10	5	5	10	10	10		5	4	89	190.00	16,910.00
PAPER, Book paper, Short	rms	5	5	7	8	10	5	5	7	8	10		4	4	78	180.00	14,040.00
PAPER, Book paper with letter head, A4	rm	1		1		1		1		1			1		6	1,400.00	8,400.00
PAPER, Book paper with letter head, long	rm	1		1		2		2		1			1		8	1,500.00	12,000.00
PAPER, Book paper with letter head (short)	rm	1		1		1		1		1			1		6	1,300.00	7,800.00
PAPER, Book paper with letter head, A4	rm	1													1	1,400.00	1,400.00
PAPER, Book paper with letter head, long	rm	1													1	1,500.00	1,500.00

Republic of the Philippines
AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY
 Bunawan, Agusan del Sur

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

Department/Bureau/Office: **AGUSAN DEL SUR STATE COLLEGE OF AGRICULTURE AND TECHNOLOGY**
 Region: **Caraga (XIII)**
 Address: **Bunawan, Agusan del Sur**

Contact Person: **JUARLITO V. GARCINES, Ph.D.**
 Position: **SUC President II**
 E-mail : **asscat_op@yahoo.com**
 Telephone/Mobile Nos: **(085)-266-2525**

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
PAPER, Colored Paper	rm	1		1		1		1		1		1		6	160.00	960.00
PAPER, Cannon	pcks	2		3		2		3		3		2		15	45.00	675.00
PAPER, Cannon with Letter Head	rms	1		1		1		1		1				5	1,500.00	7,500.00
PAPER, Manila Paper	roll	1					1				1			3	85.00	255.00
PAPER, Mimeo, W.W, Short	rms	5												5	100.00	500.00
PAPER, Mimeo, W.W, A4	rms	3	3	5	5	5	3	3	5	5	5	4	3	49	113.00	5,537.00
PAPER, Mimeo, W.W, long	rms	10	10	15	15	15	10	10	15	15	15	4	4	138	160.00	22,080.00
PAPER, Mimeo, Groundwove, A4	rms	2												2	100.00	200.00
PAPER, photo paper, long	pcks	3		2		3		2		3		2		15	35.00	525.00
Computer Supplies																
External Hard Drive	unit	1												1	2,500.00	2,500.00
Mouse, optical (USB Type)	pcs	3												3	250.00	750.00
Portable Hard Drive 300 GB	unit	1												1	2,500.00	2,500.00
Computer Equipment and Accessories																
Computer Set Complete w/ Accessories	unit	1												1	20,000.00	20,000.00
*Other Categories																
Ammo-38 caliber	pcs	100												100	30.00	3,000.00
Ammo-Shotgun	pcs	48												48	40.00	1,920.00
Bullet Case 38 Caliber (6 round each)	pcs	4												4	250.00	1,000.00
Gasoline	ltrs	10	5	10	5	10	5	10	5	10	5	10	5	90	60.00	5,400.00
Nylon for Brushcutter	kl	1	1	2	2	1	2	1	1	1	1	1	1	15	900.00	13,500.00
Pad lock (yale) 1.5"	pcs	3												3	100.00	300.00
Pad lock (yale, Big)	pcs	3												3	150.00	450.00
Policeman's club or cudgel (Batuta)	pcs	6												6	300.00	1,800.00

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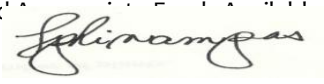
Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (06.30.2012)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
WD-40 (spray for gun)	pcs	2													2	200.00	400.00

***GRAND TOTAL: **500,000.92**
 TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 550,001.01
 APPROVED BUDGET:

**Other categories that are not indicated herein*
***Prices are FOB Manila/Applicable for items under A.*
****Grand total for items under A and B*

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: 
JOY C. CAPISTRANO, MPA, CPA
 Property/Supply Officer

Certified Funds Available /
 Certified 
LAARNI P. HINAMPAS, MPA, CPA
 Accountant /
 Local Budget Officer

Approved: 
JUARLITO V. GARCINES, PAE, Ph.D
 Head of Office/Agency

Date Prepared: November 15, 2012