

**ANNUAL PROCUREMENT PROGRAM**  
**(For Common-Use Goods Available from PS)**  
**For Fiscal/Calendar Year 2013**

Department/Bureau/Office Bureau of Local Employment  
 Reg. 01:  
 Address BF Condominium, Aduana, Intramuros, Manila

Contact Person Rachel C. Nuval  
 Position EO III  
 E-mail :  
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Item & Specifications	Unit of Measure	Quantity Requirement												PS Price as of PS Current Price List	Total Amount			
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
<b>COMMON ELECTRICAL SUPPLIES</b>																		
1. BATTERY, size AA, alkaline, 2 pcs./packet	pck	5	5	5	5	5	5	5	5	5	5	5	5	5	0	55	41.50	2,282.50
2. BATTERY, size AAA, alkaline, 2 pcs./pack	pck	5	10	10	5	10	10	10	5	10	10	10	10	0	95	59.75	5,676.25	
3. BATTERY, 1.5 volts, alkaline, 2 pcs./pack	pck	0	5	0	0	0	5	0	0	5	0	0	0	0	15	68.12	1,021.80	
4. EXTENSION CORD, 10 mtrs	pc	0	0	0	5	0	0	0	0	0	0	0	0	0	5	120.00	600.00	
5. FLUORESCENT TUBE 40 watts, Rapid Start	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	0.00
6. TAPE, electrical	roll	0	0	5	0	5	0	0	5	0	5	0	0	0	20	18.20	364.00	
<b>SUB-TOTAL:</b>																		<b>9,944.55</b>
<b>COMMON COMPUTER SUPPLIES</b>																		
1. CD CASE	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	54.14	0.00
2. CD DRIVE CLEANER for CD, DVD, CD-RW	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	64.25	0.00
3. CD RECORDABLE, 650MB, 70 min. running time	pc	50	50	100	50	100	100	50	100	100	200	100	50	50	1000	10.40	10,400.00	
4. CD REWRITABLE, 700MB/ 80 min. capacity	pc	0	50	50	0	50	50	50	50	50	50	50	50	50	500	17.14	8,570.00	
5. DVD RECORDABLE 4.7GB, Maxel	pc	10	0	5	5	10	20	10	5	10	25	0	0	100	43	14.02	1,402.00	
6. DVD RE-WRITABLE 4x speed 4.7GB cap Maxel DVD	pc	0	0	10	0	10	0	10	0	10	0	0	0	40	22.34	893.60		
7. MOUSE, USB	pc	2	2	2	2	2	2	2	2	2	2	2	2	2	24	155.22	3,725.28	
8. KEYBOARD	pc	0	0	2	0	0	2	0	0	2	0	2	0	2	8	150.00	1,200.00	
9. INK CARTRIDGE, HP 1020, Q 2612A	pc	0	5	5	0	5	5	5	5	5	5	5	5	5	45	2,922.40	131,508.00	
10. INK CARTRIDGE, Fuji Docuprint C525A, color	pc	0	0	1	1	1	1	0	0	1	0	0	0	1	6	6,550.00	39,300.00	
11. INK CARTRIDGE, Fuji Docuprint C525A, black	pc	0	1	0	0	1	0	0	0	1	0	1	0	0	4	4,500.00	18,000.00	
12. THERMAL PAPER for Brother-F 236 fax machine	pc	5	10	10	5	10	10	5	10	10	10	10	10	5	100	57.02	5,702.00	
<b>SUB-TOTAL:</b>																		<b>218,700.88</b>
<b>COMMON OFFICE SUPPLIES</b>																		
1. AIR FRESHENER, 280ml/can CLADE	can	3	3	3	3	3	3	3	3	3	3	3	3	3	36	99.44	3,219.84	
2. ALCOHOL, 70% isopropyl	blt	15	15	15	15	15	15	15	15	15	15	15	15	15	180	37.70	6,786.00	
3. BALLPOINT PEN, black	pc	100	100	100	100	100	100	100	100	100	100	100	100	100	1200	3.40	4,080.00	
4. BALLPOINT PEN, blue	pc	50	50	50	100	100	100	50	100	50	100	100	100	50	900	3.40	3,060.00	
5. BALLPOINT PEN, red	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	120	3.40	408.00	
6. BALLPOINT PEN, Pilot, black	pc	25	25	25	25	25	25	25	25	25	25	25	25	25	300	16.90	5,070.00	
7. BALLPOINT PEN, Pilot, blue	pc	10	20	10	20	20	20	20	10	20	20	20	10	200	16.90	3,380.00		
8. CLIP, backfold 25mm, 12pcs/box	bx	1	2	2	1	2	2	1	2	2	2	2	2	1	20	12.46	249.20	
9. CLIP, backfold 50mm, 12pcs/box	bx	1	2	2	1	2	2	1	2	2	2	2	2	1	20	40.02	800.40	
10. CLIP, backfold 19mm (3/4") 12pcs/box	bx	1	2	2	1	2	2	1	2	2	2	2	2	1	20	7.59	151.80	
11. CLIP, backfold 32mm (3-1/4") 12pcs/box	bx	1	2	2	1	2	2	1	2	2	2	2	2	1	20	16.64	332.80	
12. CLEAR BOOK legal size #90, 30 pocket refillable	pc	0	0	10	0	0	10	0	0	10	0	0	0	0	30	120.00	3,600.00	
13. CORRECTION FLUID 15ml	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11.75	0.00
14. CORRECTION TAPE 20mm	roll	0	0	0	20	0	0	0	0	0	0	0	0	0	40	20.75	830.00	
15. DATA FILE BOX (5"x9"x15-3/4")	pc	5	5	5	0	5	5	5	5	5	5	5	5	0	50	61.36	3,068.00	

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price as of PS Current Price List	Total Amount				
		Jan	Feb	Mar	Apr	May	June	July	Aug	Scpt	Oct	Nov	Dec			Total			
16. DATA FILE FOLDER, w/finger ring (3" x 9" x 15")	pc	0	10	0	0	10	0	0	10	0	0	10	0	0	10	0	40	66.56	2,652.40
17. ENVELOPE, documentary A4, 500s/box	bx	0	0	1	0	1	1	0	0	0	0	0	1	1	0	0	5	436.80	2,184.00
18. ENVELOPE, documentary Legal, 500s/box	bx	0	1	0	1	1	0	0	0	1	0	0	0	0	0	4	477.15	1,908.60	
19. ENVELOPE, expanding, legal size, 100s/box with strap	bx	0	1	1	1	1	1	1	1	1	1	1	1	1	0	10	595.52	5,855.20	
20. ENVELOPE, expanding plastic, Legal size w/ strap	pc	0	10	20	10	20	20	20	15	15	30	20	0	180	46.80	9,424.00			
21. ENVELOPE, plastic, A4 size	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	6.25	750.00	
22. ENVELOPE, plastic, Legal size	pc	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	7.00	840.00	
23. FILE ORGANIZER, expanding, A-4	pc	0	0	10	0	0	0	0	0	10	0	0	0	0	0	20	77.45	1,549.00	
24. FILE ORGANIZER, expanding, legal	pc	0	0	10	0	0	0	0	0	0	10	0	0	0	0	20	82.15	1,643.00	
25. FOLDER, file (plain), legal, 100s/box	bx	1	1	1	1	1	1	1	0	1	1	1	1	0	10	205.80	2,058.00		
26. FOLDER, file (plain), A4, 100s/box	bx	0	0	0	0	1	1	1	0	0	1	0	1	0	1	5	219.20	1,096.00	
27. FOLDER, presentation A-4, 12s/pack	pack	1	1	1	0	1	1	1	0	1	1	1	1	0	9	72.00	648.00		
28. FOLDER, presentation LEGAL, 12s/pack	pack	0	1	1	1	1	1	1	1	0	1	0	1	0	1	9	82.00	738.00	
29. FOLDER, morocco/fancy, A4 size, 50s/pack	pack	0	0	0	0	1	0	0	0	1	0	0	0	0	2	186.70	373.40		
30. FOLDER, morocco/fancy, legal size, 50s/pack	pack	0	0	0	1	0	0	0	0	0	1	0	0	0	2	182.00	364.00		
31. FOLDER, sliding, transparent/plastic legal size, 50s/pack	pack	1	0	0	0	1	1	0	1	1	1	1	1	1	8	173.95	1,367.60		
32. FOLDER, sliding, transparent/plastic A4 size, 50s/pack	pack	0	0	1	1	0	0	1	1	0	1	0	1	0	1	6	166.40	998.40	
33. FOLDER, clear plastic, L-type, Legal size, 50s/pack	pack	0	1	0	0	1	0	0	1	0	1	0	1	0	4	223.80	915.20		
34. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	0	1	0	0	0	1	1	0	0	1	0	1	0	4	207.08	828.32		
35. GLUE, all purpose 300 gram min. Elmers	pc	4	4	4	4	4	4	4	4	4	4	4	4	4	48	51.37	2,465.76		
36. INDEX CARD, plain, (5"x8") 500s/pack	pack	0	0	0	0	0	1	1	0	1	1	0	0	0	4	95.50	382.00		
37. LEAD, for mechanical pencil, 0.5 mm, 12-cs/type, faber castle	pc	0	0	10	0	0	10	0	0	0	0	10	0	0	40	10.40	416.00		
38. MAGAZINE FILE BOX, large, files	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52.76	0.00
39. MARKER, Fluorescent, 3 colors/set	set	5	0	5	0	5	0	5	0	5	0	5	0	5	0	30	63.15	1,894.50	
40. MARKING PEN, whiteboard, black	pc	0	2	2	2	5	5	5	5	0	2	5	2	0	30	15.40	462.00		
41. MARKING PEN, whiteboard, blue	pc	2	0	2	2	5	5	5	5	0	2	5	2	0	30	15.40	462.00		
42. MARKING PEN, whiteboard, red	pc	0	0	2	2	2	2	2	0	0	2	0	0	0	12	15.40	184.80		
43. MARKING PEN, permanent black	pc	4	4	5	5	5	5	5	2	2	5	5	0	47	17.70	831.90			
44. MARKING PEN, permanent blue	pc	2	2	2	2	2	2	2	2	2	2	2	2	2	24	17.70	424.80		
45. MARKING PEN, permanent red	pc	1	1	1	1	1	1	1	1	1	1	1	1	1	12	17.70	212.40		
46. PAPER CLIP, gem type, 33mm, 100s/box	bx	2	2	5	5	5	5	5	5	5	2	5	2	2	45	7.80	351.00		
47. PAPER CLIP, gem type, jumbo, 50mm, 100s/box	bx	2	2	2	2	5	5	5	5	2	2	2	2	2	30	13.00	390.00		
48. PAPER FASTENER, non-rust metal, 70mm, 50 sets/box	bx	2	2	2	2	5	2	5	2	2	2	2	2	2	30	83.00	2,491.50		
49. PAPER, Bond Paper, Premium Grade, A4 (ream)	ream	50	50	50	50	50	50	50	50	50	50	50	50	50	600	119.60	71,760.00		
50. PAPER, Bond Paper, Premium Grade, LEGAL (ream)	ream	5	5	5	5	5	5	5	5	5	5	5	5	5	60	123.88	7,431.60		
51. PAPER, Board, A4, 10pcs/pack	pack	0	0	0	5	0	5	0	0	0	2	0	0	0	12	100.00	1,200.00		
52. PAPER, Board, legal size (8-1/2" X 13"), 10pcs/pack	pack	0	0	0	5	0	5	0	0	0	2	0	0	0	12	100.00	1,200.00		
53. PAPER, Multicopy, A4 (ream)	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	160.20	0.00
54. PAPER, multi colour copy, legal (8-1/2" X 13") 80gsm	ream	0	0	0	0	1	1	0	0	0	1	1	0	0	4	184.00	736.00		
55. PAPER, multi colour copy, A4 (8-1/2" X 13") 80gsm	ream	0	0	0	0	1	1	0	0	0	1	1	0	0	4	160.20	640.80		
56. PAPER, PPC, A4 size, ream	ream	0	0	0	5	0	5	0	5	0	0	0	0	0	15	124.80	1,872.00		
57. PAPER, PPC, Legal size, ream	ream	0	0	0	5	0	5	0	5	0	0	0	0	0	15	201.25	3,018.75		
58. PENCIL, lead w/eraser/doz	bx	0	4	4	4	4	4	4	4	4	4	4	4	4	40	32.95	1,318.00		
59. Plastic Cover,	roll	0	0	0	0	2	0	0	0	0	0	0	0	1	3	200.00	600.00		
60. POST-IT, NOTE PAD, (3"x3")	pad	5	5	5	5	5	5	5	5	5	5	5	5	5	60	34.52	2,071.20		
61. POST-IT, NOTE PAD, (3"x4")	pad	5	5	5	5	5	5	5	5	5	5	5	5	5	60	57.20	3,432.00		
62. PUSH PIN, hammer head type, 100s/box	bx	0	0	2	0	0	0	0	0	2	0	0	0	0	4	14.05	56.20		
63. RECORD BOOK, 300 pages	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	58.22	0.00	



Item & Specifications	Unit of Measure	Quantity Requirement												PS Price as of PS Current Price List	Total Amount				
		Jan	Feb	Mar	Apr	May	June	July	Aug	Scpt	Oct	Nov	Dec			Total			
64. RECORD BOOK 500 pages	pc	2	2	5	2	2	5	2	2	5	2	2	5	0	0	5	32	88.40	2,878.80
65. RING BINDER, (1/2" x 44"), plastic	pc	0	0	0	0	10	10	0	0	10	0	0	0	0	0	0	30	5.70	171.00
66. RING BINDER, (3/4" x 44"), plastic	pc	0	0	0	0	5	0	5	0	0	5	0	0	0	0	0	15	8.30	124.50
67. RING BINDER (1" x 44") plastic	pc	0	0	5	0	0	0	5	0	5	0	5	0	0	0	0	15	12.22	193.30
68. RUBBER BAND #18, 445 gms.	box	0	0	3	0	3	0	0	0	0	3	0	0	0	0	0	9	118.23	1,064.07
69. STENO NOTEBOOK	pad	10	10	10	10	10	30	50	10	10	30	10	10	10	10	200	7.70	1,540.00	
70. SIGN PEN Pentel brand, black	pc	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	42.20	2,532.00	
71. SIGN PEN Pentel brand, blue	pc	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	42.20	1,012.80	
72. SIGN PEN Pilot V10 Grip back	pc	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	57.00	1,366.00	
73. STAMP PAD INK, violet, 50ml	bil	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.97	0.00
74. STAMP PAD felt pad	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.15	0.00
75. STAPLE WIRE standard #33 or 1M	bx	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	35.25	2,115.00	
STAPLE WIRE # 10	bx	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.50	170.00
STAPLE WIRE #D-12S/13	bx	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	0.00
76. TAPE, masking (2") 48mm, 50 meters length	rl	0	0	0	5	0	0	5	0	0	0	0	0	0	0	0	10	83.82	838.20
77. TAPE, masking (1") 24mm, 50 meters length	rl	0	0	0	5	5	10	10	0	0	5	5	0	0	0	40	45.76	1,830.40	
78. TAPE, transparent, (1") 24mm, 50 meters	rl	5	5	5	5	10	5	10	5	5	10	5	5	5	5	75	15.08	1,131.00	
79. TAPE, transparent, (2") 48mm, 50 meters	rl	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30.11	0.00
80. TAPE, Binding (2") cloth, 50 m length	rl	0	0	0	2	5	2	3	2	2	2	2	2	2	2	20	250.00	5,000.00	
81. TAPE, packaging 48mm, 50 meters length	rl	0	0	0	5	5	0	5	0	5	0	5	0	0	0	20	15.40	308.00	
82. TOILET TISSUE 12 rolls/pack	pack	8	8	8	8	8	8	8	8	8	8	8	8	8	8	96	65.55	6,292.80	
83. TRANSPARENCY FILM A4 100s/box	bx	0	0	0	5	0	0	0	0	5	0	0	0	0	0	10	182.00	1,820.00	
84. TWINE plastic, one kilo	rl	0	2	0	2	0	2	0	2	0	2	0	2	0	2	12	55.45	665.40	
85. WRAPPING PAPER, kraft, 65gms.	rl	0	0	2	0	2	0	2	0	0	0	2	2	0	0	10	88.40	884.00	
<b>SUB-TOTAL:</b>																			<b>208,411.64</b>
<b>COMMON OFFICE DEVICES</b>																			
1. BLADE, heavy duty cutter (L500) 10pcs/pck	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.31	0.00
2. Cutter, heavy duty, retractable, 500	pc	0	0	5	0	0	5	0	0	5	0	0	0	0	0	15	28.08	421.20	
3. PUNCHER	pc	0	0	2	0	2	0	0	2	0	0	0	2	0	0	3	98.80	750.40	
4. SCISSORS, (6")	pc	0	0	5	0	0	6	0	0	6	0	6	0	0	0	24	15.00	360.00	
5. SHARPENER	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	173.00	0.00
6. STAMPING DATER, self-ink stamp, Prince	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	545.00	545.00	
7. STAPLE REMOVER twin jaws	pc	0	0	0	5	0	0	0	0	5	0	0	0	0	0	10	19.64	196.40	
8. STAPLER, heavy duty	pc	0	5	0	0	0	0	0	5	0	0	0	0	0	0	10	251.90	2,519.00	
9. TAPE DISPENSER	pc	0	0	5	0	0	0	0	5	0	0	0	0	0	0	10	50.45	504.50	
10. WASTE BASKET, plastic, regular	pc	0	0	0	5	0	0	5	0	0	0	0	0	0	0	10	28.50	285.00	
<b>SUB-TOTAL:</b>																			<b>5,621.50</b>
<b>COMMON JANITORIAL SUPPLIES</b>																			
1. BATHROOM SOAP 70gms.	pc	0	5	5	0	5	5	0	5	5	5	5	5	5	0	40	16.66	666.40	
2. DISINFECTANT SPRAY, 340 gm	can	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	150.80	3,619.20	
3. INSECTICIDE 500ml, (420g)/can Bayer	can	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	114.40	2,746.60	
4. FURNITURE CLEANER 400ml/can, Fledge brand	can	2	2	2	2	2	2	2	2	2	2	2	2	2	2	24	168.00	4,032.00	
5. RAG, cotton 203mm (8") in diameter	pc	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	25.00	50.00	
6. TOILET BOWL & URINAL CLEANER, 900ml	pc	0	2	2	0	2	0	2	0	0	0	0	2	2	0	12	70.75	849.00	
7. TOILET DEODORANT CAKE, 50gms	pc	0	2	0	0	0	2	0	0	2	0	2	0	2	0	8	34.41	275.28	
<b>SUB-TOTAL:</b>																			<b>12,237.48</b>

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price as of PS Current Price List	Total Amount		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
<b>COMMON OFFICE EQUIPMENT</b>																	
1. AIRPOT, 4.0 liters, w/ dispenser	pc	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1,164.80	1,164.80
2. CALCULATOR, pocket type, LCD display, with case	pc	0	5	0	0	5	0	5	5	0	5	0	0	0	25	155.88	3,897.00
3. ELECTRIC FAN, with stand	pc	0	0	0	1	0	0	1	0	0	0	0	1	0	3	1,029.60	3,088.80
4. EMERGENCY LIGHT, Omni, Wall Mounted	pc	0	0	0	2	0	0	0	0	0	0	0	0	0	2	1,500.00	3,000.00
5. EXHAUST FAN (10 blades)	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500.00	0.00
6. FACSIMILE TRANSCIVER	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,459.55	0.00
for documents 216mm x 600mm 15 sec. Transmission speed																	
scanning width 208mm, document feeder holds 10 pages																	
with automatic paper cutter, redial, and fax/tel switchover																	
typecase, 46 keys, Philippine keyboard metal casting																	
8. PAPER TRIMMER/CUTTING MACHINE	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,540.00	0.00
350MM cutting size, 30 sheets, cutting cap																	
automatic clamping, stationary blade guard, A4-A6 format																	
<b>SUB-TOTAL:</b>																	11,150.60

**GRAND TOTAL:** ..... 466,066.65  
**TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION:** ..... 512,673.32  
**BUDGET FOR PRINTING AND BINDING:** .....  
**APPROVED BUDGET:** ..... 800,000.00


Prepared by:

  
RACHEL C. NUVAL  
 Supply Officer, BLE

Certified Funds Available:

RICHELDA L. BALLAD  
 Accountant/Fiscal Controller

Recommending Approval:

  
Dir. MARIA CRISELDA R. SY  
 Director IV, BLE

Approved:

Usec. DANILO CRUZ  
 Head, Employment Cluster

Date: 08 October 2012

**ANNUAL PROCUREMENT PROGRAM**  
 (For Common-Use Goods Not Available from PS and Other Service/Items/Equipment)  
 For Fiscal/Calendar Year 2013

Department/Bureau/Office: Bureau of Local Employment  
 Region: \_\_\_\_\_  
 Address: \_\_\_\_\_

Contact Person: Rachel C. Neval  
 Position: LEO III  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile Nos: 528-0087

Item & Specifications	Unit of Measure	Quantity Requirement												Current Price	Total Amount	
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
<b>COMMON COMPUTER SUPPLIES</b>																
1. CONTACT CLEANER, Cyco	can	0	0	0	1	1	1	0	0	0	1	1	1	6	600.00	3,600.00
2. EXTERNAL HARD DISK (DRIVE)	pc	0	0	0	1	0	1	1	0	0	0	0	3	3,000.00	9,000.00	
3. HP DJ Ink for Advantage K209 Ink # HP 703 colored (CD887A)	pc	0	2	2	0	0	2	2	0	0	0	0	8	350.00	2,800.00	
4. HP DJ Ink for Advantage K209 Ink # HP 703 black (CD888A)	pc	0	2	2	2	2	2	2	0	0	0	0	12	350.00	4,200.00	
5. HP LJ Pro P1102W	pc	0	2	2	2	2	0	2	0	2	2	0	14	820.00	11,480.00	
6. Lexmark Toner - E450A*1P	pc	0	1	1	1	1	1	1	0	0	0	0	6	3,659.80	21,958.80	
7. Lexmark Ink for Z517 / Z645 #27 for colored ink	pc	0	0	2	2	2	2	2	0	0	0	0	10	1,102.40	11,024.00	
8. Lexmark Ink for Z517 / Z645 #17 for black ink	pc	0	0	2	2	2	2	2	0	0	0	0	10	975.00	9,750.00	
9. Memory	pc	0	0	0	2	0	0	0	0	0	0	0	2	2,800.00	5,600.00	
10. Motherboard	pc	0	0	0	2	0	0	0	0	0	0	0	2	9,500.00	19,000.00	
11. MONITOR - LCD 17"	pc	0	0	0	0	1	0	0	0	1	0	0	2	7,000.00	14,000.00	
12. MOUSE PAD	pc	0	0	5	0	0	5	0	0	5	0	5	20	50.00	1,000.00	
13. POWER SUPPLY, 500 Watts	pc	0	1	1	1	0	0	1	1	0	0	1	6	550.00	3,300.00	
14. RJ 45	pc	0	0	0	0	1	1	0	0	1	0	0	3	5.00	15.00	
15. SATA Drive, 120GB, 10,000 RPM	pc	0	0	0	1	0	0	1	0	0	0	0	2	2,300.00	4,600.00	
16. SPEAKERS	pc	0	0	2	0	2	2	0	0	0	2	0	8	1,000.00	8,000.00	
17. UNINTERRUPTIBLE POWER SUPPLY (UPS)	pc	0	1	1	0	0	0	0	1	0	1	0	4	2,500.00	10,000.00	
18. UNINTERRUPTIBLE POWER SUPPLY, battery	pc	0	1	0	0	0	1	1	0	1	0	0	4	1,000.00	4,000.00	
19. USB FLASH DRIVE, 8GB capacity, USB	pc	0	0	0	5	0	0	0	5	0	0	0	10	800.00	8,000.00	
20. USB HUB (4-port) 2.0	pc	0	0	0	2	2	0	0	2	2	0	0	8	200.00	1,600.00	
21. USB WIRELESS ADAPTER	pc	0	0	5	0	0	0	5	0	0	0	0	10	500.00	5,000.00	
22. UTP CAT 5 (gray color)	pc	0	0	0	0	1	0	0	0	0	0	0	1	3,000.00	3,000.00	
23. UTP CAT 6 (Red color)	pc	0	0	0	0	1	0	0	0	0	0	0	1	3,000.00	3,000.00	
<b>SUB - TOTAL:</b>																<b>164,730.80</b>
<b>COMMON OFFICE SUPPLIES</b>																
1. BATTERY 9volts 2pcs/pcks	pck	0	0	5	0	0	5	0	0	0	0	0	10	40.00	400.00	
2. Button P.in Consumables (set), 2.25"	pc	0	0	0	0	500	0	0	0	500	0	0	1000	3.00	3,000.00	
3. CD/DVD Label/Sticker	pc	0	0	0	0	300	0	300	0	0	500	0	1100	5.00	5,500.00	
4. CUTTING BOARD	pc	0	0	0	0	0	0	0	2	0	0	0	2	250.00	500.00	
5. ID Plastic Card Jacket (B1), with lace	pc	0	0	200	0	200	0	200	200	200	500	0	1500	5.00	7,500.00	
6. GLASS BOARD	pc	0	0	0	0	0	0	0	0	0	0	0	0	2,000.00		

Item & Specifications	Unit of Measure	Quantity Requirement														Current Price	Total Amount
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
7 LETTERHEAD, BLE 500pcs/ream, A4 size	ream	0	0	0	0	10	0	0	0	0	0	0	0	0	10	900.00	9,000.00
8 LETTERHEAD, DOLE 500pcs/ream, A4 size	ream	0	0	0	0	5	0	0	0	0	0	0	0	0	5	900.00	4,500.00
9 MC Cleaner	can	0	0	0	0	2	2	0	0	0	0	0	0	0	4	45.00	180.00
10 PAPER STICKER ID size, 10pcs/pck	pck	0	0	0	0	10	10	10	0	0	20	0	0	0	50	52.00	2,600.00
11 PHOTO PAPER 5R 10pcs/box	pck	0	0	0	0	5	0	5	0	0	0	0	0	10	50.00	500.00	
12 PHOTO PAPER A4 10pcs/box	pck	0	0	0	0	5	0	0	0	0	0	0	0	5	100.00	500.00	
13 RISO, INK (DUPLIO), 574	pc	0	0	0	0	10	0	0	0	10	0	0	0	20	493.00	9,860.00	
14 RISO, MASTER ROLL (DUPLIO) DR 675	pc	0	0	0	0	3	0	0	0	3	0	0	0	6	4,726.00	28,356.00	
15 TAPE, ADHESIVE "A"	roll	0	0	0	0	5	0	5	0	0	0	0	0	10	30.00	300.00	
<b>COMMON OFFICE EQUIPMENT</b>																	
1 Scanner, flat bed	pc	0	0	0	0	0	0	0	0	1	0	0	0	1	5,000.00	5,000.00	
2 HP Laserjet 1020	pc	0	0	0	0	0	0	0	0	0	0	1	0	1	9,000.00	9,000.00	
3 Printer, Colored	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	7,500.00	7,500.00	
<b>COMMON OFFICE DEVICES</b>																	
1 WASTE BASKET plastic BIG	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	250.00		
2 SCREW DRIVERS ( Sets)	set	0	0	0	0	0	1	0	0	0	0	0	0	1	300.00	300.00	
3 BINDER, BEYONDER PRO COMB	pc	0	0	0	0	0	0	0	0	0	0	0	0	0	8,000.00		
<b>SUB-TOTAL</b>																<b>94,508.00</b>	

GRAND TOTAL: .....  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....  
APPROVED BUDGET: .....

259,238.80  
285,162.88  
800,000.00

Prepared by:

  
RACHEL C. NUVAL  
Supply Officer, BLE

Certified Funds Available:

RICHELDA L. BALLAD  
Accountant/Fiscal Controller

Recommending Approval:

  
Dir. MARIA CRISELDA R. SY  
Director IV, B/E

Approved:

Usec. DANILO CRUZ  
Head, Employment Cluster

Date: 08 October 2012



**ANNUAL PROCUREMENT PROGRAM  
PESO  
For Fiscal/Calendar Year 2013**

Department/Bureau/Office: Bureau of Local Employment  
Region: \_\_\_\_\_  
Address: \_\_\_\_\_

Contact Person: Rachel C. Nuval  
Position: LEO III  
E-mail: \_\_\_\_\_  
Telephone/Mobile Nos: 528-0087

Item & Specifications	Unit of Measure	Quantity Requirement												Current Price	Total Amount		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
<b>COMMON COMPUTER SUPPLIES</b>																	
1. EXTERNAL HARD DISK (DRIVE)	pc	0	0	0	0	0	1	0	1	0	0	0	0	0	2	3,000.00	6,000.00
2. HP DJ Ink for Advantage K209 ink # HP /03 colored (CD887A)	pc	0	0	0	0	3	3	3	3	0	0	0	0	12	360.00	4,320.00	
3. HP DJ Ink for Advantage K209 ink # HP 703 black (CD888A)	pc	0	0	0	0	5	5	5	5	0	0	0	0	20	360.00	7,200.00	
4. HP LJ PRO P1102W	pc	0	0	2	0	0	2	0	0	2	0	0	0	2	820.00	6,560.00	
5. CMYK-200 ZEBRA CARD PRINTERS																	
6. CMYK 5 Panel Color Ribbon 200 IMAGES (with 200 PVC Card Plain per unit)	pc	0	0	0	0	0	0	0	50	0	0	0	0	50	4,200.00	210,000.00	
7. Black Monochrome Ribbon 1,000 images	pc	0	0	0	0	0	0	0	10	0	0	0	0	10	713.00	7,100.00	
8. Premier Cleaning Kit	pc	0	0	0	0	0	0	0	2	0	0	0	0	2	3,150.00	6,300.00	
9. Long Cleanig Kit	pc	0	0	0	0	0	0	0	5	0	0	0	0	5	200.00	1,000.00	
10. Adhesive Cleaning Roller	pc	0	0	0	0	0	0	0	2	0	0	0	0	2	2,035.00	4,070.00	
11. Clear Overlay	pc	0	0	0	0	0	0	0	2	0	0	0	0	2	3,300.00	6,600.00	
12. Lexmark Toner - E450A11P	pc	0	0	2	0	2	0	0	0	0	0	2	0	6	3,650.80	21,958.90	
13. Lexmark Ink for Z517 / Z645 #27 for colored ink	pc	0	0	0	3	3	0	3	3	0	0	0	0	12	1,102.40	13,228.80	
14. Lexmark Ink for Z517 / Z645 #17 for black ink	pc	0	0	0	5	5	0	5	5	0	0	0	0	20	975.00	19,500.00	
15. Memory 1GB MH7 (4GB)	pc	0	1	1	0	0	1	0	0	1	0	1	0	5	1,500.00	7,500.00	
16. Motherboard	pc	0	0	1	0	1	1	0	1	0	1	0	0	5	9,500.00	47,500.00	
17. MONITOR - LCD 17"	pc	0	0	1	0	0	0	1	3	0	1	0	0	5	7,000.00	35,000.00	
18. POWER SUPPLY, 500 Watts	pc	0	0	1	1	1	0	0	0	1	1	0	0	5	650.00	3,250.00	
19. SATA Drive, 500GB, 7500 RPM	pc	0	0	1	1	0	1	0	1	0	1	0	0	5	2,500.00	12,500.00	
20. UNINTERRUPTIBLE POWER SUPPLY(UPS)	pc	0	0	1	1	1	0	1	3	1	0	0	0	5	2,500.00	12,500.00	
21. UNINTERRUPTIBLE POWER SUPPLY battery	pc	0	0	1	1	0	1	0	1	0	0	0	0	4	1,000.00	4,000.00	
<b>SUB - TOTAL:</b>																	<b>422,087.60</b>
<b>COMMON OFFICE SUPPLIES</b>																	
1. Button Pin Staples set, 2.25"	pc	0	0	0	0	0	0	0	0	0	1,000	0	0	1,000	3.00	3,000.00	
2. CD/DVD Label/Slicker	pc	0	0	0	0	300	0	0	0	500	0	0	0	800	5.00	4,000.00	
3. CD RECORDABLE, 850MB, 70 min running time	pc	0	0	0	300	0	0	0	0	500	0	0	0	800	10.30	8,240.00	
4. DVD RECORDABLE, 4.7GB, Maxel	pc	0	0	0	0	0	0	0	0	100	0	0	0	100	19.25	1,925.00	
5. D Plastic Card Jacket (B1), with lace	pc	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	5.00	5,000.00	
6. PAPER, PPC, A4 size ream	ream	0	0	0	0	0	0	0	0	25	25	0	0	50	124.80	6,240.00	
7. PHOTO PAPER 10pcs/box	pc	0	0	0	0	10	0	10	0	30	0	0	0	50	150.00	7,500.00	
8. PAPER, Bond Paper, Premium Grade, A4 (ream)	ream	0	0	0	0	0	0	25	25	0	0	0	0	50	131.71	6,585.50	
9. PAPER, Bond Paper, Premium Grade, LEGAL (ream)	ream	0	0	0	0	0	0	0	25	0	0	0	0	25	164.85	4,121.25	
10. RISO, INK (DUPL0), 574	pc	0	0	0	0	0	0	0	10	0	0	0	0	10	493.00	4,930.00	
11. RISO, MASTER ROLL (DUPL0) DR 675	pc	0	0	0	0	0	0	0	5	0	0	0	0	5	4,728.00	23,640.00	

Item & Specifications	Unit of Measure	Quantity Requirement												Current Price	Total Amount			
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
12. PLAQUE / CITATION / TOKENS	pc	0	0	0	0	0	0	0	160	0	0	0	0	0	160	1 000.00	160 000.00	
13. TAPP Binding (2') cloth 50 m length	roll	0	0	0	0	10	0	0	0	10	0	0	0	0	20	250.00	5 000.00	
14. TROPHYS	pc	0	0	0	0	0	0	0	30	0	0	0	0	0	30	2 500.00	75 000.00	
15. LAMINATING FILM A4 100s/box	bx	0	0	0	0	10	0	0	0	10	0	0	0	0	20	182.00	3 640.00	
SUB - TOTAL:																		318,821.75

GRAND TOTAL: .....  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....

740,909.35  
815,000.29

Prepared by:

*ruval*  
RACHEL C. NUVAL  
Supply Officer, BLE

Certified Funds Available:

RICHELDA L. BALLAD  
Accountant/Fiscal Controller

Recommending Approval:

*[Signature]*  
Dir. MARIA CRISelda R. SY  
Director W. BLE

Approved:

Usec. DANILO CRUZ  
Head, Employment Cluster

Date: 08 October 2012