

**ANNUAL PROCUREMENT PLAN FOR 2018**  
For Common-Use Supplies and Equipment

Department/Bureau/Office: **BUREAU OF LOCAL EMPLOYMENT (BLE)**  
Region: **CENTRAL OFFICE**  
Address: **6th F. BF Condominium Bldg., Solana St. Corner Soriano Ave**  
**Intramuros, Manila**

Agency Account Code: \_\_\_\_\_

Contact Person: **OD**  
Position:  
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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	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, dry cell AA, 2 pieces per blister pack	pack	0	5	5	10	0	5	5	10	0	5	5	0	5	0	0	0	0	25	17.42	435.50
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	0	5	5	10	0	5	5	10	0	5	5	5	10	0	0	0	10	40	15.03	601.20
7 TAPE, electrical	roll	0	5	0	5	0	0	0	5	5	0	0	0	5	0	0	0	0	10	18.20	182.00
<b>COMMON OFFICE SUPPLIES</b>																					
2 AIR FRESHENER, 280ml./150g min	can	3	3	3	9	3	3	3	9	3	3	3	3	9	0	0	0	9	36	83.20	2,995.20
3 ALCOHOL, 70%, ethyl, 500ml	bottle	5	5	5	15	5	5	5	15	5	5	5	5	15	5	5	5	15	60	47.82	2,869.20
8 CLEARBOOK, A4 size	piece	0	10	0	10	0	10	0	10	0	0	0	0	0	0	0	0	0	20	39.52	790.40
9 CLEARBOOK, Legal size	piece	0	10	0	10	0	10	0	10	0	0	0	0	10	0	0	0	0	30	43.68	1,310.40
10 CLIP, backfold, 19mm, 12 pieces per box	box	0	10	5	15	5	10	5	15	5	5	5	5	10	10	0	0	10	50	7.28	364.00
11 CLIP, backfold, 25mm, 12 pieces per box	box	0	10	5	15	5	10	5	15	5	5	5	5	10	10	0	0	10	50	10.40	520.00
12 CLIP, backfold, 32mm, 12 pieces per box	box	0	10	5	15	5	10	5	15	5	5	5	5	10	10	0	0	10	50	19.12	956.00
13 CLIP, backfold, 50mm, 12 pieces per box	box	0	10	5	15	5	10	5	15	5	5	5	5	10	10	0	0	10	50	36.38	1,819.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	5	5	5	15	5	5	5	15	5	5	5	5	15	5	5	5	15	60	31.20	1,872.00
15 DATA FILE BOX, made with chipboard, with closed ends	box	0	5	5	10	0	5	5	10	0	5	5	5	10	0	0	0	0	30	69.78	2,093.40
16 DATA FOLDER, made with chipboard, taglia lock	piece	0	10	10	20	5	5	5	10	5	5	5	0	5	0	0	0	0	35	68.64	2,402.40
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	0	1	0	1	0	1	0	1	0	1	0	1	1	0	0	0	0	3	381.54	1,144.62
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	0	1	0	1	0	1	0	1	0	1	0	1	1	0	0	0	0	3	507.40	1,522.20

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity		
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	0	1	0	1	0	2	0	2	1	0	0	0	0	0	0	0	0	0	4	621.71	2,486.84
20 ENVELOPE, EXPANDING, plastic	piece	0	20	10	30	20	50	50	120	10	10	20	20	40	0	0	0	0	0	190	27.61	5,245.90
23 ERASER, felt, for blackboard/whiteboard	piece	0	0	1	1	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2	11.11	22.22
25 FASTENER, for paper, metal, 50 sets per box	box	0	5	0	5	0	5	5	10	5	0	0	0	5	0	0	0	0	0	20	57.09	1,141.80
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	0	5	0	5	0	5	0	5	0	5	0	5	0	0	0	0	0	0	15	70.67	1,060.05
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	0	10	0	10	0	5	0	5	0	0	0	0	0	0	0	0	0	0	15	12.48	187.20
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	0	5	0	5	0	5	0	5	0	0	0	0	0	0	0	0	0	0	10	16.64	166.40
31 FOLDER, L-type, A4, 50 pieces pack	pack	0	5	0	5	5	0	10	10	5	0	0	0	5	0	0	0	0	0	20	166.40	3,328.00
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack	0	5	0	5	5	0	10	10	5	0	0	0	5	0	0	0	0	0	20	203.84	4,076.80
36 GLUE, all purpose, 300 grams min.	jar	0	4	0	4	4	0	4	4	4	0	0	0	4	0	0	0	3	0	15	44.18	662.70
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	0	0	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	2	47.90	95.80
39 MAGAZINE FILE BOX, LARGE	piece	0	1	0	1	0	1	0	1	0	1	0	0	1	0	0	0	0	0	3	41.60	124.80
40 MARKER, fluorescent, 3 colors per set	set	0	5	5	10	0	5	5	10	0	5	5	5	10	0	0	0	10	0	40	35.55	1,422.00
41 MARKER, whiteboard, bullet type, black	piece	0	5	0	5	5	0	10	10	5	5	0	0	10	5	0	0	5	0	30	10.28	308.40
42 MARKER, whiteboard, bullet type, blue	piece	0	5	0	5	5	0	5	5	5	0	0	0	10	5	0	0	5	0	25	10.28	257.00
43 MARKER, whiteboard, bullet type, red	piece	0	5	0	5	5	0	5	5	5	0	0	0	5	0	0	0	0	0	15	10.28	154.20
44 MARKER, permanent, bullet type, black	piece	0	5	0	5	5	5	15	15	5	5	5	5	15	5	0	0	10	0	45	9.65	434.25
45 MARKER, permanent, bullet type, blue	piece	0	5	0	5	5	0	10	10	5	0	0	0	5	0	0	0	0	0	20	9.65	193.00
46 MARKER, permanent, bullet type, red	piece	0	5	0	5	0	0	0	0	5	0	0	0	5	0	0	0	0	0	10	9.65	96.50
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece		10	10	20	10	10	30	30	10	10	10	10	30	20	0	0	0	0	100	10.40	1,040.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	5	10	10	25	10	5	20	20	5	5	5	5	15	5	5	5	15	0	75	31.20	2,340.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	5	10	5	20	5	10	5	20	5	5	5	5	15	5	0	0	5	0	60	40.54	2,432.40