



ANNUAL PROCUREMENT PLAN FOR 2016
For common-Use Supplies and Equipment



Department/Bureau/Office: REGIONAL ECONOMIC ZONE AUTHORITY
Region: Autonomous Region in Muslim Mindanao
Address: ABC Building, ORG Compound, Cotabato City


Position: Supply Officer
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Telephone No.: (64) 552-1546

Items & specification	Unit of Measures	Quarterly Quantity Requirements					** PS Price Catalogue	TOTAL AMOUNT
		Q1	Q2	Q3	Q4	Grand Total		
A. AVAILABLE PROCUREMENT SERVICES STORES								
COMMON ELECTRICAL SUPPLIES								
		0	0			0		-
COMMON COMPUTER SUPPLIES/CONSUMABLES								
1. Epson ink (Black)	bot.	3	0			3	350.00	1,050.00
								-
COMMON OFFICE SUPPLIES								
1. A4 Bond Paper	ream	10	0			10	165	1,650.00
2. Long Bond Paper	ream	10	0			10	165	1,650.00
3. Correction Tape	piece	10	0			10	38	380.00
4. Correction Fluid	piece	10	0			10	40	400.00
5. Alcohol	bottle	10	0			10	70	700.00
6. Sliding Folder (long)	piece	50	0			50	7.5	375.00
7. Sliding Folder (short)	piece	50	0			50	7.5	375.00
8. Envelope with garter	piece	50	0			50	15	750.00
9. Clear Folder (long)	piece	50	0			50	20	1,000.00
10. Clear Folder (A4)	piece	50	0			50	20	1,000.00
11. Planner 2016	piece	7	0			7	250	1,750.00
12. Dong-A My Gel (Black)	box	2	0			2	240	480.00
13. Dong-A My Gel (Blue)	box	2	0			2	240	480.00
14. Dong-A My Gel (Red)	box	2	0			2	240	480.00
15. Photo Paper	pack	3	0			3	78	234.00
16. Sticker Paper	pack	3	0			3	38	114.00
17. Index card 1/2	pack	1	0			1	86.5	86.50
18. Facial Tissue	pack	5	0			5	55	275.00
19. Toilet tissue	roll	10	0			10	13.5	135.00
20. Index tab	piece	10	0			10	15	150.00
21. Post-It	piece	10	0			10	35	350.00
22. Filer (voucher)	piece	12	0			12	225	2,700.00
23. Cash book (103)	piece	4	0			4	650	2,600.00
24. Yellow receipt	pad	10	0			10	25	250.00
25. Desk filer	piece	10	0			10	165	1,650.00
COMMON OFFICE DEVICES								
1. Scissor	pair	10	0			10	18	180.00
2. Cutter	piece	12	0			12	48	576.00
								-
COMMON JANITORIAL SUPPLIES								
1. Trash Bag XL	piece	1	0			1	65	65.00
2. Trash Bag Large	piece	1	0			1	18	18.00
3. Joy Dishwashing liquid	bottle	2	0			2	85	170.00
4. Morning towel	piece	5	0			5	25	125.00
								-
COMMON OFFICE EQUIPMENT								
1. Herr stand fan	piece	3	0			3	1,599	4,797.00
2. Rikon Wallclock	piece	1	0			1	480	480.00
3. Haier 32" TV	piece	1	0			1	13,990	13,990.00
4. Visitor's Chair	piece	1	0			1	1,900	1,900.00
5. Office chair	piece	1	0			1	2,200	2,200.00
6. Office table	piece	2	0			2	2,200	4,400.00
7. Portable Aircon 1.5 H	piece	1	0			1	22,000	22,000.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES								
*OTHER CATEGORIES								
1. PVC ID	piece	13	0			13	150	1,950.00

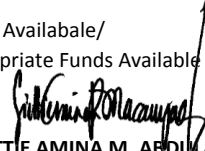
2. ID lamination	piece	8	0			8	40	320.00
3. Dry seal	piece	1	0			1	3,500	3,500.00
4. Rubber stamps	piece	1	0			1	960	960.00
5. Magazine (12x9 size)	piece	500	0			500	90	45,000.00
GRAND TOTAL -----								123,695.50
TOTAL W/ 10% ADDITION PROVISION FOR INFLATION-----								12,369.55
APPROVED BUDGET-----								136,065.05

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 within our approved budget for the year.


Prepared by:


NORLAILAH P. MAMACOTAO
Property/Supply Officer

Certified Funds Available/
Certified Appropriate Funds Available


SIETTIE AMINA M. ABDULAZIS
Administrative Officer

Approved:


ESHAN KARL O. MABANG
Executive Director
Head of Office/ Agency