

**BUREAU OF FISHERIES AND AQUATIC RESOURCES REGION XII
ANNUAL PROCUREMENT PLAN CY 2018 FOR COMMON OFFICE SUPPLIES**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Quantity	Unit	Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
							Total	MOOE	CO	
	Supply and Delivery of Office Supplies	GSU/All Procuring Unit	Public Bidding			GAA				
	Ballpen Rack			7	pcs		700.00	700.00		
	Ballpen, red (0.38)			12	pieces		360.00	360.00		
	Ballpen, Retractable blue, pilot			100	pieces		3,500.00	3,500.00		
	Ballpen, black			710	pieces		21,300.00	21,300.00		
	Ballpen, blue			746	pieces		22,380.00	22,380.00		
	Ballpen, Green			24	pieces		720.00	720.00		
	Book Organizer			1	pieces		400.00	400.00		
	Battery, AA			138	pieces		11,040.00	11,040.00		
	Battery, AAA			86	pieces		7,740.00	7,740.00		
	Battery, Size D, Alkaline, 2pcs/packet			20	pieces		5,000.00	5,000.00		
	Binder clip, small			225	pieces		675.00	675.00		
	Binder clip, medium			491	pieces		1,964.00	1,964.00		
	Binder clip, big			620	pieces		3,720.00	3,720.00		
	Book Papers									
	S20, Legal Size			697	reams		139,400.00	139,400.00		
	S20, A4 size			997	reams		179,460.00	179,460.00		
	S20, Short			521	reams		83,360.00	83,360.00		
	S20, Extra Long size			241	reams		43,380.00	43,380.00		
	CD-RW (with cover)			20	pieces		400.00	400.00		
	Calculator, 12 digits, desktop			81	pieces		36,450.00	36,450.00		
	Calculator, Scientific			5	pieces		8,000.00	8,000.00		
	Clip Board, Hard			19	pieces		1,900.00	1,900.00		
	Carbon, Plastofilm Film (Black, Long)			24	box		1,440.00	1,440.00		
	Cartolina, assorted color (20 pieces/pack)			19	dozen		2,850.00	2,850.00		

Cartolina, white (20 pieces/pack)			5	dozen		755.00	755.00		
Certificate Frame A4 Size			30	pieces		9,000.00	9,000.00		
Clear PVC A4 Binding Covers (100/pack)			2	packs		1,600.00	1,600.00		
Clearbook, Long (Good Quality)			82	pieces		5,740.00	5,740.00		
Clearbook, A4 (Seagull Brand), Red			35	pieces		2,450.00	2,450.00		
Clearbook, Long (Good Quality), Blue			38	pieces		2,660.00	2,660.00		
Clearbook Refill (20 pages/pack)			20	pack		2,400.00	2,400.00		
Columnar Book, Veco (14 columns)			3	books		120.00	120.00		
Columnar Book, Veco (12 columns)			3	books		120.00	120.00		
Corkboard (4ft x 8ft)			5	pieces		12,500.00	12,500.00		
Correction Tape, 10m			243	pieces		8,505.00	8,505.00		
Correction Pen (HBW)			6	pieces		126.00	126.00		
Cutter, heavy duty			40	unit		1,400.00	1,400.00		
Cutter, Blade heavy duty			27	packs		2,430.00	2,430.00		
Chalk			6	box		330.00	330.00		
Desk Tray (3 layers)			22	pieces		11,000.00	11,000.00		
Envelop, Plastic long Expanding			1322	pieces		19,830.00	19,830.00		
Envelop, long, expanding brown			1510	pieces		22,650.00	22,650.00		
Envelop, short, expanding			300	pieces		3,000.00	3,000.00		
Envelop, mailing, white, long			10	boxes		2,450.00	2,450.00		
Envelop, mailing, brown, long			101	boxes		24,745.00	24,745.00		
Envelop, brown/kraft, long			1133	pieces		6,798.00	6,798.00		
Envelop, brown/kraft, A4 size			716	pieces		5,728.00	5,728.00		
Envelop, brown/kraft, short			502	pieces		2,510.00	2,510.00		
Eraser, good quality pencil eraser			215	pieces		4,031.25	4,031.25		
Extension Wire, 4 outlet (30 meters)			5	pieces		6,250.00	6,250.00		
File Organizer (expanding, Legal, Plastic)			56	pieces		8,400.00	8,400.00		
File Tab Divider, Long			55	sets		11,000.00	11,000.00		
Finger Moistner			12	Pieces		600.00	600.00		
Folder Long, brown			1726	pieces		5,868.40	5,868.40		

Folder Long, White			320	pieces		1,408.00	1,408.00		
Folder Long, expandable (Blue)			820	pieces		14,760.00	14,760.00		
Folder Long, expandable (Green)			500	pieces		9,000.00	9,000.00		
Folder Short, brown			1388	pieces		3,678.20	3,678.20		
Folder Short, White			272	pieces		992.80	992.80		
Folder Long, 3 ring Red			60	pieces		10,800.00	10,800.00		
Folder Long, 2 ring Red			112	pieces		20,160.00	20,160.00		
Elmers Glue, 130g			59	bottles		2,950.00	2,950.00		
Highlighter, Stabilo (Green)			47	pieces		1,598.00	1,598.00		
Highlighter, Stabilo (orange)			63	pieces		2,142.00	2,142.00		
Highlighter, Stabilo (pink)			49	pieces		1,666.00	1,666.00		
Highlighter, Stabilo (yellow)			42	pieces		1,428.00	1,428.00		
Illustration Board 1/4 sheet			23	dozen		3,450.00	3,450.00		
Index Card (100 pieces/pack)			34	pack		1,700.00	1,700.00		
Index Box (5x8)			13	pieces		3,250.00	3,250.00		
Index Tab (self-adhesive) assorted color			8	box		640.00	640.00		
ID Badge with sling			500	pieces		4,500.00	4,500.00		
Ink, Brother Toner, TN-1000			2	pieces		8,000.00	8,000.00		
Ink, Canon (GI-790BK) Black			8	pieces		9,600.00	9,600.00		
Ink, Canon (GI-790C) Cyan			4	pieces		4,800.00	4,800.00		
Ink, Canon (GI-790M) Magenta			4	pieces		4,800.00	4,800.00		
Ink, Canon (GI-790Y) Yellow			4	pieces		4,800.00	4,800.00		
Ink, Brother, DCP 7040 Toner			5	pieces		21,000.00	21,000.00		
Ink, HP T290 (Colored)			10	pieces		2,800.00	2,800.00		
Ink, HP T290 (Black)			10	pieces		2,800.00	2,800.00		
Ink, HP # 703 Colored			20	pieces		8,200.00	8,200.00		
Ink, HP # 704 Black			36	pieces		17,280.00	17,280.00		
Ink, HP # 704 Colored			10	pieces		4,800.00	4,800.00		
HP Ink #680 (Colored)			10	pcs		6,000.00	6,000.00		
HP Ink #680 (Black)			10	pcs		6,000.00	6,000.00		
Ink, Samsung MLT-D101s Toner			2	tubes		10,000.00	10,000.00		

Ink Toner, Develop-Ineo 165e			1	tubes		7,000.00	7,000.00		
Lightbulb, LED, white, 100W,			110	pieces		165,000.00	165,000.00		
LEAD, for mechanical pencil 0.5mm			12	tubes		3,600.00	3,600.00		
Map Pin (Round head, 100s/case)			3	boxes		150.00	150.00		
Mimeo Paper White/Long			357	reams		51,765.00	51,765.00		
Mimeo Paper White/A4			275	reams		33,000.00	33,000.00		
Molar Files (blue)			159	pieces		12,720.00	12,720.00		
Molar Files (Red)			62	pieces		4,960.00	4,960.00		
Notebook, 80 leaves			56	pieces		840.00	840.00		
Notebook, 50 leaves			620	pieces		6,045.00	6,045.00		
Onion Skin Long			30	reams		3,900.00	3,900.00		
Onion Skin Short			30	reams		3,300.00	3,300.00		
Parchment Paper A4 Size			19	Reams		11,400.00	11,400.00		
Paste (Big)			3	pcs		120.00	120.00		
Paper Clip, small, plastic, 33m, 50grm (Prince)			83	boxes		830.00	830.00		
Paper Clip, big, plastic (Prince), 50m, 120 grm			145	boxes		2,900.00	2,900.00		
Paper Fastener (small) plastic			69	boxes		3,450.00	3,450.00		
Paper Fastener (small) steel			61	boxes		3,050.00	3,050.00		
Paper, Photo (ordinary)			10	boxes		1,500.00	1,500.00		
Pentel Pen Pilot, Black,fine			222	pieces		7,770.00	7,770.00		
Pentel Pen, Blue, fine,pilot			195	pieces		6,825.00	6,825.00		
Pentel Pen, broad, black			167	pieces		5,845.00	5,845.00		
Pentel Pen, broad, red			26	pieces		910.00	910.00		
Pentel Pen, broad, blue			131	pieces		4,585.00	4,585.00		
Pencils, pieces (mongol 2)			420	pieces		2,520.00	2,520.00		
Pencil, Mechanical for 0.5 lead			28	pieces		6,720.00	6,720.00		
Philippine Flag (Medium Size)			5	pieces		2,500.00	2,500.00		
Post It, arrow flag removable, self-adhesive			22	pads		990.00	990.00		
Post It, Assorted Mini Flags			24	pads		1,080.00	1,080.00		
Post It (Sign Here pad)			14	pads		700.00	700.00		

Puncher, 3 holes			2	pieces		400.00	400.00		
Puncher, 2 holes heavy duty			35	pieces		7,980.00	7,980.00		
Push Pin			50	boxes		5,000.00	5,000.00		
Typewriter Ribbon			63	box		2,835.00	2,835.00		
RERs			214	pads		5,350.00	5,350.00		
Record Book, 150 pages			59	pieces		8,850.00	8,850.00		
Record Book, 300 pages			201	pieces		40,200.00	40,200.00		
Record Book, 500 pages			135	pieces		54,000.00	54,000.00		
Ring file folder Refill Plastic, long, (3 ring)			200	pieces		30,000.00	30,000.00		
RISO Ink			20	tubes		30,000.00	30,000.00		
RISO Master Paper			40	Rolls		64,000.00	64,000.00		
Ring file folder Plastic, long, (2 ring)			150	pieces		37,500.00	37,500.00		
Ring Binder, Spiral (1 1/2 inches)			42	pieces		2,100.00	2,100.00		
Ring Binder, Spiral (1/2 inches)			27	pieces		1,350.00	1,350.00		
Ring Binder, Spiral (1mm)			77	pieces		3,850.00	3,850.00		
Rubber Band			17	boxes		850.00	850.00		
Rubber Stamp (Date)			13	pieces		3,900.00	3,900.00		
Ruler, 60cm (Plastic)			5	pieces		30.00	30.00		
Ruler, 12 inches, plastic			47	pieces		564.00	564.00		
Ruler Stainless (60 cm)			24	pieces		720.00	720.00		
Ruler Stainless (12 inches)			37	pieces		1,480.00	1,480.00		
Scissors, medium size/heavy duty			99	pieces		14,256.00	14,256.00		
Desk Tap Sharpener			17	pieces		8,495.75	8,495.75		
Sharpener (Small/Handy)			12	pieces		600.00	600.00		
Sign Pens, Black, 0.5 ballpoint			197	pieces		11,623.00	11,623.00		
Sign Pens, Blue, 0.5 ballpoint			253	pieces		14,927.00	14,927.00		
Sign Pens, Red, 0.5 ballpoint			10	pieces		590.00	590.00		
Sign Pen Pilot,(0.7mm needle point) black			18	pieces		1,260.00	1,260.00		
Sign Pen, Pilot (0.7mm needle point) blue			18	pieces		1,260.00	1,260.00		
Stamp Pad, Artline big, blue			42	pieces		6,657.00	6,657.00		

Stamp Ink, violet, bottle, 30ml			11	pieces		385.00	385.00		
Stamp Ink, blue, bottle, 30ml (refill ink)			11	btls.		1,100.00	1,100.00		
Staple Wire Remover (Plier Type)			25	pieces		1,250.00	1,250.00		
Stapler, No. 35, with staple remover			44	pieces		12,320.00	12,320.00		
Stapler, Heavy duty			21	pieces		6,300.00	6,300.00		
Staple Wire No. 35			207	boxes		9,315.00	9,315.00		
Staple Wire No. 23/13			31	boxes		2,480.00	2,480.00		
Stapler (BINDER TYPE), Heavy duty			5	unit		10,000.00	10,000.00		
Sticker Paper Yellow (Long)			24	packs		1,200.00	1,200.00		
Sticker Paper Red (Long)			6	packs		300.00	300.00		
Sticker Paper Apple Green (Long)			26	packs		1,300.00	1,300.00		
Stickers Paper Light Pink (Long)			6	packs		300.00	300.00		
Stickers Paper Orange (Long)			6	packs		300.00	300.00		
Sticker Paper Yellow (Short)			12	packs		600.00	600.00		
Sticky Notes (20x48mm, 100 sheets) Red			22	pad		1,100.00	1,100.00		
Sticky Notes (2x3 inches, 100 sheets) Green			52	pad		2,600.00	2,600.00		
Sticky Notes (2x3 inches, 100 sheets) Orange			57	pad		2,850.00	2,850.00		
Sticky Notes (2x3 inches, 100 sheets) Yellow			52	pad		2,600.00	2,600.00		
Steno Notebook, 40 leaves			1775	pad		44,375.00	44,375.00		
Tissue Paper, 2 ply (12 rolls per pack)			54	packs		6,480.00	6,480.00		
Tissue (Table Napkins)			6	Packs		600.00	600.00		
Tape, masking, 1"			142	roll		4,260.00	4,260.00		
Tape, masking, 2"			150	roll		9,750.00	9,750.00		
Tape, scotch, clear, 1"			121	roll		3,630.00	3,630.00		
Tape, scotch, clear, 2"			144	roll		5,760.00	5,760.00		
Tape, Packing, 2"			20	roll		1,000.00	1,000.00		
Tape, Packing, Clear, 3"			214	roll		18,190.00	18,190.00		
Tape, Double Sided			62	roll		1,984.00	1,984.00		
Tape Dispenser, 1 inch			7	pieces		1,400.00	1,400.00		
Tie Box			14	rolls		1,050.00	1,050.00		

	Transparent Folder, with slide, A4			250	pieces		1,500.00	1,500.00		
	Transparent Folder, with slide, long			350	pieces		2,100.00	2,100.00		
	Typewriter oil (Singer)			2	bottle		160.00	160.00		
	Weighing Scale, grammer			1	pieces		300.00	300.00		
	Weighing Scale, (20 kg), flat			7	pieces		15,400.00	15,400.00		
	Weighing Scale, (1 kg)			2	pieces		1,200.00	1,200.00		
	Weighing Scale, (5 kg)			1	pieces		1,000.00	1,000.00		
	Weighing Scale (3 kilos), Grammer			15	pieces		18,750.00	18,750.00		
	Whiteboard and Blackboard Eraser			33	pieces		990.00	990.00		
	Whiteboard Pen, black (Pilot, Refillable)			123	pieces		6,088.50	6,088.50		
	Whiteboard Pen, blue			96	pieces		4,752.00	4,752.00		
	Whiteboard, 4x5 feet			5	pieces		7,500.00	7,500.00		
	Whiteboard, 4x8 feet			2	pieces		3,600.00	3,600.00		
	Yellow Pad Paper			31	pads		1,240.00	1,240.00		
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GRAND TOTAL							1,892,100.90	1,892,100.90		

DEFINITION

Remarks

1. PROGRAM (BESF)— A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.

Programs and projects should be aligned with budget documents, and especially those posted at the PhilGeps.

2. PROJECT (BESF)— Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.

Breakdown into mooe and co for tracking purposes; alligned with budget documents

3. PMO/End User - Unit as proponent of program or project

4. Mode of Procurement - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.

5. Schedule for Each Procurement Activity - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evalutaion; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover.

6. Source of Funds - Whether GoP, Foreign Assisted or Special Purpose Fund

7. Estimated Budget - Agency approved estimate of project/program costs

8. Remarks - brief description of program or project

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