

Item & Specifications	Unit	Quantity Requirement					Yearly	Price as of 12-19-2013 per PS Price Catalogue	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly			
COMMON OFFICE DEVICES									
BLADE, heavy duty cutter(L500), 10 pcs./pack	roll	5				5	28.08	140.40	
Car Compressor	roll						1,000.00	-	
CUTTER, heavy duty, L500, Pointer	set							-	
Garden Tools	pc	1				1	2,000.00	2,000.00	
Glass Cleaner Spray	pc							-	
Grass Mower	set	1				1	2,000.00	2,000.00	
Medals (11 gold, 11 silver, 11 bronze)	pc		36			36	80.00	2,880.00	
PUNCHER, heavy duty, Joy	pc						146.00	-	
Scissors, (6")	pc	16	16	16	16	64	18.72	1,198.08	
SHARPENER, single cutterhead	pc					4	171.60	686.40	
Staple wire remover, twin jaws	pc						43.68	-	
Stapler, heavy duty	pc						5,000.00	-	
Tape Dispenser, heavy duty, 24mm (1")	pc						4,139.20	-	
CCTV Camera	pc						9,399.52	-	
Facsimile Transceiver	pc	1				1	3,000.00	3,000.00	
Filing Cabinet	pc						500.00	-	
Wooden Cabinet	pc		1			1	5,000.00	5,000.00	
Pull out Bed	set						1,000.00	-	
RJ 45	pc	20				20	100.00	2,000.00	
Service Push Cart	pc	1				1	3,000.00	3,000.00	
Uninterrupted Power Supply (UPS), line interactive	set						300.00	-	
Car Compressor	set	1				1	2,000.00	2,000.00	
HD Jack	set							-	
Tool Box	set	1				1	2,000.00	2,000.00	
SUB-TOTAL:								25,904.88	


Item & Specifications	Unit	Quantity Requirement					Yearly	Price as of 12-19-2013 per PS Price Catalogue	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly			
COMMON JANITORIAL SUPPLIES									
BATHROOM SOAP	pc	40		40		80	14.56	1,164.80	
Rubber Boots (for Cleaning)	each						72.80	-	
Bidet	each						16.64	-	
BROOM, soft (tambo)	pack						17.42	-	
BROOM, STICK (tingting)	bottl						300.00	-	
Cleaner, powder, 350gms	bar	60		60		120	18.20	2,184.00	
Cleaning Liquid for Venetian Blinds	btile	6				6	17.16	102.96	
DETERGENT BAR	pc	25		25		50	22.00	1,100.00	
DETERGENT powder, 200gms	each	20		20		40	30.00	1,200.00	
DISINFECTANT SPRAY, 340 gm.	pc	25				25	150.80	3,770.00	
DUST PAN, plastic w.handle,large	pc						300.00	-	
Electric Fan w/ Stand (Hanabishi)	pc						30.00	-	
Exhaust Fan	pc	3				3	300.00	900.00	
Floor Brush, plastic w/ handle (for CR)	pc						2,000.00	-	
Furniture Cleaner, 400ML/CAN	set						1,000.00	-	
Grass Mower	bottle						35.00	-	
Garden Tools	pc						18.00	-	
Glass Cleaner Spray	pc		10			10	35.00	350.00	
Hand Towel	pc		10			10	15.00	150.00	
LCD Bracket	set	1				1	3,000.00	3,000.00	
Insecticide, aerosol	each	21		21		42	114.40	4,804.80	
Ladder	each		1			1	3,000.00	3,000.00	
MOPHANDLE, screw type, wooden handle	pc	3				3	78.00	234.00	
MOPHEAD, all cotton, twisted	pc	6				6	61.36	368.16	
RAG, COTTON, (8") in diameter	kilo	30		30		60	200.00	12,000.00	
SCOURING PAD, economy size	pc						70.75	-	
Toilet Deodorant cake	pk						86.85	-	
TOILET BOWL & URINAL CLEANER, 900ML	pack						22.33	-	
TRASHBAG, plastic, black, (XL)	pack		10			10	20	86.85	1,737.00
TRASHBAG, plastic, black, (L)	pack		10			10	20	86.85	1,737.00
Waste Basket Plastic	pc		12			12	24	10.00	240.00
Dishwashing Liquid	pc	20				20	60.00	1,200.00	
Dishwashing Pad	pc						70.00	-	
Pail	pc		20			20	10.00	200.00	
Rubber Boots (for Cleaning)	pairs		5			5	300.00	1,500.00	
Service Pushcart	pc						1,000.00	-	
Electrical Pliers	pc						45.00	-	
Plumbing Tools	set		1			1	2,000.00	2,000.00	
SUB TOTAL								42,942.72	
GRAND TOTAL:								998,675.39	

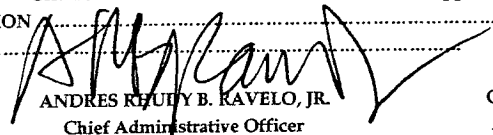
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

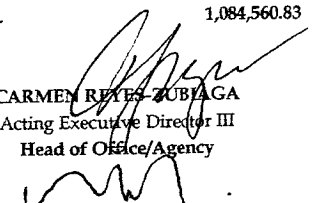
Certified Funds Available:

Approved:

1,084,560.83

Prepared by 
ROLANDO T. FERNANDEZ
Property/Supply Officer
Date Prepared: January 21, 2014


ANDRES RIQUEI B. KAVELO, JR.
Chief Administrative Officer


CARMEN REYES ZUBIRAGA
Acting Executive Director III
Head of Office/Agency

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Item & Specifications COMMON OFFICE SUPPLIES	Unit	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	75 Price Catalogue	Amount
ACETATE, gauge #3, 50m in length	pc	13				13	561.39	7,298.07
AIR FRESHENER, 280ml/can	bottle	27		27		54	92.56	4,998.24
ALCOHOL, 70% isopropyl	each	65		65		130	37.50	4,875.00
AUDIO CASSETTE TAPE, 90min.	pc	55		50		105	20.59	2,161.95
Ballpen, Black	pc	300		300		600	5.00	3,000.00
Ballpen, Blue	pc	50		50		100	5.00	500.00
Ballpen, Red	pc	7				7	5.00	35.00
Bidet	pc					9	1,000.00	9,000.00
Binder 3-RING 2.5" w/ insert clear view	pc	5				5	114.40	572.00
Calculator	box	4				4	300.00	1,200.00
Carbon Paper legal	box	3				3	326.23	978.69
Carbon Paper, ordinary, A-4, 100s/box	pack							
CARTOLINA, assorted color, 20s/pack	pack	25		18		43	72.80	3,130.40
CARTOLINA, white, 20s/pack	pk	19		19		38	72.80	2,766.40
Clear folder, Long	pcs.	8				8	300.00	2,400.00
Clear Book, long	box	10		10		20	150.00	3,000.00
CLIP, backfold, 19mm, 12s/box	box	10				10	12.46	124.60
CLIP, backfold, 25mm, 12s/box	box	10		10		20	12.46	249.20
CLIP, backfold, 32mm, 12s/box	box	10				10	16.64	166.40
CLIP, backfold, 50mm, 12s/box	pc	10		10		20	40.02	800.40
Clip, bulldog (3")	pc	25		25		50	7.02	351.00
Clip paper Gem type, 33 mm	box	12		12		24	7.80	187.20
Clip paper Gem type, Jumbo, 50 mm	box	12		12		24	13.00	312.00
Cloth Tape 2" (red, black & blue)	pc	20				20	70.00	1,400.00
Cloth Tape 1" (red, black & blue)	pc						120.00	-
Cork Board	bottle	2				2	120.00	240.00
CORRECTION FLUID, 20ml.	pc	30		30		60	9.82	589.20
Correction Tape, 6 meters length	pc	15				15	25.00	375.00
Cutterblade, Heavy Duty	box							
Crayons	box	10				10	30.00	300.00
DATA FILE BOX, (5"x9"x15-3/4")	each	15		10		25	74.36	1,859.00
DATA FOLDER, w/finger ring, (3" x 9" x 15")	box	18		18		36	77.26	2,781.36
Envelope, Documentary A4 size, 500s/box	box	6				6	526.24	3,157.44
ENVELOPE, expanding, legal size, 100s/box	box	15		15		30	675.86	20,275.80
ENVELOPE, mailing white, 500s/box	box						774.22	-
ENVELOPE, documentary (10"x15"), 500s/box	box						648.96	-
Envelope, brown short	pc	2				2	648.96	1,297.92
Epson, Ink Black T66441	pc	3				3	280.00	840.00
Epson, Ink Cyan T66441	pc	3				3	280.00	840.00
Epson, Ink Magenta T66441	pc	3				3	280.00	840.00
Epson, Ink Yellow T66441	pc	3				3	280.00	840.00
Eraser (BlackBoard/WhiteBoard)	pc							
Eraser, rubber	pc	20				20	4.45	89.00
External Hard Drive	pc	5				5	4,000.00	20,000.00
Extension Wire	pack	5		3		8	300.00	2,400.00
File Tab Divider, A4 210mm x 297mm	pack	30		30		60	74.36	4,461.60
Folder Long (Expanded)	pack						207.98	-
Folder Short	pack						247.52	-
Folder, clear plastic, L-type, A4 size, 50s/pack	pack	30		30		30	247.52	7,425.60
FOLDER, clear plastic, L-type, legal size, 50s/pack	box	16		16		32	207.98	6,655.36
Folder, Morocco/fancy A4 size, 50s/pack	pack	2				2	291.00	582.00
FOLDER, morocco/fancy, legal size, 50s/pack	box	12		12		24	291.00	6,984.00
Folder, tagboard, A4 size, 100s/box	box	3				3	715.52	2,146.56
FOLDER, tagboard, legal size, 100s/box	box	1				1	312.00	312.00
FOLDER, pressboard, plain, legal, 100s/box	each	1				1	291.00	291.00
FOLDER, pressboard, plain, A4, 100s/box	box							
Glue	pcs.	8		8		16	37.43	598.88
ID Jacket w/ String	box	200		200		400	15.00	6,000.00
ILLUSTRATION BOARD, (30"x40")	pack	9		9		18	33.07	595.26
Index Card 5" x 8"	pc	3				3	109.20	327.60
Index Card Box 4-3/8"x5-5/8" x4	box	4				4	59.38	237.52
Ink for Olympia bundy clock	pack	4				4	300.00	1,200.00
Magazine File box, large	roll	5				5	36.40	182.00
Magic Nail	box						41.60	-
Manila Paper	pcs.	3				3	25.00	75.00
MAP PIN, round head, 100s/box	pcs.	3				3	36.40	109.20
MARKER, fluorescent, 3 colors/set	pcs.	10		5		15	41.08	616.20
MARKING PEN, permanent, black	pcs.	30		38		68	11.86	806.48
MARKING PEN, permanent, blue	pcs.	25		26		51	12.25	624.75
Marking Pen, Permanent, red	pcs.	20		19		39	12.25	477.75
MARKING PEN, whiteboard, black	each	17		17		34	13.50	459.00
MARKING PEN, whiteboard, blue	pc	35		35		70	13.50	945.00
Marking Pen, Whiteboard, red	pc	24		24		48	13.50	648.00
Marking Pen, Transparency	pc	5				5	13.50	67.50
NOTE BOOK, stenographer's	pc	80		78		158	7.70	1,216.60
NOTE PAD, (3"x4")	pk	28		27		55	7.49	411.95
NOTE PAD, (2"x2")	pk	20		20		40	7.49	299.60
Onion Skin	ream			2		2	520.00	1,040.00
NCDA Envelope	box			9		9	500.00	4,500.00
NCDA Letter head	box	50				50	520.00	26,000.00
NCDA Sticker (Property Number)	box	2				2	2,000.00	4,000.00
Sub-Total								

186,527.68

Item & Specifications	Unit	Quantity Requirement					as of 12-19-2013	Total
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Price Catalogue	Amount
COMMON OFFICE SUPPLIES								
Paper board, A4 light brown/dark cream 200GSM, 10 sheets/pack (50 docs x 2 = 100 pcs)	pack						35.00	-
Paper Board, Long (assorted)	rm.	25		24		49	35.00	1,715.00
Paper board, Long light brown/dark cream 200GSM, 10 sheets/pack (50 docs x 2 = 100 pcs)	box						8.84	-
Paper Board, Long, white	box	27		27		54	35.00	1,890.00
PAPER CLIP, gem type, 33mm, 100s/box	box						83.08	-
PAPER CLIP, gem type, jumbo, 50mm, 100s/box	pack						35.00	-
PAPER FASTENER, non-rust metal, 50 sets/box	box	4		4		8	72.68	581.44
Paper Laid Long Light brown/dark cream	ream						35.00	-
Paper Laid, Long	pack	25		25		50	750.00	37,500.00
Paper Laid, Short	pack	50		44		94	620.00	58,280.00
Paper lined, (yellow)	rm.		10			10	65.86	658.60
Paper Linen	pad	10				10	30.00	300.00
Paper Mimeo, whitewove, A4	ream	27		27		54	65.00	3,510.00
PAPER, bond, Premium Grade legal	ream	50	50	50	50	200	123.86	24,772.00
Paper, Bond, Premium grade, A4	rm.	60	50	60	60	230	104.80	24,104.00
PAPER, mimeo, Whitewove, legal	rm37	18		19		37	35.00	1,295.00
PAPER, ruled pad, 216mmx330mm, 100s/pad	ream						35.00	-
PAPER, thermal, 210mmx30M	each	13		13		26	36.40	946.40
PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	box	15		10		25	35.00	875.00
PASTE, solid, with water well, 200grms.	pc	4				4	49.92	199.68
Pencil	pack	122				122	5.00	610.00
Photo Album, Large	pack						57.20	-
Photo Paper, pack	pk	12		10		22	150.00	3,300.00
Plastic, Clear, resealable	pack						30.00	-
Popsicle Sticks	book						51.88	-
Push Pin, hammer head type, 100s/box	book	3				3	37.44	112.32
RECORD BOOK, 300 pages	roll	21		21		42	51.88	2,178.96
RECORD BOOK, 500 pages	spool	3				3	91.52	274.56
Ribbon, Electric Typewriter	pc	4				4	300.00	1,200.00
Ribbon, Epson, M 8750	pc	6				6	76.75	460.50
RIBBON, nylon, manual typewriter	each	3				3	76.75	230.25
Ribbon Tape, Brother & Correction	pc	4				4	300.00	1,200.00
Ring binder, (1" x 44"), plastic	pc	30	30	30	30	120	12.40	1,488.00
RING BINDER, (1/2"x44"), plastic	pc	15		15		30	5.70	171.00
Ring Binder (2" x 44") plastic	pc	40		40		80	29.12	2,329.60
Ring Binder (3/4"x44"), plastic	pc	35	35	35	35	140	8.30	1,162.00
Ruber Band # 18	pack	7				7	118.23	827.61
Ruler, steel, 24"	each	1				1	50.00	50.00
Self-Adhesive sticker, A4	pc						41.48	-
Sign Pen, black	pc	43	43	43	40	169	39.50	6,675.50
Sign Pen, blue	bottle	24		24		48	39.50	1,896.00
Sign Pen, red	box	10				10	39.50	395.00
STAMP PAD INK, violet, 50ml.	pc	5				5	21.84	109.20
Stamp Pad	pc	1				1	30.04	30.04
Stamp Pad Dater, self inking	pc	2				2	487.55	975.10
Staple Wire remover, twin jaws	pc	2				2	17.16	34.32
Stapler, Heavy Duty	pc	5				5	122.72	613.60
STAPLE WIRE, standard, #35	pack	39		39		78	25.98	2,026.44
Stock Card Form	pc						43.68	-
Tape Dispenser, heavy duty, 24 mm (1")	pc	3				3	40.23	120.69
Tape, double adhesive, white, 1"	roll	1				1	40.00	40.00
Tape, double adhesive, white, 1/2"	roll						76.80	-
TAPE, masking (1"), 24mm, 50 meters length	roll	9				9	45.76	411.84
TAPE, masking (2"), 50mm, 50 meters length	roll	8		8		16	91.31	1,460.96
TAPE, packaging, 48mm, 50 meters length	roll	16		16		32	30.04	961.28
TAPE, transparent, (1"), 24mm, 50 meters	roll	11		11		22	15.08	331.76
Tape, Transparent, (1/2")	pack	7		7		14	30.11	421.54
Tape, Transparent, (2") 50 meters length	pack						61.15	-
Timecard for Olympia Bundy Clock	pack	9				9	300.00	2,700.00
TOILET TISSUE, 12 rolls/pack	pack	40		40		80	72.80	5,824.00
Transparency film, A4, 100s/box	box	15		15		30	220.00	6,600.00
TWINE, plastic, one kilo per roll	pc	4		4		8	42.49	339.92
White Board	pc							-
wrapping Paper, Kraft, 65gsm	pk	5		5		10	162.24	1,622.40
SUB TOTAL.....								295,811.51

ANNUAL PROCUREMENT PROGRAM FOR 2014
Common-Use Supplies and Equipment
Available from the Procurement Service

Department/Bureau/Office: National Council On Disability Affairs
 Region: National Capital Region
 Address: NCDA Building Isidora street, Brgy. Holy Spirit, Quezon City

Contact Person: ROLANDO T. FERNANDEZ
 Position: Administrative Officer V, Supply Section

E-mail : council@ncda.gov.ph
 Telephone/Mobile Nos: 951-59-25

Item & Specifications	Unit	Quantity Requirement					Price as of 12-19-2013 per PS Price Catalogue	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
COMMON ELECTRICAL SUPPLIES								
Ballast, 1x20 watts	pcs						67.20	-
Ballast, 1x40 watts	pcs						66.35	-
BATTERY, size AA, alkaline, 2 pcs./packet	packet	20	20	18	15	73	31.08	2,268.84
Battery, size AAA, Alkaline, 2 pcs./packet	packet	6	5	6	5	22	14.56	320.32
Compact fluorescent light, 17 watts	pcs						32.14	-
Fluorescent lighting fixture, 1x20w	pcs						332.54	-
Fluorescent lighting fixture, 1x40w	pcs						368.94	-
FLUORESCENT TUBE, 18 watts	each						32.14	-
FLUORESCENT TUBE, 36 watts	each						34.27	-
FUSE, 30 amprers	pcs						10.90	-
FUSE, 60 amprers	pcs						27.44	-
Rechargeable Battery AA Ni-MH (Sony)	pcs						70.00	-
Starter, 4-40 watts	pcs						5.10	-
TAPE, electrical	roll	15				15	16.64	249.60
SUB TOTAL								
COMMON COMPUTER SUPPLIES								
CD Drive Cleaner	pcs						50.00	-
Compact Disk Case, w/ 25 individual plastic	piece	25		25		50	54.79	2,739.50
COMPACT DISK RECORDABLE, min. of 700MB, 70 min. running time	piece	35		35		70	9.88	691.60
COMPACT DISK REWRITABLE, 700MB/74 min. capacity	piece	200	200	70	50	520	17.14	8,912.80
DISKETTE, 3.5", DS,DD, 10s/box	box						180.00	-
DVD Recordable, 16x Speed, 4.7 GB Capacity	each	60		60		120	12.22	1,466.40
DVD Rewritable, 4x Speed, 4.7 GB	each	100		70		170	20.26	3,444.20
External Hard Drive, 160GB	piece						2,000.00	-
Flash drive, 4 GB	piece	41		41		82	250.00	20,500.00
FLASH DRIVE, 16 GB	piece	30		15		45	320.32	14,414.40
Flash drive, 8 GB	piece	15		12		27	260.00	7,020.00
Ink Cartridge, HP 703, black	piece	10				10	322.32	3,223.20
Ink Cartridge, HP 703, colored	piece	10				10	322.32	3,223.20
Ink Cartridge, HP 704, black	piece	30		30		60	322.32	19,339.20
Ink Cartridge, HP 704, color	piece	35		35		70	322.32	22,562.40
Ink Canon CL-41, color, original	piece	6				6	350.00	2,100.00
Ink Canon PG-40, black, original	piece	6				6	350.00	2,100.00
Ink Cartridge Canon IX4000 C,Y,M	pcs	6				6	2,000.00	12,000.00
Ink Cartridge Canon IX4000 Black	pcs	6				6	700.00	4,200.00
Ink Cartridge, HP 920, black	pc	10		8		18	762.32	13,721.76
Ink Cartridge, HP 920 Cyan	pc	10		8		18	572.00	10,296.00
Ink Cartridge, HP 920 Magenta	pc	10		8		18	572.00	10,296.00
Ink Cartridge, HP 920 Yellow	pc	10		8		18	572.00	10,296.00
INK CARTRIDGE, Hewlett Packard Black - HP 940	pc	19		19		38	1,346.40	51,163.20
INK CARTRIDGE, Hewlett Packard Cyan- HP 940	pc	19		19		38	973.08	36,977.04
INK CARTRIDGE, Hewlett Packard Magenta - HP 940	pc	19		19		38	973.08	36,977.04
INK CARTRIDGE, Hewlett Packard Yellow - HP 940	piece	19		19		38	973.08	36,977.04
Ink Cartridge, HP 1006 35 A	piece	10		9		19	2,631.20	49,992.80
INK CARTRIDGE, HP C8727A (HP 27)	piece	28		27		55	758.15	41,698.80
INK CARTRIDGE, HP C8728A (HP 28)	piece	40		26		66	615.06	40,593.96
INK CARTRIDGE, HP C9351A (HP 21)	piece	28		28		56	627.12	35,118.72
INK CARTRIDGE, HP C9352A (HP 22)	piece	12		10		22	722.80	15,901.60
Ink, HP 900, black, original	piece	10				10	256.02	2,560.20
Ink, HP 900, color, original	pc	10				10	329.46	3,294.60
Ink Laserjet Brother	pc	1				1	4,882.18	4,882.18
Keyboard USB	pc	3				3	250.00	750.00
Mouse USB	piece	8				8	197.00	1,576.00
RIBBON, Epson, LX300	piece						124.28	-
RIBBON, Epson, RN 8750	piece						4,850.00	-
Riso Ink EZ 370 A	Tube	2				2	600.00	1,200.00
SUB TOTAL								532,209.84