Philippine Center for Economic Development Annual Procurement Plan 2019
For Common-use Supplies

Supplemental

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
1	Folder, Ordinary, White, Long	pc		500		500	2,000.00				0	0.00				0	0.00				0	0.00	500.00	4.00	2,000.00
2	CE278A BLACK	cart		5		5	11,950.00				0	0.00				0	0.00				0	0.00	5.00	2,390.00	11,950.00
3	STAPLER, heavy duty	pc		5		5	810.00				0	0.00				0	0.00				0	0.00	5.00	162.00	810.00
4	3hole file binder 1 inch thick	pc		50		50	6,750.00				0	0.00				0	0.00				0	0.00	50.00	135.00	6,750.00
5	3hole file binder 2 inches thick	pc		100		100	15,000.00				0	0.00				0	0.00				0	0.00	100.00	150.00	15,000.00
6	Brother DR-2025	cart		5		5	25,375.00				0	0.00				0	0.00				0	0.00	5.00	5,075.00	25,375.00
7	CE314A imaging drumkit/ 126A	cart		2		2	9,090.00				0	0.00				0	0.00				0	0.00	2.00	4,545.00	9,090.00
8	CF211A CYAN	cart		2		2	5,950.00				0	0.00				0	0.00				0	0.00	2.00	2,975.00	5,950.00
9	Folder with clear front cover (starfile)/ report cover folder	pc		100		100	2,500.00				0	0.00				0	0.00				0	0.00	100.00	25.00	2,500.00
10	Fastener (plastic)	box		50		50	1,250.00				0	0.00				0	0.00				0	0.00	50.00	25.00	1,250.00
11	CF212A YELLOW	cart		5		5	14,875.00				0	0.00				0	0.00				0	0.00	5.00	2,975.00	14,875.00
12	CF213A MAGENTA	cart		5		5	14,875.00				0	0.00				0	0.00				0	0.00	5.00	2,975.00	14,875.00
13	CORRECTION TAPE REFILL (PLUS)	pc		100		100	6,500.00				0	0.00				0	0.00				0	0.00	100.00	65.00	6,500.00
14	COPY PAPER GREEN Long	rms		10		10	3,500.00				0	0.00				0	0.00				0	0.00	10.00	350.00	3,500.00
15	Marker, Flourescent, 3 colors	pc		50		50	1,861.60				0	0.00				0	0.00				0	0.00	50.00	37.23	1,861.60
16	BALLPEN , 3 colors	pc		100		100	525.00			100	100	525.00			100	100	525.00				0	0.00	300.00	5.25	1,575.00
17	Masking tape 1"	pc		20		20	570.00				0	0.00				0	0.00				0	0.00	20.00	28.50	570.00
18	HYGIENIC BATHROOM TISSUE (INTERFOLDED)	bx		5		5	6,840.00			5	5	6,840.00			5	5	6,840.00				0	0.00	15.00	1,368.00	20,520.00
19	DOOR KNOB SET					0	0.00				0	0.00				0	0.00				0	0.00	0.00	640.00	0.00
	Other Categories																							
1	Water Expense		130	130	130	390	11,700.00	130	130	130	390	11,700.00	130	130	130	390	11,700.00	130	130	130	390	11,700.00	1,560.00	30.00	46,800.00
2	Other MOOE Expenses					0	0.00				0	0.00				0	0.00				0	0.00	0.00	160,000.00	160,000.00
3	PLDT PADX Subscription					0	0.00				0	0.00				0	0.00				0	0.00	12.00	27,938.85	335,266.20
4	Fingerprint Time Recorder			1		1	25,000.00				0	0.00				0	0.00				0	0.00	1.00	25,000.00	25,000.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

A. TOTAL		₱ 712,017.80
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 71,201.78
C. GRAND TOTAL (A + B)		₱ 783,219.58
D. APPROVED BUDGET BY THE AGENCY HEAD in Figures and Words:		₱ -
G. MONTHLY CASH REQUIREMENTS		₱ -
G.1 Available at Procurement Service Stores		₱ -
G.2 Other Items not available at PS but regulary purchased from other sources		₱ -
TOTAL MONTHLY CASH REQUIREMENTS		₱ -

Prepared by:

Gerlie Paloma
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

Nilo V. Zantua
Accountant / Local Budget Officer

Approved by:

Orville Jose C. Solon
Head of Office/Agency

Date Prepared: February 20, 2019