





No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Category									
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
86	-	Document Indicator Tag/Ringlets, vinyl, assorted color, 11.90cm x 43.20cm	pack	150			150	4,320.00																150	515.00	
87	-	Shape Remover Gripwise, Heavy Duty	pcs		20		20	2,400.00																	20	121.00
88	-	Vertical File Organizer, Legal size	pcs		50		50	5,075.00																	50	181.50
89	-	Bell clicker, erasable pen, tip size 0.5, Refillable, black	piece	100			100	6,400.00																	100	64.00
90	-	Bell clicker, erasable pen, tip size 0.5, Refillable, blue	piece	100			100	6,400.00																	100	64.00
92	-	Carbons, 24 color/box, large size	box		130		130	5,820.00																	130	44.77
93	-	Acrylic Legal 3", assorted color (Green, Yellow/Pink, Orange and Red)	piece	2			2	6,000.00																	2	3,000.00
95	-	Expanding File Organizer 12 Pockets, Accordion Folders A4 Letter Size Hold 120 Sheets, Rainbow Document File Folders with File Labels	piece	100			100	49,800.00																	100	498.00
96	-	Highlighter assorted colors	piece	50			50	2,100.00																	50	42.00
97	-	Permanent Glue tape 6mmx6m	piece	100			100	2,900.00																	100	29.00
98	-	Signed note	pad	55			55	20,100.00																	55	365.45
99	-	Puncher No. 75XL 45 sheets 8gram paper punching capacity	piece	3			3	214.50																	3	71.50
100	-	Ring Binder 1/2 inch	piece	90			90	749.70																	90	8.33
111	-	PVC Bookbinding Cover (Transparent) A4	piece	90			90	749.70																	90	8.33
112	-	Plastic Flat Index tab	piece	25			25	1,650.00																	25	66.00
114	-	Ring Binder 2 inch	piece	100			100	5,000.00																	100	50.00
115	-	ID Holder	piece	100			100	150,000.00																	100	1,500.00
116	-	ID Slit	piece	1000			1000	3,444.60																	1000	3.44
117	-	Binder 3 ring D-Type A4, 64mm (2.5)	piece	5			5	300.00																	5	60.00
118	-	Shaker Marker	piece	5			5	300.00																	5	60.00
119	-	Tube dispensers	piece	2			2	300.00																	2	150.00
120	-	Electric wire	piece	2			2	1,700.00																	2	850.00
121	-	Barcode identification equipment	unit	2			2	0.00																	2	0.00
122	-	Storage and handling equipment and supplies	unit	10			10	144,900.00																	10	14,490.00
123	-	Storage Box Large 70L	pcs	35			35	67,500.00																	35	1,928.57
124	-	Trash Can/Bin with swing cover 50L Liters	piece	10			10	42,000.00																	10	4,200.00
125	-	Durable Metal Steel Cabinet 3 bays	units	1			1	11,000.00																	1	11,000.00
126	-	Computer printers	units	10			10	145,000.00																	10	14,500.00
128	-	Paper Materials and Products																								
129	-	Press board Expanding Folder long, colour (blue)	pieces	150			150	12,250.00																	150	81.67
130	-	Press board Expanding Folder long, colour (green)	pieces	100			100	3,500.00																	100	35.00
131	-	Press board Expanding Folder long, colour (pink)	pieces	100			100	13,500.00																	100	135.00
132	-	Press board Expanding Folder long, colour (orange)	pieces	150			150	5,250.00																	150	35.00
133	-	Expanding Folder long, colour (yellow)	pieces	1000			1000	50,000.00																	1000	50.00
134	-	Expanded long envelope/colour, zipper lock with handle	piece	954			954	313,900.00																	954	329.03
135	-	Clear Book	piece	40			40	22,860.00																	40	571.50
136	-	Scented Specialty Paper long	pack	10			10	2,145.00																	10	214.50
137	-	Notebook, 5 x 7 in. (127 x 178mm) in size, 50 pages	piece	200			200	31,500.00																	200	157.50
138	-	Tealux 3 ply - 12 rolls per pack	pack	0			0	594	213,840.00																0	0.00
139	-	Construction Paper (A4 Assorted Colored)	pack	2			2	560.00																	2	280.00
140	-	Composition Notebooks (80 leaves)	piece	332			332	6,560.00																	332	19.76
141	-	Light Paper A4 size gram 200	pack	0			0	0.00																	0	0.00
142	-	Name Tag, Identification card with string/50 per box	box	0			0	0.00																	0	0.00
143	-	Band Paper Sub30 10gram	ream	5			5	1,980.20																	5	396.04
144	-	Wet Wipes (50)	pack	42			42	2,750.00																	42	65.48
145	-	Color compounds and dispensers	piece																							
146	-	Stamp Pad, Teal pad, 6cm 6cm x 10cm	piece	100			100	9,500.00																	100	95.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Yrtd Quantity for the year	Price Category									
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4					
				Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Yrtd Amount																		
147	4612150	VHS cameras	piece				0																14	3,000.00		
	4310185	Header VHS Microphone	piece				0																	4	1,375.00	
148	4712090	Janitorial equipment	piece				0																			
149	-	Glass wiper with extendable handle	piece			10	10	2,500.00																	10	250.00
150	-	Tornado Mop (Heavy Duty)	piece			20	20	40,000.00																	20	2,000.00
151	-	Garden Hose Heavy Duty Floor Mount 20M Pipe Storage Bank with Hose Nozzle	piece			1	1	4,000.00																	1	4,000.00
152	-	Microfiber Spin Mop and Bucket set with 3 pcs. Mop heads and wheels	set			2	2	5,452.20																	3	2,276.10
153	4713000	Cleaning and janitorial supplies	piece																							
154	-	Scrub Brush with long handle, wood (for CR)	piece			12	12	3,000.00																	22	250.00
155	-	Socks, hand nav, 5x knee capacity, thick @ 30 pcs. Per bundle	bundle			6	6	4,500.00																	6	750.00
156	-	Pail with handle, 20 liters capacity	piece			10	10	3,500.00																	10	350.00
157	-	Decorative	piece			60	60	7,962.00																	60	131.70
158	4713800	Cleaning and disinfecting solutions	piece																							
159	-	Fabric conditioner 800ml	piece			1	1	120.00																	15	120.00
160	-	Oxalic Acid Powder, 500g	piece				0	0.00																	50	60.00
161	-	Muriatic Acid	gallon				0	0.00																	30	363.11
162	-	Alcohol, Isopropyl, 500ml (70% Antiseptic Disinfectant)	bottle			28	28	2,320.00																	28	90.00
163	-	Multi purpose Bathroom cleaner 900 ml	bottle				0	0.00																	60	244.41
164	-	Glass cleaner spray, 500ml	bottle				0	0.00																	180	170.00
165	-	Glass cleaner with trigger head 500ml	bottle				0	0.00																	25	228.42
<b>A. TOTAL</b>																										
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																										
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)</b>																										
<b>D. GRAND TOTAL (A + B + C)</b>																										
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																										
<b>In Figures and Words:</b>																										

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by: RONNIE A. CAMAGANCAN  
Property/Supply Officer

Date Prepared: SEPTEMBER 13, 2023

Certified Funds Available / Certified Appropriate Funds Available:

LEONILLO DEL ROSA  
Accountant / Budget Officer

Approved by:

LORENZO B. DEL ROSA  
Head of Office / Agency Head