



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU
Regional Office No. XIII
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PROJECT PROCUREMENT MANAGEMENT PLAN FOR 2014
MINING ENVIRONMENT AND SAFETY DIVISION
(Division)

	Item & Specifications	Mode of Procurement	Unit of Measure	Quantity Requirement													Price	TOTAL AMOUNT
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
	ELECTRICAL SUPPLIES																	
1	Battery , size AA, alkaline, 2 pcs per pack	Agency to Agency	pack			10				10			10			30	21.33	639.90
2	Battery , size AAA, alkaline, 2 pcs per pack	Agency to Agency	pack			5				5			5			15	15.98	239.70
3	Compact Fluorescent Lamp, 18 watts	Agency to Agency	piece			1				1						2	106.83	213.66
4	Electrical tape	Agency to Agency	piece			2				1			1			4	20.39	81.56
5	Fluorescent Lamp, tubular, 16 watts	Agency to Agency	piece			1				1						2	38.58	77.16
6	Fluorescent Lamp, tubular, 18 watts	Agency to Agency	piece			1				1						2	37.48	74.96
7	Fluorescent Lighting Fixture, 1 x 20 W	Agency to Agency	piece			1				1						2	330.72	661.44
8	Fluorescent Lighting Fixture, 1 x 40 W	Agency to Agency	piece			1				1						2	385.84	771.68
9	Fuse, 30 amperes	Agency to Agency	piece			1				1						2	15.00	30.00
10	Fuse, 60 amperes	Agency to Agency	piece			1				1						2	30.00	60.00
11	Starter, 4-40 watts	Agency to Agency	piece			1				1						2	5.00	10.00
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	COMPUTER SUPPLIES/CONSUMABLES																	
1	Compact Disk Recordable, min. of 700MB, 1x - 52x minimum	Agency to Agency	piece			10				10					10	30	10.00	300.00
2	External Hard Drive, 1 TB, 2.5" HDD, USB 3.0(backward compatible)	Agency to Agency	piece			1										1	4,142.82	4,142.82
3	External Hard Drive, 500 GB, 2.5" HDD, USB 3.0(backward compatible)	Agency to Agency	piece				1									1	2,819.94	2,819.94
4	DVD Recordable, 16x speed, 4.7GB capacity	Agency to Agency	piece				5						5			10	10.30	103.00
5	DVD Rewritable, 4x speed, 4.7GB capacity	Agency to Agency	piece				5						5			10	21.12	211.20
6	Flash Drive 16GB USB 2.0, plug and play	Agency to Agency	piece				5						5			10	534.66	5,346.60
7	Toner Cartridge, OPT 320 AU Black	Direct Contract	cart		2				1				2		1	6	2,980.00	17,880.00
8	Toner Cartridge, OPT 321 AU Cyan	Direct Contract	cart		2				1				2		1	6	2,830.00	16,980.00
9	Toner Cartridge, OPT 322 AU Yellow	Direct Contract	cart		2				1				2		1	6	2,830.00	16,980.00
10	Toner Cartridge, OPT 322 AU Magenta	Direct Contract	cart		2				1				2		1	6	2,830.00	16,980.00
11	Ink Cartridge, HP 21 black	shopping	cart		2				1				1		1	5	710.88	3,554.40
12	Ink Cartridge, HP 22 colored	shopping	cart		2				1				1		1	5	853.82	4,269.10

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13	Ink Cartridge, HP 27 black	shopping	cart		1		1		1				1		1	5	700.00	3,500.00
14	Ink Cartridge, HP 28 colored	shopping	cart		1		1		1				1		1	5	800.00	4,000.00
15	MOUSE, optical, USB connection type	Agency to Agency	piece		2					2						4	152.68	610.72
16	Keyboard, USB connection	shopping	piece		2					2						4	350.00	1,400.00
17	Toner Cartridge, TK-410	shopping	piece		2				2				1			5	6,000.00	30,000.00
18	Wireless Router	shopping	piece		1						1					2	1,500.00	3,000.00

																0		-
																0		-
	OFFICE SUPPLIES																	
1	AIR FRESHENER, 280mL/can	Agency to Agency	can		2					2						4	94.81	379.24
2	ALCOHOL, 70%, ethyl	Agency to Agency	bottle		5		2			3			3			13	40.51	526.63
3	CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) doc	Agency to Agency	piece		2					1						3	82.68	248.04
4	CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal siz	Agency to Agency	piece		2					1						3	88.19	264.58
5	CLIP, bulldog (3")	Agency to Agency	piece		1		1			2			1			5	7.61	38.05
6	CLIP, backfold, 25mm, 12s/box	Agency to Agency	box		1		1			2			1			5	11.58	57.88
7	CLIP, backfold, 50mm, 12s/box	Agency to Agency	box		1		1			2			1			5	44.10	220.48
8	CLIP, backfold, 19mm, 12s/box	Agency to Agency	box		1		1			2			1			5	8.05	40.23
9	CLIP, backfold, 32mm, 12s/box	Agency to Agency	box				1			2			1			4	18.74	74.96
10	CORRECTION TAPE, disposable, usable length of 6 meter	Agency to Agency	piece		5		1			2			1			9	13.78	124.02
11	DATA FILE BOX, (5"x9"x15-3/4")	Agency to Agency	piece		10		10			10			10			40	65.04	2,601.66
12	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	Agency to Agency	piece		5		5			5			5			20	66.14	1,322.88
13	ENVELOPE, expanding, kraft, legal size, 100s/box	Agency to Agency	box		1					1						2	611.83	1,223.66
14	ENVELOPE, mailing white, 500s/box	Agency to Agency	box		1					1						2	147.59	295.19
15	ENVELOPE, expanding, plastic, legal size	Agency to Agency	piece		3		3			3			3			12	36.80	441.60
16	ERASER, rubber	Agency to Agency	piece		5					6						11	3.30	36.30
17	FILE ORGANIZER, expanding, legal, plastic, assorted colo	Agency to Agency	piece		5					6						11	80.90	889.90
18	FOLDER, pressboard, plain, legal, 100s/box	Agency to Agency	pack		1											1	892.94	892.94
19	FOLDER, tagboard, legal size, 100s/box	Agency to Agency	pack		1											1	250.24	250.24
20	FOLDER, tagboard, A4 size, 100s/box	Agency to Agency	pack		1											1	314.18	314.18
21	GLUE, all purpose, 300 grams min.	Agency to Agency	jar		3					3						6	55.10	330.60
22	LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	Agency to Agency	tube		1											1	9.92	9.92
23	MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with op	Agency to Agency	piece		2		2			2			2			8	43.16	345.28
24	MAP PIN, round head, 100s/case	Agency to Agency	case		1				1				1			3	44.10	132.29
25	MARKER, fluorescent, 3 colors/set	Agency to Agency	set		1				1				1			3	39.14	117.41

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26	MARKING PEN, whiteboard, black	Agency to Agency	piece		1				1				1			3	13.01	39.02
27	MARKING PEN, whiteboard, blue	Agency to Agency	piece		1				1				1			3	13.01	39.02
28	MARKING PEN, whiteboard, red	Agency to Agency	piece		1				1				1			3	13.01	39.02
29	MARKER, permanent, black	Agency to Agency	piece		1				1				1			3	15.43	46.30
30	MARKER, permanent, blue	Agency to Agency	piece		1				1				1			3	15.43	46.30
31	MARKER, permanent, red	Agency to Agency	piece		1				1				1			3	15.43	46.30
32	NOTE PAD, (3"x3"), 100 sheets/pad	Agency to Agency	pad		2				2				2			6	38.36	230.17
33	NOTE PAD, (3"x4"), 100 sheets/pad	Agency to Agency	pad		2				2				2			6	54.99	329.96
34	NOTE PAD, (2"x2"), 400 sheets/pad	Agency to Agency	pad		2				2				2			6	97.01	582.07
35	NOTE PAD, (2"x3"), 100 sheets/pad	Agency to Agency	pad		2				2				2			6	34.17	205.05
36	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	Agency to Agency	box		1					1			1			3	12.51	37.52
37	PAPER CLIP, gem type, 32mm, 100s/box	Agency to Agency	box		1					1			1			3	7.04	21.12
38	PENCIL, lead, w/eraser, One(1) dozen per box	Agency to Agency	box		1					1			1			3	25.25	75.75
39	PENCIL, mechanical, for 0.5mm lead	Agency to Agency	piece		1					1			1			3	22.05	66.14
40	PUSH PIN, flat head type, assorted colors, 100s/case	Agency to Agency	case		1					1			1			3	21.44	64.33
41	RECORD BOOK, 300 pages, smythe sewn	Agency to Agency	book		3											3	52.92	158.75
42	RECORD BOOK, 500 pages, smythe sewn	Agency to Agency	book		3											3	88.19	264.58
43	RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	35.27	70.53
44	RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	38.57	77.15
45	RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	46.84	93.68
46	RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	57.87	115.73
47	RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	Agency to Agency	piece		1					1						2	5.62	11.24
48	RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	78.81	157.62
49	RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	104.72	209.43
50	RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	Agency to Agency	piece		1					1						2	12.07	24.15
51	RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	bundle		1					1						2	157.08	314.16
52	RING BINDER, 25mm x 1.12m (1"x44"), plastic	Agency to Agency	piece		1					1						2	12.13	24.25
53	RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	piece		1					1						2	240.86	481.73
54	RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	Agency to Agency	piece		1					1						2	272.28	544.56
55	RING BINDER, 50mm x 1.12m(2" x 44"), plastic	Agency to Agency	piece		1					1						2	27.56	55.12
56	RUBBER BAND, 1.0mm min thickness, min. 350grams/box	Agency to Agency	box		1											1	109.12	109.12
57	RULER, plastic, 300mm	Agency to Agency	piece		1					3						4	2.41	9.62
58	RULER, plastic, 450mm	Agency to Agency	piece		1					3						4	19.84	79.37
59	SIGN PEN, black	Agency to Agency	piece		2		2			1			2			7	45.07	315.50
60	SIGN PEN, blue	Agency to Agency	piece		2		2			1			2			7	45.07	315.50
61	SIGN PEN, red	Agency to Agency	piece		2		2			1			2			7	45.07	315.50

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62	STAMP PAD INK, violet, 50mL	Agency to Agency	bottle		2		2				1			2			7	24.25	169.77
63	STAMP PAD, felt pad, min 60mm x 100mm	Agency to Agency	piece		1												1	24.13	24.13
64	STAPLE WIRE, standard, 5000 pcs/box	Agency to Agency	box		1						2			1			4	23.68	94.72
65	TAPE, masking, 24mm, 50 meters length	Agency to Agency	roll		2						2						4	50.71	202.84
66	TAPE, masking, 48mm, 50 meters length	Agency to Agency	roll		2						2						4	101.42	405.68
67	TAPE, transparent, 24mm, 50 meters	Agency to Agency	roll		2						2						4	16.31	65.25
68	TAPE, transparent, 48mm, 50 meters	Agency to Agency	roll		2						2						4	32.85	131.40
69	TAPE, packaging, 48mm, 50 meters length	Agency to Agency	roll		2						2						4	32.85	131.40
70	TOILET TISSUE, 12 rolls/pack	Agency to Agency	pack		1						1						2	71.66	143.31
71	BLADE, heavy duty cutter(L500), 10 pcs./pack	Agency to Agency	pack		1						1			1			3	8.80	26.39
72	Ballpen - Pilot (Black/Blue) .50	shopping	piece		15						15				15		45	8.00	360.00
73	Plastic Morocco Folder	shopping	piece		3						3			3			9	28.00	252.00
74	Pencil Mongol No. 2	shopping	box		3						3						6	90.00	540.00
75	Stabilo Text Marker	shopping	piece		5						5						10	35.00	350.00
76	Wall Clock	shopping	piece		1						1						2	300.00	600.00
77	Photo Paper	shopping	pack		5						5						10	135.00	1,350.00
78	Canon Paper 8.5" pack of 20	shopping	pack		5			5			5			5		5	25	27.00	675.00

	OFFICE DEVICES																		
1	PUNCHER, heavy duty	Agency to Agency	piece		1						1						2	97.29	194.57
2	SCISSORS, (6")	Agency to Agency	pair		3						3						6	13.54	81.22
3	SHARPENER, single cutterhead	Agency to Agency	piece		1						1						2	187.41	374.82
4	STAMPING DATER, self-inking stamp	Agency to Agency	piece		1						2						3	501.59	1,504.78
5	STAPLER, heavy duty, standard	Agency to Agency	piece		2						2						4	118.84	475.35
6	STAPLE REMOVER, twin jaws	Agency to Agency	piece		1						1						2	18.19	36.38
7	TAPE DISPENSER, heavy duty, for 24mm(1")	Agency to Agency	piece		1						1						2	49.26	98.52
8	TAPE DISPENSER, handheld, for 48mm width packaging	Agency to Agency	piece		2						2						4	42.64	170.58
9	WASTE BASKET, plastic	Agency to Agency	piece		1						1						2	27.56	55.12
10	Stapler, Long Arm	Agency to Agency	piece		1												1	900.00	900.00
	****																0		
	LEGAL SIZE PAPER																		
1	U.S. Bond Paper - Long	Agency to Agency	ream		10		10				10			10		10	50	200.00	10,000.00
2	U.S. Bond Paper - Short	Agency to Agency	ream		4		4				4			4		4	20	170.00	3,400.00
2	U.S. Bond Paper - A4	Agency to Agency	ream		10		10				10			10		10	50	170.00	8,500.00

[illegible]

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GRAND TOTAL:

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

186,044.58

204,649.03

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 is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds
Available:

Approved: By Authority of the Regional
Director

MARY LUZ E. POMOY
Admin Aide VI

RUDY F. BUTE
Accountant II - Designate

ENGR. NOLI N. ARREZA
OIC, Mine Management

Recommended By:

REYNALDO Y. GONZALES
Chief, MESD

Date Prepared: