

Republic of the Philippines Department of Environment and Natural Resources MINES AND GEOSCIENCES BUREAU Regional Office No. XIII Km. 2 National Highway, Surigao City Tel No. (+63 86) 826-5256; Fax No. (+63 86) 826-1058; E-mail: info@mgbr13.ph; website: www.mgbr13.ph

## **PROJECT PROCUREMENT MANAGEMENT PLAN FOR 2014**

MINE MANAGEMENT DIVISION

(Division)

	Mode of	Unit of Measure	Quantity Requirement														TOTAL
Item & Specifications	Procurement		Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total	Price	AMOUNT
COMPUTER SUPPLIES/CONSUMABLES																	
1 CDR, 700 MB	Agency to Agency	pcs	1		1		1		1		1		1		6	20.00	120.00
2 DVDR, 4.7 GB	Agency to Agency	pcs	5		5		5		5		5		5		30	20.00	600.00
3 Flash Drive, 32 GB USB	Agency to Agency	pcs	1						1						2	1,000.00	2,000.00
4 HP Q1397A 36"x150' Plotter Paper	shopping	roll	1						1						2	3,000.00	6,000.00
5 HP Q1398A 42"x150' Plotter Paper	shopping	roll	1						1						2	3,000.00	6,000.00
6 Ink Cartridge, HP 951 Cyan	shopping	pcs	1									1			2	1,400.00	2,800.00
7 Ink Cartridge, HP 951 Yellow	shopping	pcs	1									1			2	1,400.00	2,800.00
8 Ink Cartridge, HP 951 Magenta	shopping	pcs	1									1			2	1,400.00	2,800.00
9 Ink Cartridge, HP 950 Black	shopping	pcs	1									1			2	1,400.00	2,800.00
10 Ink Cartridge, HP 61 Colored	shopping	pcs	1					1							2	900.00	1,800.00
11 Ink Cartridge, HP 61 Black	shopping	pcs	1					1							2	900.00	1,800.00
12 Ink Cartridge, HP 75 Colored	shopping	pcs	1					1							2	900.00	1,800.00
13 Ink Cartridge, HP 74 Black	shopping	pcs	1					1							2	900.00	1,800.00
14 Ink Cartridge, HP 97 Colored	shopping	pcs	1									1			2	900.00	1,800.00
15 Ink Cartridge, HP 96 Black	shopping	pcs	1									1			2	900.00	1,800.00
16 Toner Cartridge, 320 AU Black	Direct Contract	pcs	1									1			2	2,980.00	5,960.00
17 Toner Cartridge, 321 AU Cyan	Direct Contract	pcs	1									1			2	2,830.00	5,660.00
18 Toner Cartridge, 322 AU Magenta	Direct Contract	pcs	1									1			2	2,830.00	5,660.00
19 Toner Cartridge, 323 AU Yellow	Direct Contract	pcs	1									1			2	2,830.00	5,660.00
20 Ink Cartridge, HP 60 Colored	shopping	pcs	1												1	853.82	853.82
21 Ink Cartridge, HP 60 Black	shopping	pcs	1												1	710.88	710.88
22 Ink Cartridge, HP 78 Black	shopping	pcs	1												1	1,500.00	1,500.00
23 Ink Cartridge, HP 45 Colored	shopping	pcs	1												1	1,400.00	1,400.00
24 Toner Cartridge, HP85A Black	shopping	pcs	1												1	3,000.00	3,000.00
25 Ink Cartridge, HP 22 Colored	shopping	pcs	1								1				2	766.17	1,532.34
26 Ink Cartridge, HP 21 Black	shopping	pcs	1								1				2	664.75	1,329.50
27 Ink Cartridge, HP 920 Black	shopping	pcs	1								1				2	900.00	1,800.00
28 Ink Cartridge, HP 920 Magenta	shopping	pcs	1								1				2	700.00	1,400.00
29 Ink Cartridge, HP 920 Yellow	shopping	pcs	1								1				2	700.00	1,400.00
30 Ink Cartridge, HP 920 Cyan	shopping	pcs	1								1				2	700.00	1,400.00
31 Ink Cartridge, Epson 91N Black	shopping	pcs	1				1				1				3	380.00	1,140.00
32 Ink Cartridge, Epson 91N Magenta	shopping	pcs	1				1				1				3	380.00	1,140.00
33 Ink Cartridge, Epson 91N Yellow	shopping	pcs	1				1				1				3	380.00	1,140.00

	Mode of Procurement	Unit of Measure	Quantity Requirement														TOTAL
Item & Specifications			Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total	Price	AMOUNT
34 Ink Cartridge, Epson 91N Cyan	shopping	pcs	1				1				1				3	380.00	1,140.00
35 Plotter Ink Cartridge, HP 10 Black	shopping	pcs	1									1			2	1,500.00	3,000.00
36 Plotter Ink Cartridge, HP 82 Cyan	shopping	pcs	1									1			2	1,500.00	3,000.00
37 Plotter Ink Cartridge, HP 82 Yellow	shopping	pcs	1												1	1,500.00	1,500.00
38 Plotter Ink Cartridge, HP 82 Magenta	shopping	pcs	1												1	1,500.00	1,500.00
39 Printhead, HP 11, Black for HP Designjet 500 Plus	shopping	pcs						1							1	1,475.00	1,475.00
40 Printhead, HP 11, Cyan for HP Designjet 500 Plus	shopping	pcs						1							1	1,475.00	1,475.00
41 Printhead, HP 11, Magenta for HP Designjet 500 Plus	shopping	pcs						1							1	1,475.00	1,475.00
42 Printhead, HP 11, Yellow for HP Designjet 500 Plus	shopping	pcs						1							1	1,475.00	1,475.00
43 Plotter Ink Cartridge, HP 82 Yellow	shopping	pcs	1					1							2	2,000.00	4,000.00
44 Kyocera Toner KM-1620 Black (TK 410)	shopping	pcs	1												1	6,500.00	6,500.00
45 Kyocera Toner TK 869 Black	shopping	pcs	1												1	8,500.00	8,500.00
46 Kyocera Toner TK 869 Magenta	shopping	pcs	1												1	16,500.00	16,500.00
47 Kyocera Toner TK 869 Yellow	shopping	pcs	1												1	16,500.00	16,500.00
48 Kyocera Toner TK 869 Cyan	shopping	pcs	1												1	16,500.00	16,500.00
49 Keyboard	shopping	pcs	1												1	350.00	350.00
50 Mouse	shopping	pcs	1												1	152.68	152.68
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OFFICE SUPPLIES																	
1 Alcohol, 70% Isopropyl, 500ml.	Agency to Agency	bottle	2					2							4	40.51	162.04
2 Correction Fluid	shopping	unit	2					2							4	63.15	252.60
3 Battery, size AAA, alkaline, 2 pcs./packet	Agency to Agency	pack	2					2							4	15.98	63.92
4 Bond Paper, multicopy A3	Agency to Agency	ream	3					3							6	200.00	1,200.00
5 Bond Paper, multicopy A4	Agency to Agency	ream	5				2		5		2				14	112.77	1,578.78
6 Bond Paper, multicopy, Short	Agency to Agency	ream	3				3		3		3				12	112.77	1,353.24
7 Bond Paper, multicopy, Legal	Agency to Agency	ream	3				3		3		3				12	128.45	1,541.40
8 Photo Paper	shopping	pack	3					3							6	135.00	810.00
9 Record Book, 300 pages	Agency to Agency	pcs	3					3							6	52.92	317.52
10 Sign pen, black	Agency to Agency	each	3					3							6	45.07	270.42
11 Sign pen, blue	Agency to Agency	each	3					3							6	45.07	270.42
12 Sign pen, red	Agency to Agency	each	1					1							2	45.07	90.14
13 Stamping dater, automatic, with ink pad	Agency to Agency	each	1					1							2	501.59	1,003.18
14 Tape dispenser, heavy duty, for 24 mm (1")	Agency to Agency	each	1					1							2	49.26	98.52
15 Data Filer w/ finger ring (3"x9"x15")	Agency to Agency	pcs	5					5							10	66.14	661.40
16 Filer Box (5"x9"x15.3/4")	Agency to Agency	pcs	5					5							10	65.04	650.40
17 Folder, Long Ordinary	Agency to Agency	pcs	5				1	5					1		10	6.00	60.00
18 Folder, Short ordinary	Agency to Agency	pcs	5		1			5			1		1		10	6.00	60.00
19 Folder Expanded-pressed folder long w/o tab	Agency to Agency	pcs	5					5			1				10	13.00	130.00
20 Brown Envelope, Long	Agency to Agency	pcs	5					5					1		10	2.00	20.00
21 Brown Envelope, Short	Agency to Agency	pcs	5					5					1		10	1.50	15.00
22 Mailing Envelope, White (500 pcs./box)	Agency to Agency	pcs	-					1					1		1	147.59	147.59
23 Envelope Expanded-legal size (100pcs/box)	Agency to Agency	box	1					-					1		1	611.83	611.83

	Mode of	Unit of Measure	Quantity Requirement														TOTAL
Item & Specifications	Procurement		Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total	Price	AMOUNT
24 Magic Tape 1"	shopping	pcs	1		1			1			1				4	80.00	320.00
25 Masking Tape 1"	Agency to Agency	pcs	1		1			1			1				4	50.71	202.84
26 Scotch Tape 1"	Agency to Agency	pcs	1		1			1			1				4	16.31	65.24
27 Packing Tape 2"	Agency to Agency	pcs	1		1			1			1				4	32.85	131.40
28 Paper Clip, jumbo 48mm (100s/box)	Agency to Agency	box	1		1			1			1				4	12.51	50.04
29 Paper Clip, 32mm (100s/box)	Agency to Agency	box	1		1			1			1				4	7.04	28.16
30 Record Book, 500 pages	Agency to Agency	pcs	1		1			1			1				4	88.19	352.76
31 Engineering Field book	shopping	pcs	1		1			1			1				4	45.00	180.00
32 Paper Fastener Plastic	shopping	box	1								1				2	170.00	340.00
33 Elmer's Glue-all purpose, 300 grams	Agency to Agency	pcs	1		1			1			1				4	55.10	220.40
34 Correction Tape	Agency to Agency	pcs	1		1			1			1				4	13.78	55.12
35 Rubber Band, 1.0mm thk./min. 350 grams/box	Agency to Agency	box	1					1							2	109.12	218.24
36 Mongol Pencil	shopping	box	1		1			1			1				4	90.00	360.00
37 Yello Pad Paper	shopping	ream	1					1							2	30.00	60.00
38 Cutter	Agency to Agency	pcs	1					1							2	31.40	62.80
39 Cutter Blade, 10pcs/ box	Agency to Agency	box	1					1							2	8.80	17.60
40 Staple Wire, STD 26/6, 5000 pcs/box	Agency to Agency	box	1					1							2	23.65	47.30
41 Note pad 3"x4"	Agency to Agency	pcs	1					1							2	54.99	109.98
42 Tissue Paper, 12 rolls/pack	Agency to Agency	pcs	1					1							2	71.66	143.32
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LEGAL SIZE PAPER																	
1 Bond Paper, multicopy A3	Agency to Agency	ream	3					3							6	200.00	1,200.00
2 Bond Paper, multicopy A4	Agency to Agency	ream	5		5		2		5		2		2		21	112.77	2,368.17
3 Bond Paper, multicopy, Short	Agency to Agency	ream	3		3		3		3		3		3		18	112.77	2,029.86
4 Bond Paper, multicopy, Legal	Agency to Agency	ream	3		3		3		3		3		3		18	128.45	2,312.10
															0		
															0		
OFFICE EQUIPMENT																	
1 Air Conditioning Unit	shopping	unit													0	35,000.00	-
2 Camera, Underwater, SONY	shopping	unit													0	40,000.00	-
3 Digital Camera, SLR, SONY, 18 MP	shopping														0	50,000.00	-
	11 0														0		-
IT EQUIPMENT AND SOFTWARE																	
1 Desktop PC, Lenovo	shopping	unit													0	40,000.00	-
2 Computer Laptop, Lenovo	shopping	unit							1		1				0	35,000.00	-
3 Printer, HP Officejet 7000 Wide Format	shopping	unit													0	15,000.00	-
4 Printer, HP Designjet 500 Plus (Plotter)	shopping	unit													0	250,000.00	-
5 APC Battery Backup 500VA/300 Watts	shopping	unit							1		1				0	5,000.00	-
6 Expansion Drive, 1 TB	shopping	unit													0	5,000.00	-
7 Wireless router	shopping	рс													0	1,980.00	-
	5 ·········														0	,	
COMMUNICATION EQUIPMENT															-		
1					1										0		-

	Mode of Procurement	Unit of Measure	Quantity Requirement														TOTAL
Item & Specifications			Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total	Price	AMOUNT
2															0		-
3															0		
TECHNICAL AND SCIENTIFIC EQUIPMENT																	
1 GPS , mvp 78s Garmin	shopping	unit					1								1	25,000.00	
2 Geologic Hammer	shopping	unit					1									4,000.00	
3 Brunton Transit Compass Quads 4 x 90 with leather case	shopping	unit					1									40,000.00	
4 Scriber/pricking pen with magnet	shopping	unit					1								1	1,500.00	
FIRE FIGHTING EQUIPMENT AND ACCESSORIES															0		
1 Fire Extinguisher		unit													0	3,000.00	-
															0		-
															0		
OTHER MACHINERIES AND EQUIPMENT																	
1 Photocopier Machine	shopping	unit													0	50,000.00	-
2															0		-
3															0		
VEHICLES																	
1															0		-
2															0		
Audio and visual presentation and composing equipme	nt																
1 LCD Projector with widescreen	shopping	unit													0	30,000.00	-
2																	
Photographic or filming or video equipment																	
1 Video Camera	shopping	unit													0	50,000.00	-
2																	
OTHER CATEGORIES																	
1 Tubeless Tires	shopping	pcs													0	8,000.00	-
2 Golden Dew Purified Drinking Water	shopping	bot													0	40.00	-
3 Catering Services	shopping	pax													0	200.00	-
4 Christmas Decors-Lights, Balls, Ribbons	shopping	set													0	5,000.00	-
5 T-shirts & Printing	shopping	pcs													0	500.00	-
6 Fielbook (write in the rain)	shopping	pcs													0	1,500.00	-
7 Termite Control - Fortress 48 TC(Labor & Materials)	shopping	liters													0	32.61	-
8 Cork Board 2 x 3ft	shopping	length													0	522.00	-
9 Whiteboard 4 x 8 ft. with frame	shopping	length													0	2,000.00	-
10 Cleaning of Computer Units	shopping	job													0	150.00	-
11 Cleaning of Airconditioning Units	shopping	job													0	350.00	-
12 Raincoats	shopping	pcs													0	1,500.00	-
13 Umbrella	shopping	pcs													0	500.00	-
14 Lifevest Inflatable	shopping	pcs													0	1,000.00	-
15 Rainboots	shopping	pcs													0	500.00	-
16 Bullet Proof Vest	shopping	pcs													0	5,000.00	-
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	Mode of	Unit of Measure	Quantity Requirement														TOTAL
Item & Specifications	Procurement		Jan	Feb	March	April	Мау	June	July	Aug	Sept	Oct	Nov	Dec	Total	Price	AMOUNT
 ***GRAND TOTAL:																	186,692.95
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																205,362.25	
APPROVED BUDGET:																	

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

JAMES R. JARON Cartographer II RUDY F. BUTE Accountant / Designate ENGR. NOLI N. ARREZA

OIC, Mine Management Division

Recommended By:

ENGR. NOLI N. ARREZA OIC, Mine Management Division