

PROFESSIONAL REGULATION COMMISSION

ANNUAL PROCUREMENT PLAN - COMMON SUPPLIES AND EQUIPMENT 2023 - INTERNATIONAL AFFAIRS OFFICE (IAO) GROUP (CONTINUING 2022)

Name of Delivery Unit (Office): PROCUREMENT AND SUPPLY DIVISION

Item Description	Unit of Measure	End-User	Quantity	Unit Cost	Total Amount	Jan	Feb	Mar	Total Q1	Apr	May	Jun	Total Q2	Jul	Aug	Sep	Total Q3	Oct	Nov	Dec	Total Q4	Remarks
COMMON OFFICE SUPPLIES AVAILABLE AT PS																						
SIGN PEN, blue	Piece	QRD	20	22.20	444.00		-	-	-		-	-	-	20			20		-	-	-	
SIGN PEN, black	Piece		20	22.20	444.00		-	-	-		-	-	-	20			20		-	-	-	
SIGN PEN, red	Piece		10	22.20	222.00		-	-	-		-	-	-	10			10		-	-	-	
MARKER, permanent, black	Piece		14	8.27	115.78				-				-	14			14				-	
MARKER, whiteboard, black	Piece		15	9.65	144.75				-				-	15			15				-	
MARKER, whiteboard, blue	Piece		10	9.65	96.50				-				-	10			10				-	
MARKER, whiteboard, red	Piece		5	9.65	48.25				-				-	5			5				-	
MARKER, Fluorescent	Set		15	36.66	549.90				-				-	15			15				-	
CORRECTION TAPE	Piece		15	11.53	172.95				-				-	15			15				-	
GLUE, All purpose	Jar		2	70.72	141.44				-				-	2			2				-	
BATTERY, dry Cell, size AA	Pack		15	20.49	307.35		-	-	-		-	-	-	15			15		-	-	-	
BATTERY, dry Cell, size AAA	Pack		15	18.34	275.10		-	-	-		-	-	-	15			15		-	-	-	
PAPER, MULTICOPY, A4, 80 gsm	Ream		25	165.65	4,141.25		-	-	-		-	-	-	25	-		25		-	-	-	
PAPER, MULTICOPY, Legal, 80 gsm	Ream		22	189.18	4,161.96		-	-	-		-	-	-	22	-		22		-	-	-	
PAPER, parchment, A4	Box		25	98.05	2,451.25		-	-	-		-	-	-	25	-		25		-	-	-	
PAPER CLIP, 33mm	Box		5	8.82	44.10				-				-	5			5				-	
PAPER CLIP, 50mm	Box		5	13.78	68.90				-				-	5			5				-	
STAPLE WIRE, Standard	Box		5	23.76	118.80				-				-	5			5				-	
DATING AND STAMPING MACHINE	Piece		1	453.96	453.96				-				-	1			1				-	
CLIP, BACKFOLD,19MM	Box		10	8.72	87.20				-				-	10			10				-	
CLIP, BACKFOLD,25MM	Box		10	14.75	147.50				-				-	10			10				-	
CLIP, BACKFOLD, 32MM	Box		10	25.56	255.60				-				-	10			10				-	
MASKING TAPE, 24mm	Roll		10	61.88	618.80				-				-	10			10				-	
MASKING TAPE, 48mm	Roll		10	121.16	1,211.60				-				-	10			10				-	
TRANSPARENT TAPE, 24mm	Roll		10	11.18	111.80				-				-	10	-		10				-	
TRANSPARENT TAPE, 48mm	Roll		10	22.57	225.70				-				-	10			10				-	
ENVELOPE, Legal	Box		1	980.72	980.72				-				-	1			1				-	
ENVELOPE, A4	Box		1	764.40	764.40				-				-	1			1				-	
ENVELOPE,Expanding	Box		1	738.40	738.40				-				-	1			1				-	
FOLDER WITH TAB, A4	Pack		1	289.12	289.12				-				-	1			1				-	
FOLDER WITH TAB, Legal	Pack		1	333.26	333.26				-				-	1			1				-	
FOLDER, PRESSBOARD	Box		1	952.64	952.64				-				-	1			1				-	
NOTEPAD, STICK ON, 2x3	Pad		20	37.06	741.20				-				-	20			20				-	
NOTEPAD, STICK ON, 3x3	Pad		20	52.00	1,040.00				-				-	20			20				-	
NOTEBOOK, Stenographer	Piece		10	12.04	120.40				-				-	10			10				-	
INSECTICIDE, aerosol type	Can		20	139.36	2,787.20	-	-	-	-	-	-	-	-	10	10		20	-	-	-	-	

SURGICAL MASK, 3 ply	Piece
ALCOHOL, Ethyl, 68%-72%, 500 ml	Bottle
DISINFECTANT SPRAY, aerosol, 400g (min)	Can
LIQUID HANDSOAP, 500ml	Bottle
TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack
RAGS, all cotton	Bundle
TONER CART, HP CF360A (HP508A) Black	Cart
TONER CART, HP CF363A (HP508A) Magenta	Cart
TONER CART, HP CF362A (HP508A) Yellow	Cart
TONER CART, HP CF361A (HP508A) Cyan	Cart
EXTERNAL HARD DRIVE, 1TB	Unit
MULTIMEDIA PROJECTOR, 4000min	Unit
PAPER SHREDDER	Unit
Sub-Total QRD	
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad
NOTE PAD, stick on, 76mm x 76mm (3" x 4") min	pad
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box
PAPER CLIP, vinyl/plastic coated, 33mm	box
PAPER CLIP, vinyl/plastic coated, 50mm	box
CORRECTION TAPE, 8M	piece
RULER, plastic, 450mm (18"), width: 38mm min	piece
GLUE, all purpose	jar
ALCOHOL, ethyl, 68%-72%, 500ml (-5ml)	bottle
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon
SURGICAL MASK, 3-ply	piece
HAND SOAP, Liquid, 500ml	bottle
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can
INSECTICIDE, aerosol type, net content: 600ml min	can
TISSUE, Interfolded Paper Towel	pack
TONER CART, HP CE508A, Black	cart
TONER CART, HP CE508A, Magenta	cart
TONER CART, HP CE508A, Cyan	cart
TONER CART, HP CE508A, Yellow	cart
TONER CART, HP 107A, Black	cart
External Harddrive, 1TB	unit

QRD

ICND

1,000	1.55	1,550.00		-	-	-	-	-	-	-	1000	-	1,000	-	-	-	-
40	47.85	1,914.00		-	-	-	-	-	-	-	20	20	40	-	-	-	-
40	139.89	5,595.60		-	-	-	-	-	-	-	20	20	40	-	-	-	-
5	42.95	214.75		-	-	-	-	-	-	-	5		5	-	-	-	-
40	86.32	3,452.80		-	-	-	-	-	-	-	20	20	40	-	-	-	-
2	53.14	106.28		-	-	-	-	-	-	-	2		2	-	-	-	-
6	7,030.40	42,182.40	-	-	-	-	-	-	-	-	6	-	6	-	-	-	-
6	8,814.00	52,884.00	-	-	-	-	-	-	-	-	6	-	6	-	-	-	-
6	8,814.00	52,884.00	-	-	-	-	-	-	-	-	6	-	6	-	-	-	-
6	8,814.00	52,884.00	-	-	-	-	-	-	-	-	6	-	6	-	-	-	-
4	2,792.40	11,169.60									4		4				
1	16,588.00	16,588.00									1		1				
1	5,699.20	5,699.20									1		1				
Sub-Total QRD		272,932.41															
10	41.60	416.00			-						10		10			-	
5	98.05	490.25			-						5		5			-	
10	165.55	1,655.50			-						10		10			-	
10	189.18	1,891.80			-						10		10			-	
8	37.06	296.48			-						8		8			-	
3	59.28	177.84			-						3		3			-	
3	52.00	156.00			-						3		3			-	
3	62.40	187.20			-						3		3			-	
2	56.04	112.08			-						2		2			-	
2	14.75	29.50			-						2		2			-	
2	8.72	17.44			-						2		2			-	
2	7.76	15.52			-						2		2			-	
2	13.78	27.56			-						2		2			-	
6	11.53	69.18			-						6		6			-	
1	17.68	17.68			-						1		1			-	
2	71.50	143.00			-						2		2			-	
65	47.85	3,110.25			-						65		65			-	
12	330.55	3,966.60			-						12		12			-	
2,440	1.55	3,782.00			-						2440		2,440			-	
12	42.95	515.40			-						12		12			-	
10	139.89	1,398.90			-						10		10			-	
4	139.36	557.44			-						4		4			-	
100	33.80	3,380.00			-						100		100			-	
4	7,056.00	28,224.00			-						4		4			-	
4	8,846.24	35,384.96	-	-	-	-	-	-	-	-	4		4	-	-	-	-
4	8,846.24	35,384.96			-						4		4			-	
4	8,846.24	35,384.96			-						4		4			-	
4	3,495.00	13,980.00			-						4		4			-	
5	2,792.40	13,962.00			-						5		5			-	

Sub-Total ICND					184,734.50																	
SIGN PEN, black	piece	OD-IAO	24	20.26	486.24	-	-	-	-	-	-	-	-	24	-	-	24	-	-	-	-	
SIGN PEN, blue	piece		24	20.26	486.24	-	-	-	-	-	-	-	-	24	-	-	24	-	-	-	-	
ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon		24	387.92	9,310.08	-	-	-	-	-	-	-	-	24	-	-	24	-	-	-	-	
BATTERY, dry Cell, size AA	pack		12	36.30	435.60	-	-	-	-	-	-	-	-	12	-	-	12	-	-	-	-	
BATTERY, dry Cell, size AAA	pack		12	19.73	236.76	-	-	-	-	-	-	-	-	12	-	-	12	-	-	-	-	
DISINFECTANT SPRAY, aerosol, 400g (min)	can		24	128.96	3,095.04	-	-	-	-	-	-	-	-	24	-	-	24	-	-	-	-	
AIR FRESHENER	can		24	90.22	2,165.28	-	-	-	-	-	-	-	-	24	-	-	24	-	-	-	-	
PAPER, MULTICOPY, A4, 80 gsm	ream		30	136.66	4,099.80	-	-	-	-	-	-	-	-	30	-	-	30	-	-	-	-	
PAPER, MULTICOPY, Legal, 80gsm	ream	OD-IAO	20	127.71	2,554.20	-	-	-	-	-	-	-	-	20	-	-	20	-	-	-	-	
FOLDER, L-type, A4	pack		8	171.43	1,371.44	-	-	-	-	-	-	-	-	8	-	-	8	-	-	-	-	
FOLDER, L-type, plastic, legal	pack		7	243.24	1,702.68	-	-	-	-	-	-	-	-	7	-	-	7	-	-	-	-	
FOLDER, with tab, A4	pack		10	279.00	2,790.00	-	-	-	-	-	-	-	-	10	-	-	10	-	-	-	-	
FOLDER, with tab, legal	pack		8	321.36	2,570.88	-	-	-	-	-	-	-	-	8	-	-	8	-	-	-	-	
ENVELOPE, expanding, kraft, legal	box		5	738.40	3,692.00	-	-	-	-	-	-	-	-	5	-	-	5	-	-	-	-	
ENVELOPE, documentary, A4	box		6	673.09	4,038.54	-	-	-	-	-	-	-	-	6	-	-	6	-	-	-	-	
ENVELOPE, DOCUMENTARY, for legal size document	box		6	927.16	5,562.96	-	-	-	-	-	-	-	-	6	-	-	6	-	-	-	-	
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack		49	86.84	4,255.16	-	-	-	-	-	-	-	-	49	-	-	49	-	-	-	-	
TOILET TISSUE PAPER, Interfolded Paper Towel	pack		43	34.84	1,498.12	-	-	-	-	-	-	-	-	43	-	-	43	-	-	-	-	
SURGICAL MASK, 3-ply	piece		1,007	1.55	1,560.85	-	-	-	-	-	-	-	-	1,007	-	-	1,007	-	-	-	-	
N95 MASK	piece		120	104.00	12,480.00	-	-	-	-	-	-	-	-	120	-	-	120	-	-	-	-	
Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart		6	7,056.40	42,338.40	-	-	-	-	-	-	-	-	6	-	-	6	-	-	-	-	
Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart		6	8,846.24	53,077.44	-	-	-	-	-	-	-	-	6	-	-	6	-	-	-	-	
Toner Cartridge, HP CF362A (HP508A) Yellow	cart		5	8,846.24	44,231.20	-	-	-	-	-	-	-	-	5	-	-	5	-	-	-	-	
Toner Cartridge, HP CF363A (HP508A) Magenta	cart		5	8,846.24	44,231.20	-	-	-	-	-	-	-	-	5	-	-	5	-	-	-	-	
Sub-Total OD-IAO					248,270.11																	
Sign Pen, black, liquid/gel ink, 0.5mm needle tip	piece	IDD	33	20.26	668.58		-	-	-	-	-	-	-	33	-	-	33		-	-	-	
Sign Pen, blue, liquid/gel ink, 0.5mm needle tip	piece		36	20.26	729.36		-	-	-	-	-	-	-	36			36		-	-	-	
Air Freshener	can		12	90.22	1,082.64	-	-	-	-	-	-	-	-	12			12	-	-	-	-	
Envelope, expanding, kraftboard 100pc/box	box		3	738.40	2,215.20	-	-	-	-	-	-	-	-	3			3	-	-	-	-	
Envelope, Documentary, for legal size document	box		4	927.16	3,708.64	-	-	-	-	-	-	-	-	4			4	-	-	-	-	
Envelope, Documentary, for A4 size document	box		4	673.09	2,692.36	-	-	-	-	-	-	-	-	4			4	-	-	-	-	
Folder, Tagboard, for A4 size documents	pack		12	279.00	3,348.00	-	-	-	-	-	-	-	-	12			12	-	-	-	-	
Folder, Tagboard, for Legal size documents	pack		2	321.36	642.72	-	-	-	-	-	-	-	-	2			2	-	-	-	-	
Marker, permanent, felt tip, black	piece		24	7.47	179.28				-				-	24			24				-	
Paper, Multicopy, A4 (80gsm)	ream		12	136.66	1,639.92				-				-	12			12				-	
Paper, Multicopy, Legal (80gsm)	ream		7	127.71	893.97				-				-	7			7				-	
Toilet Tissue, 2-ply, 150 pulls, 12 rolls/pack	pack		12	86.84	1,042.08				-				-	12	-	-	12				-	
Toner Cart, Hp CE401A (cyan)	cart		4	10,103.60	40,414.40	-	-	-	-	-	-	-	-	4	-	-	4	-	-	-	-	
Toner Cart, Hp CE402A (yellow)	cart		4	10,193.04	40,772.16	-	-	-	-	-	-	-	-	4	-	-	4	-	-	-	-	
Toner Cart, Hp CE403A (magenta)	cart		5	10,103.60	50,518.00	-	-	-	-	-	-	-	-	5	-	-	5	-	-	-	-	
Toner Cart, HP CF287A Black - Hp M501 Cartridge	cart		8	9,828.00	78,624.00	-	-	-	-	-	-	-	-	8	-	-	8	-	-	-	-	
Surgical Mask, 3-ply	piece		980	1.55	1,519.00				-				-	980			980				-	

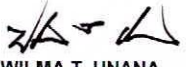
Alcohol, Ethyl, 68%-72%, 500 ml	bottle	36	66.56	2,396.16	-	-	-	-	-	-	-	-	36	-	-	-	-	-	-	-
Folder L-type (A4)	pack	24	187.54	4,500.96	-	-	-	-	-	-	-	-	24	-	-	-	-	-	-	-
Folder L-type (Legal)	pack	20	238.57	4,771.40	-	-	-	-	-	-	-	-	20	-	-	-	-	-	-	-
PAPER, parchment, A4	box	24	98.05	2,353.20	-	-	-	-	-	-	-	-	24	-	-	-	-	-	-	-
Insecticide, aerosol type	can	24	139.36	3,344.64	-	-	-	-	-	-	-	-	24	-	-	-	-	-	-	-
Sub-Total IDD				248,056.67																
GRAND TOTAL				P953,993.69																

Prepared By :

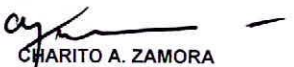

KAREN M. MAGSALIN
 Chief, Procurement and Supply Division

Certified Funds Available:


ROSENIO C. PALILENG, JR.
 OIC, Accounting Division


WILMA T. UNANA
 Chief, Budget and Management Division

Approved By :


CHARITO A. ZAMORA
 Chairperson, Professional Regulation Commission