

PROFESSIONAL REGULATION COMMISSION
ANNUAL PROCUREMENT PLAN - COMMON SUPPLIES AND EQUIPMENT 2023 - Various Offices

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																							
External Harddrive, 1TB	unit	ARD	8	2,790.40	22,323.20		-	-	-		-	-	-		8		8		-	-	-		
Sub-Total ARD					22,323.20																		
Office Std Dev SL	lot	NIISD	34	95,131.43	3,234,468.62				-				-		34		34				-		
Win Server Dator Core 16 SL	lot		1	258,770.80	258,770.80				-				-		1		1				-		
Sub-Total NIISD					3,493,239.42																		
SIGN PEN, BLACK	piece	SPD	18	22.20	399.60	-	-	-	-	-	-	-	-		12		12	2	2	2	6		
SIGN PEN, BLUE	piece		18	22.20	399.60	-	-	-	-	-	-	-	-	-		12		12	2	2	2	6	
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can		9	139.89	1,259.01	-	-	-	-	-	-	-	-	-		6		6	3	-	-	3	
STAMP PAD INK, purple or violet	bottle		6	28.91	173.46	-	-	-	-	-	-	-	-	-		6		6	2	-	-	2	
STAPLE WIRE, STANDARD, (26/6)	box		12	22.41	268.92	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
STAPLE WIRE, heavy duty, binder type, 23/13	box		6	19.76	118.56	-	-	-	-	-	-	-	-	-		4		4	2	-	-	2	
TAPE, MASKING, width: 48mm (±1mm)	roll		6	121.16	726.96	-	-	-	-	-	-	-	-	-		4		4	2	-	-	2	
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		12	22.57	270.84	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
CLIP, backfold, 19mm	box		12	8.72	104.64	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
CLIP, backfold, 25mm	box		12	14.75	177.00	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
CLIP, backfold, 32mm	box		12	25.56	306.72	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
Doc. Envelope - Long	box		1	980.72	980.72	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Doc. Envelope - Short	box		1	673.09	673.09	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
ENVELOPE, expanding, kraft, legal	box		2	738.40	1,476.80	-	-	-	-	-	-	-	-	-		1		1	1	-	-	1	
Folder - Long (Ordinary)	pack		1	289.12	289.12	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Folder - Short (Ordinary)	pack		1	333.26	333.26	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
FASTENER, METAL, 70mm between prongs	box		6	94.64	567.84	-	-	-	-	-	-	-	-	-		3		3	3	-	-	3	
MARKER, PERMANENT, bullet type, black	piece		12	7.47	89.64	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
PAPER CLIP, vinyl/plastic coated, 33mm	box		12	8.82	105.84	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
PAPER CLIP, vinyl/plastic coated, 50mm	box		12	13.78	165.36	-	-	-	-	-	-	-	-	-		6		6	4	2	-	6	
RUBBER BAND, No. 18	box		2	100.05	200.10	-	-	-	-	-	-	-	-	-		2		2	-	-	-	-	
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		4	39.92	159.68	-	-	-	-	-	-	-	-	-		2		2	2	-	-	2	
TAPE, packaging, 48mm	roll		6	22.36	134.16	-	-	-	-	-	-	-	-	-		3		3	3	-	-	3	
PAPER, Multi-Purpose, A4	ream		16	137.74	2,203.84	-	-	-	-	-	-	-	-	-		8		8	4	4	-	8	
PAPER, multi-purpose, legal, 70gsm	ream		16	118.46	1,895.36	-	-	-	-	-	-	-	-	-		8		8	4	4	-	8	
INSECTICIDE, aerosol type, net content: 600ml min	can		6	139.36	836.16	-	-	-	-	-	-	-	-	-		3		3	2	1	-	3	
Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart		1	7,030.40	7,030.40	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart		1	8,814.00	8,814.00	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Toner Cartridge, HP CF362A (HP508A) Yellow	cart		1	8,814.00	8,814.00	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Toner Cartridge, HP CF363A (HP508A) Magenta	cart		1	8,814.00	8,814.00	-	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Mask (surgical mask)	piece			1,200	1.55	1,860.00	-	-	-	-	-	-	-	-		600		600	300	300	-	600	
ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle			24	47.85	1,148.40	-	-	-	-	-	-	-	-		12		12	8	4	-	12	
Paper Shredder	piece			1	5,699.00	5,699.00	-	-	-	-	-	-	-	-		1		1	-	-	-	-	
Sub-Total SPD					56,496.08																		
SIGN PEN, BLACK	piece		36	22.20	799.20	-	-	-	-	-	-	-	-		18		18	18	-	-	18		
SIGN PEN, BLUE	piece		36	22.20	799.20	-	-	-	-	-	-	-	-		18		18	18	-	-	18		
STAMP PAD INK, purple or violet	bottle		12	28.91	346.92	-	-	-	-	-	-	-	-		6		6	6	-	-	6		

STAMP PAD, FELT	piece
STAPLE WIRE, STANDARD, (26/6)	box
STAPLE WIRE, for heavy duty staplers (23/13)	box
CLIP, backfold, 19mm	box
CLIP, backfold, 25mm	box
CLIP, backfold, 32mm	box
CLIP, backfold, 50mm	box
PAPER CLIP, vinyl/plastic coated, 33mm	box
PAPER CLIP, vinyl/plastic coated, 50mm	box
ENVELOPE, documentary, A4	box
ENVELOPE, DOCUMENTARY, for legal size document	box
FOLDER, with tab, A4	Pack
FOLDER, with tab, legal	Pack
ENVELOPE, MAILING, white	box
FASTENER, metal	box
MARKER, fluorescent	Set
MARKER, permanent, felt tip, bullet type, BLACK	piece
RUBBER BAND, No. 18	box
NOTE PAD, stick on, 3" x 3"	piece
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	piece
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	piece
TAPE, Tranparent, 48 mm	roll
PAPER, MULTICOPY, 80gsm, Legal	ream
PAPER, MULTICOPY, 80gsm, A4	ream
Pad Paper, Ruled	pad
PUNCHER, paper, heavy duty	piece
STAPLER, standard type	piece
Disinfectant Spray, aerosol type, 400 grams	Can
INSECTICIDE, aerosol type,	can
TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack
TOILET TISSUE PAPER, Interfolded Paper Towel	Pack
Mask (surgical mask)	piece
ALCOHOL, ethyl, 68%-72%, 1 Gallon	bottle
Sub-Total OD-LS	
Toner Cartridge, HP CF360A (HP508A) Black LaserJet	Cart
Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	Cart
Toner Cartridge, HP CF362A (HP508A) Yellow	Cart
Toner Cartridge, HP CF363A (HP508A) Magenta	Cart
SIGN PEN, BLACK	piece
SIGN PEN, RED	piece
SIGN PEN, BLUE	piece
STAMP PAD INK, purple or violet	bottle
STAMP PAD, FELT	piece
STAPLE REMOVER, plier-type	piece
STAPLER, standard type	piece

OD-LS

12	39.92	479.04	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	23.76	285.12	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	22.55	270.60	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
49	8.72	427.28	-	-	-	-	-	-	-	-	-	24	-	24	25	-	-	25
47	14.75	693.25	-	-	-	-	-	-	-	-	-	23	-	23	24	-	-	24
48	25.56	1,226.88	-	-	-	-	-	-	-	-	-	24	-	24	24	-	-	24
48	56.04	2,689.92	-	-	-	-	-	-	-	-	-	24	-	24	24	-	-	24
24	8.82	211.68	-	-	-	-	-	-	-	-	-	12	-	12	12	-	-	12
24	13.78	330.72	-	-	-	-	-	-	-	-	-	12	-	12	12	-	-	12
1	764.4	764.40	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-
2	980.72	1,961.44	-	-	-	-	-	-	-	-	-	2	-	2	-	-	-	-
2	289.12	578.24	-	-	-	-	-	-	-	-	-	2	-	2	-	-	-	-
4	333.26	1,333.04	-	-	-	-	-	-	-	-	-	2	-	2	2	-	-	2
1	432.52	432.52	-	-	-	-	-	-	-	-	-	1	-	1	-	-	-	-
12	94.64	1,135.68	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	36.66	439.92	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
24	8.27	198.48	-	-	-	-	-	-	-	-	-	12	-	12	12	-	-	12
12	135.2	1,622.40	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
35	52	1,820.00	-	-	-	-	-	-	-	-	-	18	-	18	17	-	-	17
36	37.06	1,334.16	-	-	-	-	-	-	-	-	-	18	-	18	18	-	-	18
32	59.28	1,896.96	-	-	-	-	-	-	-	-	-	16	-	16	16	-	-	16
12	22.57	270.84	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
48	189.18	9,080.64	-	-	-	-	-	-	-	-	-	24	-	24	24	-	-	24
12	165.65	1,987.80	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
23	21.53	495.19	-	-	-	-	-	-	-	-	-	12	-	12	11	-	-	11
2	150.8	301.60	-	-	-	-	-	-	-	-	-	2	-	2	-	-	-	-
2	145.6	291.20	-	-	-	-	-	-	-	-	-	2	-	2	-	-	-	-
12	139.89	1,678.68	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	139.36	1,672.32	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	86.32	1,035.84	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
12	33.80	405.60	-	-	-	-	-	-	-	-	-	6	-	6	6	-	-	6
1803	1.55	2,794.65	-	-	-	-	-	-	-	-	-	900	-	900	903	-	-	903
6	330.55	1,983.30	-	-	-	-	-	-	-	-	-	2	1	3	1	1	1	3
44,074.71																		
9	7,030.40	63,273.60	-	-	-	-	-	-	-	-	-	9		9	-	-	-	-
8	8,814.00	70,512.00	-	-	-	-	-	-	-	-	-	8		8	-	-	-	-
7	8,814.00	61,698.00	-	-	-	-	-	-	-	-	-	7		7	-	-	-	-
7	8,814.00	61,698.00	-	-	-	-	-	-	-	-	-	7		7	-	-	-	-
36	22.20	799.20	-	-	-	-	-	-	-	-	-	36	-	36	-	-	-	-
36	22.20	799.20	-	-	-	-	-	-	-	-	-	36	-	36	-	-	-	-
36	22.20	799.20	-	-	-	-	-	-	-	-	-	36	-	36	-	-	-	-
2	28.91	57.82	-	-	-	-	-	-	-	-	-	2	-	2	-	-	-	-
3	39.92	119.76	-	-	-	-	-	-	-	-	-	3	-	3	-	-	-	-
3	22.55	67.65	-	-	-	-	-	-	-	-	-	3	-	3	-	-	-	-
3	145.6	436.80	-	-	-	-	-	-	-	-	-	3	-	3	-	-	-	-

STAPLE WIRE, standard type	box		6	23.76	142.56	-	-	-	-	-	-	6	-	6	-	-	-	-	
CLIP, backfold, 25mm	box		20	14.75	295.00	-	-	-	-	-	-	20	-	20	-	-	-	-	
CLIP, backfold, 32mm	box		20	25.56	511.20	-	-	-	-	-	-	20	-	20	-	-	-	-	
CLIP, backfold, 50mm	box		20	56.04	1,120.80	-	-	-	-	-	-	20	-	20	-	-	-	-	
GLUE, all purpose	jar		2	70.72	141.44	-	-	-	-	-	-	2	-	2	-	-	-	-	
PAPER CLIP, vinyl/plastic coated, 33mm	box		12	8.82	105.84	-	-	-	-	-	-	12	-	12	-	-	-	-	
PAPER CLIP, vinyl/plastic coated, 50mm	box		12	13.78	165.36	-	-	-	-	-	-	12	-	12	-	-	-	-	
ENVELOPE, documentary, A4	box		1	764.4	764.40	-	-	-	-	-	-	1	-	1	-	-	-	-	
ENVELOPE, DOCUMENTARY, for legal size document	box		2	980.72	1,961.44	-	-	-	-	-	-	2	-	2	-	-	-	-	
ENVELOPE, expanding, plastic	box	LROD	1	738.4	738.40	-	-	-	-	-	-	1	-	1	-	-	-	-	
FOLDER, with tab, A4	Pack		2	289.12	578.24	-	-	-	-	-	-	2	-	2	-	-	-	-	
FOLDER, with tab, legal	Pack		4	333.26	1,333.04	-	-	-	-	-	-	4	-	4	-	-	-	-	
MARKER, fluorescent	Set		6	36.66	219.96	-	-	-	-	-	-	6	-	6	-	-	-	-	
MARKER, permanent, felt tip, bullet type, BLACK	piece		4	7.47	29.88	-	-	-	-	-	-	4	-	4	-	-	-	-	
TAPE, MASKING, 48mm	roll		7	121.16	848.12	-	-	-	-	-	-	7	-	7	-	-	-	-	
TAPE, Transparent, 48 mm	roll		10	22.57	225.70	-	-	-	-	-	-	10	-	10	-	-	-	-	
Notebook, Stenographer	piece		60	12.04	722.40	-	-	-	-	-	-	60	-	60	-	-	-	-	
PAPER, MULTICOPY, 80gsm, Legal	ream		22	189.18	4,161.96	-	-	-	-	-	-	22	-	22	-	-	-	-	
PAPER, MULTICOPY, 80gsm, A4	ream		22	165.65	3,644.30	-	-	-	-	-	-	22	-	22	-	-	-	-	
RECORD BOOK, 300 pages	Book		4	62.4	249.60	-	-	-	-	-	-	4	-	4	-	-	-	-	
DATA FILE BOX	Piece		10	77.20	772.00	-	-	-	-	-	-	10	-	10	-	-	-	-	
RULER, plastic, 450mm	Piece		6	16.64	99.84	-	-	-	-	-	-	6	-	6	-	-	-	-	
CORRECTION TAPE	Piece		7	11.53	80.71	-	-	-	-	-	-	7	-	7	-	-	-	-	
Disinfectant Spray, aerosol type, 400 grams	Can		12	139.89	1,678.68	-	-	-	-	-	-	12	-	12	-	-	-	-	
INSECTICIDE, aerosol type,	can		12	139.36	1,672.32	-	-	-	-	-	-	12	-	12	-	-	-	-	
TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack		36	86.32	3,107.52	-	-	-	-	-	-	36	-	36	-	-	-	-	
LIQUID HAND SOAP, 500mL	bottle		10	42.95	429.50	-	-	-	-	-	-	10	-	10	-	-	-	-	
RAGS, all cotton	Bundle		1	53.14	53.14	-	-	-	-	-	-	1	-	1	-	-	-	-	
Mask (surgical mask)	piece		3000	1.55	4,650.00	-	-	-	-	-	-	3000	-	3,000	-	-	-	-	
ALCOHOL, ethyl, 500 ml	bottle		60	47.85	2,871.00	-	-	-	-	-	-	60	-	60	-	-	-	-	
Sub-Total LROD					35,654.78														
Airline Ticket (Travel, Local)	lot	ACD	1	400,000.00	400,000.00		-	-	-	-	-	1	-	1		-	-	-	
Sub-Total ACD					400,000.00														
GRAND TOTAL					P4,051,788.19														

Prepared By :

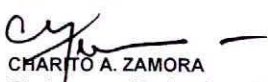

KAREN M. MAGSALIN
 Chief, Procurement and Supply Division

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