

ANNUAL PROCUREMENT PLAN 2016
for common use Supplies and Equipment


Department/Bureau/Office : Mindanao State University-Maguindanao
Organization Code (UACS) : 08 110 04 00002
Region: ARMM
Address: Dalican Datu Odin Sinsuat, Maguindanao

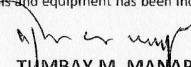
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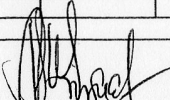
Item & Specifications	Unit of Measure	QUANTITY REQUIREMENTS																	PS Price Catalogue as of (10-16-14)	Total Amount	
		Jan.	Feb.	Mar.	Qrt	April.	May.	June.	Qrt	July	August	Sept.	Qrt	Oct.	Nov.	Dec.	Qrt	Total			
I. AVAILABLE AT PROCUREMENT SERVICE																					
STORE COMMON ELECTRICAL SUPPLIES																					
ATTERY, size AA, alkaline, 2 pcs/packet				10				10					10					10	40	16.25	650.00
COMMON COMPUTER SUPPLIES																					
COMPUTER CONTINUOUS FORMS 1 Ply, 280mm x 378mm (11"x14.7/8)	box			2				2					2					2	8	886.30	7,090.40
COMPUTER CONTINUOUS FORMS, 2 Ply, 280mm x 241mm(11" x 9 1/2)	box			2				2					2					2	8	655.05	5,240.40
COMPUTER CONTINUOUS FORMS 2 Ply 280mm x 378mm(11" x14.7/8)	box			2				2					2					2	8	951.40	7,611.20
COMPUTER CONTINUOUS FORMS, 3 Ply 280mm x 241mm(11" x 9-1/2)	box			3				2					2					3	10	546.25	5,462.50
COMPUTER CONTINUOUS FORMS, Ply, 280mm x 378mm (11" x14-1/2)	box			2				3					3						8	820.00	6,560.00
COMMON OFFICE SUPPLIES																					
ALCOHOL 68%-72% Ethanol (ethyl)	bot'l			50				50					50					50	200	45.45	9,090.00
CLIP BACKFOLD, 19mm	box																				
COLUMNAR notebook 24	pad			10				5					10					10	35	87.80	3,073.00
DATA FILE BOX, 125mm, x 230mm x 400mm	box			30				35										25	90	73.45	6,610.50
ENVELOPE, documentary, 254mm x 381mm	box			20				10					20						50	654.60	32,730.00
ENVELOPE, expanding legal size	box			10				10					10					5	35	654.50	22,907.50
FOLDER, fancy, for legal size paper/doc	pack			10				10					10					10	40		
FOLDER, tagboard, A4 size	pack			10				10					10					10	40	273.10	10,924.00
GLUE, all purpose 200 grams	jar			50				30					50					30	160	50.35	8,056.00
ILLUSTRATION BOARD, 760mm x 1000mm	piece			35									20					30	85	36.90	3,136.50
INDEX CARD BOX, 70mm (5" x 8")	piece			50				20					50					20	140	58.05	8,127.00
MARKING PEN, white board black	piece			120									120						240	12.95	3,108.00
MARKER, permanent black	piece			150				100					50						300	12.80	3,840.00
PAPER CLIP, 32mm min	box			100									50					100	250	7.15	1,787.50
PAPER PUNCHER, heavy duty	piece			20				20					10						50	109.50	5,475.00
PAPER bond, Premium-grade, A4	ream			50				50					50					50	200	102.95	20,590.00
PAPER mimeograph, groundwood, A4 size	ream			50									50						100	90.25	9,025.00
PAPER, multicopy, 210mm X 297MM, A4	ream							50					50						100	107.20	10,720.00
PENCIL, lead with eraser	dozen			15				10					10					10	45	20.70	931.50
RECORD BOOK, 300 pages	book			20				20					30					20	90	57.05	5,134.50
RIBBON CARTRIDGE, epson RN 8750	cart																				
RIBBON CARTRIDGE, epson RN 8755	cart																				
RIBBON, for manual typewriter	spool																				
STAMP PAD INK, purple or violet	piece			10				5					5					5	25	25.50	637.50

Common Office Supplies	Unit of Measure	QUARTER REQUIREMENTS												Total	Catalogue as of (10-16-14)	Total Amount				
		Jan.	Feb.	Mar.	Qrt	April.	May.	June.	Qrt	July	August	Sept.	Qrt				Oct.	Nov.	Dec.	Qrt
OTHER ITEMS NOT AVAILABLE AT PS REGULARLY PURCHASED FROM OTHER SOURCES (NOTE: pls. Indicate price of items)																				
COMPUTER SUPPLIES																				
ANON CARTRIDGE #810	piece			10				10								5		25	745.00	18,625.00
ANON CARTRIDGE #811	piece			10				10								5		25	985.00	24,625.00
EPSON L210 refill ink black	bot'l			10				10								10		35	295.00	10,325.00
FILL IN, for canon printer 100ml black	bot'l			15												15		45	100.00	4,500.00
INK CAN	bot'l			15												15		45	100.00	4,500.00
MAGENTA	bot'l			15												15		45	100.00	4,500.00
YELLOW	bot'l			15												15		45	100.00	4,500.00
P cartridge #480	piece			5				5								5		15	390.00	5,850.00
P cartridge #200	piece			5				5								5		15	390.00	5,850.00
OFFICE SUPPLIES																				
WAXLESS CHALK	box			10				10								10		30	225.00	6,750.00
DOUBLE SIDED TAPE, (with foam)	roll			5				5								5		20	78.00	1,560.00
PLAIN PAPER, long size	ream			10				10								10		40	33.50	1,340.00
FLUORESCENT CORRECTION FLUID	bot'l			100				50								30		200	36.00	7,200.00
COLORED PAPER long ***add short size	ream			5				5								5		15	200.00	3,000.00
Cleaning Equipment and Supplies																				
MURATIC ACID	gal			50				50								50		200	200.00	40,000.00
MONROX 1000 ml	bot'l			30				20								20		70	45.00	3,150.00
TOILET BRUSH pvc w/ handle	piece			20				15								20		65	45.00	2,925.00
WAX BIG with cover	piece			10				20								20		30	320.00	9,600.00
WAX ULTRA	bot'l			10				5								10		30	220.00	6,600.00
WAX SOL	bot'l			10				5								10		30	280.00	8,400.00
Computer Equipment and Accessories																				
HARD DRIVE 16 gb	unit			10												10		20	317.55	6,351.00
PRINTER-L220	unit			2												2		4	7,795.00	31,180.00
Grand Total																				211,331.00
Additional Provision for Inflation (10% of Total)																				72,729.65
GRAND TOTAL																				800,026.15
Monthly Cash Requirements (In peso)																				66,668.84
Available at Procurement Service	PS Available																			584,588.10
Other items not available at Ps but regularly purchased from other sources	SHOPPING																			215,438.05
TOTAL CASH REQUIREMENT																				800,026.15

I hereby warrant that the total amount reflected in this Annual Supplies/equipments 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:

SAMONA A. ALI
 Acting Supply Officer

Certified Fund Available:

TUMBAY M. MANAP
 Accountant

Approved by:

BAI SORAYA Q. SINSUAT, Ph.D.
 Chancellor