Republic of the Philippines
Philippine Normal University
Taft Avenue, Manila

ANNUAL PROCUREMENT PLAN (APP) CY 2011

Common Supplies

ANNUAL PROCUREMENT PLAN (2011)
For Common-Use Supplies

Item Number	Item & Specifications	Unit	Quantity Requirement 1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Unit Price	Total Amount
	COMMON ELECTRICAL SUPPLIES								
1	BALLAST, 1 x 40 watts	piece	-	100	50	50	200	69.66	13,932.00
2	BALLAST, 1 x 20 watts	piece	-	-	25	-	25	70.20	1,755.00
3	ADAPTER, universal, eye type	piece	-	-	10	-	10	25.00	250.00
4	FLUORESCENT TUBE, 36 watts	piece	-	300	300	300	900	32.15	28,935.00
5	FLUORESCENT TUBE, 40 watts (fat tube)	piece	100	200	100	100	500	55.00	27,500.00
6	FLUORESCENT TUBE, 18w	piece	50	50	-	-	100	36.30	3,630.00
7	COMPACT FLUORESCENT LIGHT, 17 watts	piece	-	-	-	-	0	130.52	-
8	STARTER, 4-40 watts	piece	200	250	200	200	850	5.10	4,335.00
9	TAPE, electrical, 0.16mm x 19mm x 6m	roll	-	50	50	-	100	13.35	1,335.00
10	BULB, circular, fluorescent, 32 watts	piece	10	20	-	-	30	82.00	2,460.00
11	BULB, pinlight, 9 watts	piece	10	10	10	10	40	61.00	2,440.00
12	BULB, incandescent, 100w	piece	20	20	20	20	80	16.45	1,316.00
13	CIRCUIT BREAKER, bolt-on, 2-pole, 30 amperes	piece	-	-	-	-	0	395.00	-
14	CIRCUIT BREAKER, plug-in, 2-pole, 30 amperes	piece	-	-	-	-	0	267.00	-
15	CIRCUIT BREAKER, plug-in, 2-pole, 50 amperes	piece	-	-	-	-	0	348.00	-
16	OUTLET (C.O), 2-gang, with plate cover	set	30	-	-	-	30	128.00	3,840.00
17	SWITCH, 2-gang, with plate cover	set	-	40	-	-	40	105.00	4,200.00
18	TOX, plastic, #5, with metal screw, 100s/bx.	box	-	-	-	-	0	52.00	-
19	TOX, plastic, #8, with metal screw, 100s/bx.	box	-	-	-	-	0	80.00	-
20	SURGE PROTECTOR, with six universal outlets, 6 feet (1.83m)	piece	-	10	-	10	20	549.00	10,980.00
21	SWITCH, single, complete set	set	-	10	10	-	20	70.00	1,400.00
22	METAL BOX, 35mm depth, white, Amco	piece	25	25	-	-	50	33.70	1,685.00
	COMMON HARDWARE SUPPLIES								
1	DOORKNOB, entrance lockset, heavy duty, original	set	-	25	25	25	75	525.00	39,375.00
2	DRAWER LOCK, 7/8" x27/32",	set	-	-	-	-	0	50.00	-
3	LOCK, sliding glass door (bulletin board)	set	-	-	-	-	0	20.50	-
4	PADLOCK, heavy duty, brass plated, 2" (50mm)	piece	-	25	25	25	75	150.00	11,250.00
5	SAFETY HASP, brass, 3' heavy duty	piece	-	10	-	-	10	6.50	65.00
6	BARREL BOLT, brass plated, with screws, 4"	set	-	-	10	-	10	6.00	60.00
7	BLADE, steel, for hacksaw, 12" x 18T	pc.	10	-	10	-	20	35.00	700.00
	COMMON PAINTING SUPPLIES								-
1	PAINT BRUSH, 1"	piece	-	30	-	30	60	11.00	660.00

Item Number	Item & Specifications	Unit	Quantity Requirement 1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Unit Price	Total Amount
2	PAINT BRUSH, 2"	piece	30	-	30	-	60	24.00	1,440.00
3	PAINT BRUSH, 3"	piece	-	30	-	30	60	112.00	6,720.00
4	ROLLER BRUSH, mini, 4"	piece	10	30	-	30	70	19.30	1,351.00
5	ROLLER BRUSH, 7'	piece	-	30	-	30	60	24.00	1,440.00
6	PAINT, acrycolor latex, lamp black, 1 liter/can	can	-	-	5	-	5	84.25	421.25
7	PAINT, acrycolor latex, thalo blue, 1 liter/can	can	-	-	5	-	5	102.00	510.00
8	PAINT, acrycolor latex, rawsienna, 1 liter/can	can	-	-	5	-	5	102.60	513.00
9	PAINT, acrycolor latex, toulidine red, 1 liter/can	can	-	-	5	-	5	108.00	540.00
10	PAINT, acrycolor latex, hansa yellow, 1 liter/can	can	-	5	-	-	5	140.40	702.00
11	PAINT, acrycolor latex, thalo green, 1 liter/can	can	-	-	5	-	5	103.70	518.50
12	PAINT, acrycolor latex, venetian red, 1 liter/can	can	-	-	5	-	5	82.80	414.00
13	PAINT, red oxide primer	can	-	5	-	-	5	374.00	1,870.00
	COMMON PLUMBING SUPPLIES								
1	ADHESIVE, structural, epoxy A & B, 1 quart/can	can	5	5	5	5	20	430.00	8,600.00
2	COUPLING, G.I, 1/2" dia	piece	-	-	-	-	0	4.25	-
3	COUPLING, G.I, 3/4" dia	piece	-	-	-	-	0	4.90	-
4	COUPLING, blue, PVC, 1/2" dia.	piece	-	-	-	-	0	3.00	-
5	COUPLING, pvc, 3/4"	piece	-	-	-	-	0	2.90	-
6	ELBOW, G.I., 1/2' dia.	piece	10	-	-	-	10	4.25	42.50
7	ELBOW, G.I., 3/4'	piece	-	-	-	-	0	6.00	-
8	ELBOW, blue, PVC, 1/2" dia.	piece	-	-	-	-	0	4.00	-
9	ELBOW, blue, PVC, 3/4" dia.	piece	10	-	-	-	10	6.70	67.00
10	ELBOW, blue, PVC, 1" dia.	piece	10	-	-	-	10	9.50	95.00
11	FAUCET, lavatory, single handle, U.S	piece	-	-	-	-	0	370.00	-
12	FAUCET, ordinary, 1/2", brass type, US	piece	-	-	10	-	10	214.00	2,140.00
13	MALE ADAPTOR, blue, PVC, 1/2" dia	piece	-	-	-	-	0	4.80	-
14	MALE ADAPTOR, blue, PVC, 3/4" dia	piece	5	-	10	-	15	6.10	91.50
15	MALE ADAPTOR, blue, PVC, 1" dia.	piece	-	-	-	-	0	9.00	-
16	GATE VALVE, 1/2" dia. U.S.	piece	-	-	-	-	0	173.00	-
17	GATE VALVE, 3/4" dia. U.S.	piece	5	-	-	-	5	230.00	1,150.00
18	GATE VALVE, 1" dia. U.S.	piece	5	-	-	-	5	300.00	1,500.00
19	GATE VALVE, 1-1/2" dia., US	piece	-	-	-	-	0	738.00	-
20	SUPPLY PIPE, for lavatory, U.S.	set	-	-	30	-	30	140.00	4,200.00
21	SUPPLY PIPE, for water closet U.S.	set	-	-	30	-	30	165.00	4,950.00
22	TANK FITTINGS, for water closet	set	-	10	-	10	20	265.00	5,300.00
23	TEE, PVC, blue, 1/2"	piece	-	-	10	-	10	7.95	79.50
24	TEE, PVC, blue, 3/4"	piece	-	-	10	-	10	8.00	80.00

Item Number	Item & Specifications	Unit	Quantity Requirement 1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Unit Price	Total Amount
25	TEE, G.I. 3/4"	piece	-	-	-	-	0	9.70	-
26	TEFLONE TAPE, 1/2" width (12mm x 10m)	roll	-	-	30	-	30	2.80	84.00
27	TEFLONE TAPE, 1" width (24mm x 10m)	roll	-	-	30	-	30	6.50	195.00
28	PLUG, G.I., 1/2' dia.	piece	-	-	-	-	0	4.50	-
29	PLUG, G.I., 3/4"	piece	-	-	-	-	0	4.40	-
30	PLUG, G.I., 1"	piece	-	-	-	-	0	6.10	-
31	PLUG, G.I., 1-1/2"	piece	-	-	-	-	0	14.50	-
32	P-TRAP, lavatory with P.O plug, 1-1/4"	piece	-	-	-	-	0	280.00	-
33	PIPE, uPVC blue, potable, 3/4" x 10"	piece	-	-	-	-	0	65.00	-
34	PIPE, uPVC blue, potable, 1/2' x 10"	piece	10	-	-	-	10	35.00	350.00
35	SOLVENT CEMENT, PVC, blue, 400cc./can	can	-	10	-	10	20	80.00	1,600.00
	COMMON COMPUTER SUPPLIES								
1	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/bx.	box	-	-	-	-	0	952.65	-
2	COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time, Melody	piece	100	100	100	100	400	10.80	4,320.00
3	COMPACT DISK REWRITABLE, 650MB/74 min. capacity, Sky	piece	150	150	100	100	500	26.95	13,475.00
4	FLASH DRIVE, 2GB, USB 2.0 and play, Imation	piece	-	25	25	25	75	270.40	20,280.00
5	FLASH DRIVE, 4GB, USB 2.0 and play, Imation Nano	piece	10	10	10	10	40	499.05	19,962.00
6	INK CARTRIDGE, HP 51645A (HP 45)	piece	-	-	-	-	0	1,268.80	-
7	INK CARTRIDGE, HP C6615A (HP 15)	piece	15	15	15	15	60	1,196.00	71,760.00
8	INK CARTRIDGE, HP C1823D (HP 23), color	piece	3	-	-	-	3	1,549.60	4,648.80
9	INK CARTRIDGE, HP C6625A (HP 17)	piece	10	10	10	5	35	1,300.00	45,500.00
10	INK CARTRIDGE, HP C6578A/D (HP 78), color	piece	-	-	-	-	0	1,409.20	-
11	INK CARTRIDGE, HP C6614D (HP 20)	piece	-	-	-	-	0	1,331.20	-
12	INK CARTRIDGE, HP C8727A (HP 27)	piece	7	10	7	7	31	774.80	24,018.80
13	INK CARTRIDGE, HP C8728A (HP 28)	piece	-	-	5	5	10	910.00	9,100.00
14	INK CARTRIDGE, HP C6656A (HP 56)	piece	-	-	20	10	30	847.60	25,428.00
15	INK CARTRIDGE, HP C6657A (HP 57), color	piece	-	-	10	5	15	1,409.20	21,138.00
16	INK CARTRIDGE, HP C9351A (HP 21)	piece	-	-	-	-	0	639.60	-
17	INK CARTRIDGE, HP C9352A (HP 22)	piece	-	-	-	-	0	738.40	-
18	INK CARTRIDGE, HP 9361 (HP 93)	piece	-	-	-	-	0	800.00	-
19	INK CARTRIDGE, HP C8765WA (HP 94)	piece	-	-	-	-	0	852.80	-
20	INK CARTRIDGE, HP C8766WA (HP 95)	piece	-	-	-	-	0	1,024.40	-
21	INK CARTRIDGE, HP CC643 #60, colored	piece	5	10	10	10	35	750.00	26,250.00
22	INK CARTRIDGE, HP CC639w #60, black	piece	20	15	15	15	65	620.00	40,300.00
23	INK CARTRIDGE, HP C9364w, (#98), black	piece	-	-	-	-	0	710.00	-
24	INK CARTRIDGE, HP CB335w, (#74) black	piece	-	-	-	-	0	650.00	-
25	INK CARTRIDGE, HP CB337w, (#75), color	piece	-	-	-	-	0	750.00	-

Item Number	Item & Specifications	Unit	Quantity Requirement 1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Unit Price	Total Amount
26	INK CARTRIDGE, HP#29, black	piece	-	-	-	-	0	1,420.00	-
27	INK CARTRIDGE, Brother DCP 115C, LC47BK, black	piece	-	2	2	2	6	870.00	5,220.00
28	INK CARTRIDGE, Brother DCP 115C, LC47C, Cyan	piece	-	-	-	-	0	520.00	-
29	INK CARTRIDGE, Brother DCP 115C, LC47Y, Yellow	piece	-	-	-	-	0	520.00	-
30	INK CARTRIDGE, Brother DCP 115C, LC47M, Magenta	piece	-	-	-	-	0	520.00	-
31	INK CARTRIDGE, HP #703, black	piece	10	15	15	15	55	333.00	18,315.00
32	INK CARTRIDGE, HP #703, color	piece	-	10	10	10	30	333.00	9,990.00
33	KEYBOARD, PS/2 type	piece	10	10	10	10	40	290.00	11,600.00
34	KEYBOARD, Serial	piece	-	-	-	-	0	300.00	-
35	MOUSE, PS/2 type	piece	10	10	10	10	40	200.00	8,000.00
36	MOUSE, Serial	piece	-	-	-	-	0	200.00	-
37	TONER CARTRIDGE, HP Q7553A (53A), black	piece	-	-	-	-	0	3,400.00	-
38	TONER CARTRIDGE, HPQ2624A (24A)	piece	-	-	-	-	0	3,050.00	-
39	TONER CARTRIDGE, Lexmark 34217HR(12A8400)	piece	-	-	2	-	2	3,659.80	7,319.60
40	TONER CARTRIDGE, Kyocera TK-120	piece	4	4	4	4	16	6,884.80	110,156.80
41	TONER CARTRIDGE, for laserjet, HP 1102	piece	3	2	2	2	9	3,500.00	31,500.00
42	TONER CARTRIDGE, for laserjet, HP cb435a, #35a	piece	35	25	25	25	110	2,565.00	282,150.00
43	TONER CARTRIDGE, Samsung ML2850, black	piece	-	10	10	10	30	4,645.00	139,350.00
44	RIBBON, Epson RN 8750	ca	-	5	5	5	15	93.50	1,402.50
45	RIBBON, Epson RN SO 15083/SO 15086	ca	-	15	15	15	45	730.10	32,854.50
46	POWER SUPPLY, 500w	piece	-	10	-	10	20	500.00	10,000.00
	COMMON OFFICE SUPPLIES								
1	AIR FRESHENER, 280ml/can, Glade	can	10	10	10	10	40	98.80	3,952.00
2	ALCOHOL, 70% isopropyl, Dr. J	bottle	20	50	30	30	130	49.70	6,461.00
3	CARBON FILM, 216mm x 330mm, 100s/box, Gold Film	box	-	3	-	-	3	382.75	1,148.25
4	CARTOLINA, orange, 90 lbs., imported	sheet	-	150	150	-	300	7.00	2,100.00
5	CARTOLINA, light blue, 90 lbs., imported	sheet	-	250	250	-	500	7.00	3,500.00
6	CARTOLINA, light green, 90 lbs., imported	sheet	-	250	250	-	500	7.00	3,500.00
7	CARTOLINA, pink, 90 lbs., imported	sheet	-	250	250	-	500	7.00	3,500.00
8	CARTOLINA, yellow, 90 lbs. imported	sheet	-	150	150	-	300	7.00	2,100.00
9	CARTOLINA, white, 20s/pack	sheet	300	300	300	300	1200	5.10	6,120.00
10	CHALK, dustless, 100s/bx.	box	100	200	200	200	700	35.00	24,500.00
11	CLIP, backfold, 25mm, 12s/box, Prince	box	-	10	10	10	30	8.25	247.50
12	CLIP, backfold, 32mm (1-1/4") width, 12 pcs./bs.	box	10	-	10	-	20	16.00	320.00
13	CLIP, backfold, 50mm, 12s/box, Prince	box	-	10	10	-	20	29.65	593.00
14	CORRECTION FLUID, 20ml., Stanger	bottle	50	50	50	50	200	11.70	2,340.00
15	DATA FILE BOX, (5"x9"x15-3/4"), Files Blue	piece	50	50	50	50	200	55.00	11,000.00

Item Number	Item & Specifications	Unit	Quantity Requirement					Unit Price	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
16	DATA FILE BOX, (5"x9"x15-3/4"), Files Maroon/Red	piece	50	50	50	50	200	55.00	11,000.00
17	ENVELOPE,documentary(10"x15"),500s/box	box	-	5	-	5	10	431.60	4,316.00
18	ENVELOPE, expanding, kraft, legal size, 100s/box	box	-	-	5	5	10	601.15	6,011.50
19	ENVELOPE, expanding, kraft, short, 100s/box	box	5	-	5	-	10	496.30	4,963.00
20	ENVELOPE, mailing white, 500s/box	box	10	-	20	-	30	159.95	4,798.50
21	ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	-	-	-	10	10	118.60	1,186.00
22	ENVELOPE,documentary, A4, 500s/box	box	-	5	-	5	10	505.45	5,054.50
23	ENVELOPE, catalog	box	5	-	5	-	10	500.00	5,000.00
24	ERASER, blackboard, Joy	each	-	50	50	50	150	7.30	1,095.00
25	FOLDER, tagboard, legal size, 100s/box	pack	-	10	10	10	30	243.40	7,302.00
26	FOLDER, tagboard, A4 size, 100s/box	pack	-	10	10	10	30	277.60	8,328.00
27	FOLDER, data (Archlever binder), 3 x 9 x 15, Blue/Maroon	piece	100	150	150	150	550	66.70	36,685.00
28	FASTENER, paper, plastic	box	-	-	-	-	0	182.00	-
29	GLUE, all purpose, 130g/btl., Elmers	bottle	150	150	150	150	600	36.00	21,600.00
30	INDEX CARD,3"x 5",ruled both sides,500s/pack	pack	-	-	-	-	0	48.05	-
31	INDEX CARD, 5' x 8",ruled both side,500s/pack	pack	-	-	-	-	0	112.30	-
32	INDEX CARD BOX, 4-3/8"x5-5/8" x 4", Files	box	-	-	-	-	0	39.10	-
33	INDEX CARD BOX, 5-3/8"x8-7/8" x 6", Files	box	-	-	-	-	0	78.00	-
34	INDEX TAB, self-adhesive, 5 sets/box, Speedo	box	-	-	-	-	0	45.00	-
35	LOOSELEAF COVER, (8-1/2'x14"), 50 pcs/pack, Files	pack	100	50	50	50	250	459.20	114,800.00
36	MAP PIN, round head, 100s/box	box	-	-	-	-	0	20.70	-
37	MARKER, fluorescent, 3 colors/set, Stabilo	set	-	25	25		50	89.35	4,467.50
38	MARKING PEN, whiteboard, black, Stabilo	each	-	300	250	250	800	25.90	20,720.00
39	MARKING PEN, whiteboard, blue, Stabilo	each	-	300	250	250	800	25.90	20,720.00
40	MARKING PEN, whiteboard, red, Stabilo	each	-	-	-	-	0	25.90	-
41	MARKING PEN, permanent, black, Pentel	each	-	150	100	100	350	26.95	9,432.50
42	MARKING PEN, permanent, blue, Pentel	each	-	50	50	50	150	26.95	4,042.50
43	MARKING PEN, permanent, red, Pentel	each	-	-	-	-	0	26.95	-
44	MARKING PEN, transparency film, Mon Ami	set	10	-	10	-	20	84.25	1,685.00
45	NOTE BOOK, stenographer's, Cosmic	each	-	5	-	5	10	9.35	93.50
46	PAPER, bond, Premium Grade, A4	ream	50	100	100	100	350	161.10	56,385.00
47	PAPER, bond, Premium Grade, legal size	ream	-	100	100	100	300	164.55	49,365.00
48	PAPER, PPC, A4	ream	150	250	250	150	800	186.05	148,840.00
49	PAPER, PPC, Short	ream	50	50	50	50	200	125.00	25,000.00
50	PAPER, PPC, legal size	ream	-	300	300	300	900	161.00	144,900.00
51	PAPER, Parchment, A-4, 100 sheets/pack	pack	10	10	10	10	40	161.20	6,448.00
52	PAPER, Special, Cream	ream	10	10	10	10	40	1,600.00	64,000.00
53	PAPER, ruled pad,216mmx330mm,100s/pad, Apollo	pad	-	25	25	-	50	21.50	1,075.00

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			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
54	PAPER, thermal, 216mmx30M, Crocofax	roll	50	50	50	50	200	37.65	7,530.00
55	PAPER CLIP, gem type,jumbo,50mm,100s/box, Prince	box	-	50	50	50	150	13.55	2,032.50
56	PAPER CLIP, gem type, 33mm, 100s/box, UK	box	100	100	100	100	400	4.40	1,760.00
57	PASTE, solid, with water well, 200gms., Kippy	each	50	50	50	50	200	17.55	3,510.00
58	PENCIL, lead, w/eraser, Apsara	dozen	50	50	50	50	200	34.20	6,840.00
59	PUSH PIN, hammer head type, 100s/box, Your Office	box	50	50	50	50	200	14.55	2,910.00
60	RECORD BOOK, 300 pages	book	30	30	30	30	120	70.40	8,448.00
61	RIBBON, nylon, manual typewriter, Adrite	spool	-	10	-	10	20	15.10	302.00
62	RING BINDER, (1/2"x44"), plastic, black/blue	each	-	-	-	-	0	5.15	-
63	RING BINDER, (3/4"x44"), plastic, black/blue	each	-	-	-	-	0	8.60	-
64	RING BINDER, (1" x 44"), plastic, black/blue	each	20	-	-	-	20	13.00	260.00
65	RING BINDER, (2" X 44") plastic, black/blue	each	-	-	-	-	0	43.50	-
66	RUBBER BAND, #18, min.445 gms./box	box	20	-	20	-	40	87.25	3,490.00
67	RULER, plastic, 12", Prince	each	-	-	-	-	0	1.95	-
68	SIGN PEN, black, Pentel	each	-	250	250	250	750	42.20	31,650.00
69	SIGN PEN, blue, Pentel	each	-	-	-	-	0	42.20	-
70	SIGN PEN, red, Pentel	each	-	25	25	-	50	42.20	2,110.00
71	STAMP PAD INK, violet, 50ml.	bottle	25	-	25	-	50	22.25	1,112.50
72	STAMP PAD, felt pad	each	-	-	25	-	25	26.00	650.00
73	STAPLE WIRE, standard, #35	box	-	100	-	100	200	35.25	7,050.00
74	TAPE, masking (1"), 24mm, 50 meters length, Crocodile	roll	-	100	-	100	200	31.65	6,330.00
75	TAPE, masking (2"), 50mm, 50 meters length, Olympic	roll	-	-	50	-	50	54.10	2,705.00
76	TAPE, transparent, (1"), 24mm, 50 meters, Olympic	roll	75	100	75	75	325	14.50	4,712.50
77	TAPE, transparent, (2"), 48mm, 50 meters, Crocodile	roll	-	25	25	25	75	13.65	1,023.75
78	TAPE, packaging, 48mm, 50 meters length, Crocodile	roll	-	-	50	-	50	13.65	682.50
79	TOILET TISSUE, 12 rolls/pack, White Dove	pack	-	50	-	50	100	78.45	7,845.00
80	TRANSPARENCY FILM, A4, 100s/box, Superfax	box	-	50	-	50	100	218.00	21,800.00
81	TRANSPARENCY FILM,colored,A4,100s/box, Konica	box	-	-	-	-	0	673.95	-
82	TWINE, plastic, one kilo per roll	roll	-	10	-	10	20	42.65	853.00
83	STYROPORE, 1/2" x 4' x 8'	piece	25	25	-	25	75	134.00	10,050.00
84	STYROPORE, 1" x 4' x 8'	piece	20	20	20	-	60	264.00	15,840.00
85	SPECIAL PAPER, 8-1/2" x 11", 180gms, cream/beige w/ envelope	ream	5	5	5	5	20	2,359.25	47,185.00
86	FLAG, National (Philippine), 3 x 6, nylon made	piece	-	10	-	10	20	169.00	3,380.00
87	CASSETTE TAPE, video, mini DV, 60 min.	piece	-	-	-	-	0	100.00	-
88	MANILA PAPER, 1-whole	piece	50	100	50	-	200	2.00	400.00
89	PLASTIC COVER, gauge 2.6, 50m/roll	roll	-	10	-	-	10	426.00	4,260.00
90	BALLPEN, fine point, black/ blue	piece	-	200	200	200	600	3.00	1,800.00
91	BALLPEN, fine point, red	piece	-	-	-	-	0	3.00	-

Item Number	Item & Specifications	Unit	Quantity Requirement					Unit Price	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
92	BALLPEN, fine point, lavander	piece	-	-	-	-	0	5.00	-
93	TONER, for copier, SF-125ST1	cart.	4	3	3	3	13	1,997.00	25,961.00
94	TONER, for copier, AR-450FT	cart.	5	3	3	3	14	7,075.00	99,050.00
95	TONER, for copier, AR-016FT	cart.	-	7	7	7	21	6,155.00	129,255.00
96	TONER, for copier, AR-150FT	cart.	-	-	-	-	0	6,156.00	-
97	TONER, for copier, AR-5127 (AR-310FT)	cart.	-	2	-	2	4	8,278.00	33,112.00
98	TONER, for copier, Sharp 2030	cart.	1	-	1	-	2	2,900.00	5,800.00
99	TONER, for copier, Sharp AR-208FT	cart.	1	1	1	1	4	4,133.00	16,532.00
100	TONER, for copier, KM-3530	cart.	-	4	4	4	12	14,168.00	170,016.00
101	TONER, for copier, KM-2030	cart.	2	2	2	2	8	4,300.80	34,406.40
102	TONER, for copier, KM 2035 (TK 410)	cart.	2	2	2	2	8	6,048.00	48,384.00
103	TONER, for copier, KM 2530	cart.	-	-	-	-	0	14,168.00	-
104	TONER, for copier, DC 1258	cart.	1	-	1	-	2	6,048.00	12,096.00
105	TONER, for copier, AR 203	cart.	1	1	1	1	4	6,000.00	24,000.00
106	TONER, for copier, KM-2810 (TK-135)	cart.	2	2	2	2	8	3,696.00	29,568.00
107	TONER, Canon IR 1024	cart.	1	1	1	1	4	5,000.00	20,000.00
108	FELT PAPER, 1-whole, black / navy blue / red / yellow gold / green	piece	250	250	250	250	1000	11.85	11,850.00
109	DRESSMAKER PIN	card	100	-	100	-	200	5.30	1,060.00
110	BULB, for OHP, 24v, 250w	piece	100	-	100	-	200	90.00	18,000.00
111	POST-IT-NOTE PAD	pad	50	-	50	-	100	15.00	1,500.00
112	MULTIPURPOSE CLEANER	can	50	-	50	-	100	50.00	5,000.00
113	SPECIAL BOARD PAPER, blue	ream	5	-	5	-	10	1,800.00	18,000.00
114	ADHESIVE, double-sided, foam type	roll	50	-	50	-	100	75.00	7,500.00
115	THUMBTACKS	box	-	20	-	20	40	5.95	238.00
116	Cash book	piece	5	-	5	-	10	500.00	5,000.00
	COMMON OFFICE DEVICES								
1	BLADE, heavy duty cutter(L500), 10 pcs./pack, Gedi	pack	10	-	10	-	20	7.90	158.00
2	CUTTER, heavy duty, L500, GD 223	each	25	-	25	-	50	24.00	1,200.00
3	PUNCHER, heavy duty, Tian Shou	each	25	-	25	-	50	77.90	3,895.00
4	SCISSORS, (6"), UK	pair	25	25	25	25	100	11.35	1,135.00
5	SHARPENER, single cutterhead, UK	each	25	-	25	-	50	153.80	7,690.00
6	STAPLER, heavy duty, standard, Peace	each	25	25	25	25	100	331.65	33,165.00
7	STAPLE REMOVER, twin jaws, UK	each	25	25	25	25	100	6.25	625.00
8	TAPE DISPENSER, heavy duty, for 24mm(1"), UK	each	20	-	20	-	40	50.45	2,018.00
9	WASTE BASKET, plastic, blue color	each	-	50	-	50	100	27.05	2,705.00
	COMMON JANITORIAL SUPPLIES								

Item Number	Item & Specifications	Unit	Quantity Requirement 1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly	Unit Price	Total Amount
1	DETERGENT BAR, Surf	bar	50	50	50	50	200	18.25	3,650.00
2	DISINFECTANT SPRAY, 340 gm., Clorox	can	-	50	-	50	100	147.70	14,770.00
3	RAG, COTTON, (8") in diameter	kilo	150	150	150	150	600	40.00	24,000.00
4	CLEANER, MULTIPURPOSE, 250ml/can	can	35	35	35	35	140	43.00	6,020.00
	OVER-THE-COUNTER PURCHASES/CONTINGENCY PURCHASES								
1	MISCELLANEOUS items	lot	1						400,000.00
	TOTAL								3,489,682.65
	TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION								350,366.17
	GRAND TOTAL								3,840,048.82

RECOMMENDED MODE OF PROCUREMENT:

1. Procurement of the above items is through the Procurement Serv ice-DBM on quarterly basis or as the need arises.

2. Shopping for items not available at PS-DBM.

3. Direct Contracting for supplies/consumables for copying machines. These are sold by exclusive dealer.

Other Supplies and Materials

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES AND MATERIALS
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
	PRESS & BINDERY							
1	Book Paper, 25" x 38" or 28" x 34", 70 lbs	30	ream	for commencement program and other university projects		60,000.00	1st quarter	Shopping
2	Special Paper	300	sheet	for commencement program cover		12,000.00	1st quarter	Shopping
3	Parchment Paper	1,000	sheet	for diploma	9.80	9,800.00	1st quarter	Shopping
4	U.S. Bristol Board, 22.5 x 28.5, 100 lbs, assorted colors	14,500	sheet	for differenct offices use	7.00	101,500.00	1st & 2nd quarters	Shopping
5	Ribbon, royal blue	20	roll	for differenct offices use	26.00	520.00	1st quarter	Shopping
6	Chipboard, 25"x38", size #30	1,000	sheet	for differenct offices use	25.50	25,500.00	1st quarter	Shopping
7	Shoe thread (string), #20, 5,000mtrs/roll	10	roll	for different Univirsity projects	795.00	7,950.00	1st quarter	Shopping
8	Needles, 4"	10	piece	for different Univirsity projects	20.00	200.00	1st quarter	Shopping
9	Book headband	10	roll	for different Univirsity projects	475.00	4,750.00	1st quarter	Shopping
10	Copy Paper, 8.5" x 11", 8.5" x 13", subs. 20	300	ream	for printing of thesis paper and xerox machine use		200,000.00	2nd/3rd quarter	Shopping
11	Paste Board, 25" x 38" caliper 12	1,000	piece	for thesis and diploma folder	25.50	25,500.00	1st quarter	Shopping
12	Book cloth, navy blue	10	roll	for thesis and diploma folder	12,100.00	121,000.00	1st quarter	Shopping
13	Paper cloth, navy blue	10	roll	for thesis and diploma folder	2,598.00	25,980.00	1st quarter	Shopping
14	News Print, 8.5" x 11", 8.5" x 13", subs. 18	300	ream	for test booklet and other projects		200,000.00	1st quarter	Shopping
15	News Print, 28" x 34" subs 18	12	ream	for student handbook		8,500.00	1st quarter	Shopping
16	Vellum, 22.5 x 28.5, 100lbs, white color	29,000	sheet	registration forms, class cards and other offices use	5.70	165,300.00	1st & 3rd quarters	Shopping
17	Foldkote, 31" x 43" caliper 12	1,000	sheet	for covers, etc.		12,500.00	1st quarter	Shopping
18	Matte coated, 25" x 38"	15	ream	transcript of records		60,000.00	1st quarter	Shopping
19	Cutting Stick for paper cutting machine, 1.5" x 46" rubberized or hard plastic	50	piece	for cutting of printing materials		10,000.00	1st quarter	Shopping
20	Consumables (Copier and Digital Printing machine), Toner, powder, rubber roller etc.			for photocopying lesser number of copies, colored digital machine		100,000.00	1st quarter	Direct Contracting *Note: Supplies/ consumables for copying/ duplicating/ offset/id maker machines are sold by their respective exclusive dealer*
21	Consumables (Duplicating machine), Ink, master roll, spare parts etc.			for printing of difference forms		500,000.00	1st quarter	
22	Consumables (Offset machines), Ink, positive plate, film, blanket novadom, spare parts etc.			for printing of covers, TOR, thesis paper, test booklet etc.		300,000.00	1st quarter	
	ESTIMATED BUDGET - Press and Bindery					**1,951,000.00**		
	REGISTRAR OFFICE							
1	Record envelope	10000	piece	for student records	8.00	80,000.00		Shopping
2	Registration Form, continuous form (for undergraduate)	16	box	for enrolled students	1,300.00	20,800.00		Shopping
3	Gold Seal, No. 35	20	box	for transcript	160.00	3,200.00		Shopping
	ESTIMATED BUDGET - Registrar					**104,000.00**		

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES AND MATERIALS
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
	PHYSICAL EDUCATION DEPARTMENT							
1	Table tennis table	5	piece	Instructional purposes	15,000.00	75,000.00		Public Bidding
2	Badminton racket, Yonnex brand	10	piece	Instructional purposes	1,500.00	15,000.00		
3	Badminton shuttlecock, airfoil or Goosen	30	tubes	Instructional purposes	460.00	13,800.00		
4	Bowling set, tenpin	4	set	Instructional purposes	12,000.00	48,000.00		
5	Puzzled mats	20	piece	Instructional purposes	600.00	12,000.00		
6	Tennis ball, Slazenger or Dunlop	75	can	Instructional purposes	240.00	18,000.00		
7	Tennis net, official size	2	piece	Instructional purposes	2,500.00	5,000.00		
8	Nylon cord 6"	1	roll	Instructional purposes	7,000.00	7,000.00		
9	Nylon cord 12"	1	roll	Instructional purposes	5,000.00	5,000.00		
10	Tennis racket, Titanium	10	piece	Instructional purposes	1,500.00	15,000.00		
11	Gymnastic mat, 4 x 8 x 3	50	piece	Instructional purposes	5,000.00	250,000.00		
12	Hoops	30	piece	Instructional purposes	300.00	9,000.00		
13	Wands	30	piece	Instructional purposes	300.00	9,000.00		
	ESTIMATED BUDGET - P.E. Department					**481,800.00**		
	LIBRARY SERVICES							
1	E-Books subscription	1	lot	students and faculty reference materials	300,000.00	300,000.00		Public Bidding
2	E-Journals subscription	1	lot	students and faculty reference materials	200,000.00	200,000.00		
3	Digital Learning Package, *one-year unlimited access to Britannica Online Academic Ed., one-year remote access to Britannica Online Academic Ed. Via virtual library card, links to over 700 periodicals, journals and magazines from EBSCO*	1	lot	students and faculty reference materials	75,000.00	75,000.00		
4	Foreign Journals for subscription, hard copy, 17 titles	1	lot	students and faculty reference materials	180,649.00	180,649.00		
5	Foreign Books, 41 titles, 1 copy each	1	lot	students and faculty reference materials	162,196.00	162,196.00		
6	Local/Filipiniana Books, 72 titles, 3 copies each	1	lot	students and faculty reference materials	82,155.00	82,155.00		Direct Contracting
7	Local Journals/Magazines, 12 titles	1	lot	students and faculty reference materials	37,000.00	37,000.00		Direct Contracting
	ESTIMATED BUDGET - Library Services					**1,037,000.00**		
	SCIENCE RESOURCE CENTER							
1	Chemicals: Solvents & Reuzents, *acids & bases, dyes indicators, inorganic and organic chemicals, AR Grade and TG (analytical reuzent Grade and Technical Grade) as needed basis*	1	lot	for undergraduate & graduate laboratory research	800,000.00	800,000.00		**Shopping** *Note: Cannot purchase in bulk due to volatility of the chemicals.*

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES AND MATERIALS
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
2	Glasswares: Reuzents bottles, *lab glasswares, organic chemistry set-up, boro-silicate glasses acid and base resistant glasses, made in USA, Germany, Europe, Spain, Japan and Italy, as needed basis*	1	lot	for undergraduate & graduate laboratory research	500,000.00	500,000.00		**Shopping** *Note: Cannot purchase in bulk due to volatility of the chemicals.*
3	Miscellaneous: Supplies & Materials: *iron stand, iron ring, iron clamp, PH paper, Lithous paper, made in USA, Germany, Europe, Spain, Japan, Italy*	1	lot	for undergraduate & graduate laboratory research	200,000.00	200,000.00		**Public Bidding**
	ESTIMATED BUDGET - Science Resource Center					**1,500,000.00**		
	LAUNDRY SERVICES							
1	Powder soap	96	kilo			18,336.00	January 2011	Public Bidding
2	Bar soap	24	bar			2,000.00		
3	Gaw-gaw	12	kilo			2,388.00		
4	Plastic	100	piece			1,320.00		
5	Plastic bag	100	piece			1,320.00		
6	Zonrox	12	gallon			1,307.40		
7	Fabric conditioner (Downy)	12	gallon			4,965.00		
8	Hanger	3	dozen			500.00		
9	Clip (dress)	5	dozen			500.00		
10	Basins, big	3	piece			600.00		
11	Sampayan (Wire) w/ plastic	2	roll			500.00		
	NORMAL HALL & HOSTEL							
1	Soap	1500	bar					Public Bidding
2	Shampoo	1500	sachet					
3	Battery (AA)	50	piece					
4	Airfreshner	50	bottle		98.80	4,940.00		
5	Baygon		gallon					
6	Domex		gallon					
7	Albatross		piece					
8	Beddings	1	bundle			12,000.00		
9	Pillow Case	1	bundle			12,000.00		
10	Pillow	55	piece			15,000.00		
11	Thread for sewing Machine							
12	Needle, Needle Threader,							

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES AND MATERIALS
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
13	Needle for sewing machine							Public Bidding
14	Doormat	30	piece			2,700.00		
15	Curtains	30	piece			12,000.00		
16	Shower Curtains	30	piece			5,000.00		
17	Curtain Rod	30						
18	Towel	55	piece			8,250.00		
19	Deeper	40	piece			1,200.00		
20	Pail	40	piece			6,000.00		
21	Door knob	20	set		525.00	10,500.00		
22	Faucet	15	piece		370.00	5,550.00		
23	Supply pipe for lavatory	15	set		140.00	2,100.00		
24	Lamps					-		
25	Outlet (3 gang)	10	set		135.00	1,350.00		
26	Amco Box	30	piece		33.70	1,011.00		
	CAFETERIA							
1	Cash Register tape, 38 mm	12	box	for cash register machine		24,000.00		
2	Cash Register tape, 39 mm	12	box	for cash register machine		24,000.00		
3	Spoon & fork	50	set	for canteen		2,500.00		
4	Table cloth	50	yard	for canteen & catering services		5,000.00		
	ESTIMATED BUDGET- AUXILLARY SERVICES					**155,101.00**		
	TOTAL ESTIMATED BUDGET- OTHER SUPPLIES & MATERIALS					**5,228,901.00**		

Note: Subject to availability of Funds

Other Services

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES/SERVICES
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
	LET REVIEW 2011							
1	Cartolina 1,100 - U.S. Bristol Board, 100 lbs. (22-1/2 x 28-1/2), yellow; 1,100 - U.S. Bristol Board, 100 lbs. (22-1/2 x 28-1/2), blue	3300	sheet	LET Review purposes, BATCH 1, 2, 3 and 4	7.80	25,740.00		Shopping
2	Inkjet Cartridge, HP 840C #15, #17, HP4160 #98, #93, HP1006	1	lot	LET Review purposes, BATCH 1, 2, 3 and 4		33,500.00		Shopping
3	Copy Paper, 8 1/2 x 13 & 8 1/2 x 11, substance 20	1	ream	LET Review purposes, BATCH 1, 2, 3 and 4		4,500.00		Shopping
4	Toner for Sharp AR-5520,AR-021FT (Photocopier)	5	piece	LET Review purposes. BATCH 1, 2, 3 and 4		32,880.00		Direct Contracting *Note: Exclusive Distributor*
5	Various Supplies (eraser, marker, highlighter, USB/Flash Drive, 4GB-8GB etc.)	1	lot	LET Review purposes, BATCH 1, 2, 3 and 4		6,500.00		Shopping
6	ID jacket, with clip, 3x4 horizontal	3000	piece	LET Review purposes, BATCH 1, 2, 3 and 4	2.10	6,300.00		Shopping
7	Seminar Bag - envelope type with print & zipper	3000	piece	LET Review purposes, BATCH 1, 2, 3 and 4	32.85	98,550.00		Shopping
8	Hi-gradie Groundwood Mimeo Paper, substance 16, 8-1/2" x 13" (long), panda brand packaing: 480 sheets/ream	5000	ream	LET Review purposes, BATCH 1, 2, 3 and 4	79.50	397,500.00		Shopping
9	10-gal Glue; 20 roll-Tape	1	lot	LET Review purposes, BATCH 1, 2, 3 and 4		6,800.00		Shopping
10	10-roll Master Roll DRU85; 10-roll Master Roll DR875, 60-cart. Duplo Black Ink	1	lot	LET Review purposes, BATCH 1, 2, 3 and 4		166,500.00		Direct Contracting *Note: Exclusive Distributor*
11	Faculty Evaluation Forms	50,000	piece	For Faculty Evaluation of Students, Peer, Self & Dept Head for SY 2011-2010 for all PNU Branches	1.10	55,000.00		
	ESTIMATED BUDGET - Let Review 2011					**833,770.00**		
	PERFORMING GROUPS							
1	Barong Tagalog, *Male Costume*	8	set	Dance Troupe		9,600.00		
2	Camisa de Tsino, *Male Costume*	8	set	Dance Troupe		4,800.00		
3	Long Balintawak, *Female Costume*	8	set	Dance Troupe		12,000.00		
4	Full Balintawak, *Female Costume*	5	set	Dance Troupe		9,000.00		
5	Black Shoes, *Male*	8	pair	Dance Troupe		8,000.00		Public Bidding
6	White Zapatilla, *Female*	16	piece	Dance Troupe		12,800.00		
7	Kalinga Costume, *Male Set*	8	set	Dance Troupe		16,000.00		
8	Kalinga Costume, *Female Set*	8	set	Dance Troupe		12,000.00		
9	Benguet Costume, *Female Set*	8	set	Dance Troupe		14,400.00		
10	Igorot Ganza, *Musical Instrument*	6	piece	Dance Troupe		36,000.00		

ANNUAL PROCUREMENT PLAN
OTHER SUPPLIES/SERVICES
CY 2011

Item No.	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
11	Bamboo Poles, *Dance Equipment*	10	pcs.	Dance Troupe		2,000.00		Public Bidding
12	Black Pants, *Male Costume*	8	pcs.	Dance Troupe		9,600.00		
13	Costume (Chorale), *Male*	15	sets	PNU Chorale		22,500.00		
14	Costume (Chorale), *Female*	20	sets	PNU Chorale		40,000.00		
15	Costume (Rondalla), *Male*	10	sets	PNU Rondalla		15,000.00		Shopping
16	Costume (Rondalla), *Female*	20	sets	PNU Rondalla		40,000.00		Shopping
	ESTIMATED BUDGET - Performing Groups					**263,700.00**		
	SALUTE TO EXCELLENCE, GAWAD PARANGAL & COMMENCEMENT							
1	Various Supplies (medals, plaques, leis/flowers, rental of monobloc chairs and portalets, flagpole etc.)	1	lot	Salute to Excellence (LET topnotchers, Student Achievers & Metrobank Awardees) & Gawad Parangal and Commencement Activities		200,000.00	1st Quarter	**Shopping** - emergency purchase / urgent needs
	ESTIMATED BUDGET - Salute To Excellence, Gawad Parangal & Commencement					**200,000.00**		
	GAWAD PARANGAL FOR FACULTY & STAFF							
1	Personalized Mugs, Desktop plaque with clock, Gold Rings, Gold Bracelets	1	lot	Service awards for CY 2011 & balance for CY 2010		583,000.00	3rd Quarter	Public Bidding
	ESTIMATED BUDGET - Gawad Parangal					**583,000.00**		
	SCUAA 2011							
1	SCUAA Uniforms Package (Parade Uniform, Competition Uniform, Dance Sports, Taekwondo)	1	lot	for SCUAA Competition 2011		2,218,000.00		Direct Contracting
	ESTIMATED BUDGET - SCUAA 2011					**2,218,000.00**		
	TOTAL ESTIMATED BUDGET - OTHER SERVICES					**4,098,470.00**		

Note: Subject to availability of Funds

Equipment

ANNUAL PROCUREMENT PLAN
EQUIPMENT
CY 2011

Item No.	Kind of Equipment	Description/Specification	Qty.	Unit	Purpose	Budget Estimate	TOTAL	Delivery	RC	OFFICES / DEPTS. / UNITS	Mode of Procurement
1	LCD/DLP Projector		4	unit	Viewing Room, classroom instructions	25,000.00	100,000.00			Viewing Rooms	Public Bidding
2	Digital Camera		5	unit	Viewing Room, classroom instructions	18,000.00	90,000.00			Viewing Rooms & Office of the President	
3	Computer, Desktop		25	unit	for offices and instructions	28,000.00	700,000.00			Various offices	
5	Computer, MAC Notebook	Apple 13" or 15"	1	unit	for the President	70,000.00	70,000.00			Office of the Presaident	
6	Power MAC	Black	1	unit	for the President	80,000.00	80,000.00			Office of the President	
4	Computer, Laptop & Printor		1	unit	for the Legal Officer	35,500.00	35,500.00	1st Quarter		Legal Assistance Office	Shopping Procurement Service
7	Filing Cabinet, Steel, 4 Drawers		15	unit	file safekeeping	11,000.00	165,000.00			Various offices	
8	Upright Piano	YAMAHA / Lyric	1	unit	for instruction	80,000.00	80,000.00			CASS - Humanities Department	Public Bidding
9	Organ	Organ, portable keyboard, 54-key digital electronic	1	piece	Instructional material	20,000.00	20,000.00				
10	Portable PA System	150 watts, aplifier, 8-channels w/ monitor and Record 150W+150W	3	set	Sound system (HRD103, CAFE, and BPS Auditorium)	50,000.00	150,000.00			PPCD	
11	Refrigerator	2 door / separate freezer	1	unit	Food Laboratory	18,000.00	18,000.00	3/01	RC-11.4	Dept. of Allied Sciences	
12	Sewing Machine		1	unit	Laboratory & lecture use	15,000.00	15,000.00		RC-11.4	Dept. of Allied Sciences	
	SCIENCE EQUIPMENT										
13	Basket type Autoclave	Portable, conform to std specifications, 15-20L capacity, made in Japan/USA /Europe?Germany/Vietnam/Italy	1	piece	laboratory for graduate & undergraduate classes	250,000.00	250,000.00			Science Resource Center	Public Bidding
14	Mechanical Connection Oven	Made in USA/Japan/Europe/Germany, 3.0-4.0 ft3 capacity	1	piece	for undergraduate & graduate laboratory research	300,000.00	300,000.00				
	PHOTOCOPIER MACHINE										
15	Photopying Machine	heavy duty	2	unit	for BAC documentations & University use	60,000.00	120,000.00			BAC & Auxiliary	
16	Photopying Machine	heavy duty	1	unit	replacement of old & defective unit	100,000.00	100,000.00			Records Office	
	FIRE EXTINGUISHER										
17	Fire Extinguishers		14	unit	to cover the violation of the provisions of Republic Act No 9514 (Fire Code of the Phils. Of 2008)	8,000.00	112,000.00	1st Quarter	RC-5	Physical Plant and Campus Development	Procurement Service
18	Fire extinguisher		1	unit	for fire protection of the CTL Computer Center	8,000.00	8,000.00	3/01	RC-9.7	Center for Teaching and Learning	

ANNUAL PROCUREMENT PLAN
EQUIPMENT
CY 2011

Item No.	Kind of Equipment	Description/Specification	Qty.	Unit	Purpose	Budget Estimate	TOTAL	Delivery	RC	OFFICES / DEPTS. / UNITS	Mode of Procurement
19	Fire hose cabinet with fire exinguisher, fire hose, fire ax	dry chemical, 10 lbs.	5	set	for fire protection on each floor of the high school bldg. and on the ground floor of elementary bldg.	8,000.00	40,000.00	3/01	RC-9.7	Center for Teaching and Learning	Procurement Service
	TOTAL - EQUIPMENT						2,453,500.00				
	OTHERS										
20	DVD		4	unit	Viewing Room, classroom instructions	4,000.00	16,000.00			Viewing Rooms	Public Bidding
21	White Screen, Wall		4	unit	Viewing Room, classroom instructions	6,000.00	24,000.00			Viewing Rooms	
22	Chairs, tablet	tablet armed chairs, wooden seat 7 back, steel legs	100	piece	classrooms	1,000.00	100,000.00			Classrooms	
23	Chairs, Executive		6	unit	replacement of old & defective units/ office use	5,000.00	30,000.00			officials	
24	Chairs, Computer		10	unit	office use	1,450.00	14,500.00			Various offices	
25	Chairs, Laboratory	steel legs, wooden seat	50	piece	laboratory room	900.00	45,000.00			Dept. of Biological Science	
26	Printer, Computer		10	unit	office use	6,000.00	60,000.00			Various offices	
27	Scanner		4	unit	attachment for important reports /documentations	6,000.00	24,000.00			Deans & Vice Presidents	
28	Electric Fans	wall, ceiling, stand,etc	100	piece	classrooms, offices, library	1,000.00	100,000.00			Various offices	
	TOTAL - OTHERS						413,500.00				
		GRAND TOTAL					2,867,000.00				
	BALANCE - EQUIPMENT OUTLAY CY 2010										
29	Air-Conditioners	Supply, Delivery & Installation	1	lot	Ventillation of HRD Auditorium, Offices	662,162.25	662,162.25			HRD Auditorium & various offices, 1 for Lopez Campus	Public Bidding

ICT Infrastructure

ANNUAL PROCUREMENT PLAN
ICT INFRASTRUCTURE
CY 2011

Item No.	Kind of Equipment	Description/Specification	Qty.	Unit	Purpose	Budget Estimate	TOTAL	Delivery	RC	OFFICES / DEPTS. / UNITS	Mode of Procurement
	COMPUTER PERIPHERALS										
1	Cable Wire - Unshielded Twisted Pair	CAT 6	10	box	will be used for upgrading the UTP cable of LAN		100,000.00	within the year	RC-2.1	Management Information System	Public Bidding
2	Computer-Virtualization Server / Computer Server	Inter Xeon Qudcore 2 processors, 32 GB memory, 1 terabyte storage	2	piece	Replacement of obsolete servcer for the enrolment system, eNGAS, Enrolment System etc.		500,000.00	within the year	RC-2.1	Management Information System	
3	Memory of Server 2 GB	32 GB DD3			Upgrade the memory of computer server that will be used in enrolment system		50,000.00	within the year	RC-2.1	Management Information System	
4	Electrical Equipment - Lightning Arrester	Rated voltage: 220KV Rated Current: 10kA Steep current impulse: 78.6kV Switching surge impulse: 51.9kV Lighting impulse: 70.1kV 2,000mic S square wave impulse current withstand: 250kA 4/10mic S impulse discharge capacity 100kV	1	piece	will be used on electrical power systems to protect the insulation on the system from the damaging effect of lightning		250,000.00	within the year	RC-2.1	Management Information System	
	SUB-TOTAL - Computer Peripherals						900,000.00				
	INFRASTRUCTURE										
1	ICT Infrastructure 4 Core Fiber Optic Single Mode, Outdoor, UTL	- 4 Core,FOC,8/12 Single Mode Outdoor - 24-Ports 1000Base X SFP Ports, Core Switch - 24-Ports Managed Layer 2 10/100/1000Mbs Switch with 2 Shared Mini-GBIC Slots - Singlemode GB SFP up to 10 km reach	3,700 1 8 16	meter piece piece piece	Provide efficient data transmission on the following Academic offices: CS Bldg., HRD Bldg., CED, CLLL, CASS, COS, CTL, Orata Bldg.		2,000,000.00	within the year	RC-2.1	Management Information System	Public Bidding
2	Network Device - Fiber Module for Switch Hub Manageable 1 Gbps	Single Mode Fiber, 1Gbps	10	piece	will be interconnect other switch hub		100,000.00	within the year	RC-2.1	Management Information System	
	SUB-TOTAL - Infrastructure						2,100,000.00				
	COMPUTER SOFTWARE										
1	Software - Renewal of Firewall	Anti-Hacking, Instrusion Prevention, Web Filtering	1	piece	Firewall is a set of related programs, located at a network gateway server, that protects the resources of a private network from users from other networks		200,000.00	within the year	RC-2.1	Management Information System	Shopping

ANNUAL PROCUREMENT PLAN
ICT INFRASTRUCTURE
CY 2011

Item No.	Kind of Equipment	Description/Specification	Qty.	Unit	Purpose	Budget Estimate	TOTAL	Delivery	RC	OFFICES / DEPTS. / UNITS	Mode of Procurement
2	Software - Renewal of MSDNAA	Windows Operating System Database Software	1	piece	Software that provides volume licensing using windows operating system		35,000.00	within the year	RC-2.1	Management Information System	Shopping
3	Software - Virtual Remote System	Internet Virtual Remote	1	license	is a graphical desktop sharing system that uses the RFB protocol to remotely control another computer		70,000.00	within the year	RC-2.1	Management Information System	
	SUB-TOTAL - Computer Software						305,000.00				
	GRAND TOTAL						3,305,000.00				

Note: Subject to availability of Funds

Construction

ANNUAL PROCUREMENT PLAN
CONSTRUCTION / REPAIR / RENOVATION
CY 2011

Priority	Kind of Construction/Repair/Renovation	Description/Specification	Location	Justification	Budget Estimate	Delivery	RC	OFFICES / DEPTS / UNITS
CONSTRUCTION								
	Construction and Renovation of existing mezzanine	storage room for paper and other printing materials to achieve better and proper monitoring system	University Press mezzanine	lot			RC-7.4	University Press
	Tiling of all Rooms		Hostel	replacement of tiles			RC-6.1	Normal Hall
	Install Hot and Cold Shower		Hostel				RC-6.1	Normal Hall
	Extension of Laundry Area		Laudry Area				RC-6.1	Normal Hall
	Construction of Septic Tank and Repair of Comfort Room	Comfort Room - Accreditation Room	PTO Hall-GF	General use	80,000.00	1st Q	RC-5	Physical Plant and Campus Development
	Fabrication of Two (2) Cabinets	Low Cabinet with Glass Door	HRMO Room 103	Office use	15,000.00	1st Q	RC-5	Physical Plant and Campus Development
	Comfort Room for Temporary Office of the PNU Alumni Association	Repair/Renovation the existing Female Comfort Room to access the PNUAA	HRD-Ground Floor	Office use	50,000.00	3rd Q.	RC-5	Physical Plant and Campus Development
1	Sub-division of Office	FMO office, Conference Room and Kitchen	Finance Office				RC-4	Financial and Management Services
1	Construction of shelves with glass cover	wooden	President's Office	For the records	10,000.00	1/04	RC-1.1	Office of the University Board Secretary
2	Construction	Additional lecture room for Biology classes near Dissection Room	HRD near Dissection Room	Dissection Room is too crowded for the Biology classes		Jan. 2011	RC-11.2	Dept. of Biological Sciences
	Putting up of board		MB 316B	No board in MB 316B	15,000.00	03/01	RC-11.1	Dept. of Mathematics
1	Roof insulation		Patio	The Patio is used as classroom for PE classes. The heat is unbearable and is no longer conducive for learning from 11:00 a.m to 3:00 p.m. although electric fans are installed in the area			RC-8.3	Dept. of Physical Education
1	Construction of divided shelves	wooden or steel / divider / shelves double-faced	3rd Flr., Tech. Section, E.P. Dagot Hall	For the LIST Literacy in compliance with CHED/CMO 2010 reg.Policies Standards for BLIS & LIS Grad. Programs to have separate LIS Library for every institution offering LIS programs	40,000.00	1/06	RC-10.5	Dept. of Library & Info. Services
6	Installation of new exhaust fans		Gym	For better ventilation in the gym			RC-8.3	Dept. of Physical Education
1	*Construction of hanging cabinet*							
1	*Construction of bookshelves*							
2	*Construction of hanging cabinet*							
	Fabrication of cabinet			cabinets for costumes and instruments			RC-8.4	Dept. of Humanities
	Installation of vinyl tiles			floorings need repair			RC-8.4	Dept. of Humanities
	Installation	Installation of D.I. water & distilling unit					RC-11.9	Science Resource Center
	Installation	Installation of fume hood					RC-11.9	Science Resource Center
3	*Construction of Varifold Division*	similiar to library room varifolds	BPS 209A & 209B	venue for assemblies	15,000.00	3/01/11	RC-10.1	Dept. of English
1	Bathroom / CR		Practice House	For laboratory exercises		1/06	RC-11.4	Dept. of Allied Sciences

ANNUAL PROCUREMENT PLAN
CONSTRUCTION / REPAIR / RENOVATION
CY 2011

Priority	Kind of Construction/Repair/Renovation	Description/Specification	Location	Justification	Budget Estimate	Delivery	RC	OFFICES/DEPTS./UNITS
1	*Construction of bookshelves*	top shelves / mounted / book shelves	BPS 201	for office files, dissertation / thesis		1/03	RC-10	CLLL Dean's Office
1	*Construction of bookshelves*	top shelves / mounted shelves	BPS 301-A	for books and instructional materials	5,000.00	1/01	RC-10.4	Dept. of LBEL
PAINTING								
1	Re-painting of Office	paint	President's Office	for the incoming president	25,000.00	1/04	RC-1.1	Office of the University Board Secretary
	Repainting	walls-inner and outer office	Registrar's Office				RC-7.3	Registrar's Office
	Repainting of Walls						RC-13	Vice-President for Planning, Research and Extension
	Repainting of Chairs						RC-13	Vice-President for Planning, Research and Extension
2	Repainting of the walls and ceiling						RC-13.1	Center for Research and Development in Education
	Repainting of Office		Administrative & Internal Audit Offices	Renovation			RC-3	Administrative Services
3	Painting		Security Office				RC-3.5	Security Services
2	Repainting of Stockroom and office		Stockroom and Property Office		15,000.00	1/04	RC-3.2	Supply and Property Office
	Repainting of Information Area		N. Hall				RC-6.1	Normal Hall
	Repainting of 3rd Floor		N. Hall				RC-6.1	Normal Hall
	Repainting of Catwalk		Campus Wide	General use	60,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
	Continuation of Re-painting of SG Bldg.	Interior, Ceiling, Walling & Grilles	2nd Floor - SG Bldg.	General use	60,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
1	Repainting	various painting materials c/o PPCD	CASS Office, ME 102				RC-8	CASS Dean's Office
2	Repainting		BPS Hall			1/05	RC-10	CLLL Dean's Office
	Painting of the room		CED 206				RC-9.3	Dept. of Advance Professional Development
	Painting of Room		Hostel				RC-6.1	Normal Hall
REPAIRS								
1	Repair of floor wooden parquets	wooden	President's Office	for the office	15,000.00	1/04	RC-1.1	Office of the University Board Secretary
	Re-upholstery/repair of chairs at the Conference Room		VP-Academic Office	pcs.			RC-7	VP for Academic Affairs
	Repair of Comfort Room	to include re-piping and installation of toilet & sink	Registrar's Office				RC-7.3	Registrar's Office
	Repair of Mezzanine	to include installation of open shelves and replacement of windows	Registrar's Office				RC-7.3	Registrar's Office
	Repair of Ceiling	to include replacement of damaged plywood	Registrar's Office				RC-7.3	Registrar's Office
1	Repair of Restroom Exhaust Fan	due to malfunctioning	OSASS				RC-7.1	Office of Student Affairs and Student Services
1	Repair of Restroom Windows	cannot be closed	OSASS				RC 7.1	Office of Student Affairs and Student Services
1	Repair of Restroom Faucets	not functioning	OSASS				RC-7.1	Office of Student Affairs and Student Services
1	Repair of Restroom Flush	not functioning	OSASS				RC-7.1	Office of Student Affairs and Student Services
	Concrete elevation of offset machine area						RC-7.4	University Press
	Retiling of Floor / wall	Comfort Room					RC-13	Vice-President for Planning, Research and Extension
1	Repair of Floor Tiles						RC-13.1	Center for Research and Development in Education
	Repair of Office Windows	simulated capiz	AC Room	Repair			RC-3	Administrative Services

ANNUAL PROCUREMENT PLAN
CONSTRUCTION / REPAIR / RENOVATION
CY 2011

Priority	Kind of Construction/Repair/Renovation	Description/Specification	Location	Justification	Budget Estimate	Delivery	Rc	OFFICES / DEPTS / UNITS
1	Repair of Window Glass	Smoke Glass	Main Gate Office	Broken window glass			RC-3.5	Security Services
2	Repair of leaking Roof		Main Gate Office	leaking			RC-3.5	Security Services
1	Repair - Roof of Bodega		bet. Financial Bldg. and Orata Hall	to protect the construction materials from rain and aircon drops	10,000.00	1/04	RC-3.2	Supply and Property Office
	Repair of Main Door	Aluminum with glass door, thick	Medical-Dental Clinic	for replacement			RC-3.3	Medical Services
	Repair of Ceiling		Dental Clinic	leaks and torn ceiling			RC-3.3	Medical Services
	Repair of Toilet & Bathroom		Hostel				RC-6.1	Normal Hall
	Repair of Bathroom		N.Hall IIR, IIIR, Annex 2				RC-6.1	Normal Hall
	Repair all rooms 3rd Floor (Riverside)		N. Hall				RC-6.1	Normal Hall
	Repair of Bathroom (back of information)		N. Hall				RC-6.1	Normal Hall
	Repair of Tables and Chairs		Cafeteria		50,000.00		RC-6.2	Cafeteria
	Repair of Water Cooler		Cafeteria	For fast services	10,000.00		RC-6.2	Cafeteria
	Repair/Re-painting of ceiling & wall	Replacement of dilapidated plywood	SG-Torch office	Publication use	100,000.00	1st Q.	RC-5	Physical Plant and Campus Development
	Repair/renovation of Garage/Shop	Concrete walling, replacement of dilapidated corrugated sheets, laying of base coarse, lighting fixtures	Parking Area	Mechanic use	50,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
	Repair/Repainting of Roof & Ceiling	Replacement of dilapidated corrugated sheets & Plywood	HRD Classroom, Room 205-206	class	50,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
	Repair of Comfort Rooms	Male Comfort Room (2nd to be repaired); Male & Female Comfort Rooms	Gymnasium 2nd & 3rd Floor - E.P. Dagot Hall	General use	70,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
	Repair of Ceiling & Re-painting	Replacement of dilapidated plywood	Torch office	Office use	100,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
1	Repair of bottom line of the wall (near male CR)	water leaks from the male CR of finance (near the outlet of computers)	Finance Office	urgent repair is requested, it might cause electrical damage			RC-4	Financial and Management Services
1	Repair of Mezzanine	there are holes made by rats	Finance Office				RC-4	Financial and Management Services
1	Repair of Windows	windows cannot close tightly due to rust and broken lock	Finance Office	there is poor ventilation when windows are not tightly closed			RC-4	Financial and Management Services
1	Repair of Floor Tiles						RC-13..5	Research and Statistical Services
1	Repair of Lavatory						RC-13..5	Research and Statistical Services
1	Repair of Toilet						RC-13..5	Research and Statistical Services
1	Repair of the Ceiling 2nd Floor Comfort Room		2nd Floor Pecson Hall	For beautification	1,000.00	1/02	RC-11	COS Dean's Office
1	Repair of faucet and sink		MPH2 - Food Laboratory	For laboratory exercises		1/06	RC-11.4	Dept. of Allied Sciences
	Repair	Remove the stage	MB 316A		15,000.00	03/01	RC-11.1	Dept. of Mathematics
2	Repair and secure the windows of the COS Extension and Research Office		Room 316-C Pecson Hall	To ensure the security of documents, supplies and equipments vital for various activities of the college in Extension and Research	3,000.00	1/02	RC-11	COS Dean's Office
1	Repair of leaking ceiling		Elem. Bldg.	to prevent accident & further deterioration		1/04	RC-9.7	Center for Teaching and Learning

ANNUAL PROCUREMENT PLAN
CONSTRUCTION / REPAIR / RENOVATION
CY 2011

Priority	Kind of Construction/Repair/Renovation	Description/Specification	Location	Justification	Budget Estimate	Delivery	RC	OFFICES / DEPTS / UNITS
1	Repair/replacement of doors	classroom doors	High School Bldg.	for safety of student's things		1/04	RC-9.7	Center for Teaching and Learning
2	Repair of hanging cabinet		MB 202	sliding glass door		1/04	RC-8.1	Dept. of Social Sciences
1	Restrooms	leaking faucets	1st, 2nd, 3rd Floor BPS			1/03	RC-10	CLLL Dean's Office
	Repair of ceiling	leaking	CED 208				RC-9.3	Dept. of Advance of Professional Development
	Broken windows		POH 204				RC-9.5	Dept. of Special Education
1	Repair of hinges	Office window					RC-9.1	Dept. of Professional Education
1	Repair of computers and outlets		Rm. 302, 401 & 402 GW	Safety of students and maintenace	2,000.00	1/06/11	RC-11.5	Dept. of Information & Communicatoins Technology
2	Rewiring of electrical outlets		Rm. 401, 402 GW & MMR 216 MB	Safety of students and maintenace	5,000.00	1/06/11	RC-11.5	Dept. of Information & Communicatoins Technology
3	Repair / Replacement of nodes		4th Flor, GW and MMR 216	Safety of students and maintenace		1/06/11	RC-11.5	Dept. of Information & Communicatoins Technology
4	Repair of window panes		Gym	For maintenance and for safety of students in the gym			RC-8.3	Dept. of Physical Education
5	Repair of gutter		Gym	To make these comfort and for safety of students in the gym			RC-8.3	Dept. of Physical Education
	Repair of sink			Safety			RC 11.9	Science Resource Center
	Repair of toilet		Humanities Dept.				RC-6.4	Dept. of Humanities
1	Repair of Flooring	Parquet fixing					RC-9.1	Dept. of Professional Education
1	Repair of Clerical table	Fixing of drawers					RC-9.1	Dept. of Professional Education
4	Repair of electrical outlets	busted/non-working	BPS 307-A	for better instruction	1,000.00	1/01	RC-10.4	Dept. of LBEL
2	Pantry sink	replacement and re-installment					RC-9.1	Dept. of Professional Education
2	Replacement of Ceiling light	replacement					RC-9.1	Dept. of Professional Education
	Repair of Pantry sink		DECE				RC-9.2	Dept. of Early Childhood Education
	Repair of Ceiling light		DECE				RC-9.2	Dept. of Early Childhood Education
2	Repair	door knob, steel	Rm. 421,422, 415-417	for the security and safety of the students as well ast the faculty	20,000.00	2/06	RC-10.5	Dept. of Library & Info Services
1	Replacement of missing jalousy blades	glass blades	High School Bldg	for air-con efficiency and energy conservation		1/04	RC-9.7	Center for Teaching and Learning
1	Replacement of broken glasses	glass wall	High School Bldg.	for safety and aesthetics		1/04	RC-9.7	Center for Teaching and Learning
	Repair of door at POH 305		POH 305				RC-9.5	Dept. of Special Education
1	Locking of stuck-up windows		High School Bldg.	for air-con efficiency and energy conservation		1/04	RC-9.7	Center for Teaching and Learning
RENOVATION								
	Renovation	Renovation of Comfort Room	Internal Audit Services	employees use	30,000.00	1/03	RC-1/2	Internal Audit Services
	Renovation of Comfort Room	CR shared by IAS and AS		Renovation			RC-3	Administrative Services
	Renovation of Boys Room		N. Hall				RC-6.1	Normal Hall
	Extension of Catwalk	Replacement of dilapidated corrugated sheets	Behind S.G. Bldg.	General use	400,000.00	2nd Q.	RC-5	Physical Plant and Campus Development
1	Renovation		HRD 3rd Floor	Flooded when it rains			RC-11.2	Dept. of Biological Sciences

ANNUAL PROCUREMENT PLAN
CONSTRUCTION / REPAIR / RENOVATION
CY 2011

Priority	Kind of Construction/Repair/Renovation	Description/Specification	Location	Justification	Budget Estimate	Delivery	RC	OFFICES / DEPTS. / UNITS
3	Removal of cubicles and change of divider inside the male and female comfort room		Gym	The cubicles occupy much space. Removing it will accommodate more students at a time in between classes			RC-8.3	Dept. of Physical Education
2	Changing of flooring from bricks to tiles		Patio	When the flooring is changed into tiles, the students can freely sit on the flor and perform PE activities safely			RC-8.3	Dept. of Physical Education
1	Renovation of Comfort Room		CED Dean's office	For a decent comfort room especially for visitors		1/02	RC-9	CED Dean's Office
3	CED Dean's office extension		CED Rm. 102/lobby	Reception Area		1/04	RC-9	CED Dean's Office
	Renovation	Renovation of room/window/floors					RC-11.9	Science Resource Center
	Renovation of the Rondalla Rehearsal Rm.		CS 305	roofs leaking	90,000.00		RC-8.4	Dept. of Humanities
MAJOR CONSTRUCTION / REPAIR / RENOVATION								
	Construction	Extension of DPS Faculty Room	MB 118	to provide cubicles for new and part-time faculty	200,000.00	June 2011	RC-11.3	Dept. of Physical Sciences
	Renovation	Replacement of cubicles, cabinets, sidings, and other wood infrastructures damaged by termites	MB 118	The existing tables, cabinets, and other infrastructures are heavily damaged by termites	200,000.00	June 2011	RC-11.3	Dept. of Physical Sciences
	Renovation	Replacement of defective plumbing systems & sinks of laboratory rooms (MB 118 & 212)	DPS Faculty Room (MB 118)	The existing cubicles have been infected by termites	200,000.00	June 2011	RC-11.3	Dept. of Physical Sciences
	Repainting	Repainting of rooms MB 118, MB 212 and DPS Faculty Room	MB 212	The existing tables, cabinets, and other infrastructures are heavily damaged by termites	200,000.00	June 2011	RC-11.3	Dept. of Physical Sciences
	Construction / Repair / Installation of Science Resource Center (SRC)	Construction of mezzanine, cabinet, laboratory table	MB 208	space maximization	1.2M		RC-11.9	Science Resource Center
	Repair / Renovation of Auditorium	Lighting facilities; ceiling and seats	BPS Hall - GF	general use	1,000,000.00	2nd Qtr.	RC-5	Physical Plant and Campus Development
	Replacement of windows into simulated window glass, sliding finish	2nd & 3rd Floor (Ayala Wing)	G.T. Pecson Hall	general use	1,500,000.00	2nd Qtr.	RC-5	Physical Plant and Campus Development
	Repair of Windows		Normal Hall Dormitory	boarding house	2,000,000.00	3rd Qtr.	RC-5	Physical Plant and Campus Development
	Repair of 3rd floor		PNU Hostel	boarding house	1,000,000.00	3rd Qtr.	RC-5	Physical Plant and Campus Development
	Repainting of CTL Buildings		Elem. & HS Bldg.	to make the bldg. clean & presentable		2/05.	RC-9.7	Center for Teaching and Learning
UNIDENTIFIED								
2	Termination of Termite infestation		CASS Office, MB 102				RC-8	CASS Dean's Office
	Termination of Termite infestation		MB 311				RC-8.2	Dept. of Behavioral Sciences
1	Ceiling	Change/treatment of termite on affected areas	BPS Auditorium			1/03	RC-10	CLLL Dean's Office

Note: Subject to availability of Funds
All in ITALIC letters & Major Constructions

Other Procurement

ANNUAL PROCUREMENT PLAN
OTHER PROCUREMENT
CY 2011

Item Number	Item & Specifications	Quantity	Unit	Purpose	Unit Price	Total Amount	Date of Award	Mode of Procurement
1	Supply of Janitorial Services for CY 2011-2013	1	lot	49 Janitors to supply to different offices/buildings of the University		10,068,855.60	1st quarter	PUBLIC BIDDING
2	Supply of Security Services for CY 2011-2013	1	lot	31 Security Guards to deploy around the vicinity of the University (25 for Main Campus & 6 for Lopez Campus)		6,502,000.00	1st quarter	
	TOTAL APPROVED BUDGET					16,570,855.60		

Prepared by:

GWINC C. CALIBUYOT
Head, BAC Secretariat

Recommending Approval:

REBECCA C. NUEVA ESPAÑA
Chairman, BAC & APP

Approved:

ESTER B. OGENA
President

APP-PNU Lopez

REPUBLIC OF THE PHILIPPINES
Philippine Normal University
Lopez, Quezon

ANNUAL PROCUREMENT PLAN
CY 2011

II. PROCUREMENT OF COMMON OFFICE SUPPLIES

	Equipment	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Marking pen	for whiteboard, black	5	bxs	Admin. & Faculty services	1,500.00	Monday, May 2, 2011
	Marking pen	permanent, black, pentel brand	5	bxs	Admin. & Faculty services	1,500.00	Monday, May 2, 2011
	Meter Stick	aloy, 100cm	10	pcs	Circulo Les Artes	1,500.00	Monday, May 2, 2011
	Paper fastener	plastic	30	bxs	Admin. & Faculty services	500.00	Monday, May 2, 2011
	Paper	thermal, 216mm x 30m	10	rolls	Admin. & Director services	370.00	Monday, May 2, 2011
	Pencil	mongol brand #2	10	dozens	Admin. & Faculty services	250.00	Monday, May 2, 2011
	Plastic cover	transparent	5	rolls	Library services	5,000.00	Monday, May 2, 2011
	Ruller	aloy, 457mm, (18")	12	pcs	Admin. & Faculty services	900.00	Monday, May 2, 2011
	Sign pen	high tech pen, black	50	pcs	Admin. & Faculty services	2,000.00	Monday, May 2, 2011
	Staple gun wire	1/4"	3	bxs	Property services	300.00	Monday, May 2, 2011
	Staple gun wire	5/16"	3	bxs	Property services	300.00	Monday, May 2, 2011
	Staple gun wire	3/8"	5	bxs	Property services	300.00	Monday, May 2, 2011
	Staple wire	standard, #35	30	bxs	Admin. & Faculty services	1,500.00	Monday, May 2, 2011
	Tape	Transparent, 24mm (1") width	50	pcs	Property services	700.00	Monday, May 2, 2011
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ANNUAL PROCUREMENT PLAN
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III. PROCUREMENT OF COMMON OFFICE DEVICES

	Equipment	Description/Specification	Quantity	Unit	Justification	Budgert Estimate	Desired Date of Award
	Blade	for heavy duty cutter	10	pack	Circulo Les Artes	80.00	Monday, May 2, 2011
	Cutter	heavy duty, retractable L-500	10	pcs	Circulo Les Artes	250.00	Monday, May 2, 2011
	Scissor	stainless	10	pair	Circulo Les Artes	500.00	Monday, May 2, 2011
	Glue gun	heavy duty	5	pcs	Circulo Les Artes	1,000.00	Monday, May 2, 2011
	Glue Stick	for heavy duty glue gun	50	sticks	Circulo Les Artes	750.00	Monday, May 2, 2011
	Pencil	staedler 6HB	10	box	Circulo Les Artes	2,700.00	Monday, May 2, 2011
	Eraser	staedler	10	pcs	Circulo Les Artes	200.00	Monday, May 2, 2011
	Rubber slices		10	pcs	Circulo Les Artes	1,000.00	Monday, May 2, 2011
	Styrofoam:	2 x 4 x 1/4	20	pcs	Circulo Les Artes	1,400.00	Monday, May 2, 2011
		2 x 4 x 1/2	20	pcs	Circulo Les Artes	1,400.00	Monday, May 2, 2011
	Cutting mat		10	pcs	Circulo Les Artes	1,000.00	Monday, May 2, 2011
	Electric cutter	superior styrofoam cutter	5	pcs	Circulo Les Artes	750.00	Monday, May 2, 2011
	Acrylic paint	thalo blue	3	ltrs	Circulo Les Artes	300.00	Monday, May 2, 2011
		hansa yellow	3	ltrs	Circulo Les Artes	300.00	Monday, May 2, 2011
		permanent red	3	ltrs	Circulo Les Artes	300.00	Monday, May 2, 2011
		black	3	ltrs	Circulo Les Artes	300.00	Monday, May 2, 2011
		white	3	ltrs	Circulo Les Artes	300.00	Monday, May 2, 2011
	Brush	different sizes	30		Circulo Les Artes	1,000.00	Monday, May 2, 2011
	Mixing Palletes		10	pcs	Circulo Les Artes	1,000.00	Monday, May 2, 2011
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V. PROCUREMENT OF COMMON COMPUTER SUPPLIES

	Equipment	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Computer	Desktop computer	10	set	I.T room	20,500.00	Monday, May 2, 2011
	UPS	APC Back-UPS 550VA	1	unit	Property Office	1,700.00	Monday, May 2, 2011
	Printer	Deskjet, All-in-One	1	unit	Property Office	6,000.00	Monday, May 2, 2011
	Chair	computer with armrest	10	unit	Property Office & I.T. room	2,000.00	Monday, May 2, 2011
	Table	computer for tower type CPU	6	unit	Property Office & I.T. room	18,000.00	Monday, May 2, 2011
	Ink Cartridge	HP PSC 1316 (HP#27) black	10	pcs	Admin. Office	6,000.00	Monday, May 2, 2011
	Ink Toner	for digital copier KM-2035	2	pcs	Admin. Office	9,000.00	Monday, May 2, 2011
		(TK-410)					
	Monitor	LCD monitor, 19"	6	unit	I.T. room	33,900.00	Monday, May 2, 2011
	Fax machine		1	unit	Directors office	6,000.00	Monday, May 2, 2011
	Anti virus	Computer Anti virus	30	pcs	I.T. room	33,000.00	Monday, May 2, 2011
	Wi-Fi Router/Access point	Wi-Fi Router/Access point	3	pcs	I.T. room	45,000.00	Monday, May 2, 2011
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VI. PROCUREMENT OF COMMON ELECTRICAL SUPPLIES/ACCESSORIES

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Circuit breaker	30 Amps . Molded case,	20	pcs	General services	11,000.00	Monday, May 2, 2011
		type- HPH-P, couble					
	Circuit breaker	30 Amps . Quicklag ciruit	22	pcs	General services	15,000.00	Monday, May 2, 2011
		breaker, single, screwtype					
	Circuit breaker	60 Amps .	4	pcs	General services	3,500.00	Monday, May 2, 2011
	Circuit breaker	100 Amps .	1	pcs	General services	1,000.00	Monday, May 2, 2011
	Electrical Wire	Permalite type, THHN/THWN	1	bx	General services	3,500.00	Monday, May 2, 2011
		5.5mm , lead free					
	Electrical Wire	PDX 1.6 mm/20, non metallic	1	bx	General services	3,000.00	Monday, May 2, 2011
		(14/2C), Type NM					
	Bulb	Philips Ecotone, 20W	25	pcs	General services	8,000.00	Monday, May 2, 2011
	Tape	electrical , 19mm x 16m . Black	30	pcs	General services	900.00	Monday, May 2, 2011
	Electric Tester	screwtype (big)	2	pcs	General services	250.00	Monday, May 2, 2011
	Halogen lamp	500 watts	10	set	Gymnasium	6,000.00	Monday, May 2, 2011
	Fluorescent tube	daylight, 36W	2	bxs	General services	1,700.00	Monday, May 2, 2011
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VII. PROCUREMENT OF SPORTS EQUIPMENTS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Ball	basketball, Molten Official	5	pcs	PE class	8,500.00	Monday, May 2, 2011
	Ball	Volleyball, Mikasa Official ball	10	pcs	PE class	17,000.00	Monday, May 2, 2011
	Ball	Soccer ball	6	pcs	PE class	10,300.00	Monday, May 2, 2011
	Ball	Lawn Tennis	30	pcs	PE class	9,000.00	Monday, May 2, 2011
	Ball	Table Tennis	5	packs	PE class	1,250.00	Monday, May 2, 2011
	Table	Table Tennis table	1	set	PE class	5,000.00	Monday, May 2, 2011
	Net	Volleyball net	3	pcs	PE class	900.00	Monday, May 2, 2011
	Gloves	Baseball gloves	1	set	PE class	5,000.00	Monday, May 2, 2011
	Mitt	Baseball Mitt	1	set	PE class	3,000.00	Monday, May 2, 2011
	Body protector	Baseball body protector	2	set	PE class	5,000.00	Monday, May 2, 2011
	Racket	Badminton racket, Yonex	20	pcs	PE class	20,000.00	Monday, May 2, 2011
	Discuss Throw		2	pcs	PE class	3,000.00	Monday, May 2, 2011
	Shot	shot put	2	pcs	PE class	1,500.00	Monday, May 2, 2011
	Taekwondo Mats	for taekwondo sports	50	pcs	PE class	50,000.00	Monday, May 2, 2011
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VIII. PROCUREMENT OF COMMON OFFICE EQUIPMENTS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Airconditioner	2HP, windowtype,	4	unit	Academic & Admin. Bldg.	90,000.00	Monday, May 2, 2011
	Ceiling Fan	16", G.I blade	6	unit	Class room	12,000.00	Monday, May 2, 2011
	Dynamic Microphone		6	pcs	Admin. Office	20,000.00	Monday, May 2, 2011
	Fire Extiguisher (w/holder)	Life Guard portable Fire Ext.	8	unit	Academic & Admin. Bldg.	12,000.00	Monday, May 2, 2011
		HCFC-123 2.3 kg. capacity					
	LCD Projector	3000 Ansi Lumens, DLP Proj.	2	unit	Admin Office	30,000.00	Monday, May 2, 2011
	Laminating Machine	heavy duty	2	unit	Admin. Office	9,000.00	Monday, May 2, 2011
	Mamiographing machine		1	unit	Admin. Office	40,000.00	Monday, May 2, 2011
	Microphone Stand		5	set	Admin. Office	1,500.00	Monday, May 2, 2011
	Projection screen	LCD Projection screen	2	set	Admin. Office	5,000.00	Monday, May 2, 2011
	Table	conference table	2	set	Admin. Office	20,000.00	Monday, May 2, 2011
	Chair	executive chair	10	pcs	Academic & Admin. Office	5,000.00	Monday, May 2, 2011
	Rizo machine		1	unit	Admin. Office	20,000.00	Monday, May 2, 2011
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IX. PROCUREMENT OF OTHER SUPPLIES & EQUIPMENTS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Screwdriver	Philip screw, 10" long (orig.)	1	pc	Property Office	300.00	Monday, May 2, 2011
	Screwdriver	Philip screw, 8" long (orig.)	1	pc	Property Office	250.00	Monday, May 2, 2011
	Screwdriver	Flat screw, 10" long (orig.)	1	pc	Property Office	300.00	Monday, May 2, 2011
	Screwdriver	Flat screw, 8" long (orig.)	1	pc	Property Office	250.00	Monday, May 2, 2011
	Pliers	big & small (orig.)	2	pcs	Property Office	600.00	Monday, May 2, 2011
	Pliers	long nose pliers (big & small)	2	pcs	Property Office	600.00	Monday, May 2, 2011
	Hammer	stanley claw hammer	2	pcs	Property Office	600.00	Monday, May 2, 2011
		(big & small)					
	Adjustable wrench	8" ridgid (orig.)	1	pc	Property Office	1,750.00	Monday, May 2, 2011
	Pipe wrench	10" ridgid (orig.)	1	pc	Property Office	1,750.00	Monday, May 2, 2011
	Vise Grip		1	pc	Property Office	1,500.00	Monday, May 2, 2011
	Tool box		1	pc	Property Office	1,500.00	Monday, May 2, 2011
	Flag	Philippine flag, flag pole type	5	pcs	Admin. Office	3,000.00	Monday, May 2, 2011
	Water Dispenser	hot & cold	2	unit	Admin. Office	13,000.00	Monday, May 2, 2011
	Pots	# 6703	50	pcs	Academic bldg., RPN bldg.	10,000.00	Monday, May 2, 2011
		# 8503	50	pcs	Academic bldg., RPN bldg.	10,000.00	Monday, May 2, 2011
	Gardeners Glove		20	pairs	Janitorial services	3,700.00	Monday, May 2, 2011
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X. PROCUREMENT OF SCIENCE APPARATUS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Microscope		6	set	Science Laboratory	3,500.00	Monday, May 2, 2011
	Test tube		2	doz	Science Laboratory	1,000.00	Monday, May 2, 2011
	Test tube rack		2	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Graduated Cylinder		2	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Volumetric flask		2	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Vernier caliper		2	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Bunsen burner		2	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Air Thermometer		10	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Beaker		5	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	Evaporating dish		5	pc	Science Laboratory	1,000.00	Monday, May 2, 2011
	weighing scale		5	pc	Science Laboratory	2,500.00	Monday, May 2, 2011
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XI. PROCUREMENT OF BOOKS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Astronomy		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Botany		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Zoology		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Biology		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Physics (by: Campbell)		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Physics (by: Giancoli)		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Genetics		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Human Anatomy & Zoology		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Environmental Science		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	General Chemistry		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Inorganic Chemistry		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Organic Chemistry		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Mechanics		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Physical Science (by: Bill Fillery)		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Earth Science (by: Farbush)		12	pcs	Science Laboratory	4,800.00	Monday, May 2, 2011
	Statistics (S. Neigel)	2nd edition	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Geometry (by: B. Cabansay)		12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Physical Education & Health	A worktext for colledge students	12	pcs	PE Class	4,800.00	Monday, May 2, 2011
	(by: S. Favila, F. Evangelista	(Revised edition)					
	M. Antonio, R. Echalin)						

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XII. PROCUREMENT OF BOOKS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Rhythmic Activities & Dance	A worktext for colledge	12	pcs	P E Class	4,800.00	Monday, May 2, 2011
	By: A.E.P. Santos	students (Revised edition)					
	Larry A. Gabac						
	Rosana A. Diana						
	Exploration; An introduction	By: Thomas T. Arny	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	to astronomy	1996 version					
	Introduction to Special	A text book for colledge	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Education	students-first edition					
		By: Teresita G. Enciong,					
		Yolanda S. Quijano,					
		Yolanda T. Capulong					
	Komunikasyon sa Akademikong	By: Paquito Badayos	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Filipino						
	Komunikasyon at Linggwistika	By: Venerando S. Lachica	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Filipino bilang Tanging Gamit	By: Mrietta Alagad Abad	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	sa Pagtuturo, Bagong Edisyon	Priscilla Castyaneto-Ruedas					
	Pagbasa at Pagsulat Tungo	By: Paquito Badayos	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	sa Pananaliksik						
	Assesment and Evaluation	By:	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Research Methods (Revised ed.)	By: Consuelo G. Sevilla, Ochave,	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
		Punsalan, Regala, Uriarte					
	Curriculum Development		12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	General Principles of Teaching		12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	General Science		12	pcs	Library Services	4,800.00	Monday, May 2, 2011
	Human Anatomy						
	Physiology	By: Van De Graaff					
		Ward Rhees					
	Basic Economic	By: N. Gregory					
	Elementary Statistics	By: Mario Triola	12	pcs	Library Services	4,800.00	Monday, May 2, 2011
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XIV. PROCUREMENT OF HARDWARE SUPPLIES & MATERIALS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Kin dry lumber:	2 x 2 x 10	30	pcs	for cabinets and tables	4,000.00	Monday, May 2, 2011
		1 x 2 x 10	30	pcs	for cabinets and tables	2,800.00	Monday, May 2, 2011
		1 x 1 x 10	50	pcs	for cabinets and tables	4,500.00	Monday, May 2, 2011
		1/2 x 1 x 10	50	pcs	for cabinets and tables	5,000.00	Monday, May 2, 2011
	Cornice	2 x 10	30	pcs	for cabinets and tables	6,000.00	Monday, May 2, 2011
	Center Molding	1 x 10	50	pcs	for cabinets and tables	9,000.00	Monday, May 2, 2011
	Plywood	1/4 marine Sta. Clara brand	10	pcs	for cabinets and tables	5,000.00	Monday, May 2, 2011
		1/2 Marine Sta. Clara brand	10	pcs	for cabinets and tables	9,000.00	Monday, May 2, 2011
		3/4 Marine Sta. Clara brand	10	pcs	for cabinets and tables	10,000.00	Monday, May 2, 2011
	Vulca seal	1/2 liter	10	can	for cabinets and tables	1,000.00	Monday, May 2, 2011
	Stikwel	1 liter	10	can	for cabinets and tables	1,500.00	Monday, May 2, 2011
	Door knob		30	pcs	for replacement of door knob	12,000.00	Monday, May 2, 2011
	Drawer guide	12" steel	30	pairs	for cabinets and tables	4,000.00	Monday, May 2, 2011
	Nail:	1"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
		1/2"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
		2"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
		3"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
	Nail	concrete nail, 2"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
		3"	5	kls	for cabinets and tables	500.00	Monday, May 2, 2011
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CY 2011

XV. PROCUREMENT OF HARDWARE SUPPLIES & MATERIALS

	Title	Description/Specification	Quantity	Unit	Justification	Budget Estimate	Desired Date of Award
	Latex paint	flat latex (16 lts./pail) white	10	pail	for building re-painting	15,000.00	Monday, May 2, 2011
	Latex paint	gloss latex (16 ltrs./pail) white	10	pail	for building re-painting	15,000.00	Monday, May 2, 2011
	Enamel paint	flat wall enamel (16 ltrs./pail)	10	pail	for tables and cabinet	16,000.00	Monday, May 2, 2011
		white			construction		
		quick drying enamel white	10	pail	for tables and cabinet	15,000.00	Monday, May 2, 2011
		(16 ltrs./pail)			construction		
	Tinting color in oil	lamp black (1 ltr. /can)	10	can	for building re-painting	1,500.00	Monday, May 2, 2011
		raw sienna (1 ltr./can)	10	can	for building re-painting	1,500.00	Monday, May 2, 2011
	Latex color	lamp black (1 ltr./can)	10	can	for building re-painting	1,500.00	Monday, May 2, 2011
		raw sienna (1 ltr./can)	10	can	for building re-painting	1,500.00	Monday, May 2, 2011
	Thinner	paint thinner	6	gal	for building re-painting	1,500.00	Monday, May 2, 2011
	Sand paper	buffalo sand paper, # 120	100	sheets	for building re-painting	1,500.00	Monday, May 2, 2011
	Baby roller brush	with handle	50	pcs	for building re-painting	3,500.00	Monday, May 2, 2011
	Paint brush	size: 1/4"	20	pcs	General services	300.00	Monday, May 2, 2011
		1/2"	20	pcs	General services	500.00	Monday, May 2, 2011
		1"	20	pcs	General services	1,300.00	Monday, May 2, 2011
		2"	20	pcs	General services	1,500.00	Monday, May 2, 2011
		3"	20	pcs	General services	1,500.00	Monday, May 2, 2011
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Recommending Approval:

REBECCA C. NUEVA ESPAÑA
Chairman, BAC & APP

Approved:

ESTER B. OGENA
President