

**ANNUAL PROCUREMENT PROGRAM FOR 2012  
For Common-Use Supplies and Equipment**

Department/Bureau/Office: INTER COUNTRY ADOPTION BOARD  
Address: No.2 Chicago Street, corner Ermin Garcia  
Cubao Quezon City

Contact Person: JANET T. SANTOS  
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	Item & Specifications	Unit	Quantity Requirement					Price as of 12-31-2011 per PS Price Catalogue	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
<b>COMMON ELECTRICAL SUPPLIES</b>									
1	BALLAST, 1 x 20 watts	each	3	3	3	3	12	67.50	810.00
2	BALLAST, 1 x 40 watts	each	5	5	5	5	20	81.15	1,623.00
3	BATTERY, size AA, alkaline, 2 pcs./packet	packet	20	20	20	20	80	36.40	2,912.00
4	FLUORESCENT TUBE, 18 watts	each	10	10	10	10	40	26.95	1,078.00
5	FLUORESCENT TUBE, 36 watts	each	10	10	10	10	40	35.20	1,408.00
6	LED Flourescent light	piece	2	2	2	2	8	500.00	4,000.00
7	STARTER, 4-40 watts	each	5	5	5	5	20	4.85	97.00
8	TAPE, electrical	roll	2	2	2	2	8	13.35	106.80
	<b>SUB-TOTAL:</b>								12,034.80
<b>COMMON COMPUTER SUPPLIES</b>									
1	COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1		1		2	1,055.10	2,110.20
2	COMPACT DISK REWRITABLE, 650MB/ 74 min. capacity	piece	40	40	40	40	160	17.16	2,745.60
3	DISKETTE, 3.5", DS,DD, 10s/box	box	2		2		4	56.20	224.80
4	DVD RE WRITABLE 4.7GB	piece	40	40	40	40	160	20.80	3,328.00
5	FLASH DRIVE, 4GB	piece	2	2	2	2	8	327.34	2,618.72
6	INK CARTRIDGE, HP C9351A (HP 21)	piece	10	10	10	10	40	659.36	26,374.40
7	INK CARTRIDGE, HP C9352A (HP 22)	piece	5	5	5	5	20	738.40	14,768.00
8	INK CARTRIDGE, HP C8766WA (HP 95) colored	piece	3	3	3	3	12	1,076.40	12,916.80
9	INK CARTRIDGE, HP C8766WA (HP 98 ) black	piece	5	5	5	5	20	775.00	15,500.00
10	INK CARTRIDGE, HP C4936 (HP 18 ) black	piece	5	5	5	5	20	920.00	18,400.00
11	INK CARTRIDGE, HP C4937 (HP 18 ) cyan	piece	5	5	5	5	20	695.00	13,900.00

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			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
12	INK CARTRIDGE, HP C4938 (HP 18 ) magenta	piece	5	5	5	5	20	695.00	13,900.00
13	INK CARTRIDGE, HP C4939 (HP 18 ) yellow	piece	5	5	5	5	20	695.00	13,900.00
14	TONER HP Q2612A	piece	5	5	5	5	20	3,120.00	62,400.00
15	TONER HP CB435A	piece	5	5	5	5	20	2,785.00	55,700.00
16	TONER HP C7115A	piece	2	2	2	2	8	2,840.00	22,720.00
17	TONER HP Q3960A	piece	2	2	2	2	8	3,875.00	31,000.00
18	TONER HP Q3971A	piece	2	2	2	2	8	3,435.00	27,480.00
19	TONER HP Q3972A	piece	2	2	2	2	8	3,435.00	27,480.00
20	TONER HP Q3973A	piece	2	2	2	2	8	3,435.00	27,480.00
21	TONER HP Q3964A	piece	1		1		2	8,385.00	16,770.00
22	TONER KONICA 1212	piece	2	2	2	2	8	3,496.00	27,968.00
23	TONER/DEVELOPER / PM KIT/Drum	set	1				1	29,900.00	29,900.00
	<b>SUB - TOTAL:</b>								<b>469,584.52</b>
<b>COMMON OFFICE SUPPLIES</b>									
1	AIR FRESHENER, 280ml/can	can	18	18	18	18	72	116.48	8,386.56
2	ALCOHOL, 70% isopropyl	bottle	45	45	45	45	180	39.26	7,066.80
3	BALLPEN BLUE AND BLACK	pcs	130	130	130	130	520	7.00	3,640.00
4	CARBON FILM, 216mm x 330mm, 100s/box	box	1		1		2	324.50	649.00
5	CLIP, backfold, 25mm, 12s/box ( 1" )	box	10	10	10	10	40	8.25	330.00
6	CLIP, backfold, 50mm, 12s/box	box	10	10	10	10	40	29.65	1,186.00
7	CLIP, backfold, 19mm, 12s/box ( 3/4" )	box	20	20	20	20	80	4.90	392.00
8	CLIP, backfold, 32mm, 12s/box ( 1-1/4' )	box	20	20	20	20	80	11.75	940.00
9	CORRECTION FLUID, 20ml.	bottle	5	5	5	5	20	11.70	234.00
10	DATA FILE BOX, (5"x9"x15-3/4")	box	10	10	10	10	40	55.00	2,200.00
11	ENVELOPE,documentary(10"x15"),500s/box	box	3	3	3	3	12	431.60	5,179.20
12	ENVELOPE, documentary, A4 size, 500s/box	box	3	3	3	3	12	505.45	6,065.40
13	ENVELOPE, expanding, legal size, 100s/box	box	2	2	2	2	8	601.15	4,809.20
14	ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	2	2	2	2	8	118.60	948.80
15	FOLDER, pressboard, plain, legal, 100s/box	box	2	2	2	2	8	736.35	5,890.80
16	FOLDER, tagboard, legal size, 100s/box	pack	10	10	10	10	40	243.40	9,736.00
17	FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1	1	1	1	4	192.40	769.60
18	GLUE, all purpose, 200 grams	jar	10	10	10	10	40	45.45	1,818.00
19	INDEX CARD, 5" x 8",ruled both side,500s/ pack	pack	10	10	10	10	40	111.61	4,464.40
20	INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box	10	10	10	10	40	48.90	1,956.00
21	LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack	2	2	2	2	8	459.20	3,673.60

	Item & Specifications	Unit	Quantity Requirement					Price as of 12-31-2011 per PS Price Catalogue	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
22	MAGAZINE FILE BOX, medium	each	10	10	10	10	40	26.85	1,074.00
23	MARKER, fluorescent, 3 colors/set	set	10	10	10	10	40	89.35	3,574.00
24	MARKING PEN, whiteboard, black	each	12	12	12	12	48	25.90	1,243.20
25	MARKING PEN, whiteboard, blue	each	12	12	12	12	48	25.90	1,243.20
26	MARKING PEN, permanent, black	each	24	24	24	24	96	26.95	2,587.20
27	MARKING PEN, permanent, blue	each	24	24	24	24	96	26.95	2,587.20
28	NOTE BOOK, stenographer's	each	50	50	50	50	200	7.70	1,540.00
29	NOTE PAD, (3"x4")	pad	20	20	20	20	80	20.80	1,664.00
30	OIL, 120ml.	bottle	5	5	5	5	20	16.15	323.00
31	PAPER, PPC, legal	ream	50	50	50	50	200	174.40	34,880.00
32	PAPER, PPC, A4	ream	100	100	100	100	400	155.48	62,192.00
33	PAPER,multicopy, A4	ream	10	10	10	10	40	174.40	6,976.00
34	PAPER,multicopy, legal	ream	10	10	10	10	40	227.85	9,114.00
35	PAPER FASTENER,non-rust metal,50 sets/box	box	20	20	20	20	80	83.08	6,646.40
36	PAPER CLIP, gem type,jumbo,50mm,100s/box	box	50	50	50	50	200	13.55	2,710.00
37	PASTE, solid, with water well, 200gms.	each	10	10	10	10	40	17.55	702.00
38	PENCIL, lead, w/eraser	dozen	10	10	10	10	40	34.20	1,368.00
39	RECORD BOOK, 300 pages	book	20	20	20	20	80	61.11	4,888.80
40	SIGN PEN, black	each	60	60	60	60	240	24.84	5,961.60
41	SIGN PEN, blue	each	60	60	60	60	240	24.84	5,961.60
42	STAPLE WIRE, standard, #35	box	50	50	50	50	200	18.69	3,738.00
43	TAPE, masking (1"), 24mm, 50 meters length	roll	10	10	10	10	40	31.65	1,266.00
44	TAPE, masking (2"), 50mm, 50 meters length	roll	10	10	10	10	40	54.10	2,164.00
45	TAPE, transparent, (1"), 24mm, 50 meters	roll	20	20	20	20	80	14.50	1,160.00
46	TAPE, transparent, (2"), 48mm, 50 meters	roll	10	10	10	10	40	13.65	546.00
47	TAPE, packaging, 48mm, 50 meters length	roll	10	10	10	10	40	13.65	546.00
48	TOILET TISSUE, 12 rolls/pack	pack	5	5	5	5	20	65.52	1,310.40
	<b>SUB-TOTAL:</b>								<b>238,301.96</b>
	<b>COMMON OFFICE DEVICES</b>								
1	BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	5	5	5	5	20	7.51	150.20
2	Calculator	pcs		4			4	1,200.00	4,800.00
3	CUTTER, heavy duty, L500	each	5	5	5	5	20	22.35	447.00
4	CABLE 20 meters	meter	20				20	120.00	2,400.00
5	Cutting Board	piece	1				1	1,000.00	1,000.00
6	Income / Outgoing ox	piece	1				1	1,000.00	1,000.00

	Item & Specifications	Unit	Quantity Requirement					Price as of 12-31-2011 per PS Price Catalogue	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
7	Linkays Port switcing ( HUB )	eash	1				1	2,000.00	2,000.00
8	PUNCHER, heavy duty	each	5	5	5	5	20	77.90	1,558.00
9	RJ 45 jack	piece	20				20	150.00	3,000.00
10	SCISSORS, (6")	pair	10	10	20	10	50	15.46	773.00
11	STAPLER, heavy duty	each	5	5	5	5	20	217.36	4,347.20
12	STAPLE REMOVER, twin jaws	each	5	5	5	5	20	15.50	310.00
13	TAPE DISPENSER, heavy duty, for 24mm(1")	each	5	5	5	5	20	50.45	1,009.00
	<b>SUB-TOTAL:</b>								<b>22,794.40</b>
<b>COMMON JANITORIAL SUPPLIES</b>									
1	BATHROOM SOAP, 70gms.	each	10	10	10	10	40	15.50	620.00
2	BROOM, soft (tambo)	each	5	5	5	5	20	72.80	1,456.00
3	BROOM, STICK (tingting)	each	5	5	5	5	20	14.56	291.20
4	CLEANSER, powder, 350gms.	canister	10	10	10	10	40	18.65	746.00
5	DETERGENT POWDER, 200gms.	pouch	20	20	20	20	80	20.80	1,664.00
6	DETERGENT BAR	bar	20	20	20	20	80	18.70	1,496.00
7	DISINFECTANT SPRAY, 340 gm.	can	10	10	10	10	40	123.52	4,940.80
8	DUST PAN, plastic w.handle,large	each	3	3	3	3	12	26.00	312.00
9	FURNITURE CLEANER, 400ml/can	can	10	10	10	10	40	124.80	4,992.00
10	INSECTICIDE, 600ml.(420g)/can	can	10	10	10	10	40	136.76	5,470.40
11	MOPHANDLE, screw type, wooden handle	each	5	5	5	5	20	59.30	1,186.00
12	MOPHEAD, 100% RAYON	each	10	10	10	10	40	44.75	1,790.00
13	RAG, COTTON, (8") in diameter	kilo	5	5	10	10	30	33.30	999.00
14	SCOURING PAD, economy size	pack	5	5	5	5	20	136.24	2,724.80
15	TRASHCAN	pcs		5			5	200.00	1,000.00
16	TRASHBAG, plastic, black, (XL)	roll	20	20	20	20	80	103.79	8,303.20
	<b>SUB-TOTAL:</b>								<b>37,991.40</b>
<b>OTHER SUPPLIES</b>									
1	Jeepney replica	pcs	105	105	105	105	420	245.00	102,900.00
2	Flag	pcs	105	105	105	105	420	60.00	25,200.00
3	Native doll	pcs	60	60	60	60	240	120.00	28,800.00
4	Baby book	pcs	90	90	90	90	360	155.00	55,800.00
5	Accordion Filer	pcs	100	100	100	100	400	300.00	120,000.00

	Item & Specifications	Unit	Quantity Requirement					Price as of 12-31-2011 per PS Price Catalogue	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
6	Letterhead ICAB Logo	ream	10		10		20	750.00	15,000.00
7	Letterhead ACA	ream	10		10		20	800.00	16,000.00
8	Letterhead PA	ream	10		10		20	775.00	15,500.00
9	Letterhead TA	ream	10		10		20	800.00	16,000.00
10	Mailing envelop with logo ordinary	boxes	5		5		10	860.00	8,600.00
11	Mailing envelop with logo airmail	boxes	5		5		10	770.00	7,700.00
12	Photo Frame 4R Size double	pieces	12	6	12	6	36	150.00	5,400.00
13	Brochure - printing ICAB RA8043	pcs				500	500	60.00	30,000.00
	<b>SUB-TOTAL:</b>								<b>446,900.00</b>

<b>REPAIR AND MAINTENANCE</b>										
										-
1	Office Equipment	quarterly	1	1	1	1	4	5,000.00	20,000.00	
2	Office Furniture	quarterly	1	1	1	1	4	5,000.00	20,000.00	
3	Motor Vehicle	quarterly	1	1	1	1	4	8,000.00	32,000.00	
4	Motor Vehicle - Hi Ace(overhaul)		1					60,000.00	60,000.00	
	<b>SUB-TOTAL</b>								<b>132,000.00</b>	

<b>TOTAL FOR SUPPLIES</b>									<b>1,359,607.08</b>
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<b>OFFICE FURNITURE &amp; EQUIPMENT</b>									
1	LED T.V w/ home theater for the conference	unit	1				1	130,000.00	130,000.00
2	3 in 1 HP scanner, printer, fax & foto developer	piece	1				1	7,000.00	7,000.00
3	Deskstop Computer equipment	piece	5				5	35,000.00	175,000.00
4	Externah Hard Drive	piece	2	3	2	3	10	6,500.00	65,000.00
5	Overhead Projector	piece	1				1	40,000.00	40,000.00
6	Photocopier Machine	piece			1		1	30,000.00	30,000.00
7	Printer ( toner )	piece	4				4	7,000.00	28,000.00
8	Scanner	piece		1			1	15,000.00	15,000.00
9	Shredding Machine	piece	3				3	2,000.00	6,000.00
10	Treadmill			1			1	20,000.00	20,000.00
11	One Burner gas stove / Oven with indicator	piece	1				1	20,000.00	20,000.00
	<b>SUB-TOTAL</b>								<b>536,000.00</b>

<b>OFFICE FURNITURE &amp; FIXTURE</b>										

	Item & Specifications	Unit	Quantity Requirement					Price as of 12-31-2011 per PS Price Catalogue	Total Amount
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
1	File compactor	piece		1			1	200,000.00	200,000.00
2	Office Chair		12				12	3,000.00	36,000.00
3	Coffee Table for the Conference Room	piece	1				1	10,000.00	10,000.00
4	Laquer Cabinet			2			2	15,000.00	30,000.00
5	Tennis Table		1				1	15,000.00	15,000.00
	<b>SUB-TOTAL</b>								<b>291,000.00</b>
<b>BUILDING IMPROVEMENT</b>									
1	Improvement playground area & 4th floor								300,000.00
2	Conference room								300,000.00
3	Improvement electrical wiring								50,000.00
4	Installation sephatik tank								70,000.00
	<b>SUB-TOTAL</b>								<b>720,000.00</b>
<b>TOTAL: CAPITAL OUTLAY</b>									
								<b>1,547,000.00</b>	
<b>GRAND TOTAL: .....</b>									2,906,607.08
<b>W/ 10% ADDITIONAL PROVISION FOR INFLATION .....</b>									290,660.71
<b>GRAND TOTAL: .....</b>									3,197,267.79
<b>*** CONTINUING APPROPRIATION</b>									
<b>Prepared by:</b>					<b>Approved:</b>				
<p style="text-align: center;">— <b>JANET T. SANTOS</b></p> <p style="text-align: center;">Administrative Officer V</p>					<p style="text-align: center;">— <b>BERNADETTE B. ABEJO</b></p> <p style="text-align: center;">Executive Director</p>				
<b>Date Prepared:</b>									