

**ANNUAL PROCUREMENT PLAN FOR 2015  
For Common-Use Supplies and Equipment**

Republic of the Philippines  
**METRO SIARGAO WATER DISTRICT**  
Dapa, Siargao Island, Surigao City

**ANNUAL PROCUREMENT PLAN (APP)**

For the year 2015

Description of Goods and Services and Projects	Unit of Measure	Quantity Requirement												Unit Price	Approved Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total Quantity
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																
<b>COMMON ELECTRICAL SUPPLIES</b>																
1. COMPACT FLUORESCENT LIGHT, 18 watts	piece	5			5					5			5	20	129.60	2,592.00
2. TAPE, electrical	roll	5									5			10	19.66	196.56
																<b>2,788.56</b>
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																
1. COMPACT DISK DRIVE CLEANER	piece	4			4			4				4		16	69.36	1,109.72
2. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	4			2					2			2	10	505.44	5,054.40
3. MOUSE, optical, USB connection type	piece	4			2					2			2	10	213.41	2,134.08
																<b>8,298.20</b>
<b>COMMON OFFICE SUPPLIES</b>																
1. AIR FRESHENER, 280mL/can	can	3			3							3		9	99.96	899.68
2. ALCOHOL, 70%, ethyl, 500ml	bottle	5			5			5				5		20	40.72	814.32
3. CLIP, backfold, 25mm, 12s/box	box	9			9			9				9		36	16.85	606.53
4. CLIP, backfold, 50mm, 12s/box	box	9			9			9				9		36	47.17	1,698.28
5. CLIP, backfold, 19mm, 12s/box	box	9			9			9				9		36	8.14	293.16
6. CLIP, backfold, 32mm, 12s/box	box	9			9			9				9		36	18.81	677.29
7. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	1						1						2	73.01	146.02
8. COLUMNAR NOTEBOOK, 12 cols	piece	5			5							2		12	21.21	254.53
9. CORRECTION FLUID, water based, min 15mL.	bottle	5			5					5			5	20	10.61	212.11
10. DATA FILE BOX, (5"x9"x15-3/4")	box	6												6	69.63	417.77
11. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	6						6					12	24	72.44	1,738.45
12. ENVELOPE, documentary (10"x15"), 500s/box	box	1												1	605.40	605.40
13. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1			1							1		3	729.93	2,189.79
14. ENVELOPE, mailing white with window, 500s	box	1												1	224.19	224.19
15. ERASER, rubber	piece	12												12	5.05	60.65
16. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	6												6	89.86	539.14
17. FOLDER, pressboard, plain, legal, 100s/box	pack	1												1	919.77	919.77
18. FOLDER, tagboard, legal size, 100s/box	pack	1												1	447.03	447.03

19. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	2						2						4	267.32	1,069.29
20. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	2						2						4	247.10	988.42
21. GLUE, all purpose, 300 grams min.	jar	6								6				12	40.42	485.09
23. MARKING PEN, whiteboard, black	piece	5												5	16.29	81.43
24. MARKING PEN, whiteboard, blue	piece	5												5	16.29	81.43
25. OIL, for general purpose, 120 mL	bottle	1												1	33.47	33.47
26. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	20												20	113.18	2,263.68
27. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	20												20	60.54	1,210.90
28. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream	20												20	157.25	3,144.96
29. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	20												20	155.90	3,117.96
30. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream	20												20	210.23	4,204.66
31. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	20												20	22.22	444.31
32. PAPER, thermal, 210mmx30M, 1/2" core	roll	1												1	39.31	39.31
33. PAPER, thermal, 216mmx30M, 1/2" core	roll	1												1	40.44	40.44
34. Bondpaper long, ordinary	ream	15		10				15		10				50	207.90	10,395.00
35. Bondpaper short, ordinary	ream	20						20						40	201.96	8,078.40
36. Bondpaper long, US	ream	15						10						25	226.80	5,670.00
37. Bondpaper short, US	ream	15						10						25	199.80	4,995.00
38. Bondpaper A4 size	ream	10						5						15	232.20	3,483.00
39. PAPER FASTENER, for paper, metal, 50 sets/box	box	3						3					6	12	88.60	1,063.24
40. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	3						3					6	12	16.85	202.18
41. PAPER CLIP, gem type, 32mm, 100s/box	box	3						3					6	12	9.55	114.57
42. PENCIL, lead, w/eraser, one(1) dozen per box	box	2												2	26.88	53.76
43. PENCIL, mechanical, for 0.5mm lead	piece	2												2	19.66	39.31
44. RECORD BOOK, 300 pages, Smyth sewn	book	6												6	54.48	326.85
45. RECORD BOOK, 500 pages, Smyth sewn	book	6												6	95.47	572.83
46. RIBBON, nylon, manual typewriter	spool	6												6	17.07	102.45
47. RUBBER BAND, 1.0mm min. thickness	box	1												1	143.29	143.29
48. RULER, plastic, 300mm	piece	2												2	3.93	7.86
49. RULER, plastic, 450mm	piece	2												2	39.31	78.62
50. SIGN PEN, black	box	1												1	324.00	324.00
51. SIGN PEN, blue	box	1												1	324.00	324.00
52. SIGN PEN, red	box	1												1	324.00	324.00
53. STAMP PAD INK, violet, 50mL	bottle	1												1	29.20	29.20
54. STAPLE WIRE, standard, #35	box	6												6	28.06	168.35
55. TAPE, masking, 24mm, 50 meters length	roll	2												2	44.93	89.86
56. TAPE, transparent, 24mm, 50 meters	roll	2												2	11.74	23.48
57. TAPE, packaging, 48mm, 50 meters length	roll	2												2	20.78	41.56
58. TOILET TISSUE, 12 rolls/pack	pack	12					12			12			12	48	66.04	3,170.02
59. Ball pen, black	box	1												1	486.00	486.00
60. Ball pen, blue	box	1												1	486.00	486.00

61. Ball pen, red	box	1												1	486.00	486.00
																<b>71,228.28</b>
<b>COMMON OFFICE DEVICES</b>																
3. PUNCHER, heavy duty	piece	6												6	123.55	741.30
4. SCISSORS, (6")	pair	2												2	20.22	40.44
6. STAMPING DATER, self-inking stamp	piece	2												2	471.74	943.49
7. STAPLER, heavy duty, standard	piece	1												1	175.87	175.87
8. STAPLE REMOVER, twin jaws	piece	1												1	21.21	21.21
																<b>1,922.31</b>
<b>COMMON JANITORIAL SUPPLIES</b>																
1. BATHROOM SOAP, 70gms.	piece	3						3						6	15.72	94.35
2. BROOM, soft (tambo)	piece	1												1	129.17	129.17
3. BROOM, STICK (tingting)	piece	1												1	21.34	21.34
4. CLEANSER, powder, 350gms.	canister	3						3						6	18.71	112.23
5. DETERGENT POWDER, all purpose, 500gms.	pouch	1												1	18.53	18.53
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1												1	25.83	25.83
8. DUST PAN, non-rigid plastic, with detachable handle	piece	1												1	28.08	28.08
9. FLOOR WAX, paste, natural, 2kgs.	can	1												1	331.34	331.34
11. FLOOR WAX, liquid type, 3.75L	can	1												1	358.02	358.02
13. INSECTICIDE, 600mL (420g) /can	can	1												1	125.80	125.80
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	3						3						6	67.39	404.35
20. TRASHBAG, plastic, black, (XL)	roll	3						3						6	112.09	672.56
																<b>2,321.61</b>
<b>COMMON OFFICE EQUIPMENT</b>																
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit	1												1	9,546.08	9,546.08
																<b>9,546.08</b>
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																
<b>COMMON ELECTRICAL SUPPLIES</b>																
1. COMPACT FLUORESCENT LIGHT, 23 watts	piece	2				2								6	129.60	777.60
2. Circuit Breaker, 40 amperes	piece	1												1	648.00	648.00
3. Circuit Breaker, 20 amperes	piece	1												1	540.00	540.00
4. Circuit Breaker, 15 amperes	piece	1												1	432.00	432.00
																<b>2,397.60</b>
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																
1. INK CARTRIDGE, CANON MP 287 , Black	cart	3												3	918.00	2,754.00
2. INK CARTRIDGE, CANON MP 287 , Colored	cart	3												3	1,144.80	3,434.40

3. TONER CARTRIDGE TOSHIBA E estudio 163	cart	2						2					4	5,994.00	23,976.00
4. RIBBON CARTRIDGE (epson FX-2175)	cart	3			3			3					12	464.40	5,572.80
5. CANON REFILL INK, colored	bottle	3			3								9	270.00	2,430.00
6. CANON REFILL INK, black	bottle	3						3					6	216.00	1,296.00
7. EPSON REFILL INK, colored	bottle	3			3			3					12	432.00	5,184.00
8. EPSON REFILL INK, black	bottle	2			2			2					8	432.00	3,456.00
9. TYPE WRITTER RIBBON	piece	6											6	32.40	194.40
10. Key Board, USB connection type	piece	4											4	313.20	1,252.80
															49,550.40
<b>Motorcycle Spare parts/Consumables</b>															
1. Motorcycle Spare & Consumables	lot	1											1	21,600.00	21,600.00
															21,600.00
<b>Pumping Station maintenance/Consumables</b>															
1. Calcium Hypochlorite 45kg/pail	pail	9			9			9					36	5,940.00	213,840.00
2. Generator oil	galon	2						2					4	1,355.40	5,421.60
3. Flow meter 4"Ø	piece	1											1	48,600.00	48,600.00
4. Check valve 4"Ø	piece	1											1	43,200.00	43,200.00
5. Butterfly valve 4"Ø	piece	1						1					2	23,760.00	47,520.00
															358,581.60
<b>Electro Mechanical Equipment</b>															
1. Submersible electric motor 20HP, 230v, 3 phase, 60Hz, 3450 rpm	unit	1											1	215,751.60	215,751.60
w/ complete accessories															
2. Submersible pump Model # QF 100-5	unit	1											1	64,800.00	64,800.00
3 Centrifugal electric motor 20 HP, 230v, 60Hz, 3510 rpm	unit	1											1	140,400.00	140,400.00
w/ complete accessories															
4. Centrifugal pump	unit	1											1	34,560.00	34,560.00
5. Hypo Chlorinator	unit	1											1	42,431.04	42,431.04
6. Control pannel	unit	1											1	64,800.00	64,800.00
															562,742.64
<b>Plumbing Tools &amp; Office equipment</b>															
1. Pipe wrench 14"	piece	2											2	2,700.00	5,400.00
1. Pipe wrench 12"	piece	2											2	2,484.00	4,968.00
2. Adjustable wrench 12"	piece	2											2	1,620.00	3,240.00
2. Adjustable wrench 10"	piece	2											2	1,404.00	2,808.00
3. Vise grip 10"	piece	2											2	756.00	1,512.00
4. Hack saw blade	box	2											2	1,026.00	2,052.00
5. Electrical flier	piece	2											2	486.00	972.00
6. Philip screw	piece	1											1	216.00	216.00
7. Flat screw	piece	1											1	216.00	216.00
															21,384.00
<b>Billing supplies</b>															

1. Water bills receipt 0-4,000/box	box	6												6	3,898.80	23,392.80	
2. Official Receipt	stab	50												50	154.44	7,722.00	
																31,114.80	
<b>Fittings &amp; HDPE pipe for repair &amp; maintenance</b>																	
1. CI STC 50mmØ	piece	10						10						10	30	1,404.00	42,120.00
2. Gate Valve 100mmØ f/f	piece	4												4	10,380.96	41,523.84	
3. Gate Valve 75mmØ f/f	piece	1												1	8,640.00	8,640.00	
3. Gate Valve 50mmØ f/f	piece	13												13	6,760.80	87,890.40	
4. Ball valve 1/2mmØ	piece	100						100						200	226.80	45,360.00	
5. Ball valve 3/4mmØ	piece	25						25						50	414.18	20,709.00	
6. Brass coupling 1/2mmØ	piece	50						50						100	140.40	14,040.00	
7. Brass coupling 3/4mmØ	piece	100						100						200	189.00	37,800.00	
8. G.I elbow 1/2mmØx90° sch.40	piece	200						100						300	39.69	11,907.00	
9. G.I elbow 3/4mmØx90° sch.40	piece	100						100						200	53.46	10,692.00	
10. G.I st. Elbow 1/2mmØx90° sch.40	piece	200						200						400	42.93	17,172.00	
11. G.I st. Elbow 3/4mmØx90° sch.40	piece	200						200						400	55.62	22,248.00	
12. PE elbow 1/2mmØx90°	piece	50						50						100	106.38	10,638.00	
13. PE elbow 3/4mmØx90°	piece	50						50						100	120.15	12,015.00	
14. G.I tee 1/2mmØ sch. 40	piece	150						150						300	48.33	14,499.00	
15. G.I tee 3/4mmØ sch. 40	piece	250						250						500	63.45	31,725.00	
16. Drain plug 1/2mmØ	piece	25						25						50	23.76	1,188.00	
17. Drain plug 3/4mmØ	piece	25						25						50	27.00	1,350.00	
18. G.I coupling 1/2mmØ sch. 40	piece	50												50	22.68	1,134.00	
19. G.I coupling 3/4mmØ sch. 40	piece	50												50	27.81	1,390.50	
20. G.I nipple 1/2mmØx 3inch. sch. 40	piece	100						100						200	25.92	5,184.00	
21. G.I nipple 3/4mmØ 3inch. sch. 40	piece	250						250						500	30.24	15,120.00	
22. G.I nipple 1/2mmØx12inch sch. 40	piece	250						250						500	96.12	48,060.00	
23. G.I nipple 3/4mmØx12inch sch. 40	piece	150						150						300	120.96	36,288.00	
24. Teflon tape	piece	500						500						1000	16.20	16,200.00	
25. HDPE pipe 1/2mmØ 300m/roll	rolls	2						3						5	7,257.60	36,288.00	
26. HDPE pipe 3/4mmØ 250m/roll	rolls	2						3						5	8,100.00	40,500.00	
27. PE coupling 1/2mmØ	piece	150						150						300	162.00	48,600.00	
28. PE coupling 3/4mmØ	piece	100						100						200	194.40	38,880.00	
29. Hacksaw blade (100pcs/box)	box	1												1	1,080.00	1,080.00	
																720,241.74	

<b>Common office supplies/consumables</b>																
1. Gasul tank	tank	1						1						2	1,080.00	2,160.00
2. Plastic chair	piece	6						6						12	378.00	4,536.00
3. Emergency light	piece	5												5	216.00	1,080.00
4. RER	pads	5						5						10	73.44	734.40

5. Mosquito killer spray	bottle	1				1				1				4	378.00	1,512.00
6. Yellow pad	pads	5								5				10	48.60	486.00
																10,508.40
<b>Water Meter</b>																
1. Water meter 1/2mmØ	piece	300												300	1,620.00	486,000.00
																486,000.00
<b>Others</b>																
1. Air conditioned 0.5hp	unit	1												1	16,200.00	16,200.00
2. Air conditioned 1.5hp	unit	1												1	27,000.00	27,000.00
3. Communication radio	unit	1												1	32,400.00	32,400.00
4. Conductivity meter	unit	1												1	54,000.00	54,000.00
5. GPS	unit	1												1	32,400.00	32,400.00
6. Rain Coat	pcs	13												13	270.00	3,510.00
7. Stand Frame to Elevate the electric motor	lot	1												1	75,600.00	75,600.00
8. Printer LX-300+	unit	1												1	37,800.00	37,800.00
9. Epson FX-2175	unit	1												1	43,200.00	43,200.00
10. Computer set	set	2												2	27,000.00	54,000.00
11. CPU	unit	1												1	16,200.00	16,200.00
12. Leak Detector	set	1												1	500,000.00	500,000.00
13. Biometric	set	1												1	21,600.00	21,600.00
14. Land Transportation	lot	1												1	935,000.00	935,000.00
15. Land	lot	1												1	600,000.00	600,000.00
16. Alternator	set	1												1	270,000.00	270,000.00
17. Steel Cabinet	lot	1												1	97,200.00	97,200.00
18. Gen. Set	unit	1												1	64,800.00	64,800.00
19. Intercom	pc	1												1	37,800.00	37,800.00
20. Foam	pcs	2												2	3,240.00	6,480.00
21. Pumping Repair & Maintenance	lot	1												1	378,000.00	378,000.00
22. Water meter Installation	lot	1												1	54,000.00	54,000.00
23. Building Repair & Maintenance	lot	1												1	32,400.00	32,400.00
24. Office Repair & Maintenance	lot	1												1	32,400.00	32,400.00
25. Land transportation maintenance	lot	1												1	32,400.00	32,400.00
26. Other Machinery	lot	1												1	194,400.00	194,400.00
27. Water treatment maintenance	lot	1												1	32,400.00	32,400.00
28. Tools, Shop & Garage Equipment	lot	1												1	37,800.00	37,800.00
29. Furniture & Fixture	lot	1												1	35,000.00	35,000.00
30. Multicab/ Land Transportation	lot	1												1	200,000.00	200,000.00
31. Calculator	pcs	10												10	702.00	7,020.00
32. Vucher Binder	pcs	12												12	378.00	4,536.00
33. Staple wire # 10	box	50												50	37.80	1,890.00
34. Stapler # 10	pcs	6												6	162.00	972.00

35. Puncher, heavy duty	PCS	5												5	486.00	2,430.00
36. Plastic mat	PCS	3												3	1,500.00	4,500.00
37. Pillow case	PCS	12												12	500.00	6,000.00
38. Pillow	PCS	6												6	800.00	4,800.00
39. Bed sheet	PCS	6												6	1,000.00	6,000.00
40. Cignal	PC	1												1	3,500.00	3,500.00
41. UPS	PC	1												1	2,350.00	2,350.00
																3,997,988.00
<b>Excavation Tools &amp; Equipment</b>																
1. Jack Hammer	PCS	1												1	50,000.00	50,000.00
																50,000.00
<b>Drilling</b>																
1. Exploratory/ Production DeepWell	unit	1												1	1,141,190.17	1,141,190.17
																1,141,190.17
<b>***GRAND TOTAL: .....</b>															<b>7,549,404.39</b>	
<b>TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION .....</b>															<b>754,940.44</b>	
<b>APPROVED BUDGET: .....</b>															<b>8,304,344.82</b>	

we hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

ESPERANZA T. SOLLO  
Accounting Processor B/Store Keeper

Certified Funds Available /  
Certified Appropriate Funds Available:

EDDIE M. SIGNO  
Clerk Processor C/Bookeeper

Approved by:

RIMELYN M. CONTE, MBA  
General Manager D

Date Prepared: February 2015