



Republic of the Philippines
 Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
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ANNUAL PROCUREMENT PLAN (APP)
For C.Y. 2020

END-USER/UNIT: **PENRO Sultan Kudarat**

Charged to GAA

Projects, Programs and Activities (PAPs)

CODE	GENERAL DESCRIPTION	QUANTITY SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SCHEDULE/MILESTONE OF ACTIVITIES											
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	Bond Paper (A4)	240/reams	31,248.00	DBM-PS/Public Bidding	60			60			60			60		
	Bond Paper (Long)	240/reams	35,820.00	DBM-PS/Public Bidding	60			60			60			60		
	Data Folder	20/piece	1,452.00	DBM-PS/Public Bidding				20								
	Folder (Long)	30/ream	6,357.90	DBM-PS/Public Bidding	10			5			10			5		
	External Hard Drive (1tb)	5/piece	20,000.00	DBM-PS/Public Bidding				3						2		
	External Hard Drive (2tb)	5/piece	31,450.00	DBM-PS/Public Bidding	2									3		
	Flash Drive (16gb)	12/piece	5,400.00	DBM-PS/Public Bidding	3			3			3			3		
	Sign Pen (Black)	240/piece	8,786.40	DBM-PS/Public Bidding	60			60			60			60		
	Sign Pen (Blue)	240/piece	8,786.40	DBM-PS/Public Bidding	60			60			60			60		
	Tape (Packing)	60/roll	1,774.20	DBM-PS/Public Bidding	18			12			18			12		
	Tape (2")	48/roll	1,346.40	DBM-PS/Public Bidding	24						24					
	Tape (1")	48/roll	720.00	DBM-PS/Public Bidding	12			12			12			12		
	Fastener	136/box	13,651.68	DBM-PS/Public Bidding	42			26			36			32		
	Data File Box	27/box	1,992.87	DBM-PS/Public Bidding	13			1			13					

Correction Tape	400/piece	7,428.00	DBM-PS/Public Bidding	125			75			125			75		
Mailing Envelope (Long)	22/box	12,055.34	DBM-PS/Public Bidding	6			5			6			5		
Puncher	10/piece	1,208.70	DBM-PS/Public Bidding	5						5					
Expanding Envelope (Long)	118/box	80,145.60	DBM-PS/Public Bidding	17	24		24			29			24		
Staple Wire #35	150/box	3,001.50	DBM-PS/Public Bidding	75						75					
Stapler w/ remover #35	22/piece	5,478.00	DBM-PS/Public Bidding	11			2			7			2		
Calculator	5/piece	715.00	DBM-PS/Public Bidding				5								
Glue	48/bottle	1,121.52	DBM-PS/Public Bidding	18			6			18			6		
Highlighter	72/piece	864.00	DBM-PS/Public Bidding	24			12			24			12		
Whiteboard Marker	12/piece	1,572.00	DBM-PS/Public Bidding	6						6					
Scissors	18/piece	87.12	DBM-PS/Public Bidding	3			9			3			3		
Paper Clip (Big)	48/box	1,056.00	DBM-PS/Public Bidding	24						24					
Tape Dispenser	3/piece	750.00	DBM-PS/Public Bidding				3								
Yellow Paper	108/pad	3,240.00	DBM-PS/Public Bidding	30			24			30			24		
Mechanical Pencil	3/piece	597.75	DBM-PS/Public Bidding				3								
Mechanical Pencil (Refill)	2/tube	85.50	DBM-PS/Public Bidding				2								
Ballpen (Black)	50/box	36,000.00	DBM-PS/Public Bidding	25						24			1		
Ballpen (Blue)	24/box	18,000.00	DBM-PS/Public Bidding	12						12					
Ballpen (Red)	6/box	4,500.00	DBM-PS/Public Bidding	3						3					
Correction Pen	72/piece	7,488.00	DBM-PS/Public Bidding	24			12			24			12		
Pencil	36/box	2,628.00	DBM-PS/Public Bidding	13			5			13			5		

Stamping Pad	5/piece	400.00	DBM-PS/Public Bidding				5								
Stamping Ink	42/piece	2,772.00	DBM-PS/Public Bidding	12			9			12				9	
Cutter	5/piece	350.00	DBM-PS/Public Bidding				5								
Battery	48/piece	1,440.00	DBM-PS/Public Bidding	12			12			12				12	
Documentary Tray	6/piece	1,500.00	DBM-PS/Public Bidding	3						3					
Fax Paper	12/roll	1,920.00	DBM-PS/Public Bidding	6						6					
Ruler	6/piece	72.00	DBM-PS/Public Bidding				3							3	
Computer Set	4/unit	200,000.00	Public Bidding	1			2			1					
Printer w/ scanner	6/piece	54,000.00	Public Bidding	3						3					
Steel Cabinet	10/piece	100,000.00	Public Bidding	5						5					
Laptop	6/unit	300,000.00	Public Bidding	1			2			2				1	
UPS	10/piece	36,500.00	Public Bidding	4			1			4				1	
Photo Paper	35/pack	3,360.00	Public Bidding	28			2			3				2	
Photo Paper (Long)	25/pack	3,318.75	Public Bidding	25											
Sticky Notes (Big)	100/pad	3,600.00	DBM-PS/Public Bidding	25			25			25				25	
Sticky Notes (Small)	96/pad	1,392.00	DBM-PS/Public Bidding	24			24			24				24	
Binder Clips (Big)	120/piece	2,400.00	DBM-PS/Public Bidding	60						60					
Binder Clips (Small)	120/piece	1,800.00	DBM-PS/Public Bidding	60						60					
Rubber Band (Big)	12/box	2,976.00	DBM-PS/Public Bidding	3			3			3				3	
Photocopier	2/unit	160,000.00	Public Bidding	2											
Office Curtains	96/piece	52,800.00	Public Bidding	60			36								
Plate	96/piece	11,520.00	Public Bidding	24			24			24				24	
Glass	120/piece	3,000.00	Public Bidding	24			48			24				24	
Cups	24/piece	600.00	Public Bidding				24								
Spoon	120/piece	2,400.00	Public Bidding	24			54			24				24	
Fork	120/piece	2,400.00	Public Bidding	24			54			24				24	
Teaspoon	24/piece	360.00	Public Bidding				24								
Serving Spoon	24/piece	360.00	Public Bidding				24								
Ribbon Cartridge (Epson)	12/piece	1,920.00	DBM-PS/Public Bidding	6						6					

HP 678 (Black)	48/cart	18,532.80	DBM-PS/Public Bidding	24					24					
HP 678 (Tri-color)	24/cart	9,266.40	DBM-PS/Public Bidding	12					12					
HP 704 (Black)	144/cart	54,648.00	DBM-PS/Public Bidding	36			36		36				36	
HP 704 (Tri-color)	60/cart	22,770.00	DBM-PS/Public Bidding	15			15		15				15	
EPSON 664/661 (Black)	100/bottle	24,500.00	Public Bidding	25			25		25				25	
EPSON 664/661 (Yellow)	60/bottle	16,500.00	Public Bidding	15			15		15				15	
EPSON 664/661 (Magenta)	60/bottle	16,500.00	Public Bidding	15			15		15				15	
EPSON 664/661 (Cyan)	60/bottle	16,500.00	Public Bidding	15			15		15				15	
Xerox Toner	24/cart	60,000.00	DBM-PS/Public Bidding	12					12					
Alcohol	280/bottle	14,162.40	DBM-PS/Public Bidding	70			70		70				70	
Soft Broom	12/piece	1,122.00	DBM-PS/Public Bidding	6					6					
Broom Stick	12/piece	360.00	DBM-PS/Public Bidding	6					6					
Insecticide	96/bottle	19,584.00	DBM-PS/Public Bidding	36			12		36				12	
Tissue Paper	448/pack	32,032.00	DBM-PS/Public Bidding	112			112		112				112	
Trash Bag	48/roll	7,101.60	DBM-PS/Public Bidding	12			12		12				12	
Detergent Powder	144/kilo	5,700.96	DBM-PS/Public Bidding	36			36		36				36	
Air Freshener	124/bottle	15,788.92	DBM-PS/Public Bidding	31			31		31				31	
Mop	6/piece	1,620.00	DBM-PS/Public Bidding				6							
Toilet Bowl Cleaner	148/liter	42,180.00	DBM-PS/Public Bidding	37			37		37				37	
Dustpan	6/piece	420.00	Public Bidding	3					3					
Albatross	200/piece	9,600.00	Public Bidding	100					100					
Muriatic Acid	100/gallon	13,200.00	Public Bidding	25			25		25				25	
Balde	12/piece	1,800.00	Public Bidding				12							
Tabo	12/piece	840.00	Public Bidding				12							
Flourescent Lamp	48/piece	14,400.00	Public Bidding	12			12		12				12	
Safeguard	100/piece	3,500.00	Public Bidding	25			25		25				25	
Trash Can	6/piece	1,116.00	Public Bidding	6					6					

Bulb	48/piece	3,360.00	Public Bidding	12			12			12			12		
Zonrox	100/liter	18,150.00	Public Bidding	25			25			25			25		
Oxalic	100/pack	5,000.00	Public Bidding	25			25			25			25		
Downy	100/bottle	19,350.00	Public Bidding	25			25			25			25		
Feather Duster	12/piece	1,440.00	Public Bidding	6						6					
Floormat	24/piece	2,400.00	Public Bidding	12						12					
Drinking Water	288/gallon	5,760.00	Public Bidding	24	24	24	24	24	24	24	24	24	24	24	24
Coffee	48/pack	3,840.00	Public Bidding	24						24					
Sugar	72/kilo	4,320.00	Public Bidding	36						36					
Coffeemate	48/pack	5,760.00	Public Bidding	24						24					
Petronas Gas	48/tank	43,200.00	Public Bidding	12			12			12			12		
Year End Assessment	1/50pax	50,000.00	Public Bidding											1	
Folder (A4)	24/ream	4,550.88	DBM-PS/Public Bidding	12						12					
Tape Recorder	2/piece	10,000.00	Public Bidding	1						1					
Rubber Eraser	59/piece	1,770.00	DBM-PS/Public Bidding	22			5			17			5		
Extension Wire	8/piece	5,600.00	Public Bidding	4						3			1		
DVD R (Blank Disc)	6/bundle	900.00	DBM-PS/Public Bidding	3						3					
Tarpaulin Printing	12/piece	6,000.00	Public Bidding	1	1	1	1	1	1	1	1	1	1	1	1
Record Book (500 Pages)	102/piece	59,670.00	DBM-PS/Public Bidding	39			17			29			17		
Record Book (300 pages)	30/piece	9,570.00	DBM-PS/Public Bidding	15			5			5			5		
Carbon Paper	24/pad	16,320.00	DBM-PS/Public Bidding	12						12					
Index Card (4x6")	50/pack	2,525.00	DBM-PS/Public Bidding	25						25					
Computer Mouse	12/piece	7,200.00	Public Bidding	6						6					
Tie Box	6/boxes	1,500.00	DBM-PS/Public Bidding	3						3					
Masking Tape (2")	30/rolls	1,440.00	DBM-PS/Public Bidding	15						15					
Typewriter Ribbon	36/piece	588.00	DBM-PS/Public Bidding	24						12					
HP 680 (Tri-Color)	24/piece	8,400.00	DBM-PS/Public Bidding	12						12					
HP 680 (Black)	48/piece	16,800.00	DBM-PS/Public Bidding	24						24					
Power Bank	3/piece	3,600.00	Public Bidding				3								

Chair (Monoblock)	24/piece	5,880.00	DBM-PS/Public Bidding				24								
Typewriter	1/piece	29,000.00	Public Bidding				1								
Water Dispenser	6/unit	45,000.00	Public Bidding	1			3			1			1		
PO Meeting	4/meeting	50,000.00	Public Bidding			1			1			1		1	
Training Workshop	2/ workshop	50,000.00	Public Bidding			1				1					
PO Consultative and Year End Evaluation Meeting	1/meeting	50,000.00	Public Bidding												1
Microphone	2/set	13,000.00	Public Bidding	2											
Plate Tray	3/piece	4,500.00	Public Bidding	3											
Spoon/Fork Tray	3/piece	210.00	Public Bidding	3											
Logistics needed device/Gadget for Geotagging - Cellphone or Camera	12/piece	360,000.00	Public Bidding			6				6					
Philippine Flag	14/piece	2,730.00	DBM-PS/Public Bidding	3			5			3				3	
Hand Towel	6/dozen	1,500.00	Public Bidding	4						2					
Book Binder (Long)	3/piece	12,600.00	Public Bidding				2			1					
Book Binder (Short)	2/piece	4,400.00	Public Bidding				1			1					
Plastic Binder Holder	24/dozen	7,200.00	Public Bidding	12										12	
Brown Envelope (Long)	32/dozen	5,760.00	DBM-PS/Public Bidding	11			5			11				5	
Paper Cutter/Cutter Board	4/piece	6,000.00	Public Bidding	2			2								
201 File Folders (Thick/ Green)	200/piece	1,600.00	Public Bidding	200											
Swivel Chair	24/piece	36,000.00	Public Bidding	6			6			6				6	
Pentel Pen (Black)	52/box	8,736.00	DBM-PS/Public Bidding	13			13			13				13	
Pentel Pen (Blue)	28/box	4,704.00	DBM-PS/Public Bidding	7			7			7				7	
Whiteboard (Big)	8/piece	4,800.00	Public Bidding	2			4			1				1	
Staple Wire #10	24/boxes	600.00	DBM-PS/Public Bidding	6			6			6				6	
Technical Services Consultative/Evaluation Meeting	4/meeting	100,000.00	Public Bidding			1			1			1		1	
Television	2/unit	40,000.00	Public Bidding	1						1					
Columnar Pad (16 col.)	10/pad	1,090.00	DBM-PS/Public Bidding	5						5					
Canon G2000 Ink (Black)	36/bottle	10,872.00	Public Bidding	18						18					

Television (Samsung - 40inches)	1/unit	19,111.00	Public Bidding	1											
CCTV Hard Disk	4/piece	20,000.00	Public Bidding	1			1			1			1		
LCD Projector	2/unit	30,000.00	Public Bidding	2											
Office Wall Clock	5/piece	1,500.00	Public Bidding	5											
ICT Equipment	5/unit	150,000.00	Public Bidding	5											
Parker Pen	16/piece	3,676.00	Public Bidding	4			4			4			4		
Parker Pen Refill	16/piece	4,800.00	Public Bidding	4			4			4			4		
Push Pin	12/pack	1,332.00	Public Bidding	3			3			3			3		
Electric Pot	4/piece	8,000.00	Public Bidding	2									2		
Caving/Diving Equipment	2/unit	400,000.00	Public Bidding				1			1					
Services/Labor	4/services	150,000.00	Public Bidding	1			1			1			1		
Meals and Snacks (Meetings and Trainings)	6	300,000.00	Public Bidding		1		1		1		1		1		1
Blood Pressure Equipment	1/unit	5,000.00	Public Bidding	1											
Table Cloth	30/meter	3,900.00	Public Bidding	30											
Cup and Saucer	36/set	8,280.00	Public Bidding	36											

TOTAL BUDGET

11,016,778.59

Prepared by:

Certified by:

Approved by:

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