

**ANNUAL PROCUREMENT PLAN FOR 2013
GENERAL FUND (For Common-Use Supplies and Equipment)**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Zamboanga - **Zamboanga**
 - d. Surigao Del Norte - **Surigao Del Norte**
 - e. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
8. Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-PS - Central Office)
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS
 Region: VIII
 Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.
 Position: Campus Director
 E-mail : _____
 Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	12			12			4							28	38.22	1,070.16
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	3			3			5							11	16.37	180.06
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	10			10										20	75.95	1,518.93
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	20			15			15							50	343.98	17,199.00
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	15			15			15							45	436.80	19,656.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece	20			20			20			10				70	35.98	2,518.85
9. FLUORESCENT LAMP, tubular, 36 watts	piece	20			20			20			10				70	38.17	2,671.73
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	5			5										10	108.98	1,089.80
11. FUSE, 30 amperes	piece	10													10	10.87	108.68
12. FUSE, 60 amperes	piece				10										10	26.75	267.54
13. STARTER, 4-40 watts	piece	25			20			10							55	4.10	225.23
14. TAPE, electrical	roll	10			5			5							20	19.11	382.20
Sub-Total																	46,888.16

Item & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
COMMON COMPUTER SUPPLIES/CONSUMABLES																
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	3			1			1						5	589.24	2,946.20
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1						1						2	915.37	1,830.74
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	25			20			20						65	19.09	1,240.79
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	14.72	-
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	20			10			10						40	23.46	938.28
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	3			3			3			3			12	1,033.52	12,402.18
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	3			3			3			3			12	1,231.65	14,779.80
164. MOUSE, optical, USB conection type	piece	4			2			2						8	183.46	1,467.65
329. RIBBON, Epson RN 8750	cart	37			40			31			29			137	79.04	10,829.03
Sub-Total																46,434.65
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll				1									1	642.62	642.62
2. AIR FRESHENER, 280mL/can	can	6			6									12	93.91	1,126.94
3. ALCOHOL, 70%, ethyl	bottle	8			3			7			2			20	42.04	840.84
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	8			7			5			1			21	348.08	7,309.58
9. CARTOLINA, assorted color, 20s/pack	pack	6			5			3			2			16	73.38	1,174.15
10. CARTOLINA, white, 20s/pack	pack	16			1			11						28	43.68	1,223.04
11. CHALK, white, dustless, 100 pcs/box	box	3			3			2			2			10	36.04	360.36
22. CORRECTION TAPE, disposable, usable length of 6 m	pair	17			20			7			5			49	21.79	1,067.59
23. DATA FILE BOX, (5"x9"x15-3/4")	box	60			60			40			50			210	64.43	13,529.88
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	30			30			20			20			100	69.89	6,988.80
27. ENVELOPE, documentary (10"x15"), 500s/box	box	3						3						6	614.80	3,688.78
31. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box	1												1	107.67	107.67
33. ENVELOPE, documentary, A4, 500s/box	box	4						4						8	483.65	3,869.21
34. ERASER, blackboard/whiteboard	piece	5			4			2						11	11.12	122.31
35. ERASER, rubber	piece	5												5	5.44	27.20
38. FOLDER, tagboard, legal size, 100s/box	pack	8			6			5			5			24	343.98	8,255.52
39. FOLDER, tagboard, A4 size, 100s/box	pack	8			6			5			5			24	311.22	7,469.28
Totals carried forward																57,803.76

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
Totals brought forward																57,803.76	
44. GLUE, all purpose, 300 grams min.	jar	16			12			12				4			44	48.05	2,114.11
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	5			5			5							15	34.40	515.97
51. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	2			1			1				1			5	13.63	68.15
56. MARKER, fluorescent, 3 colors/set	set	3						2							5	43.13	215.67
57. MARKING PEN, whiteboard, black	piece	60			77			39				24			200	12.45	2,490.60
58. MARKING PEN, whiteboard, blue	piece	40			30			20				10			100	12.45	1,245.30
60. MARKER, permanent, black	piece	20			15			13				3			51	12.86	655.99
61. MARKER, permanent, blue	piece	20			15			13				2			50	12.86	643.13
62. MARKER, permanent, red	piece	20			15			13				2			50	12.86	643.13
68. OIL, for general purpose, 120 mL	bottle	2			2			1							5	36.04	180.18
69. PAPER, bond, Premium Grade(A4), 70 gsm	ream	35			33			20				15			103	103.61	10,672.24
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4)	ream	20			8			8				10			46	115.63	5,318.80
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad				2			2							4	20.53	82.11
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	2						2							4	37.89	151.58
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream	25			20			17				15			77	123.98	9,546.77
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	23			20			14				5			62	86.14	5,340.80
79. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	14			10			8				2			34	14.74	501.23
80. PAPER CLIP, gem type, 32mm, 100s/box	box	2			1			1							4	8.19	32.76
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	9			6			5							20	21.56	431.13
82. PENCIL, mechanical, for 0.5mm lead	piece	3			3			4							10	19.66	196.56
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	9			7			8				5			29	39.31	1,140.05
84. RECORD BOOK, 300 pages, smythe sewn	book	3			2			2							7	60.06	420.42
85. RECORD BOOK, 500 pages, smythe sewn	book	7			8			3				1			19	92.82	1,763.58
86. RIBBON, nylon, manual typewriter	spool	11			2			3							16	15.27	244.27
92. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece	10													10	4.75	47.46
101. RUBBER BAND, 1.0mm min thickness approx 220pcs	box	2													2	139.31	278.63
102. RULER, plastic, 300mm	piece	4													4	3.82	15.29
103. RULER, plastic, 450mm	piece	4													4	38.22	152.88
107. STAMP PAD INK, violet, 50mL	bottle	2													2	22.93	45.86
108. STAMP PAD, felt pad, min 60mm x 100mm	piece	2													2	26.21	52.42
109. STAPLE WIRE, standard, #35	box	23			20			12				5			60	24.77	1,486.17
112. TAPE, masking, 24mm, 50 meters length	roll	21			15			11				1			48	48.05	2,306.30
Totals carried forward																	106,803.28

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Totals brought forward																	106,803.28
113. TAPE, masking, 48mm, 50 meters length	roll	12			8										20	95.88	1,917.51
114. TAPE, transparent, 24mm, 50 meters	roll	16			15			6				2			39	15.29	596.23
115. TAPE, transparent, 48mm, 50 meters	roll	8			10										18	31.62	569.08
116. TAPE, packaging, 48mm, 50 meters length	roll				5										5	31.62	158.08
119. TOILET TISSUE, 12 rolls/pack	pack	1			2			1							4	76.44	305.76
120. STAPLER, heavy duty, standard	piece	5			4			1							10	151.44	1,514.42
121. STAPLE REMOVER, twin jaws	piece	1													1	17.35	17.35
122. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	2			1							1			4	54.60	218.40
123. WASTE BASKET, plastic	piece	11			12										23	27.30	627.90
124. PAPER, bond, premium grade	ream	50			33			40				24			147	119.79	17,609.13
125. PAPER, for PPC	ream	12			7			7				7			33	120.00	3,960.00
126. PAPER, multicopy legal	ream	33			25			20				8			86	151.24	13,006.64
127. PAPER, mimeo, legal WW	ream	10			10			10				10			40	100.00	4,000.00
Sub-total																	151,305.10
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	11			8			5				5			29	9.83	285.01
2. CUTTER, heavy duty	piece	6			5			4				2			17	29.38	499.44
3. PUNCHER, heavy duty	piece	5			5			2							12	103.74	1,244.88
4. SCISSORS, (6")	pair	3			2										5	18.22	91.09
6. STAMPING DATER, self-inking stamp	piece	1			1										2	464.10	928.20
7. STAPLER, heavy duty, standard	piece	5			4			1							10	151.44	1,514.42
8. STAPLE REMOVER, twin jaws	piece	1													1	17.35	17.35
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	2			1							1			4	54.60	218.40
11. WASTE BASKET, plastic	piece	11			12										23	27.30	627.90
12. CALCULATOR,, LCD, desktop, display, 12digits	unit	2			2			2							6	163.67	982.02
Sub-Total																	6,408.70
COMMON JANITORIAL SUPPLIES																	
2. BROOM, soft (tambo)	piece	20			15			5				5			45	125.58	5,651.10
3. BROOM, STICK (tingting)	piece	20			15			10				5			50	18.56	928.20
5. DETERGENT POWDER, all purpose, 500gms.	pouch	10			10			5							25	24.02	600.60
6. DETERGENT BAR, min 392 grams , four pcs/bar	bar	5			5			1							11	19.11	210.21
7. DISINFECTANT SPRAY, 400 grams net content	can	8			3			3				3			17	160.52	2,728.91
8. DUST PAN, non-rigid plastic	piece	5			3			2							10	34.94	349.44
9. FLOOR WAX, paste, natural, 2kgs.	can	10			5			2							17	322.14	5,476.38
10. FLOOR WAX, paste, red, 2kgs.	can	15			10			15				10			50	327.60	16,380.00
11. FLOOR WAX, liquid type, 3.9L/ plastic container	container	2			2			2							6	362.00	2,171.99
13. INSECTICIDE, 600mL (420g) /can	can	4			2			2							8	120.12	960.96
14. MOPHANDLE, screw type, wooden handle	piece	8													8	92.82	742.56
15. MOPHEAD, 100% rayon, 400g	piece	8													8	81.90	655.20
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	10			10			5				5			30	70.98	2,129.40

19. TOILET DEODORANT CAKE, 50gms, 3 pcs/pack	box	5			4			2			2			13	30.58	397.49								
Sub-Total																								39,382.43

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:

VERONICA C. ABRINA
Property/Supply Officer

Date Prepared:

Recommending Approval:

LOLITO O. AMPARADO, Ph.D.
Campus Director

Certified Funds Available /

Certified Appropriate Funds Available:

LYDIA A. GONZALES, DM
Budget Officer III

Approved:

EUSEBIO T. PACOLOR, Ph.D.
Head of Office/Agency

**ANNUAL PROCUREMENT PLAN FOR 2013
GENERAL FUND (For Supplies and Materials)**

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS

Region: VIII

Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.

Position: Campus Director

E-mail : _____

Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of	Total Amount						
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec									
B. NOT AVAILABLE AT PROCUREMENT SERVICE STORES																						
<u>Supplies & Materials</u>																						
Numberer, 8 digits	pc	1													1		350.00					
UPS 500	pc	3			3										6		12,000.00					
Toner (Develop Ineo 164)	cart	2			2			2				1			7		24,069.50					
Toner(Fuji Xerox Docuprint 203A)	cart	1			1			1				1			4		13,800.00					
Continous Ink Refill for Printer 3 in 1 color	set	4			4			4				3			15		975.00					
Check paper, green color	pcs		50												50		2,500.00					
Ink Cartridge, Canon 41 color	cart	1			1			1				1			4		4,800.00					
Internet Wire	roll				2										2		12,000.00					
RJ 45 Plug	pcs				50										50		144.00					
Sub-Total																						70,637.00
<u>Office of the Campus Director</u>																						
Office Curtain	set				1										1		6,000.00					
Sub-Total																						6,000.00
<u>Repair & Maintenance (School Buildings)</u>																						
CWN 1"	kilos	5			5										10		600.00					
CWN 1 1/2"	kilos	5			5										10		650.00					

CWN 2"	kilos	5			5									10		700.00
CWN 3"	kilos	5			5									10		750.00
CWN 4"	kilos	5			5									10		800.00
Wire, PDX No. 12	roll	1												1		3,000.00
Wire, PDX No. 14	roll	1												1		2,500.00
Outlet, flash type, 2G, ANAM	pcs	12												12		1,800.00
Tape, electrical, big	roll	12												12		600.00
Paint roller 4"	pcs	4			4									8		560.00
Paint brush 2"	pcs	4			4									8		520.00
Paint pan, med	pcs	2												2		300.00
WD40, big	can	2			2									4		1,000.00
Wall Clock	pcs								2					2		300.00
Padlock	pcs								10					10		1,200.00
Paint, Latex, White	gal				2									2		1,100.00
Panel Board 200amp	unit	1												1		4,500.00
Fuse 200 amps	pcs	6												6		650.00
Tape, electrical	rolls	10												10		200.00
Wire, stranded No. 14	rolls	5												5		3,000.00
Outlet, 3G	pcs	10												10		1,200.00
Switch	pcs	5												5	120	600.00
Switch, 2G flash type	pcs	50												50		3,000.00
Outlet, 2G flash type	pcs	50												50		3,000.00
Bulb, compact 18W	pcs	20												20		3,000.00
Gate valve	pcs	1												1		250.00
Sub-Total																35,780.00
Laboratory:																
Laboratory Thermometer	pcs								2					1	1,800.00	1,800.00
Plastic Pails	pcs								10					5	120.00	600.00
Eckman Dredge	unit								1					1	12,000.00	12,000.00
pH Meter	unit								1					1	19,413.93	19,413.93
Water Current meter	unit								1					1	12,000.00	12,000.00
Gill Net	meters								100					25	61.00	1,525.00
Monofilament nylon	kilos								5					5	200.00	1,000.00
Formaldehyde	gal								1					1	1,000.00	1,000.00
Laboratory Gown	pcs								10					10	210.00	2,100.00
Refractometer	unit								1					1	18,000.00	18,000.00
Styrofoam boxes	pcs								5					5	200.00	1,000.00
Flashlight	pcs								5					5	100.00	500.00
Nylon Nettings	meters								25					25	61.00	1,525.00
Drawing Instrument	set								4					4	300.00	1,200.00
Hand Gloves	pcs								25					25	100.00	2,500.00
Fertilizer (inorganic)	kg								25					25	20.00	500.00
Lime	kg								25					25	20.00	500.00

Concrete post & barbed wire inc. labor cost		1												1		20,000.00
Water supply connection (PVC pipes, gate valve, sealant, faucets)		1												1		25,000.00
Rehabilitation of Multi-Purpose Hall (Academic Bldg) - Flooring, CR's, Stage, Walls		1												1		30,000.00
Repair of Pick-up		1												1		25,000.00
Repair of Ceiling of Academic bldg. rooms		1												1		30,000.00
Repair of Storage Room, Science Bldg. ground floor		1												1		30,000.00
Rehabilitation of Ground Floor (Academic Bldg.)		1												1		100,000.00
Installation of Window Glasses		1												1		75,000.00
Rehabilitation of NSTP Bldg.		1												1		30,000.00
Rehabilitation of Laboratories		1												1		50,000.00
Water proofing of rooftop Academic bldg.		1												1		15,000.00
Improvement of Techno-Gabay Center		1												1		35,000.00
<i>Total</i>																<i>650,000.00</i>

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:

VERONICA C. ABRINA

 Property/Supply Officer

Date Prepared:

Recommending Approval:

LOLITO O. AMPARADO, Ph.D.

 Campus Director

Certified Funds Available /

Certified Appropriate Funds Available:

LYDIA A. GONZALES, DM

 Budget Officer III

Approved:

EUSEBIO T. PACOLOR, Ph.D.

 Head of Office/Agency

SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Catbalogan, Samar
ANNUAL PROCUREMENT PLAN FOR 2013
SPECIAL TRUST FUND -USE OF INCOME (UI)

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Region: VIII
Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.
Position: Campus Director
E-mail : _____
Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as	** P	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				Total
B. NOT AVAILABLE AT PROCUREMENT SERVICE STORES (Budget Ceiling P100,000.00)																	
Supplies & Materials:																	
Standard & Adjustable Micrometers	unit							3						3		2,000.00	6,000.00
Hand Gloves (Leather)	pairs							10						10		150.00	1,500.00
Stopa	kilos							20						20		25.00	500.00
Flaring Tools (220 mm)	set							1						1		1,800.00	1,800.00
Gas Welding Igniter	pcs							5						5		300.00	1,500.00
Socket Type Wrench	set							1						1		3,000.00	3,000.00
Scriber	set							12						12		50.00	600.00
Overall (Boiler Suits)	pcs							2						2		950.00	1,900.00
Metal Cutting Snear (Snip)	pcs							3						3		650.00	1,950.00
Drill bit, 13-25mm, tapered shank	set							3						3		300.00	900.00
Emergency lamp	unit	2												2		1,500.00	3,000.00
Drill bit, 15-30mm, cylinder shank	set							3						3		600.00	1,800.00
Welding Cable, heavy duty	meter	20												20		200.00	4,000.00
Tarpaulins for Curricular Offerings & IEC	pcs	1												1		18,000.00	18,000.00
Ropes & Twines (Various sizes)	rolls	1												1		5,200.00	5,200.00
Electrode Holder, 500 amps	pcs	3												3		500.00	1,500.00
Hacksaw blade, 24 teeth	pcs	6												6		75.00	450.00
Hinges, piano type	ft	180												180		20.00	3,600.00
<i>Totals carried forward</i>																	57,200.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as	** P	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				Total
<i>Total brought forward</i>																	<i>57,200.00</i>
Steel Brush	pcs	10												10		45.00	450.00
Diesel	liters	20						20						40		55.00	2,200.00
Oil, lubricating, deisel	gals	2												2		700.00	1,400.00
Scrap disposal container	pcs				3			2						5		150.00	750.00
Rechargeable Flashlight	pcs							2						2		1,500.00	3,000.00
Rain Coat	pcs							5						5		300.00	1,500.00
Rain Boots	pcs							5						5		300.00	1,500.00
Wheel Barrow	pcs	1												1		4,000.00	4,000.00
Shovel, pointed	pcs				2									2		350.00	700.00
Multi-Purpose Buggy	pcs				1									1		4,000.00	4,000.00
Bolo	pcs	6												6		150.00	900.00
Jungle Bolo	pcs	2												2		1,200.00	2,400.00
Ladder, siliding	unit	1												1		5,000.00	5,000.00
Fire Extinguisher	cyl	5												5		3,000.00	15,000.00
<i>Total</i>																	<i>100,000.00</i>

Prepared by:

VERONICA C. ABRINA
Property/Supply Officer

Date Prepared:

Recommending Approval:

LOLITO O. AMPARADO, Ph.D.
Campus Director

Certified Funds Available /
Certified Appropriate Funds Available:

LYDIA A. GONZALES, DM

Approved:

EUSEBIO T. PACOLOR, Ph.D.
Head of Office/Agency

SAMAR STATE UNIVERSITY MERCEDES CAMPUS
 Catbalogan, Samar
ANNUAL PROCUREMENT PLAN FOR 2013
SPECIAL TRUST FUND -USE OF INCOME (UI)

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS
 Region: VIII
 Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.
 Position: Campus Director
 E-mail : _____
 Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as	** P	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
Testbooklet (IGP):																			
Paper, mimeo, legal, WW	reams	100			50										150		153.00	22,950.00	
Staple Wire No 35	boxes	5			5										10		35.00	350.00	
GRAND TOTALS (Supplies & Materials not available at PS)																			23,300.00

Prepared by:

 VERONICA C. ABRINA
 Property/Supply Officer
 Date Prepared:

Recommending Approval:

LOLITO O. AMPARADO, Ph.D.
 Campus Director

Certified Funds Available /
 Certified Appropriate Funds Available:

LYDIA A. GONZALES, DM

Approved:

 EUSEBIO T. PACOLOR, Ph.D.
 Head of Office/Agency

SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Catbalogan, Samar
ANNUAL EQUIPMENT PROCUREMENT PLAN FOR 2013
SPECIAL TRUST FUND -USE OF INCOME (UI)

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Region: VIII
Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.
Position: Campus Director
E-mail : _____
Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measur	Quantity Requirement												** PS Price Catalogue as	*	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				Total
<u>Administrative Services:</u>																	
Generator Set	unit		1												1	87,479.45	87,479.45
Electric Fan (orbit)	unit		4												4	1,474.20	5,896.80
Electric Fan w/ stant	unit		5												5	1,124.75	5,623.75
Air Conditioner 1.5 HP	unit		1												1	18,000.00	18,000.00
LCD Projector	unit		1												1	23,000.00	23,000.00
Camera, Canon	unit		1												1	35,000.00	35,000.00
Typewriter, elite	unit		1												1	10,000.00	10,000.00
Sound System	unit		1												1	30,000.00	30,000.00
Water Dispenser	unit		1												1	8,000.00	8,000.00
<i>Sub-Total</i>																	223,000.00
<u>Academic Instruction:</u>																	
Fire Extinguisher	cyl		5												5	3,000.00	15,000.00
Lathe Machine, 100mm (Surplus)	unit		1												1	200,000.00	200,000.00
Pressure Cooker	unit		1												1	39,000.00	39,000.00
Motorized Banca w/ Engine	unit		1												1	36,000.00	36,000.00
Shaper 350m m travel	unit		1												1	5,000.00	5,000.00
Diving set	set		1												1	45,000.00	45,000.00
<i>Sub-Total</i>																	340,000.00
<i>GRAND TOTAL</i>																	563,000.00

Prepared by:

Recommending Approval:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

VERONICA C. ABRINA
Property/Supply Officer

LOLITO O. AMPARADO, Ph.D.
Campus Director

LYDIA A. GONZALES, DM
Budget Officer III

EUSEBIO T. PACOLOR, Ph.D.
Head of Office/Agency

Date Prepared: _____

<i>TOTAL</i>																			40,000.00

Prepared by:

Recommending Approval:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

VERONICA C. ABRINA
Property/Supply Officer

LOLITO O. AMPARADO, Ph.D.
Campus Director

LYDIA A. GONZALES, DM
Budget Officer III

EUSEBIO T. PACOLOR, Ph.D.
Head of Office/Agency

Date Prepared: _____

SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Catbalogan, Samar
ANNUAL PROCUREMENT PROGRAM FOR 2013
FIDUCIARY FUND

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Region: VIII
Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.
Position: Campus Director
E-mail : _____
Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as *	* Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
B. NOT AVAILABLE AT PROCUREMENT SERVICE STORES																
Supplies & Materials:																
Development Fee:																
Rehabilitation & improvement of Marifarm		1												1	55,000.00	55,000.00
<i>Sub-Total</i>																<i>55,000.00</i>
Sports Development Fee																
Studio Mirror (4 x 8), 1/4 " thick	sht							1						1	2,800.00	2,800.00
Balance Beam	pc							1						1	2,000.00	2,000.00
Dumb Bells	pcs							5						5	200.00	1,000.00
Paint, rubber, green (Tennis Court)	pails				2									2	6,500.00	13,000.00
Paint, rubber, white (Tennis Court)	gal				2									2	600.00	1,200.00
G.I. Pipe, S40, 2" dia, 20 ft (Tennis Court)	pcs				8									8	1,600.00	12,800.00
G.I. Pipe, S40, 2" dia, 20 ft (Basketball Goal)	pcs							6						6	1,600.00	9,600.00
G.I. Pipe, S40, 1" dia, 20ft (Basketball Goal)	pcs							15						15	700.00	10,500.00
Welding Rod, Common	kilos							15						15	100.00	1,500.00
<i>Sub-Total</i>																<i>54,400.00</i>
Athletic Fee:																
Chess Mat	pcs	4												4	800.00	3,200.00
Chess Clock	pcs	1												1	3,000.00	3,000.00
Soccer Ball	pc	1												1	2,000.00	2,000.00
Volleyball Ball	pc	4												4	2,000.00	8,000.00
Sepak Takraw Ball	pc	2												2	500.00	1,000.00
Basketball Ball	pc	2												2	2,000.00	4,000.00
Baseball Ball	set				1									1	2,000.00	2,000.00
Badminton Racket	set				2									2	1,000.00	2,000.00
Lawn Tennis Racket	set				2									2	1,500.00	3,000.00
Table Tennis Racket	set				2									2	750.00	1,500.00
Kicking Pad	pc				2									2	750.00	1,500.00
Head Gear Protection	pcs				1									1	750.00	750.00
Lawn Tennis Ball	tube				3									3	500.00	1,500.00

Sepak Takraw Net	pc				1									1		300.00	300.00
Badminton Net	pc				1									1		300.00	300.00
Banner, Unit	pcs				1									1		1,500.00	1,500.00
Table Tennis Table	unit				1									1		1,500.00	1,500.00
Basketball Ring Net	pc				2									2		250.00	500.00
<i>Sub-Total</i>																	37,550.00

Medicines (Medical Fee):																	
Amoxicillin 500 mg	caps			200				150						350		5.00	1,750.00
Paracetamol 500 mg	tabs			200				200						400		2.00	800.00
Immodium	caps			100				100						200		12.00	2,400.00
Advil 500 mg	tabs			200				100						300		7.50	2,250.00
Mefenamic Acid 500 mg	caps			200				300						500		5.00	2,500.00
Nazathera	tabs			200				300						500		10.00	5,000.00
Solmux	caps			200				200						400		10.00	4,000.00
Betadine Solution, large	bots			5				5						10		200.00	2,000.00
Alcohol, rubbing, big	bots			10				5						15		55.00	825.00
Hydrogen Peroxide, large	bots			2				2						4		50.00	200.00
Ammonia, large	bots			2				2						4		30.00	120.00
Gauze Sterile, single pack	pc			25				25						50		20.00	1,000.00
Bandage, elastic	roll			5				5						10		120.00	1,200.00
Cotton, large	pack			1				1						2		85.00	170.00
Bandage Scissor	pcs			1				1						2		250.00	500.00
Scissor, straight	pcs			1				1						2		275.00	550.00
Scissor, curve	pcs			5				5						10		50.00	500.00
Forcep, straight	pcs			2				1						3		100.00	300.00
Kidney Basin , metal	pc			1										1		75.00	75.00
Leukoplast, 1 inc	roll			5				2						7		180.00	1,260.00
Surgical gloves 7 1/2	pcs			10				5						15		65.00	975.00
Visine, red	bots			2										2		75.00	150.00
Visine, blue	bots			2										2		75.00	150.00
Ice bag	pc			1										1		150.00	150.00
BP Apparatus w/ Stethoscope, Aneroid	unit							1						1		2,000.00	2,000.00
Medical Tray w/ cover	pc							1						1		500.00	500.00
Standard Stretcher	unit							1						1		5,000.00	5,000.00
Resuscitation Kit	unit							1						1		5,000.00	5,000.00
Oxygen tank, small	unit							1						1		5,000.00	5,000.00
<i>Aspirin</i>	<i>tabs</i>													<i>50</i>		<i>1.50</i>	<i>75.00</i>
<i>Alcohol, 70% ethyl</i>	<i>liter</i>													<i>1</i>		<i>200.00</i>	<i>200.00</i>
<i>Ampicilin, 250 mg</i>	<i>caps</i>													<i>10</i>		<i>2.00</i>	<i>20.00</i>
<i>Erythromycin Tab 250 mg</i>	<i>tabs</i>													<i>10</i>		<i>30.00</i>	<i>300.00</i>
<i>Insect Repellant Lotion, 60 ml</i>	<i>bots</i>													<i>1</i>		<i>75.00</i>	<i>75.00</i>
<i>Mineral Oil, 60 ml</i>	<i>bots</i>													<i>1</i>		<i>30.00</i>	<i>30.00</i>
<i>Petroleum Jelly</i>	<i>bot</i>													<i>1</i>		<i>150.00</i>	<i>150.00</i>
<i>Sodium Chloride Tablet, 1 gm</i>	<i>tabs</i>													<i>5</i>		<i>2.00</i>	<i>10.00</i>

Cultural Fee:															
Cloth, white	meters				10								10	40.00	400.00
Cloth, blue	meters				10								10	40.00	400.00
Maria Clara Costumes	sets								6				6	700.00	4,200.00
Barong	sets								6				6	300.00	1,800.00
Tight (skintone), size L	sets								6				6	300.00	1,800.00
Tight (black), size L	sets								12				12	300.00	3,600.00
Dance Sport Costume	pc				1								1	500.00	500.00
<i>Sub-Total</i>															
Laboratory Fee:															
Formalin	gals				2								2	500.00	1,000.00
Nutriet Agar	bots				3								3	2,000.00	6,000.00
Peptone Dextrose Agar	bots				3								3	2,000.00	6,000.00
Crystal Violet	liters				1								1	500.00	500.00
Safranin	liter				1								1	1,500.00	1,500.00
Methylene Blue	liter				1								1	1,800.00	1,800.00
Isoprophyl Alcohol	gal				1								1	2,000.00	2,000.00
I ₂ K ₁	gal				1								1	2,500.00	2,500.00
Denatured Alcohol	gal				1								1	250.00	250.00
Dissecting Set	pcs				25								25	200.00	5,000.00
Transect Line	roll				1								1	1,200.00	1,200.00
Measuring Tape, 200 meters	pc				1								1	3,000.00	3,000.00
Mask, Snorkel, Fins	set				10								10	750.00	7,500.00
Microscope Bulb	pcs				12								12	200.00	2,400.00
Noodel Maker	unit				2								2	3,000.00	6,000.00
Electric Mixer	unit				2								2	1,500.00	3,000.00
Denature Alcohol	bot				50								50	35.00	1,750.00
<i>Sub-Total</i>															

Computer Lab Fee:																
Installation of Internet Connection														1	7,000.00	7,000.00
<i>Sub-Total</i>																
Student Handbook:																
Prnting of Student Handbook					1									1	30,000.00	30,000.00
<i>Sub-Total</i>																
Fishpond Repair (Old Account):																
Fishpond repair of gates and expansion of dikes														1	32,000.00	32,000.00

<i>Sub-Total</i>																				<i>32,000.00</i>
GRAND TOTALS.....																			0	441,459.50

Prepared by:

VERONICA C. ABRINA
Property/Supply Officer

Recommending Approval:

LOLITO O. AMPARADO, Ph.D.
Campus Director

Certified Funds Available /
Certified Appropriate Funds Available:

LYDIA A. GONZALES, DM
Budget Officer III

Approved:

EUSEBIO T. PACOLOR, Ph.D.
Head of Office/Agency

Date Prepared: _____

SAMAR STATE UNIVERSITY MERCEDES CAMPUS
Catbalogan, Samar
ANNUAL EQUIPMENT PROCUREMENT PROGRAM FOR 2013
FIDUCIARY FUND

Department/Bureau/Office: SAMAR STATE UNIVERSITY MERCEDES CAMPUS

Region: VIII

Address: Catbalogan, Samar

Contact Person: LOLITO O. AMPARADO, Ph.D.

Position: Campus Director

E-mail : _____

Telephone/Mobile Nos (055) 251-2661, Telefax (055) 251-5917

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue	* * *	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				Total
Dental Services:																	
Water Dispenser, Hot & Cold	unit				1										1	6,000.00	6,000.00
Refrigerator, 6 cu.ft.	unit				1										1	8,000.00	8,000.00
Air Conditioner, 1.5HP	unit				1										1	16,000.00	16,000.00
Sterilizer, dry heat	unit				1										1	5,000.00	5,000.00
Suction Machine	unit				1										1	5,000.00	5,000.00
<i>Sub-Total</i>																	40,000.00
Laboratory:																	
Refractometer	unit				1										1	11,000.00	11,000.00
Water Thermomether	unit				1										1	11,000.00	11,000.00
Plastic Hydrometer, model DY08266-30	unit				1										1	3,622.00	3,622.00
Plastic Hydrometer, model DY08267-00	unit				1										1	3,622.00	3,622.00
pH Meter	unit				1										1	12,000.00	12,000.00
Chest Freezer	unit				1										1	16,000.00	16,000.00
Electric Stove	unit				1										1	2,756.00	2,756.00
<i>Sub-Total</i>																	60,000.00
Development Fee:																	
Gas Welding w/ complete set regulator	set				1										1	20,000.00	20,000.00
Radial Drilling Machine, approx 35mm cap.	unit				2										2	15,000.00	30,000.00
Anvil	unit				2										2	5,000.00	10,000.00
<i>Sub-Total</i>																	60,000.00
GRAND TOTAL																	160,000.00

Prepared by:

Recommending Approval:

Certified Appropriate Funds Available:

Approved:

VERONICA C. ABRINA

Property/Supply Officer

LOLITO O. AMPARADO, Ph.D.

Campus Director

LYDIA A. GONZALES, DM

Budget Officer III

EUSEBIO T. PACOLOR, Ph.D.

Head of Office/Agency

Date Prepared: _____

