

Department of Health Regional Office VII PROJECT PROCUREMENT MANAGEMENT PLAN CY 2019



Date : August 13, 2019

Office : RO VII - (RD / ARD Office)

Item	Item Description/	Total				First Se	mester			Second	Semester		Recommended	SOURCE OF
No.	General Specification	Qty.	Unit	Total Amount		Q1		Q2		Q3		Q4	Procurement	FUND
110.	Concrat opcomouncer	Q.y.		Total Amount	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	I OND
	I. OFFICE SUPPLIES				.,		.,		.,		',			
	A. COMMON-USE/REGULAR/STANDARD OFFICE SUPPLIES													
	1.CONSUMABLE													
	a. PER EMPLOYEE													
1	Clip - Backfold - 1"		рс			2.75								
2	Clip - Backfold - 2"		рс			4.75								
3	Clip - Paper, 32mm, 100's/box		box			5.50								
4	Clip - Paper, 48mm, 100's/box		box			15.50								
5	Eraser - Correction Tape, Refill		рс			62.00								
6	Eraser - Correction Tape, Refillable		рс			160.00								
7	Eraser - Rubber		рс			2.16								
8	Note Pad Stick-on 3" * 4", 100 sheets/pad		pad			54.06								
9	Pen - Ballpen, Black		рс			4.20		6.00						
10	Pen - Ballpen, Blue		рс			4.20								
11	Pen - Ballpen, Green		рс			4.00								
12	Pen - Ballpen, Red		рс			4.20		6.00						
13	Pen - Highlighter, Neon Green		рс			17.75								
14	Pen - Highlighter, Neon Yellow		рс			18.75								
15	Pen - Signpen, 0.5 MM, Black		рс			44.01		19.75						
16	Pen - Signpen, 0.5 MM, Blue		рс			44.01								
17	Pen - Signpen, 0.5 MM, Red		рс			19.75		19.75						
18	Pencil, No.2		рс			5.00								
19	USB 16 GB		рс			234.00						350.00		
			Total											

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					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
	b. PER SECTION													
20	Air freshener, can, spray		bottle			300.00								
21	Data file Box - Standard Size, Blue		рс			150.00								
22	Data File Box - Standard Size, Green		рс			150.00								
23	Data File Box - Standard Size, Red		рс			150.00								
24	Envelope - Brown, Long		рс			1.50								
25	Envelope - Expanding, Long with garter		рс			9.00								
26	Envelope - Mailing/Letter, Long, White, 500's/box		box			185.00								
27	Envelope - Mailing/Letter, Windows, Long, White,500's/box		box			285.00								
28	Fasterner - Plastic, 50's		box			20.25								
29	Folder - Long, White, 14pts.		рс			6.00								
30	Glue - All Purpose, 200g		bottle			48.88								
31	Ink - Stamp Pad, 50ml, violet		bottle			25.00								
32	Paper - Bondpaper, Multi-Purpose, A4,Substance 20		ream			124.00								
33	Paper - Bondpaper, Multi-Purpose, Long, Substance 20		ream			138.00								
34	Paper - Fax, 216mm * 30mm		roll			60.00								
35	Paper - Laid, 8 1/2" * 11", 500's/box		box			550.00								
36	Pen - Marker, Permanent, Fine, Black		рс			23.50								
37	Pen - Marker, Permanent, Fine, Blue		рс			23.50								
38	Pen - Marker, Permanent, Fine, Red		рс			23.50								
39	Record Book - 150 Leaves, smyth sewn		рс			35.25								
40	Record Book - 300 Leaves, symth sewn		рс			50.00								
41	Record Book - 500 Leaves,		рс			70.00								
42	Rubberband ,350 grams		рс			195.00								
43	Staper Wire - # 23 * 10		box			50.00								
44	Staple Wire - # 35		box			22.00								
45	Tape - Duct Tape, Gray, 2"		roll			120.00								
46	Tape - Masking, 1", 25m		roll			28.00								
47	Tape - Packaging, 2", 50m		roll			13.00								
48	Tape - Transparent, 1" 50m		roll			7.50								
49	Tape - Transparent, 48mm		roll			50.00								
			Total											
	c. TRAINING SUPPLIES													
50	Cartolina, Assorted Color, 78 gsm min		рс			4.30								

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•	-				Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
51	Cartolina, White, 99 gsm min		PC			3.75								
52	Eraser - Whiteboard, Felt		рс			10.07								
53	ID Clip		рс			12.00								
54	ID Sling - Garterized With name Tags		рс			8.00								
55	Manila Paper, 36" * 48", Pre-cut		рс			2.00								
56	Metacards (4 colors)		pack			75.00								
			Total											
	d. EQUIPMENT CONSUMABLE													
			Total											
	2. NON-CONSUMABLE													
	a. PER SECTION													
57	Binder Stapler (24mm)		PC			1,500.00								
58	Calculator, 12 digits, dual power		рс			200.00								
59	Document Tray, Metal Type, 3 Layers		рс			340.00								
60	Extension Wire, 5 meters, 3 gangs		рс			270.00								
61	Puncher, Heavy Duty, 2 Hole		рс			123.43		658.25						
62	Ruler, 12", Plastic, Transparent		рс			10.00								
63	Scissors, 8", Metal Handle		рс			55.00		350.00						
64	Sharpener, Table Type, Heavy Duty		рс			295.00								
65	Stamp Pad, 3" * 5"		рс			29.06								
66	Stapler with Staple Remover #35, Heavy Duty		рс			220.00		345.75						
			Total											
	B. OTHER COMMON-USE OFFICE SUPPLIES SPECIFICALLY													
	USED ONLY BY CONCERENED SECTION													
	OFFICE SUPPLIES TOTAL			0.00										
	II. SEMI-EXPANDABLE EQUIPEMENT AND FURNITURE													
	A. COMMON-USE/REGULAR/STANDARD OFFICE/													
	IT/TRAINING EQUIPMENT/FURNITURE													
	a. PER EMPLOYEE													
67	21' HD Led Monitor		unit			14,999.00								
68	Chair (Monobloc, without arm rest, beige/white)		PC			280.80								
69	Chair (Steel, with cushion)		рс			2,500.00								
70	Chair, Ergonomic, with roller		pcs							4,500.00				

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				İ	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
71	Computer Desk Top - CPU, Monitor, Keyboard, Mouse,		unit			14,990.00						14,999.00		
	UPS, AVR													
72	Folding Table, 24ft x 48ft		unit			4,000.00								
73	Hi-Bac Executive Chair w/arm, with BIFMA gaslift, Mesh Black,		рс			7,300.00								
	Metal base chrome color													
74	Table		рс			5,000.00								
75	Working Table, plastic		рс							1,500.00				
76	Workstation (good for 1 person Table Top		units			13,500.00								
77	Workstation (good for 4 person Table Top		units			9,625.00								
			Total	0.00										
	b. PER SECTION/DIVISION													
78	16 Ports Gigabit LAN Switch		unit			4,300.00				5,000.00				
79	4 Ports Router		рс			5,000.00								
80	4 Ports Wireless Router		рс			4,000.00								
81	40" Monitor		рс			14,999.00								
82	8 Ports Lan Switch Gigabit		рс			2,000.00								
83	Adapter 9V		рс			500.00								
84	Adaptor, Universal		рс			55.00								
85	Airconditioner		unit			14,990.00								
86	AVR - Automatic Voltage Regulator 500 watts		рс			500.00								
87	AVR (IN : 150V-260V) ,(OUT : 110V-220V)		unit			4,000.00		4,000.00						
88	Barcode Scanner		unit							5,000.00				
89	Battery Charger		рс			1,500.00								
90	Cabinet, Steel, 72" * 36" * 18" (4 drawers)		рс											
91	Camera, Digital		unit											
92	Computer Monitor (LED)		unit			9,000.00								
93	Copier (free use of machine)		рс											
94	Cordless Phone with base charger		unit							4,000.00				
95	CPU		unit			14,999.00								
96	CPU Motherboard		unit					3,000.00						
97	Crimper		рс			500.00								
98	Digital Voice Recorder		рс			8,500.00								
99	Duplicating Machine(free use of machine)		рс											
100	Electric Tape		roll			40.00								

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			•		Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
101	Extension Cord, 3m		рс			120.00								
102	Extension Wire		рс			500.00								
103	EXTERNAL HARD DISK 1 Terabyte 2.5"		unit			3,300.00								
104	Facsimile Machine		unit							7,250.00				
105	Fax Machine (selected sections only)		рс											
106	Hard Disk		рс			3,000.00								
107	HDMI connector, male to female		unit			500.00								
108	HDMI cable, 10m		unit			1,300.00								
109	HDMI splitter, 4 ports		unit			1,000.00								
110	HDMI to VGA Adaptor		рс			600.00								
111	HP INK 680 (BLACK)		рс			550.00								
112	HP INK 680 (COLORED)		рс			550.00								
113	LAN Cable Tester		рс			300.00								
114	LAN Ethernet Cable		box							3,800.00				
115	Laptop/Netbook		unit							14,995.00				
116	LED Screen Rental, Lights and Sound System		job							80,000.00				
117	Length/Height Board		pcs			4,000.00								
118	Micro SD card, 64GB		unit			850.00								
119	MICROPHONE		unit			1,000.00								
120	Mouse		рс							300.00				
121	Mouse,Keyboard		unit			650.00				600.00				
122	Multi Media Projector		unit			14,990.00								
123	Network Switch		unit			4,500.00								
124	Network Switch (Managed)		unit			14,999.00								
125	Portable External Hard Drive, 2TB, USB 3.0, slim portable		pcs							5,000.00				
126	Power Supply		рс			750.00		500.00						
127	Printer with Scanner, (free use of machine)		unit											
128	Printer, Colored Continuous Ink Supply (CIS), four-in-one, with		unit									8,000.00		
	flat bed, auto document feeder, low priced ink cartridges													
	(consumables)													
129	Printer, Colored, four-in-one, with flat bed, auto document		unit									8,000.00		
	feeder, low price ink cartridges (consumables)													
130	PRINTER/SCANNER/PHOTOCOPIER		unit			14,999.00								
131	Projector WIFI Dongle		unit			2,500.00								

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	1			İ	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
132	PVC Moulding 1"x 8Ft.		pcs			45.00								
133	RAM		рс			2,000.00								
134	RAM, KVR1333D3N9 4G		unit							2,500.00				
135	Rechargeable 9V Battery		рс			700.00								
136	Rechargeable AAA Battery		рс			500.00								
137	Reflector for Camera Light		рс					1,000.00						
138	RG - II Wire		pcs							50.00				
139	RJ 45		pack			8.00								
140	SD Card 32GB		рс					700.00						
141	Soldering LED		roll			518.00								
142	Telephone Box		рс							50.00				
143	Telephone Wire		m							200.00				
144	Thermal Paste		рс			150.00								
145	Tripod		рс			1,500.00								
146	UPS 650 VA		unit			4,000.00		3,500.00						
147	UPS AMPS : (650VA), Voltage : 150V-260V		unit			3,500.00								
148	UPS Battery		рс			566.50								
149	UPS Battery, LA 1270 (12V, 7 Ah/20HR)		unit							1,800.00				
150	UPS(Uninterruptable Power Supply)		unit			2,400.00								
151	USB Wifi Receiver, 150 Mbps, Mini Wireless N USB Adapter		pcs							1,000.00				
152	USB WIFI Router Receiver		рс			800.00								
153	UTP Cable,cat5e		box			3,800.00								
154	Video Camera		unit			14,999.00								
155	Wifi Reciever (USB)		unit			2,000.00								
156	Wireless Access Point		unit			14,999.00								
157	Wireless Keyboard and Mouse		set			1,200.00								
158	Wireless Telephone		unit			1,000.00								
			Total	0.00										
	SEMI-EXPANDABLE EQUIPEMENT AND FURNITURE TOTAL			0.00										
	XL Other Professional Services													
	III FUEL, OIL AND LUBRICANTS EXPENSE													
	IV POSTAGE AND DELIVERY EXPENSE													
	V INTERNET SUBSCRIPTION EXPENSE													
	VI RENT-BUILDING AND STRUCTURE EXPENSE													

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No.	General Specification	Qty.	Unit	Total Amount		Q1		Q2		Q3		Q4	Procurement	FUND
			•		Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	1
	VII RENT-LAND EXPENSE													
	VIII RENT-EQUIPMENT EXPENSE													
	IX RENT-MOTOR VEHICLE EXPENSE													
	X REPRESENTATION EXPENSE													
	XI TRANSPORTATION AND DELIVERY													
	XII SUBSCRIPTION EXPENSE													
	XIII OTHER GENERAL SERVICES													
	XIV JANITORIAL SERVICES EXPENSE													
	XV SECURITY SERVICES EXPENSE													
	XVI REPAIR AND MAINTENANCE-BUILDING													
	XVII REPAIR AND MAINTENANCE-FURNITURE AND FIXTURE													
	XVIII REPAIR AND MAINTENANCE-OTHER MACHINERIES AND													
	EQUIPMENT													
	XIX REPAIR AND MAINTENANCE-MOTOR VEHICLE													
	XX DRUGS AND MEDICINES													
	XXI MEDICAL, DENTAL AND LABORATORY SUPPLIES													
	XXII ADVERTISING EXPENSE													
	XXIII PRINTING AND BINDING EXPENSE													
	XXIV TRAINING EXPENSE													
	XXV OTHER SUPPLIES AND MATERIALS EXPENSE													
	XXVI ICT EQUIPMENT													
	XXVII SEMI-EXPENDABLE - OFFICE EQUIPMENT													
	XXVIII SEMI-EXPENDABLE - INFORMATION AND													
	COMMUNICATION TECHNOLOGY													
	XXIX WATER EXPENSES													
	XXX ELECTRICITY EXPENSES													
	XXXI CABLE, SATELLITE, TELEGRAPH AND RADIO EXPENSES													
	XXXIII RM - OFFICE EQUIPMENT													
	XXXIV RM - ICT EQUIPMENT													
	XXXV RM - COMMUNICATION EQUIPMENT													
	XXXVI RM - SEMI-EXPENDABLE OFFICE EQUIPMENT													
	XXXVII RM-SEMI-EXPENDABLE - INFORMATION AND													
	COMMUNICATION TECHNOLOGY													

Iten	Item Description/	Total			First Semester				Second Semester				Recommended	SOURCE OF
No	General Specification	Qty.	Unit	Total Amount		Q1		Q2		Q3		Q4	Procurement	FUND
ĺ					Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Qty.	Unit Cost	Method	
	XXXVIII RM-SEMI-EXPENDABLE - COMMUNICATION													
	EQUIPMENT													
	RD / ARD Office Grand Total			0.00										

Submitted By:	Evaluated By:	Recommending Approval:	Approved:
	LEONORA A. ANIEL	Sophia M. Mancao, MD,DPH	Jaime S. Bernadas, MD, MGM, CESO III
Section/ Division Head	Budget Officer III, Budget Section	BAC Chairperson	Director IV