

**ANNUAL PROCUREMENT PROGRAM FOR 2013**  
**For Common-Use Supplies and Equipment**  
**Available from the Procurement Service**

Department/Bureau/Office: NATIONAL MUSEUM  
Region: NCR  
Address: OLD CONGRESS BLDG. P. BURGOS ST.  
ERMITA, MANILA

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Item & Specifications	Unit	Quantity Requirement					Price as of 1-16-2009 as per PS Catalog	Total Amount
		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
<b>COMMON ELECTRICAL SUPPLIES</b>								
1. BALLAST, 1 x 20 watts	each		150	100	200	450	67.50	30,375.00
2. BALLAST, 1 x 40 watts	each		200	200	300	700	81.15	56,805.00
3. BATTERY, size AA, alkaline, 2 pcs./packet (Eveready Gold)	packet		10	10	15	35	41.50	1,452.50
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		10	5	10	25	69.70	1,742.50
5. BATTERY, size D, alkaline, 2 pcs./packet	packet		10	5	10	25	164.35	4,108.75
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set		40	35	50	125	332.55	41,568.75
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		100	100	150	350	353.35	123,672.50
8. FLUORESCENT TUBE, 18 watts	each		100	100	200	400	36.30	14,520.00
9. FLUORESCENT TUBE, 36 watts	each		200	200	250	650	35.20	22,880.00
10. COMPACT FLUORESCENT LIGHT, 17 watts	each		150	150	200	500	109.75	54,875.00
13. STARTER, 4-40 watts	each		400	300	400	1100	5.50	6,050.00
14. TAPE, electrical	roll		50	40	60	150	13.35	2,002.50
<b>COMMON COMPUTER SUPPLIES</b>								
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.r	piece	130	130	130	130	520	9.36	4,867.20
16. . DVD RECORDABLE, 16x speed, 4.7GB capacity, Maxell D	piece	215	215	215	215	860	14.02	12,057.20
22. FLASH DRIVE, 8GB	piece	33		33		66	372.32	24,573.12
23. INK CARTRIDGE, HP 51645A (HP 45)	piece	2	2	2	2	8	1,216.86	9,734.88
24. INK CARTRIDGE, HP C6615A (HP 15)	piece	13	13	13	13	52	1,149.54	59,776.08
25. INK CARTRIDGE, HP C1823D (HP 23)	piece	2	2	2	2	8	1,489.20	11,913.60
26. INK CARTRIDGE, HP C6625A (HP 17)	piece	5	5	5	5	20	1,250.52	25,010.40
27. INK CARTRIDGE, HP C6578A/D (HP 78)	piece	1	1	1	1	4	1,352.52	5,410.08
30. INK CARTRIDGE, HP C8727A (HP 27)	piece	6	6	6	6	24	743.58	17,845.92
31. INK CARTRIDGE, HP C8728A (HP 28)	piece	5	5	5	5	20	873.12	17,462.40
34. INK CARTRIDGE, HP C9351A (HP 21)	piece	24	24	24	24	96	615.06	59,045.76
35. INK CARTRIDGE, HP C9352A (HP 22)	piece	17	17	17	17	68	708.90	48,205.20

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38. INK CARTRIDGE, HP C9361WA (HP 93)	piece	2	2	2	2	8	588.54	4,708.32
39. INK CARTRIDGE, HP C9362WA (HP 92)	piece	1	1	1	1	4	787.44	3,149.76
51. INK CARTRIDGE, Epson ME32, 141 black	piece	2	2	2	2	8	340.68	2,725.44
52. INK CARTRIDGE, Epson ME32, 141 cyan	piece	2	2	2	2	8	340.68	2,725.44
53. INK CARTRIDGE, Epson ME32, 141 magenta	piece	2	2	2	2	8	340.68	2,725.44
54. INK CARTRIDGE, Epson ME32, 141 yellow	piece	2	2	2	2	8	340.68	2,725.44
66. TONER CARTRIDGE,HP Q2612A	piece	1	1	1	1	4	2,866.20	11,464.80
<b>COMMON OFFICE SUPPLIES</b>								
1. ACETATE, gauge #3, 50m in length	roll	6	6	6	6	24	707.20	16,972.80
2. AIR FRESHENER, 280ml/can, Glade	can	47	47	47	47	188	89.70	16,863.60
3. ALCOHOL, 70% isopropyl, Dr. J	bottle	63	63	63	63	252	39.52	9,959.04
13. CLIP, bulldog (3"), Prince	each	22	22	22	22	88	8.42	740.96
14. CLIP, backfold, 25mm, 12s/box, Prince	box	20	20	20	20	80	15.60	1,248.00
16. CLIP, backfold, 19mm, 12s/box, Prince	box	20	20	20	20	80	7.54	603.20
23. CORRECTION FLUID, 20ml., Stanger	bottle	83	83	83	83	332	12.04	3,997.28
24. DATA FILE BOX, (5"x9"x15-3/4"), Files	box	138	138	138	138	552	61.36	33,870.72
25. DATA FOLDER, w/finger ring,(3" x 9" x 15"), Files	each	163	163	163	163	652	67.07	43,729.64
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	765	765	765	765	3060	675.86	2,068,131.60
32. ENVELOPE, expanding, plastic, legal size, MO	each	62	62	62	62	248	41.60	10,316.80
36. FILE ORGANIZER, expanding, legal, assorted colors	each	62	62	62	62	248	79.04	19,601.92
38. FOLDER, tagboard, legal size, 100s/box	pack	30	30	30	30	120	435.24	52,228.80
39. FOLDER, tagboard, A4 size, 100s/box	pack	17	17	17	17	68	244.40	16,619.20
40. FOLDER, morocco/fancy, legal size,50s/ pack	pack	24	24	24	24	96	364.00	34,944.00
43. FOLDER, clear plastic, L-type, legal size, 50s/ pack	pack	7	7	7	7	28	208.00	5,824.00
44. GLUE, all purpose, 300 grams min., Superb	jar	53	53	53	53	212	45.76	9,701.12
55. MAGAZINE FILE BOX, large, Files	each	15	15	15	15	60	39.52	2,371.20
56. MAP PIN, round head, 100s/box	box	25	25	25	25	100	41.60	4,160.00
58. MARKING PEN, whiteboard, black, Stabilo	each	77	77	77	77	308	13.42	4,133.36
59. MARKING PEN, whiteboard, blue, Stabilo	each	77	77	77	77	308	13.42	4,133.36
61. MARKING PEN, permanent, black, Pentel	each	86	86	86	86	344	13.00	4,472.00
62. MARKING PEN, permanent, blue, Pentel	each	86	86	86	86	344	13.00	4,472.00
65. NOTE BOOK, stenographer's, Cosmic	each	106	106	106	106	424	7.59	3,218.16
66. NOTE PAD, (3"x3"), 3M	pad	75	75	75	75	300	34.32	10,296.00
76. PAPER, ruled pad,216mmx330mm,100s/ pad, Apollo	pad	97	97	97	97	388	19.55	7,585.40
79. PAPER,multicopy, A4	ream	250	250	250	250	1000	128.11	128,110.00
82.PAPER FASTENER,non-rust metal,50 sets/box, Apple	box	68	68	68	68	272	83.08	22,597.76
86. PENCIL, lead, w/ eraser, Apsara	dozen	44	44	44	44	176	24.89	4,380.64
89. RECORD BOOK, 300 pages	book	64	64	64	64	256	52.00	13,312.00

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		1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Yearly		
		90. RECORD BOOK, 500 pages	book	50	50	50		
91. RIBBON, nylon, manual typewriter, Adrite	spool	45	45	45	45	180	15.81	2,845.80
99. RUBBER BAND, #18, min.445 gms./box	box	31	31	31	31	124	132.68	16,452.32
102. SIGN PEN, black, Pentel	each	104	104	104	104	416	43.14	17,946.24
103. SIGN PEN, blue, Pentel	each	103	103	103	103	412	43.14	17,773.68
107. STAPLE WIRE, standard, #35	box	46	46	46	46	184	26.00	4,784.00
111. TAPE, masking (1"), 24mm, 50 meters length, Crocodile	roll	100	100	100	100	400	43.68	17,472.00
112. TAPE, masking (2"), 50mm, 50 meters length, Olympic	roll	100	100	100	100	400	83.82	33,528.00
113. TAPE, transparent, (1"), 24mm, 50 meters, Olympic	roll	100	100	100	100	400	14.98	5,992.00
114. TAPE, transparent, (2"), 48mm, 50 meters, Crocodile	roll	100	100	100	100	400	30.11	12,044.00
115. TAPE, packaging, 48mm, 50 meters length, Crocodile	roll	63	63	63	63	252	30.11	7,587.72
122. TWINE, plastic, one kilo per roll	roll	37	37	37	37	148	62.40	9,235.20
123. WRAPPING PAPER, kraft, 65gsm, approx.40M.	roll	16	16	16	16	64	145.48	9,310.72
<b>COMMON OFFICE DEVICES</b>								
2. CUTTER, heavy duty, L500, GD 223	each	33				33	27.04	892.32
4. SCISSORS, (6"), UK	pair	40				40	19.76	790.40
7. STAPLER, heavy duty, standard, Peace	each	49				49	162.84	7,979.16
8. STAPLE REMOVER, twin jaws, UK	each	65				65	17.97	1,168.05
<b>COMMON JANITORIAL SUPPLIES</b>								
13. INSECTICIDE, 600ml.(420g)/can, Shield	can	100	100	100	100	400	134.68	53,872.00
16. RAG, COTTON, (8") in diameter	kilo	50	50	50	50	200	44.20	8,840.00
<b>LEGAL SIZE PAPER</b>								
5. PAPER, multicopy, legal, for laser printing	ream	200	200	200	200	800	144.04	115,232.00

GRAND TOTAL: ..... 3,606,199.15  
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION ..... 3,966,819.07  
APPROVED BUDGET: .....

Prepared by:

JOVITA M. NAPAO  
Property/Supply Officer

Certified Funds Available:

VICTORIA Q. CALPITO  
Administrative Assistant III

Approved:

JEREMY BARNES, CESO III  
Director IV

Date Prepared: