

**ANNUAL PROCUREMENT PROGRAM FOR 2014  
For Common-Use Supplies and Equipment**

Department/Bureau/Office: **INTER COUNTRY ADOPTION BOARD**

Address: No.2 Chicago Street, corner Ermin Garcia  
Cubao Quezon City

No.	Particulars	Unit	Quantity	Price as of 12-31-2014
				Cost / Unit
<b>COMMON ELECTRICAL SUPPLIES</b>				
1	BALLAST, 1 x 20 watts	each	12	66.77
2	BALLAST, 1 x 40 watts	each	20	71.03
3	BATTERY, size AA, alkaline, 2 pcs./packet	packet	24	19.19
4	BATTERY, size AAA, alkaline, 2 pcs./packet	packet	24	15.08
5	FLUORESCENT TUBE, 18 watts	each	40	26.95
6	FLUORESCENT TUBE, 36 watts	each	40	35.20
7	STARTER, 4-40 watts	each	20	4.85
8	TAPE, electrical	roll	4	18.20
<b>COMMON COMPUTER SUPPLIES</b>				
9	CD RE WRITABLE 4.7GB	piece	776	16.31
10	DVD RE WRITABLE 4.7GB	piece	52	20.59
11	FLASH DRIVE,16GB	piece	13	504.40
12	INK CARTRIDGE, HP # 18 BLACK	piece	24	618.80
13	INK CARTRIDGE, HP # 18 CYAN	piece	8	618.80
14	INK CARTRIDGE, HP # 18 MAGENTA	piece	8	618.80
15	INK CARTRIDGE, HP # 18 YELLOW	piece	8	618.80
16	INK CARTRIDGE, HP # 60 BLACK - XL	piece	12	1,263.60
17	INK CARTRIDGE, HP # 60 COLORED - XL	piece	4	1,476.80
18	INK CARTRIDGE, HP # 21 BLACK	piece	96	627.12
19	INK CARTRIDGE, HP # 22 COLORED	piece	36	722.80
20	INK CARTRIDGE, HP # 901 BLACK	piece	120	601.12
21	INK CARTRIDGE, HP # 901 COLORED	piece	24	921.44
22	INK CARTRIDGE, CANON # 810 BLACK	piece	96	795.00
23	INK CARTRIDGE, CANON # 810 COLORED		48	850.00
24	TONER DOCUPRINT BLACK	piece	48	2,785.00
25	TONER DOCUPRINT CYAN	piece	16	2,785.00
26	TONER DOCUPRINT YELLOW	piece	16	2,785.00
27	TONER DOCUPRINT MAGENTA	piece	16	2,785.00
28	TONER HP 12A	piece	48	2,922.40
29	TONER HP 35A	piece	40	2,540.72
30	TONER HP 85A	piece	36	2,707.12
31	TONER HP 15A	piece	8	3,284.32
<b>COMMON OFFICE SUPPLIES</b>				
32	AIR FRESHENER, 280ml/can	can	72	86.06
33	ALCOHOL, 70% isopropyl	bottle	168	38.22
34	BALLPEN BLUE AND BLACK	pcs	1055	7.00
35	BATTERY AA ALKALINE	pack	120	15.39
36	BATTERY AAA ALKALINE	pack	16	15.08
37	BLADES FOR CUTTER	pack	6	15.08

No.	Particulars	Unit	Quantity	Price as of 12-31-2014
				Cost / Unit
38	CARBON FILM - legal	pack	2	290.87
39	CARTOLINA ASSORTED	pcs	20	3.69
40	CLIP, backfold, 25mm, 12s/box ( 1" )	box	11	10.92
41	CLIP, backfold, 1 1/4	box	4	9.50
42	CORRECTION TAPE	PCS	168	12.05
43	CORRECTION FLUID	bottle	6	32.00
44	DATA FILE BOX, (5"x9"x15-3/4")	pcs	38	61.88
45	ENVELOPE,documentary(10"x15"),500s/box	pcs	466	1.00
46	ENVELOPE,documentary SHORT 500s/box	pcs	400	0.81
47	ENVELOPE EXPANDED	pcs	156	5.67
48	ERASER	pcs	4	2.48
49	FOLDER, tagboard, legal size, 100s/box	pack	29	243.40
50	FOLDER, PRESSBOARD	pack	18	249.00
51	FOLDER SHORT	pack	17	212.00
52	FLOURESCENT PEN	pcs	49	11.50
53	GLUE	pcs	21	45.43
54	INDEX CARD, 5" x 8",ruled both side,500s/pack	pack	15	128.96
55	INDEX BOX	PCS	12	55.12
56	LETTER ENVELOPE - ORDINARY	pack	4	139.24
57	LOOSELEAF COVER	pack	4	539.24
58	MARKER, fluorescent, 3 colors/set	set	60	89.35
59	MARKING PEN, permanent, black	each	48	26.95
60	MARKING PEN, permanent, blue	each	48	26.95
61	MANILA PAPER	roll	80	5.00
62	NOTE BOOK, stenographer's	each	102	7.70
63	OIL, 120ml.	bottle	2	16.15
64	PAPER, PPC, legal	ream	270	175.64
65	PAPER, PPC, A4	ream	394	155.48
66	PAPER, PPC, short	ream	8	92.56
67	PAPER,multicopy, A4	ream	72	118.46
68	PAPER,multicopy, legal	ream	6	128.34
69	PAPER FASTENER,non-rust metal,50 sets/box	box	120	83.08
70	PAPER CLIP, gem type,jumbo,50mm,100s/box	box	120	15.39
71	PENCIL, lead, w/eraser	dozen	8	20.26
72	RECORD BOOK, 300 pages	book	40	52.00
73	SIGN PEN, black	each	336	44.17
74	SIGN PEN, blue	each	168	44.17
75	STAPLE WIRE, standard, #35	box	120	18.69
76	TAPE, masking (1"), 24mm, 50 meters length	roll	20	31.65
77	TAPE, masking (2"), 50mm, 50 meters length	roll	2	54.10
78	TAPE, transparent, (1"), 24mm, 50 meters	roll	40	15.39
79	TAPE, transparent, (2"), 48mm, 50 meters	roll	2	33.07
80	TAPE, packaging, 48mm, 50 meters length	roll	12	30.99
81	TOILET TISSUE, 12 rolls/pack	pack	1800	5.97
<b>COMMON OFFICE DEVICES</b>				
82	CUTTER WITH BOARD	pc	1	1,500.00
83	PUNCHER, heavy duty	each	3	77.90
84	SCISSORS, (6")	pair	10	15.46
85	STAPLER, heavy duty	each	10	217.36
<b>COMMON JANITORIAL SUPPLIES</b>				

No.	Particulars	Unit	Quantity	Price as of 12-31-2014
				Cost / Unit
86	BATHROOM LIQUID SOAP 1LITER	each	24	285.00
87	BATHROOM SOAP	each	12	15.00
88	BROOM, soft (tambo)	each	24	93.60
89	BROOM, STICK (tingting)	each	12	22.88
90	CLEANSER, powder, 350gms.	canister	48	41.60
91	DETERGENT POWDER, 200gms.	pouch	80	22.88
92	DISINFECTANT SPRAY, 340 gm.	can	12	120.64
93	DUST PAN, plastic w.handle,large	each	8	26.00
94	FURNITURE CLEANER, 400ml/can	can	12	124.80
95	INSECTICIDE, 600ml.(420g)/can	can	36	136.76
96	MOPHANDLE, screw type, wooden handle	each	4	59.30
97	MOPHEAD, 100% RAYON	each	12	44.75
98	RAG, COTTON, (8") in diameter	kilo	12	41.60
99	SCOURING PAD, economy size	pack	36	136.24
100	TRASHBAG, plastic, black	roll	300	10.37
<b>PROPERTY / PLANT &amp; EQUIPMENT</b>				
101	Fire hose and cabinets	units	4	10,000.00
102	Fire alarm detector	units	12	8,000.00
103	Building Improvement - (play area & roof deck )	lot	1	300,000.00
104	Gas range and range hood		1	75,000.00
105	installation of septik tank		1	100,000.00
106	Waterproofing / repainting ( new building )		1	150,000.00
107	Built in Cabinet ( Admin unit )		1	80,000.00
108	Emergency lights	16	16	1,500.00
109	Computer Desktop	9	9	50,000.00
110	Printer	7	7	5,000.00
111	Mini Laptop	2	2	50,000.00
112	Tablet	2	2	40,000.00
113	Printer / Scanner/ fax 3 in 1	1	1	10,000.00
114	Scanner	1	1	10,000.00
115	Aircon	2	2	60,000.00
116	Filie compactor	1	1	250,000.00
117	Filing cabinet lateral	2	2	80,000.00
118	Steel Shelves	10	10	7,000.00
119	Shredder machine	1	1	3,000.00
120	Document Cabinet	4	4	1,500.00
121	Electric Fan	3	3	3,000.00
122	Extension cord	2	2	500.00
123	Calculator	4	4	500.00
124	Tray Incoming / Outgoing	1	1	300.00
125	Wall clock	1	1	500.00
<b>OTHER SUPPLIES</b>				
126	Assorted can juice & softdrinks	pcs	1200	25.00
127	Assorted cup cakes	pack	40	65.00
128	Computer cleaner	bottle	5	45.00
129	Desk table calendar	pcs	25	135.00
130	Hard Hat ( fire safety )	pcs	1	1,000.00
131	Hygienic Bathroom Tissue	box	2	1,200.00
132	Fire Extiguisher ( Dry )	pcs	5	1,122.16

No.	Particulars	Unit	Quantity	Price as of 12-31-2014
				Cost / Unit
133	Gift bags ( E Bags )	pcs	100	100.00
134	Interfolded Paper Towel	box	2	1,768.00
135	Index Divider	pack	4	36.75
136	Index Tab	pack	8	41.00
137	Kitchen Towel	pack	20	45.00
138	Kraft Paper	roll	8	25.00
139	LED Flourescent Light	pcs	6	1,150.00
140	Letterhead PA	ream	36	700.00
141	Letterhead TA	ream	24	800.00
142	Letterhead ACA	ream	12	800.00
143	Letterhead ICAB	ream	41	700.00
144	Letter Envelope - Icab logo ordinary	box	12	900.00
145	Liquid Soap 1 liter	bottle	12	650.00
146	Mask ( safety for fire )	pcs	40	99.00
147	Mineral Water ( visitors )	bottle	240	11.00
148	Souvenir Jeep	pcs	600	258.00
149	Souvenir Philippine Flag	pcs	600	85.00
150	Souvenir Bag	pcs	600	90.00
151	Table Napkin	box	2	1,200.00
152	Tetra pack juice ( children )	pcs	180	22.00

**Prepared By: JANET T. SANTOS**  
**Position: Administrative Officer V**

**NOTED BY: BERNADETTE B. ABEJO**  
**Executive Director**

**Date Prepared: February 3, 2014**







