

CALBAYOG CITY WATER DISTRICT
ANNUAL PROCUREMENT PLAN 2018

| Code | Procurement Program/Project | PMO/End User | Mode of Procurement | Schedule of its Procurement Activity | | | | Delivery/ Completion | Source of Funds | Estimated Budget (Php) | | | Remarks (Brief description of Program /Project) |
|----------|-----------------------------------------------------------------------------------|----------------------------------------------|---------------------|--------------------------------------|------------------|------------------|---------------------------------------------|----------------------|-----------------|------------------------|------|----|---------------------------------------------------------------|
| | | | | Ads/Postof (B/REI) | Sub/Open of Bids | Notice of Awards | Contract Signing | | | Total | MOOE | CO | |
| 50203010 | Procurement of various office supplies: | Office of the Board of Directors; General | Shopping | | | | To be procured quarterly/semi-annual/annual | | Corporate Fund | 358,840.08 | | | various office supplies necessary in the day-to-day operation |
| | * Typewriter ribbon | | | | | | | | | | | | |
| | * Ballpen/Signpen | | | | | | | | | | | | |
| | * Correction Fluid/Tape | | | | | | | | | | | | |
| | * Daily Time Record | | | | | | | | | | | | |
| | * Envelope Brown (long/short) | | | | | | | | | | | | |
| | * Epson Ribbon Cartridge FX-2190/LQ-2190/LX-300 | | | | | | | | | | | | |
| | * Highlighter/Marker, Fluorescent (asst. color) | | | | | | | | | | | | |
| | * Marker, Permanent (Pilot) | | | | | | | | | | | | |
| | * Marker Ink Refill (Pilot) | | | | | | | | | | | | |
| | * Masking Tape, 24 mm (1" width, 50m); 48mm (2" width, 50m) rescent (asst. color) | | | | | | | | | | | | |
| | * Tape, Packaging, 48mm, 2" x 50m | | | | | | | | | | | | |
| | * Paper Clip, Jumbo, 50mm. | | | | | | | | | | | | |
| | * Vinyl Coated/Gem Type, 33mm, | | | | | | | | | | | | |
| | * Paper Fastener Vinyl | | | | | | | | | | | | |
| | * Paste/Kippy | | | | | | | | | | | | |
| | * Pencil No. 2/Mongol | | | | | | | | | | | | |
| | * Record Book, 500/300/200 pages | | | | | | | | | | | | |
| | * Scotch /Stationary Tape 1" | | | | | | | | | | | | |
| | * Staple Wire No. 35, Standard, | | | | | | | | | | | | |
| | * Time Card | | | | | | | | | | | | |
| | * Whiteboard Ink Refill (Pilot) | | | | | | | | | | | | |
| | * Yellow Pad Paper | | | | | | | | | | | | |
| | * Air freshener | | | | | | | | | | | | |
| | * Glass Cleaner | | | | | | | | | | | | |
| | * Bleach (1 lit./bottle) | | | | | | | | | | | | |
| | * Bathroom Deodorizer | | | | | | | | | | | | |
| | * Paper, Multicopy 80 GSM (8-1/2" x 13") legal/long; 210mm x 297mm] A4/short | | | | | | | | | | | | |
| | * Envelope, Documentary, Kraft 150 GSM, 254mm x 381mm | | | | | | | | | | | | |
| | * Folder, File, Tagboard for A4 size paper (short); legal size (long) | | | | | | | | | | | | |
| | * Cutter | | | | | | | | | | | | |
| | * Desktray | | | | | | | | | | | | |
| | * Corkboard | | | | | | | | | | | | |
| | * Whiteboard | | | | | | | | | | | | |
| | * Handwash Soap Liquid | | | | | | | | | | | | |

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