

**ANNUAL PROCUREMENT PLAN FOR 2015**  
For Common-Use Supplies

Department/Bureau/Office: PITC PHARMA, INC  
Region: National Capital Region  
Address: 2/F NDC Bldg., 116 Tordesillas St., Salcedo Village  
Makati City

Contact Person: Elizabeth V. Trillana  
Position: Admin. Manager/BAC Secretariat Head Non-Trade  
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Item & Specifications	Unit of Measure	Quantity Requirement													Estimated Cost per Unit	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
<b>COMMON SUPPLIES</b>																	
AIR FRESHENER, 280mL/can	can	40	0	0	0	0	0	0	0	0	0	0	0	0	40	81.10	3,244.00
ALCOHOL, 70%, ethyl	bottle	110	0	0	0	0	0	0	0	0	0	0	0	110	43.10	4,741.00	
Ballpen (red, blue, black)	piece	127	0	0	0	0	0	24	0	0	0	0	0	151	4.00	604.00	
BATTERY, dry cell, size AA, 2 pcs./packet	packet	4												4	17.10	68.40	
BATTERY, dry cell, size AAA, 2 pcs./packet	packet	4												4	14.80	59.20	
Blinding Plastic cover	piece	120	0	0	0	0	0	0	0	0	0	0	0	120	40.00	4,800.00	
BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	4												4	8.30	33.20	
Board Cover, A4 (10 sheets)	pack	36	0	0	0	0	0	0	0	0	0	0	0	36	35.00	1,260.00	
Board Cover, Long (10 sheets)	pack	24	0	0	0	0	0	0	0	0	0	0	0	24	40.00	960.00	
Boxes (Corrugated)	piece	300												300	25.00	7,500.00	
Cable wire (UTP CAT5 per box)	box	1												1	4,000.00	4,000.00	
CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	8												8	155.00	1,240.00	
Calling Cards		35	0	0	0	0	0	0	0	0	0	0	0	35	175.00	6,125.00	
CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents,	piece	11												11	37.40	411.40	
CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 153mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min thickness of pocket with twenty(20) clear transparent plastic pocket	piece	6												6	41.60	249.60	
CLIP, backfold, 19mm, 12s/box	box	73	0	0	0	0	0	0	0	0	0	0	0	73	7.30	532.90	
CLIP, backfold, 25mm, 12s/box	box	77	0	0	0	0	0	0	0	0	0	0	0	77	16.60	1,278.20	
CLIP, backfold, 32mm, 12s/box	box	49												49	20.70	1,014.30	
CLIP, backfold, 50mm, 12s/box	box	81	0	0	0	0	0	0	0	0	0	0	0	81	43.70	3,539.70	
CLIP, bulldog (3")	piece	80												80	8.30	664.00	
Coffee Brewed	pack	20	0	0	0	0	0	0	0	0	0	0	0	20	200.00	4,000.00	
Coffee Creamer	pack	30	0	0	0	0	0	0	0	0	0	0	0	30	100.00	3,000.00	
Coffee Set - instant (60/pack)	pack	36	0	0	0	0	0	0	0	0	0	0	0	36	150.00	5,400.00	
COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	15												15	9.52	142.80	
COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	5	0	0	0	0	0	0	0	0	0	0	0	5	950.56	4,752.80	