

**FOREIGN SERVICE INSTITUTE
ANNUAL PROCUREMENT PLAN**

Year 2011

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
OFFICE SUPPLIES										
REGULAR OFFICE SUPPLIES										
Acetate, plastic	gauge 0.075mm (#3) transparent, 50M in length	roll	Shopping	581.95	4,655.60	8	2	2	2	2
Air freshener	aerosol type, spray mist, assorted scents	can	Shopping	122.25	2,445.00	20	5	5	5	5
Alcohol	Rubbing, 70% isopropyl, 500ml.	bottle	Shopping	62.00	2,480.00	40	10	10	10	10
Ballpoint pen	black	piece	Shopping	9.80	2,940.00	300	100	50	100	50
Ballpoint pen	blue	piece	Shopping	9.80	490.00	50	20	10	10	10
Ballpoint pen	red	piece	Shopping	10.75	322.50	30	10	10	10	0
Blade, cutter	for heavy duty cutter, L500	tube	Shopping	7.90	79.00	10	5	0	5	0
Bristol board	8-1/2" x 11" (short)	piece	Shopping	0.90	954.00	1060	280	280	250	250
Bristol board	8-1/2" x 13" (long)	piece	Shopping	1.50	1,440.00	960	280	230	250	200
Carbon paper	long, regular	box	Shopping	72.80	291.20	4	2	0	2	0
Carbon paper	short, Pemafilem	box	Shopping	254.00	254.00	1	1	0	0	0
Carbon paper	short, regular	box	Shopping	52.80	264.00	5	5	0	0	0
Cartolina	assorted colors	piece	Shopping	3.64	218.40	60	15	15	15	15
Cassette head cleaner		piece	Shopping	45.00	450.00	10	5	0	5	0
Catalog Cards	3-1/2" x 5" (per hundred)	pack	Shopping	25.00	2,000.00	80	20	20	20	20
Certificate	FSI certificate, parchment paper w/ gold stamping, A4 size	piece	Shopping	2.10	2,982.00	1420	430	330	380	280
Certificate holder	blue cloth	piece	Shopping	100.00	26,600.00	266	204	4	54	4
Clip	bulldog, size 3" (steel)	piece	Shopping	7.99	479.40	60	15	15	15	15
Clip	double, 25mm (1"), 12 pcs./box	box	Shopping	8.25	330.00	40	10	10	10	10
Clip	double, 50 mm (2"), 12 pcs./box	box	Shopping	45.50	2,730.00	60	15	15	15	15
Copy paper	A4 (8-1/4" x 11-3/4"), subs. 20	ream	Shopping	150.05	45,015.00	300	100	50	100	50
Copy paper	short (8-1/2" x 11"), subs. 20	ream	Shopping	122.00	36,600.00	300	100	50	100	50
Copy paper	long, 8-1/2" x 13", subs. 20	ream	Shopping	159.15	31,830.00	200	50	50	50	50
Copy paper	short (8-1/2" x 11"), subs. 24	ream	Shopping	148.00	4,440.00	30	10	5	10	5
Copy paper	long (8-1/2" x 13"), subs. 24	ream	Shopping	160.00	4,800.00	30	10	5	10	5
Copy paper	A4, 8-1/2" x 11", COLOR, subs. 24	ream	Shopping	210.00	1,050.00	5	3	0	2	0
Copy paper	short (8-1/2" x 11"), COLOR, subs. 24	ream	Shopping	205.00	12,300.00	60	20	10	20	10
Copy paper	long (8-1/2" x 13"), COLOR, subs. 24	ream	Shopping	220.00	13,200.00	60	20	10	20	10
Cork board	36 x 72	piece	Shopping	178.50	535.50	3	3	0	0	0
Correction fluid	water base, white opaque, 15 ml.	bottle	Shopping	11.70	351.00	30	10	5	10	5
Correction tape		piece	Shopping	16.00	800.00	50	20	10	10	10
Crayon	48 pcs/box	box	Shopping	150.00	1,500.00	10	6	0	4	0
Data file box	with closed ends and finger ring, size 5" x 9" x 15-3/4"	box	Shopping	57.00	5,700.00	100	60	10	20	10
Desk tray	2 layers, metal	piece	Shopping	150.00	1,200.00	8	2	2	2	2

94

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Desk tray	3 layers, metal	piece	Shopping	270.00	1,080.00	4	2	0	2	0
Employees' leave card	12 x 8-3/4", yellow b. board, 100 lbs.	piece	Shopping	33.50	16,750.00	500	500	0	0	0
Envelope	documentary, long, with logo (for Publications and FSI-BAC use only)	piece	Shopping	4.76	618.80	130	40	40	25	25
Envelope	documentary, short, with logo (for Publications use only)	piece	Shopping	4.25	637.50	150	45	45	30	30
Envelope	documentary, A4	piece	Shopping	1.30	1,300.00	1000	500	150	200	150
Envelope	documentary, short	piece	Shopping	0.80	800.00	1000	500	150	200	150
Envelope	documentary, long	piece	Shopping	1.25	1,250.00	1000	500	150	200	150
Envelope	expanding, kraft	piece	Shopping	6.84	4,104.00	600	200	100	200	100
Envelope	FSI certificate envelope, size 9" x 12", conqueror ivory	piece	Shopping	13.00	13,000.00	1000	250	250	250	250
Envelope	FSI letter envelope, size 4" x 9-1/2", white	piece	Shopping	3.30	3,300.00	1000	500	0	500	0
Envelope	pay envelope, kraft, 4: x 7-1/2", 500s/box	box	Shopping	196.04	980.20	5	2	1	1	1
Eraser	for whiteboard/blackboard	piece	Shopping	10.40	124.80	12	6	0	6	0
Eraser	lift-off tape (Mimax), for Brother typewriter	piece	Shopping	25.00	200.00	8	2	2	2	2
Eraser	rubber, soft	piece	Shopping	2.58	103.20	40	10	10	10	10
Folder	3-ring binder, long	piece	Shopping	220.00	22,000.00	100	25	25	25	25
Folder	file, white, for A4 size papers/documents	piece	Shopping	2.78	4,170.00	1500	500	250	500	250
Folder	file, white, for short size papers/documents	piece	Shopping	2.40	3,600.00	1500	500	250	500	250
Folder	file, white, for long size papers/documents	piece	Shopping	5.00	7,500.00	1500	500	250	500	250
Folder	plastic, short size, color: black	piece	Shopping	24.75	2,475.00	100	25	25	25	25
Folder	presentation, morocco cover board, short	piece	Shopping	4.16	2,433.60	585	220	105	180	80
Folder	presentation, morocco cover board, long	piece	Shopping	4.35	2,566.50	590	215	100	195	80
Folder	pressboard (expanding), plain, legal size	piece	Shopping	6.25	12,500.00	2000	500	500	500	500
Glue	all purpose, in jar with applicator	jar	Shopping	37.62	752.40	20	5	5	5	5
Glue	glue stick	tube	Shopping	18.75	562.50	30	10	5	10	5
Gold seal	#24, 40 pcs./ box	box	Shopping	50.00	1,000.00	20	5	5	5	5
Gold seal	#25, 40 pcs./ box	box	Shopping	42.50	1,062.50	25	10	5	5	5
ID pin holder	transparent, plastic, with metal clip	piece	Shopping	6.00	6,000.00	1000	300	300	300	100
Illustration board	illustration board, 20" x 30"	piece	Shopping	64.00	256.00	4	3	0	1	0
Illustration board	illustration board, 30" x 40"	piece	Shopping	70.00	1,750.00	25	10	5	5	5
Index card	size 3" x 5", 500s/pack, ruled both sides	pack	Shopping	42.62	852.40	20	10	0	10	0
Index card	size 5" x 8", 500s/pack, ruled both sides	pack	Shopping	101.80	2,036.00	20	5	5	5	5
Index card box	size 4-1/2" x 6-1/2", board	box	Shopping	30.25	302.50	10	5	0	5	0
Index card box	size 5-1/2" x 8-1/2", board	box	Shopping	39.75	397.50	10	5	0	5	0
Index tab	transparent, self-adhesive, 5 sets/box	box	Shopping	45.00	4,500.00	100	30	30	30	10
Laminating film	size A4, 100s/box, 125 microns	box	Shopping	648.00	1,296.00	2	1	0	1	0
Looseleaf cover	w/ paper cloth strap 8-1/2" x 14", 50 pcs/pack	pack	Shopping	459.20	3,673.60	8	2	2	2	2
Map pin	round head, 100s/box	box	Shopping	20.70	828.00	40	10	10	10	10
Marker	fluorescent, assorted colors, 3 colors/set	set	Shopping	63.15	1,263.00	20	5	5	5	5
Marking pen	for transparency film, fine pt., 6 colors/set	set	Shopping	138.60	2,772.00	20	5	5	5	5
Marking pen	permanent, black	piece	Shopping	15.40	1,540.00	100	25	25	25	25
Marking pen	permanent, blue	piece	Shopping	15.40	1,540.00	100	25	25	25	25
Marking pen	permanent, red	piece	Shopping	21.00	2,100.00	100	25	25	25	25
Marking pen	whiteboard, black	piece	Shopping	15.80	1,580.00	100	25	25	25	25

94

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Marking pen	whiteboard, blue	piece	Shopping	25.90	2,590.00	100	25	25	25	25
Marking pen	whiteboard, red	piece	Shopping	25.90	2,590.00	100	25	25	25	25
Memo pad	size 1/4, (6-1/2" x 4-1/4"), with FSI logo	pad	Shopping	90.00	13,500.00	150	50	50	25	25
Memo pad	size 1/2, (8-1/2" x 5-1/2"), with FSI logo	pad	Shopping	178.00	26,700.00	150	50	50	25	25
Mimeo paper	short (8-1/2" x 11"), Color	ream	Shopping	155.00	4,650.00	30	10	5	10	5
Mimeo paper	long (8-1/2" x 13"), Color	ream	Shopping	183.00	5,490.00	30	10	5	10	5
Morocco board	short (8-1/2" x 11")	piece	Shopping	1.96	2,940.00	1500	500	500	250	250
Morocco board	long (8-1/2" x 13")	piece	Shopping	2.25	2,362.50	1050	50	500	250	250
Multi tray	4 drawers w/ metal rng, size 9-1/4" x 11-1/4" x 14"	piece	Shopping	492.00	3,936.00	8	2	2	2	2
Multi tray	5 drawers w/ metal rng, size 9-1/4" x 11-1/4" x 14"	piece	Shopping	557.00	8,355.00	15	5	5	3	2
Notebook	Corona Spiral Notebook, 100 leaves (big)	piece	Shopping	120.00	240.00	2	2	0	0	0
Note pad	size 3" x 3"	pad	Shopping	28.60	1,430.00	50	20	10	10	10
Note pad	size 3" x 4"	pad	Shopping	46.55	2,793.00	60	30	10	10	10
Notebook	stenographer's, 40 leaves, ruled, spiral, 55 gsm	book	Shopping	9.35	935.00	100	50	20	20	10
Paper clip	jumbo, gem type, vinyl coated, assorted colors	box	Shopping	13.55	677.50	50	20	10	10	10
Paper clip	size 1", vinyl coated, assorted color	box	Shopping	6.25	375.00	60	30	10	10	10
Paper fastener	metal	box	Shopping	18.00	360.00	20	5	5	5	5
Paper fastener	plastic	box	Shopping	23.40	702.00	30	10	5	10	5
Paste	solid, with water well and applicator, 200 grams	jar	Shopping	21.84	262.08	12	3	3	3	3
Pencil	lead, with eraser, medium size	piece	Shopping	5.00	500.00	100	25	25	25	25
Pencil lead	0.5 mm (Polymer)	tube	Shopping	1.85	27.75	15	5	0	10	0
Record book	300 pp., w/ "Official Record Book" printing	book	Shopping	61.12	2,444.80	40	10	10	10	10
Record book	500 pp., w/ "Official Record Book" printing	book	Shopping	150.00	6,000.00	40	10	10	10	10
Ribbon	for brother electric typewriter	piece	Shopping	100.00	400.00	4	1	1	1	1
Ribbon	for Iwata E2A time recorder	spool	Shopping	468.00	3,744.00	8	2	2	2	2
Ribbon	for checkwriter	piece	Shopping	350.00	2,100.00	6	2	1	2	1
Ribbon	for manual typewriter	spool	Shopping	15.10	60.40	4	1	1	1	1
Ring binder	1" x 44"	piece	Shopping	26.00	2,600.00	100	25	25	25	25
Ring binder	1/2" x 44"	piece	Shopping	4.45	445.00	100	25	25	25	25
Ring binder	2" x 44"	piece	Shopping	90.00	3,600.00	40	10	10	10	10
Ring binder	3/4" x 44"	piece	Shopping	8.60	860.00	100	25	25	25	25
Rubber band	#18, transparent, approximately 445 g/box	box	Shopping	98.75	790.00	8	2	2	2	2
Ruled paper pad	216mm x 330mm 100 sheet/pad	pad	Shopping	19.25	770.00	40	10	10	10	10
Ruler	12" plastic	piece	Shopping	3.75	37.50	10	10	0	0	0
Ruler	18" metal	piece	Shopping	89.00	445.00	5	5	0	0	0
Ruler	18" plastic	piece	Shopping	13.50	40.50	3	3	0	0	0
Service Record card	12 x 8-3/4", white b board, 100 lbs	piece	Shopping	33.50	16,750.00	500	500	0	0	0
Sign pen	high tech pen, black	piece	Shopping	36.30	5,445.00	150	50	50	25	25
Sign pen	high tech pen, blue	piece	Shopping	36.30	1,815.00	50	25	0	25	0
Sign pen	high tech pen, red	piece	Shopping	36.30	1,815.00	50	25	0	25	0
Specialty board	long (8-12" x 13")	piece	Shopping	2.80	4,093.60	1462	597	145	595	125
Specialty paper	short (8-1/2" x 11")	piece	Shopping	2.60	2,600.00	1000	250	250	250	250
Stamp pad	felt pad, 70mm x 100mm	piece	Shopping	22.65	226.50	10	5	0	5	0

g

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Stamp pad ink	purple, 50ml.,w/ applicator	bottle	Shopping	24.35	243.50	10	5	0	5	0
Staple wire	# 35	box	Shopping	18.70	935.00	50	15	10	15	10
Stationery	FSI letterhead, A4 with logo	ream	Shopping	450.00	13,500.00	30	10	10	10	0
Stationery	FSI letterhead, long with logo	ream	Shopping	348.00	10,440.00	30	10	10	10	0
Stock card	stock card	piece	Shopping	2.55	1,275.00	500	250	0	250	0
Tape	audio cassette, blank, C-60	piece	Shopping	19.80	594.00	30	15	0	15	0
Tape	audio cassette, blank, C-90	piece	Shopping	30.00	1,500.00	50	20	10	10	10
Tape	book binding, 1"	roll	Shopping	61.20	1,224.00	20	5	5	5	5
Tape	book binding, 2"	roll	Shopping	148.00	2,960.00	20	5	5	5	5
Tape	double-sided, 1", foam type	roll	Shopping	72.00	72.00	1	1			
Tape	masking, 1"	roll	Shopping	26.95	1,347.50	50	20	10	10	10
Tape	masking, 2"	roll	Shopping	41.60	1,664.00	40	10	10	10	10
Tape	packaging, 2"	roll	Shopping	15.40	770.00	50	20	10	10	10
Tape	Sony video-8 tape, MP 120	piece	Shopping	120.00	960.00	8	2	2	2	2
Tape	transparent, 1"	roll	Shopping	11.38	569.00	50	20	10	10	10
Tape	transparent, 2"	roll	Shopping	13.65	546.00	40	10	10	10	10
Time card	for Iwata Bundy clock, 100s/pack	pack	Shopping	52.95	423.60	8	2	2	2	2
Toilet tissue	150 pulls two-ply sheets/roll, 12 rolls/pack	pack	Shopping	65.52	16,380.00	250	125	0	125	0
Transparency film	for OHP/PPC, size A4, 100s/box	box	Shopping	189.33	1,514.64	8	2	2	2	2
Twine	plastic, one kilo per roll	roll	Shopping	38.90	389.00	10	5	0	5	0
Waste basket	plastic, assorted colors, non-rigid	piece	Shopping	29.12	291.20	10	5	0	5	0
Wrapping paper	kraft, 65gsm, approx. 40M	roll	Shopping	91.55	915.50	10	3	2	3	2
Sub-Total, Regular Office Supplies					546,296.67					
OFFICE DEVICES										
Calculator	desktop, compact, electronic LCD, 12 digits, two-way power source	piece	Shopping	150.80	1,508.00	10	5	0	5	0
Cutter	big, L500	piece	Shopping	25.00	250.00	10	5	0	5	0
Cutter	heavy duty	piece	Shopping	600.00	1,200.00	2	0	2	0	0
Cutting mat	12" x 16"	piece	Shopping	189.00	1,512.00	8	2	2	2	2
Puncher	with two-hole guide	piece	Shopping	93.50	374.00	4	1	1	1	1
Puncher	heavy duty, with three-hole guide	piece	Shopping	800.00	800.00	1	1	0	0	0
Scissors	size 6"	pair	Shopping	15.50	155.00	10	3	2	3	2
Sharpener	single cutterhead, one-hole guide	piece	Shopping	158.00	316.00	2	2	0	0	0
Staple remover	twin jaws	piece	Shopping	6.95	69.50	10	5	0	5	0
Stapler	heavy duty	piece	Shopping	1,700.00	3,400.00	2	2	0	0	0
Stapler	long reach	piece	Shopping	384.00	384.00	1	1	0	0	0
Stapler	standard, #35	piece	Shopping	251.90	2,519.00	10	5	0	5	0
Surge protector	6-gang outlet	piece	Shopping	438.00	2,628.00	6	3	0	3	0
Tape dispenser	for 1" transparent tape	piece	Shopping	50.00	400.00	8	2	2	2	2
Sub-Total, Office Devices					15,515.50					

94

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
COMPUTER SUPPLIES										
CD drive cleaner	multi-media lens cleaner	piece	Shopping	108.65	1,303.80	12	3	3	3	3
CD sticker label		piece	shopping	1.00	120.00	120	30	30	30	30
CD-R	min of 650MB/70 min. running time	piece	Shopping	20.80	6,240.00	300	100	100	50	50
CD-RW	high speed, 700MB/80 min. capacity	piece	Shopping	31.50	9,450.00	300	100	100	50	50
Continuous form	11" x 14-7/8", 3 ply, plain, 55gsm, 500 sets/box	box	Shopping	800.00	3,200.00	4	1	1	1	1
Continuous form	11" x 9-1/2", 1 ply, plain, 70gsm, 2000 pcs./box	box	Shopping	606.35	2,425.40	4	1	1	1	1
Disk drive cleaner	with cleaning solution, for 3.5" disk drive	piece	Shopping	24.20	193.60	8	2	2	2	2
Diskette	3.5" HD, 10s/box	box	Shopping	56.20	1,124.00	20	5	5	5	5
Diskette storage case	for 3.5" diskette, 100 pieces capacity	piece	Shopping	175.65	351.30	2	1	0	1	0
Diskette, Teflon*	3.5" HD, 10s/box double density	box	Shopping	190.00	760.00	4	1	1	1	1
DVD-R	16x speed, 4.7GB capacity, 120 minutes recording time	piece	Shopping	17.80	890.00	50	20	10	10	10
DVD-RW	4x speed, 4.7 GB capacity	piece	Shopping	42.50	2,550.00	60	30	10	10	10
Flash drive	16 GB capacity, USB 2.0, plug and play	piece	Shopping	3,000.00	6,000.00	2	2	0	0	0
Flash drive	1 GB capacity, USB 2.0, plug and play	piece	Shopping	220.00	220.00	1	1	0	0	0
Flash drive	4 GB capacity, USB 2.0, plug and play	piece	Shopping	462.80	9,256.00	20	5	5	5	5
Ink cartridge	Canon BC-20, black	cartridge	Shopping	1,450.00	5,800.00	4	1	1	1	1
Ink cartridge	Canon BC-21e, color	cartridge	Shopping	2,470.00	9,880.00	4	1	1	1	1
Ink cartridge	HP #22, color	cartridge	Shopping	760.25	10,643.50	14	5	2	5	2
Ink cartridge	HP C8727A, black	cartridge	Shopping	797.70	5,583.90	7	2	2	2	1
Ink cartridge	HP 60 (CC640WA), black	cartridge	Shopping	650.00	10,400.00	16	4	4	4	4
Ink cartridge	HP 60 (CC643WA), tricolor	cartridge	Shopping	760.00	9,120.00	12	3	3	3	3
Ink cartridge	HP C4844A, black, for HP C1700 printer	cartridge	Shopping	1,350.00	10,800.00	8	2	2	2	2
Ink cartridge	HP C4836A, cyan, for HP C1700 printer	cartridge	Shopping	1,350.00	10,800.00	8	2	2	2	2
Ink cartridge	HP C4837A, magenta, for HP C1700 printer	cartridge	Shopping	1,350.00	10,800.00	8	2	2	2	2
Ink cartridge	HP C4838A, yellow, for HP C1700 printer	cartridge	Shopping	1,350.00	10,800.00	8	2	2	2	2
Ink cartridge	HP C6615A (HP 15), black	cartridge	Shopping	1,196.00	4,784.00	4	1	1	1	1
Ink cartridge	HP C6625A (HP 17), color	cartridge	Shopping	1,300.00	5,200.00	4	1	1	1	1
Ink cartridge	HP C6656A, black	cartridge	Shopping	870.50	17,410.00	20	5	5	5	5
Ink cartridge	HP C8728A, color	cartridge	Shopping	937.05	18,741.00	20	5	5	5	5
Ink cartridge	Lexmark 12A1970, black, for Lexmark Z52 printer	cartridge	Shopping	1,990.00	3,980.00	2	1	0	1	0
Ink cartridge	Lexmark 15M0120, color, for Lexmark Z52 printer	cartridge	Shopping	2,345.00	4,690.00	2	1	0	1	0
Mouse Pad		piece	Shopping	80.00	160.00	2	2	0	0	0
Printer ribbon	Epson S015086	piece	Shopping	730.10	5,840.80	8	2	2	2	2
Printhead	HP C4810A black printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	10,150.00	7	2	2	2	1
Printhead	HP C4811A cyan printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	10,150.00	7	2	2	2	1
Printhead	HP C4812A magenta printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	10,150.00	7	2	2	2	1
Printhead	HP C4813A yellow printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	10,150.00	7	2	2	2	1
Toner cartridge	HP C3906F, black	cartridge	Shopping	3,500.00	10,500.00	3	1	1	1	0
Toner cartridge	HP C4092A, black	cartridge	Shopping	2,600.00	13,000.00	5	2	2	1	0
Toner cartridge	HP C7115A, black	cartridge	Shopping	2,680.10	16,080.60	6	2	2	2	0
Toner cartridge	HP CB435A, black	cartridge	Shopping	2,600.00	78,000.00	30	10	5	10	5
Toner cartridge	HP CE505A, black	cartridge	Shopping	3,800.00	26,600.00	7	2	2	2	1
Toner cartridge	HP Q2612A, black	cartridge	Shopping	2,900.00	87,000.00	30	10	10	5	5
Toner cartridge	HP Q2613A black	cartridge	Shopping	2,900.00	11,600.00	4	1	1	1	1

jk

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
PHOTO COPIER AND FAX MACHINE CONSUMABLES AND PARTS										
PPC OPC drum	for UBIX Konica PPC 1015	piece	Direct Contracting	14,000.00	28,000.00	2	1	0	1	0
PPC part kit	for UBIX Konica PPC Part Kit, PPC 1015	piece	Direct Contracting	6,555.00	13,110.00	2	1	0	1	0
Toner cartridge	toner kit for UBIX Konica PPC 1015	piece	Direct Contracting	3,178.00	9,534.00	3	1	1	1	0
Toner cartridge	toner kit (for Toshiba DP80F Fax Machine)	cartridge	Direct Contracting	5,298.00	31,788.00	6	2	1	2	1
Sub-Total, Photo Copier Consumables and Parts					82,432.00					
OTHER SUPPLIES										
ID holder	pvc	piece	Shopping	4.00	2,000.00	500	200	100	100	100
Safety whistle		piece	Shopping	20.00	1,720.00	86	86	0	0	0
Flashlight		piece	Shopping	100.00	2,100.00	21	21	0	0	0
Sub-Total, Other Supplies					5,820.00					
OFFICE EQUIPMENT (CAPITAL OUTLAY)										
Books	Purchase of CSC Manual and Publications	copy	Direct Contracting	1,000.00	3,000.00	3	0	3	0	0
Books	Library books	title	Shopping	1,000.00	4,000.00	4	0	0	4	0
Book cart		piece	Shopping	10,000.00	10,000.00	1	0	1	0	0
Chairs	swivel chairs, for FSI personnel	piece	Shopping	2,565.00	7,695.00	3	0	0	3	0
Computer set		set	Shopping	28,000.00	56,000.00	2	2	0	0	0
Computer table		piece	Shopping	1,500.00	3,000.00	2	2	0	0	0
CD storage rack		piece	shopping	500.00	500.00	1	1	0	0	0
Digital Recorder		unit	Shopping	4,500.00	5,000.00	1	1	0	0	0
Digital Timer		unit	Shopping	2,620.00	2,620.00	1	1	0	0	0
Filing cabinet	Fireproof	unit	Shopping	18,000.00	18,000.00	1	0	0	1	0
Filing cabinet	steel, plain finish, four drawers, w/ 8 ball bearing rollers	unit	Shopping	8,000.00	16,000.00	2	0	2	0	0
Presenter/Laser Pointer	Genius Brand	piece	Shopping	2,500.00	2,500.00	1	1	0	0	0
Printer	HP laser color printer	unit	Shopping	19,500.00	19,500.00	1	1	0	0	0
Printer	HP LaserJet P2030 Printer	unit	Shopping	22,000.00	22,000.00	1	0	1	0	0
Printer	LaserJet	unit	Shopping	5,895.00	17,685.00	3	0	3	1	0
Office table	for FSI personnel	piece	Shopping	2,500.00	12,500.00	5	0	5	0	0
Sub-Total, Office Equipment					200,000.00					
TRAINING & SEMINAR EXPENSES										
Biscuit	in can	can	Shopping	140.00	163,520.00	1168	342	342	242	242
Coffee	for brewing	sachet	Shopping	100.00	1,200.00	12	3	3	3	3
Coffee	in sachet	sachet	Shopping	2.10	51,576.00	24560	6140	6740	8140	3540
Cream	in sachet	sachet	Shopping	0.85	17,935.00	21100	6300	6900	4300	3600
Disposable cups	plastic cups, 8 oz.	piece	Shopping	0.40	8,512.00	21280	6370	6870	4270	3770
Disposable cups	styro cups, 8 oz.	piece	Shopping	0.95	19,665.00	20700	6270	6770	4170	3490
Juice	powder, assorted flavors	pack	Shopping	60.00	19,920.00	332	88	89	78	77
Stirrer	plastic, 100pcs./pack	pack	Shopping	18.00	56,178.00	3121	804	803	758	756
Sugar	in sachet	sachet	Shopping	0.60	12,660.00	21100	6300	6900	4300	3600
Table napkin	folded, 350 pcs./ pack	pack	Shopping	40.00	5,160.00	129	41	33	29	26
Tea	in tea bags	box	Shopping	80.00	22,480.00	281	69	72	70	70
Catering	Closing Ceremonies-Language Programs	lot	Direct Contracting		30,000.00	1	1	0	0	0
Catering	Closing Ceremonies-FSO Cadetship Program	lot	Direct Contracting		30,000.00	1	1	0	0	0
Catering	Closing Ceremonies-Course on Culture	lot	Direct Contracting		12,000.00	1	1	0	0	0

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Toner cartridge	HP CB540A, black	cartridge	Shopping	3,076.32	24,610.56	8	2	2	2	2
Toner cartridge	HP CB541A, cyan	cartridge	Shopping	2,812.16	22,497.28	8	2	2	2	2
Toner cartridge	HP CB542A, yellow	cartridge	Shopping	2,812.16	22,497.28	8	2	2	2	2
Toner cartridge	HP CB543A, magenta	cartridge	Shopping	2,812.16	22,497.28	8	2	2	2	2
Toner cartridge	HP Q6000A, black	cartridge	Shopping	3,250.00	39,000.00	12	3	3	3	3
Toner cartridge	HP Q6001A, cyan	cartridge	Shopping	3,550.00	28,400.00	8	2	2	2	2
Toner cartridge	HP Q6002A, yellow	cartridge	Shopping	3,550.00	28,400.00	8	2	2	2	2
Toner cartridge	HP Q6003A, magenta	cartridge	Shopping	3,550.00	28,400.00	8	2	2	2	2
Toner cartridge	HP Q7553A, black	cartridge	Shopping	3,530.00	7,060.00	2	1	0	1	0
Toner cartridge	HP CE278A	cartridge	Shopping	3,800.00	7,600.00	2	1	0	1	0
Sub-Total, Computer Supplies					713,860.30					
ELECTRICAL SUPPLIES										
Ballast	20W, 220V	piece	Shopping	77.90	2,337.00	30	10	10	5	5
Ballast	40W, 220V	piece	Shopping	62.55	2,502.00	40	10	10	10	10
Ballast	rapid start, 265V	piece	Shopping	449.00	8,980.00	20	5	5	5	5
Ballast	40w, rapid start	piece	Shopping	500.00	7,500.00	15	15	0	0	0
Battery	9 volts, alkaline	piece	Shopping	129.50	3,885.00	30	10	10	5	5
Battery	size AA, alkaline, 2 pcs/ pack	pack	Shopping	62.50	1,875.00	30	10	10	5	5
Battery	size AAA, alkaline, 2 pcs./ pack	pack	Shopping	52.00	1,560.00	30	10	10	5	5
Battery	size D, alkaline, 2 pcs./pack	pack	Shopping	70.72	1,980.16	28	7	7	7	7
Bulb	18w	piece	Shopping	150.00	7,500.00	50	50	0	0	0
CFL bulb	8w	piece	Shopping	90.00	720.00	8	8	0	0	0
Electric bulb	ESL 18w	piece	Shopping	270.00	33,480.00	124	31	31	31	31
Flat cord	no. 16	roll	Shopping	1,500.00	1,500.00	1	1	0	0	0
Fluorescent tube	20W, 220V	piece	Shopping	41.55	5,484.60	132	51	15	51	15
Fluorescent tube	36W, T8	piece	Shopping	62.50	4,500.00	72	36	0	36	0
Fluorescent tube	40W, compatible w/ rapid start ballast	piece	Shopping	65.00	18,200.00	280	145	45	45	45
Fluorescent tube	40W, with holder	piece	Shopping	230.00	4,600.00	20	20	0	0	0
Gypsum screw	1"	piece	Shopping	1.00	100.00	100	100	0	0	0
Starter	4-40W, for fluorescent tube	piece	Shopping	7.00	280.00	40	10	10	10	10
Tape	electrical, 19mm x 16M, assorted colors	roll	Shopping	30.00	600.00	20	5	5	5	5
Sub-Total, Electrical Supplies					107,583.76					
JANITORIAL SUPPLIES										
Disinfectant spray	assorted scents, 425 grams	can	Shopping	260.00	5,200.00	20	5	5	5	5
Insecticide	aerosol type, 500 ml	can	Shopping	120.13	2,402.60	20	5	5	5	5
Sub-Total, Janitorial Supplies					7,602.60					

94

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Transpo., Food & Accommodation	Team Building Activity of FSOCP	lot	Shopping		200,000.00	1	1	0	0	0
Transpo., Food & Accommodation	Team Building Activity FSI Employees	lot	Shopping		200,000.00	1	1	0	0	0
Transpo., Food & Accommodation	CIRSS Planning Session	lot	Shopping		100,000.00	1	1	0	0	0
Transpo., Food & Accommodation	AFSD Planning Session	lot	Shopping		100,000.00	1	1	0	0	0
Transpo., Food & Accommodation	CPRSD Planning Session	lot	Shopping		100,000.00	1	1	0	0	0
Food & Venue	Roundtable Discussions	lot	Shopping	64,000.00	128,000.00	2	0	1	0	1
Sub-Total, Training and Seminar Expenses					1,150,806.00					
RENTALS										
Rental of photocopy machine	for January to December 2011	year	Bidding	360,000.00	360,000.00	1	1	0	0	0
Computer rental	for FSI personnel (P1,500/mo. X 42 x 12)	unit	Bidding	756,000.00	756,000.00	42	42	0	0	0
Computer rental	for FSI personnel (P2,500/mo. X 4 x 12)	unit	Bidding	120,000.00	120,000.00	4	4	0	0	0
Computer rental	for FSI computer courses (P2,200/mo. x 6 mos.)	unit	Shopping	13,200.00	211,200.00	16	16	0	0	0
Computer rental	for FSO Cadetship Program (P2,200/mo. x 6 mos.)	unit	Shopping	13,200.00	26,400.00	2	2	0	0	0
Sub-Total, Rentals					1,473,600.00					
SERVICES										
Janitorial Services	for January to December 2011	year	Bidding	1,661,896.80	1,661,896.80	1	0	0	0	0
Windows vertical blinds		lot	Shopping	20,000.00	20,000.00	1	0	0	0	0
Subscription	Licensed anti-virus software	lot	Direct contracting	105,000.00	105,000.00	1	1	0	0	0
Web hosting		lot	Direct contracting	9,540.00	9,540.00	1	1	0	0	0
Notarial Fee	Notarial seal and Affidavit for official documents and contracts	lot	Direct contracting	10,000.00	10,000.00	1	1	0	0	0
Sub-Total, Services					1,806,436.80					
TRAVELLING EXPENSES/										
EDUCATIONAL TOURS										
Educational Tour - CPCV	Transpo, Food & Accommodations		Shopping		400,000.00					
Educational Tour - FSOCP	Transpo, Food & Accommodations		Shopping		200,000.00					
Sub-Total, Travelling Expenses/					600,000.00					
EDUCATIONAL TOURS										
MISCELLANEOUS EXPENSES										
Catering	FSI Anniversary (150 persons)	lot	Direct Contracting	82,500.00	82,500.00	1	1	0	0	0
Catering	Christmas Party (120 persons)	lot	Direct Contracting	50,000.00	50,000.00	1	1	0	0	0
Memorabilia	Medals (Loyalty memorabilia awards)	piece	Shopping	11,000.00	11,000.00	1	0	0	1	0
Memorabilia	Rings (Loyalty memorabilia awards)	piece	Shopping	2,500.00	5,000.00	2	0	0	2	0
Memorabilia	Pins (Loyalty memorabilia awards)	piece	Shopping	250.00	750.00	3	0	0	3	0
Sub-Total, Miscellaneous Expenses					149,250.00					
COMMUNICATIONS										
Internet Service Connection	Broadband internet access	year	Bidding	447,552.00	447,552.00	1	1	0	0	0
Telephone Calls	Smart Call/Text Card worth 300.00 (P300.00 x 4 = P 1,200.00)	lot	Shopping	1,200.00	1,200.00	1	1	0	0	0
	To notify applicants who are being scheduled for pre-employment exam and interview.									

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Registered Mail/Postage	Means of informing applicants of their official documents and contracts	lot	Direct Contracting	20,000.00	20,000.00	1	1	0	0	0
Subscription	Globe Plan January-December 2011	unit	Direct Contracting	9,600.00	48,000.00	5	5	0	0	0
Sub-Total, Communications					516,752.00					
ADVERTISING EXPENSES										
Advertising and Publications	>Job Market(newspaper ad) P15,000.00 exclusive of tax	lot	Direct Contracting	16,800.00	16,800.00	1	1	0	0	0
	>Jobstreet.com (online search) P15,000.00 x 3 positions = P45,000.00 exclusive of tax	lot	Direct Contracting	50,400.00	50,400.00	1	1	0	0	0
Sub-Total, Advertising Expenses					67,200.00					
REPAIR & MAINTENANCE										
Upgrade, Check-Up, Repairs & Maintenance	Chronolog Time Recorder & Infotrak timekeeping Software; Upgrade of Personal Computers to Pentium IV of higher; Installation of Ethernet port connection; Upgrade of Infotrak to SQL version	lot	Direct Contracting	10,000.00	10,000.00	1	1	0	0	0
Acrylic sheet	light diffuser, 4" x 8", 4.5mm, white	sheet	Shopping	3,990.00	47,880.00	12	12	0	0	0
Cleaning of air-conditioners		lot	Direct Contracting	11,600.00	11,600.00	1	0	1	0	0
Upholstery of old couch	Upholstery of old couch	lot	Shopping	5,000.00	20,000.00	4	1	1	1	1
Sub-Total, Repair & Maintenance					89,480.00					
HONORARIA										
Resource Person/Lecturer/	payment of Honoraria	lot	Direct Contracting		3,041,000.00	1	1	0	0	0
Panel Discussant										
Sub-Total, Honoraria					3,041,000.00					
SUBSCRIPTION										
Subscription	Malaya, Monday-Saturday (1)	lot	Shopping	3,744.00	3,744.00	1	1	0	0	0
Subscription	Manila Bulletin, Monday-Saturday (3), Sunday (2)	lot	Shopping	15,860.00	15,860.00	1	1	0	0	0
Subscription	Manila Standard, Monday-Friday (3), Saturday (2)	lot	Shopping	10,644.00	10,644.00	1	1	0	0	0
Subscription	Manila Times, Monday-Friday (2), Saturday-Sunday (1)	lot	Shopping	9,952.00	9,952.00	1	1	0	0	0
Subscription	Philippine Star, Monday-Saturday (6), Sunday (2)	lot	Shopping	33,592.00	33,592.00	1	1	0	0	0
Subscription	Philippine Daily Inquirer, Monday-Saturday (7), Sunday (2)	lot	Shopping	36,712.00	36,712.00	1	1	0	0	0
Subscription	Philippines Free Press, Saturday (1)	lot	Shopping	2,184.00	2,184.00	1	1	0	0	0
Subscription	Business World	lot	Shopping	5,180.00	5,180.00	1	1	0	0	0
Subscription	Asian Wall Street Journal	lot	Shopping	9,400.00	9,400.00	1	1	0	0	0
Subscription	Financial Times	lot	Shopping	17,800.00	17,800.00	1	1	0	0	0
Subscription	International Herald Tribune	lot	Shopping	10,260.00	10,260.00	1	1	0	0	0
Subscription	Fortune	lot	Shopping	2,099.50	2,099.50	1	1	0	0	0
Subscription	Newsweek	lot	Shopping	2,422.50	2,422.50	1	1	0	0	0
Subscription	Time Magazine	lot	Shopping	2,340.80	2,340.80	1	1	0	0	0
Subscription	The Economist	lot	Shopping	6,016.00	6,016.00	1	1	0	0	0
Subscription	Adelphi Papers	lot	Shopping	31,185.00	31,185.00	1	1	0	0	0
Subscription	Asian Affairs	lot	Shopping	11,880.00	11,880.00	1	1	0	0	0
Subscription	Asian Survey	lot	Shopping	12,375.00	12,375.00	1	1	0	0	0
Subscription	Current History	lot	Shopping	4,031.25	4,031.25	1	1	0	0	0
Subscription	Fletcher Forum of World Affairs	lot	Shopping	15,000.00	15,000.00	1	1	0	0	0
Subscription	Foreign Affairs	lot	Shopping	5,925.00	5,925.00	1	1	0	0	0

