

**FOREIGN SERVICE INSTITUTE  
ANNUAL PROCUREMENT PLAN  
Year 2010**

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
<b>OFFICE SUPPLIES</b>										
<b>REGULAR OFFICE SUPPLIES</b>										
Acetate, plastic	gauge 0.075mm (#3) transparent, 50M in length	roll	Shopping	581.95	4,655.60	8	7	0	0	1
Air freshener	aerosol type, spray mist, assorted scents	can	Shopping	114.40	13,384.80	117	32	28	29	28
Alcohol	Rubbing, 70% isopropyl, 500ml.	bottle	Shopping	62.00	10,044.00	162	44	40	41	37
Ballpoint pen	black	piece	Shopping	9.80	7,683.20	784	213	184	208	179
Ballpoint pen	blue	piece	Shopping	9.80	3,802.40	388	143	79	93	73
Ballpoint pen	red	piece	Shopping	10.75	3,569.00	332	129	62	79	62
Blade, cutter	for heavy duty cutter, L500	tube	Shopping	7.90	647.80	82	22	21	19	20
Bristol board	8-1/2" x 13" (long)	piece	Shopping	0.90	3,456.00	3840	1340	880	940	680
Carbon paper	short, regular	box	Shopping	52.80	105.60	2	2	0	0	0
Carbon paper	short, Permafilm	box	Shopping	254.00	254.00	1	1	0	0	0
Cartolina	assorted colors	piece	Shopping	2.30	591.10	257	83	53	78	43
Certificate	FSI certificate, parchment paper w/ gold stamping, short	piece	Shopping	2.10	11,550.00	5500	1500	1250	1500	1250
Certificate holder	blue cloth	piece	Shopping	300.00	75,000.00	250	0	0	0	250
Clip	bulldog, size 3" (steel)	piece	Shopping	5.05	1,732.15	343	119	65	94	65
Clip	double, 25mm (1"), 12 pcs./box	box	Shopping	8.25	2,285.25	277	88	46	88	55
Clip	double, 50 mm (2"), 12 pcs./box	box	Shopping	45.50	13,513.50	297	93	56	93	55
Copy paper	A4, 8-1/4" x 11-3/4", subs. 20	ream	Shopping	124.80	111,571.20	894	251	236	226	181
Copy paper	long, 8-1/2" x 13", COLOR, subs. 24	ream	Shopping	210.00	24,780.00	118	39	23	33	23
Copy paper	long, 8-1/2" x 13", subs. 20	ream	Shopping	159.15	107,903.70	678	187	172	172	147
Copy paper	long, 8-1/2" x 13", subs. 24	ream	Shopping	160.00	39,360.00	246	65	66	70	45
Copy paper	short, 8-1/2" x 11", COLOR, subs. 24	ream	Shopping	205.00	31,570.00	154	43	38	40	33
Copy paper	short, 8-1/2" x 11", subs. 20	ream	Shopping	125.00	113,375.00	907	235	239	239	194
Copy paper	short, 8-1/2" x 11", subs. 24	ream	Shopping	148.00	17,168.00	116	35	26	35	20
Cork board	2' x 3'	piece	Shopping	200.00	1,800.00	9	3	2	2	2
Correction fluid	water base, white opaque, 15 ml.	bottle	Shopping	11.70	1,556.10	133	38	32	36	27
Correction tape		piece	Shopping	25.00	6,100.00	244	74	51	73	46
Crayon	36 pcs/box	box	Shopping	100.00	400.00	4	4	0	0	0
Crayon	49 pcs/box	box	Shopping	150.00	1,950.00	13	3	4	3	3
Data file box	with closed ends and finger ring, size 5"x9"x15-3/4"	box	Shopping	57.00	3,876.00	68	26	25	12	5
Desk tray	2 layers, metal	piece	Shopping	198.00	5,148.00	26	16	4	4	2
Desk tray	3 layers, metal	piece	Shopping	270.00	2,970.00	11	8	1	1	1
Envelope	documentary, short, with logo	piece	Shopping	4.25	6,502.50	1530	460	325	435	310
Envelope	documentary, long, with logo	piece	Shopping	4.76	8,377.60	1760	510	385	495	370
Envelope	documentary, A4	piece	Shopping	1.01	2,141.20	2120	595	495	575	455
Envelope	documentary, short	piece	Shopping	0.80	1,776.00	2220	650	490	630	450
Envelope	documentary, long	piece	Shopping	1.00	2,770.00	2770	790	630	770	580
Envelope	expanding, kraft	piece	Shopping	6.84	33,721.20	4930	1375	1125	1375	1055
Envelope	FSI certificate envelope, size 9" x 12", conqueror ivory	piece	Shopping	13.00	54,340.00	4180	1230	880	1210	860
Envelope	FSI letter envelope, size 4" x 9-1/2", white	piece	Shopping	3.30	9,537.00	2890	790	730	790	580
Envelope	pay envelope, kraft, 4: x 7-1/2". 500s/box	box	Shopping	140.00	1,120.00	8	2	2	2	2



ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Eraser	for whiteboard/blackboard	piece	Shopping	10.40	686.40	66	23	17	16	10
Eraser	ko-rec-type	piece	Shopping	10.19	407.60	40	12	8	12	8
Eraser	rubber, soft	piece	Shopping	6.00	846.00	141	48	26	41	26
File Folder	3 ring binder long (black)	piece	Shopping	200.00	13,400.00	67	32	5	25	5
Folder	file, 14 pts., white, for A4 size papers/documents	piece	Shopping	2.78	7,241.90	2605	725	615	665	600
Folder	file, 14 pts., white, for long size papers/documents	piece	Shopping	5.00	15,156.00	3030	855	705	780	690
Folder	file, 14 pts., white, for short size papers/documents	piece	Shopping	2.40	6,492.00	2705	770	625	700	610
Folder	presentation, morocco cover board, long	piece	Shopping	4.35	6,394.50	1470	400	360	380	330
Folder	presentation, morocco cover board, short	piece	Shopping	4.16	7,779.20	1870	500	460	480	430
Folder	presentation, plastic cover, long	piece	Shopping	30.00	1,500.00	50	25	0	25	0
Folder	presentation, plastic cover, short	piece	Shopping	25.00	1,250.00	50	25	0	25	0
Folder	pressboard (expanding), plain, legal size	piece	Shopping	6.25	21,031.25	3365	955	775	880	755
Glue	all purpose, in jar with applicator	jar	Shopping	30.30	2,090.70	69	27	14	16	12
Glue	gluestick	tube	Shopping	40.25	6,721.75	167	56	35	51	25
Gold seal	#24, 40 pcs./ box	box	Shopping	50.00	5,000.00	100	25	25	25	25
Gold seal	#25, 40 pcs./ box	box	Shopping	42.50	5,397.50	127	36	31	35	25
ID pin holder	transparent, plastic, with metal clip	piece	Shopping	5.00	11,275.50	2255	805	650	750	50
Illustration board	illustration board, 20" x30"	piece	Shopping	25.00	650.00	26	17	2	6	1
Illustration board	illustration board, 30" x 40"	piece	Shopping	29.05	987.70	34	19	4	8	3
Index card	size 3" x 5", 500s/pack, ruled both sides	pack	Shopping	50.00	1,050.00	21	12	3	3	3
Index card	size 5" x 8", 500s/pack, ruled both sides	pack	Shopping	101.80	2,137.80	21	13	2	4	2
Index card box	size 4-1/2"x 6-1/2", board	box	Shopping	30.25	695.75	23	19	2	2	0
Index card box	size 5-1/2" x 8-1/2", board	box	Shopping	39.75	1,232.25	31	23	2	6	0
Index tab	transparent, self-adhesive, 5 sets/box	box	Shopping	45.00	8,055.00	179	61	37	44	37
Laminating film	size A4, 100s/box, 125 microns	box	Shopping	600.00	22,200.00	37	29	4	2	2
Looseleaf cover	w/ paper cloth strap 8-1/2" x 14", 50 pcs/pack	piece	Shopping	9.15	805.20	88	78	3	4	3
Magazine file box	large, 4-1/2" x 9" x 10-1/2"	piece	Shopping	51.95	4,052.10	78	18	2	56	2
Magazine file box	medium, 4-1/2" x 8"x 9-1/2"	piece	Shopping	26.25	1,627.50	62	12	0	50	0
Map pin	round head, 100s/box	box	Shopping	20.70	1,697.40	82	28	15	25	14
Marker	fluorescent, assorted colors, 3 colors/set	set	Shopping	89.35	12,955.75	145	54	30	43	18
Marking pen	for transparency film, fine pt., 6 colors/set	set	Shopping	138.60	8,316.00	60	22	20	10	8
Marking pen	permanent, black	piece	Shopping	28.80	16,243.20	564	153	140	141	130
Marking pen	permanent, blue	piece	Shopping	26.95	14,148.75	525	144	134	128	119
Marking pen	permanent, red	piece	Shopping	21.00	7,518.00	358	102	89	90	77
Marking pen	whiteboard, black	piece	Shopping	25.90	13,079.50	505	138	132	123	112
Marking pen	whiteboard, blue	piece	Shopping	25.90	11,499.60	444	120	117	105	102
Marking pen	whiteboard, red	piece	Shopping	25.90	6,500.90	251	73	67	60	51
Memo pad	size 1/2, (8-1/2 x 5-1/2"), with FSI logo	pad	Shopping	83.75	17,252.50	206	71	38	64	33
Memo pad	size 1/4, (6-1/2" x 4-1/4"), with FSI logo	pad	Shopping	47.50	9,785.00	206	61	48	64	33
Mimeo paper	size 8-1/2" x 11", COLOR	ream	Shopping	114.00	9,804.00	86	22	23	20	21
Mimeo paper	size 8-1/2" x 13", COLOR	ream	Shopping	124.00	12,896.00	104	27	27	24	26
Morocco board	8-1/2" x 11" (short)	piece	Shopping	1.96	6,058.36	3091	895	696	925	575
Morocco board	8-1/2" x 13" (long)	piece	Shopping	2.25	4,412.25	1961	850	401	530	180
Multi tray	4 drawers w/ metal ring, size 9-1/4" x 11-1/4" x 14"	piece	Shopping	390.00	7,410.00	19	14	5	0	0
Multi tray	5 drawers w/ metal ring, size 9-1/4" x 11-1/4" x 14"	piece	Shopping	455.00	14,105.00	31	22	5	4	0
Note pad	size 3" x 3"	pad	Shopping	28.60	7,636.20	267	81	74	61	51
Note pad	size 3" x 4"	pad	Shopping	46.55	11,684.05	251	77	70	57	47
Notebook	stenographer's, 40 leaves, ruled, spiral, 55 gsm	book	Shopping	9.35	2,309.45	247	94	53	71	29

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Notebook	Corona Spiral Notebook, 100 leaves (big)	piece	Shopping	100.00	200.00	2	2	0	0	0
Numbering machine ink		bottle	Shopping	41.60	41.60	1	1			
Paper clip	jumbo, gem type, vinyl coated, assorted colors	box	Shopping	13.55	2,547.40	188	59	38	57	34
Paper clip	size 1", vinyl coated, assorted color	box	Shopping	5.45	1,569.60	288	85	79	67	57
Paper fastener	metal	box	Shopping	18.00	864.00	48	18	6	17	7
Paper fastener	plastic	box	Shopping	23.40	4,071.60	174	53	41	43	37
Paste	solid, with water well and applicator, 200 grams	jar	Shopping	18.70	1,683.00	90	37	15	23	15
Pencil	lead, with eraser, meduim size	piece	Shopping	5.00	3,390.00	678	207	122	232	117
Pencil lead	0.5 mm (Polymer)	tube	Shopping	1.85	29.60	16	4	4	4	4
Record book	300 pp., w/ 'Official Record Book' printing	book	Shopping	70.40	2,886.40	41	20	4	14	3
Record book	500pp., w/ "Official Record Book" printing	book	Shopping	150.00	7,350.00	49	18	11	14	6
Ribbon	for checkwriter	piece	Shopping	350.00	2,100.00	6	2	1	2	1
Ribbon	for Iwata E2A time recorder	spool	Shopping	468.00	3,744.00	8	2	2	2	2
Ribbon	for manual typewriter	spool	Shopping	15.10	196.30	13	6	1	5	1
Ring binder	1/2" x 44"	piece	Shopping	4.45	1,317.20	296	85	79	75	57
Ring binder	1/2" x 44", black	piece	Shopping	4.45	133.50	30	15	0	15	0
Ring binder	3/4" x 44"	piece	Shopping	12.10	3,436.40	284	79	79	69	57
Ring binder	3/4" x 44", black	piece	Shopping	12.10	363.00	30	15	0	15	0
Ring binder	1" x 44"	piece	Shopping	18.20	5,168.80	284	85	67	75	57
Ring binder	1" x 44", black	piece	Shopping	18.20	546.00	30	15	0	15	0
Ring binder	2" x 44"	piece	Shopping	90.00	13,230.00	147	49	37	34	27
Ring binder	2" x 44", black	piece	Shopping	90.00	2,700.00	30	15	0	15	0
Rubber band	#18, transparent, approximately 445 g/box	box	Shopping	93.60	2,340.00	25	13	2	8	2
Ruled pad paper	216mm x 330mm. 100 sheet/pad	pad	Shopping	19.25	2,021.25	105	35	22	26	22
Ruler	12", plastic	piece	Shopping	2.15	43.00	20	14	1	4	1
Ruler	18", metal	piece	Shopping	89.00	2,225.00	25	17	1	6	1
Ruler	18", plastic	piece	Shopping	13.50	54.00	4	4	0	0	0
Sign pen	high tech pen, black	piece	Shopping	42.20	17,259.80	409	115	102	110	82
Sign pen	high tech pen, blue	piece	Shopping	42.20	11,942.60	283	81	73	76	53
Sign pen	high tech pen, green	piece	Shopping	42.20	2,532.00	60	15	15	15	15
Sign pen	high tech pen, red	piece	Shopping	42.20	9,030.80	214	65	57	50	42
Specialty paper	8-1/2" x 11", (short)	piece	Shopping	4.00	29,736.00	7434	2356	1356	2386	1336
Specialty board	8-12" x 13" (long)	piece	Shopping	5.00	15,950.00	3190	845	745	875	725
Stamp pad	felt pad, 70mm x 100mm	piece	Shopping	22.65	588.90	26	18	2	4	2
Stamp pad ink	purple, 50ml.,w/ applicator	bottle	Shopping	24.35	681.80	28	15	4	6	3
Staple wire	# 35	box	Shopping	35.25	5,957.25	169	56	40	38	35
Staple wire	#23/20	box	Shopping	71.50	3,289.00	46	16	10	10	10
Staple wire	#23/24	box	Shopping	100.00	5,700.00	57	15	14	14	14
Stationery	FSI letterhead, A4 with logo	ream	Shopping	480.00	88,320.00	184	72	27	58	27
Stationery	FSI letterhead, long with logo	ream	Shopping	348.00	43,500.00	125	52	17	39	17
Stock card	stock card	piece	Shopping	2.55	1,593.75	625	535	35	35	20
Tape	audio cassette, blank, C-60	piece	Shopping	19.80	891.00	45	15	15	15	
Tape	audio cassette, blank, C-90	piece	Shopping	23.00	1,840.00	80	35	25	15	5
Tape	book binding, 1"	roll	Shopping	70.00	2,870.00	41	14	12	10	5
Tape	book binding, 2"	roll	Shopping	148.00	6,512.00	44	18	11	9	6
Tape	double-sided, 1", foam type	roll	Shopping	72.00	5,400.00	75	28	16	20	11
Tape	masking, 1"	roll	Shopping	26.95	6,656.65	247	73	59	65	50
Tape	masking, 2"	roll	Shopping	41.60	8,860.80	213	64	53	52	44

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Tape	micro cassette tape blank 3 pcs/pack	pack	Shopping	106.10	2,546.40	24	6	6	6	6
Tape	packaging, 2"	roll	Shopping	15.40	3,680.60	239	72	58	58	51
Tape	Sony video-8 tape, MP 120	piece	Shopping	90.00	7,740.00	86	23	23	20	20
Tape	transparent, 1"	roll	Shopping	14.50	5,118.50	353	98	94	85	76
Tape	transparent, 2"	roll	Shopping	13.65	3,084.90	226	63	61	53	49
Time card	for iwata bundy clock, 100s/pack	pack	Shopping	52.95	847.20	16	4	4	4	4
Toilet tissue	150 pulls two-ply sheets/roll, 12 rolls/pack	pack	Shopping	65.00	62,920.00	968	242	242	242	242
Transparency film	for OHP/PPC, size A4, 100s/box	box	Shopping	207.00	4,554.00	22	9	4	7	2
Twine	plastic, one kilo per roll	roll	Shopping	38.90	583.50	15	8	1	5	1
Wrapping paper	kraft, 65gsm, approx. 40M	roll	Shopping	91.55	1,373.25	15	6	3	5	1
Sub-Total, Regular Office Supplies						1,519,369.26				
<b>OFFICE DEVICES</b>										
Calculator	desktop, compact, electronic LCD, 12 digits, 2-way power source	piece	Shopping	143.35	1,576.85	11	11	0	0	0
Cutter	big, heavy duty	piece	Shopping	18.75	506.25	27	16	3	6	2
Cutting mat	12" x 16"	piece	Shopping	189.00	2,646.00	14	8	2	2	2
Puncher	heavy duty with three-hole guide	piece	Shopping	605.00	605.00	1	1	0	0	0
Puncher	with two-hole guide	piece	Shopping	93.50	374.00	4	4	0	0	0
Scissors	size 6"	pair	Shopping	11.35	363.20	32	22	2	6	2
Sharpener	single cutterhead, one-hole guide	piece	Shopping	158.00	632.00	4	4	0	0	0
Staple remover	twin jaws	piece	Shopping	6.95	208.50	30	26	1	2	1
Stapler	standard, #35	piece	Shopping	331.65	4,974.75	15	14	0	1	0
Stapler	heavy duty	piece	Shopping	1,800.00	3,600.00	2	2	0	0	0
Stapler	long reach	piece	Shopping	384.00	768.00	2	2	0	0	0
Surge protector	6-gang outlet	piece	Shopping	438.00	8,322.00	19	9	2	6	2
Tape dispenser	for 1" transparent tape	piece	Shopping	50.00	800.00	16	16	0	0	0
Waste basket	plastic, assorted colors, non-rigid	piece	Shopping	28.50	484.50	17	11	1	4	1
Sub-Total, Office Devices						25,861.05				
<b>COMPUTER SUPPLIES</b>										
CD drive cleaner	multi-media lens cleaner	piece	Shopping	108.65	2,390.30	22	10	3	6	3
CD recordable	min of 650MB/70 min. running time	piece	Shopping	20.80	30,035.20	1444	566	311	286	281
CD rewritable	high speed, 700MB/80 min. capacity	piece	Shopping	28.00	63,672.00	2274	651	906	361	356
CD Sticker		pack	Shopping	40.00	2,000.00	50		50		
CD storage case/box	CD Storage Case/Box	piece	Shopping	600.00	600.00	1	1	0	0	0
Continuous form	11" x 14-7/8", 3 ply, plain, 55gsm, 500 sets/box	box	Shopping	800.00	4,800.00	6	2	1	2	1
Continuous form	11" x 9-1/2", 1 ply, plain, 70gsm, 2000 pcs./box	box	Shopping	606.35	7,276.20	12	4	2	4	2
Disk drive cleaner	with cleaning solution, for 3.5" disk drive	piece	Shopping	24.20	217.80	9	5	1	3	0
Diskette	3.5" HD, 10s/box	box	Shopping	56.20	5,507.60	98	37	22	27	12
Diskette storage case	for 3.5" diskette, 100 pieces capacity	piece	Shopping	175.65	1,580.85	9	7	0	2	0
Diskette, Teflon*	3.5" HD, 10s/box double density	box	Shopping	190.00	760.00	4	2	0	2	0
DVD-R	16x speed, 4.7GB capacity, 120 minutes recording time	piece	Shopping	17.80	19,081.60	1072	293	278	273	228
DVD-RW	4x speed, 4.7 GB capacity	piece	Shopping	42.50	55,250.00	1300	350	335	330	285
Flash drive	1GB capacity, USB 2.0	piece	Shopping	220.00	880.00	4	2	0	2	0
Flash drive (4GB)	2 GB capacity, USB 2.0, plug and play	piece	Shopping	294.00	2,940.00	10	6	0	4	0
Flash drive	4 GB capacity, USB 2.0, plug and play	piece	Shopping	478.40	13,873.60	29	25	1	2	1
Flash drive	16 gigabytes	piece	Shopping	3,000.00	9,000.00	3	3	0	0	0
Hard disk	IDE HD	piece	Shopping	5,000.00	5,000.00	1	0	1	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.
Ink cartridge	Canon BC-20, black	cartridge	Shopping	1,450.00	5,800.00	4	2	2	2	2
Ink cartridge	Canon BC-21e, color	cartridge	Shopping	2,470.00	4,940.00	2	1	1	1	1
Ink cartridge	Epson T038, black	cartridge	Shopping	478.40	1,913.60	4	3	3	3	0
Ink cartridge	Epson T039, color	cartridge	Shopping	748.80	1,497.60	2	3	3	3	0
Ink cartridge	HP C4844A, black, for HP C1700 printer	cartridge	Shopping	1,350.00	5,400.00	4	3	3	3	1
Ink cartridge	HP C4836A, cyan, for HP C1700 printer	cartridge	Shopping	1,350.00	5,400.00	4	3	3	3	1
Ink cartridge	HP C4837A, magenta, for HP C1700 printer	cartridge	Shopping	1,350.00	5,400.00	4	3	3	3	1
Ink cartridge	HP C4838A, yellow, for HP C1700 printer	cartridge	Shopping	1,350.00	5,400.00	4	3	3	3	1
Ink cartridge	HP C8615A (HP 15), black	cartridge	Shopping	1,196.00	2,392.00	2	3	3	3	3
Ink cartridge	HP C6625A (HP 17), color	cartridge	Shopping	1,300.00	2,600.00	2	3	3	3	3
Ink cartridge	HP C6656A, black	cartridge	Shopping	810.00	16,200.00	20	12	12	12	12
Ink cartridge	HP C8728A, color	cartridge	Shopping	910.00	9,100.00	10	12	12	12	12
Ink cartridge	HP C8727A, black	cartridge	Shopping	745.00	22,350.00	30	15	15	10	10
Ink cartridge	HP #22, color	cartridge	Shopping	709.00	21,270.00	30	18	10	13	5
Ink cartridge	HP CC639W 60,60XL black	cartridge	Shopping	650.00	5,200.00	8	2	2	2	2
Ink cartridge	HP CC642W 60,60XL color	cartridge	Shopping	760.00	6,080.00	8	2	2	2	2
Ink cartridge	Lexmark #17, black	cartridge	Shopping	975.55	11,706.60	12	3	3	3	3
Ink cartridge	Lexmark #27, color	cartridge	Shopping	1,029.00	6,174.00	6	1	2	1	2
Ink cartridge	Lexmark 12A1970, black, for Lexmark Z52 printer	cartridge	Shopping	1,990.00	7,960.00	4	2	0	2	0
Ink cartridge	Lexmark 15M0120, color, for Lexmark Z52 printer	cartridge	Shopping	2,345.00	0.00	0	2	0	2	0
Ink cartridge	Lexmark 17G0050, black	cartridge	Shopping	1,775.00	17,750.00	10	3	3	3	3
Memory	512 mb PC 100 or PC133	piece	Shopping	900.00	2,700.00	3	0	3	0	0
Memory	1GB (IPC) DDR 400	piece	Shopping	800.00	800.00	1	0	1	0	0
Mouse	optical, net scroll	piece	Shopping	350.00	1,400.00	4	4	0	0	0
Printer ribbon	Epson S015086	piece	Shopping	714.50	3,572.50	5	3	3	3	3
Printhead	HP C4810A black printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	17,400.00	12	3	3	3	1
Printhead	HP C4811A cyan printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	7,250.00	5	3	3	3	1
Printhead	HP C4812A magenta printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	7,250.00	5	3	3	3	1
Printhead	HP C4813A yellow printhead, for HP C1700 printer	cartridge	Shopping	1,450.00	7,250.00	5	3	3	3	1
Toner cartridge	HP C3906F, black	cartridge	Shopping	2,900.00	14,500.00	5	10	1	10	1
Toner cartridge	HP C4092A, black	cartridge	Shopping	2,506.40	17,544.80	7	3	5	4	4
Toner cartridge	HP C7115A, black	cartridge	Shopping	2,610.40	18,272.80	7	3	2	3	2
Toner cartridge	HP CB435A, black	cartridge	Shopping	2,650.00	26,500.00	10	19	19	19	19
Toner cartridge	HP Q2612A, black	cartridge	Shopping	2,730.00	109,200.00	40	23	19	18	18
Toner cartridge	HP Q6000A, black	cartridge	Shopping	3,300.00	0.00	0	7	7	7	7
Toner cartridge	HP Q6001A, cyan	cartridge	Shopping	3,630.00	0.00	0	7	6	7	6
Toner cartridge	HP Q6002A, yellow	cartridge	Shopping	3,630.00	7,260.00	2	7	6	7	6
Toner cartridge	HP Q6003A, magenta	cartridge	Shopping	3,630.00	7,260.00	2	7	6	7	6
Toner cartridge	HP CB540A black	cartridge	Shopping	3,150.00	37,800.00	12	3	3	3	3
Toner cartridge	HP CB541A cyan	cartridge	Shopping	2,900.00	34,800.00	12	3	3	3	3
Toner cartridge	HP CB542A magenta	cartridge	Shopping	2,900.00	34,800.00	12	3	3	3	3
Toner cartridge	HP CB543A yellow	cartridge	Shopping	2,900.00	34,800.00	12	3	3	3	3
Toner cartridge	HP Q2613X	cartridge	Shopping	3,629.30	65,327.40	18	6	3	6	3
Sub-Total, Computer Supplies					845,086.45					
<b>ELECTRICAL SUPPLIES</b>										
Ballast	20W, 220V	piece	Shopping	77.90	1,869.60	24	6	6	6	6
Ballast	40W, 220V	piece	Shopping	65.55	1,835.40	28	7	7	7	7



ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Ballast	Rapid start, 265V	piece	Shopping	449.00	20,654.00	46	19	9	9	9
Battery	9 volts, alkaline	piece	Shopping	129.50	15,151.50	117	33	33	26	25
Battery	size AA, alkaline, 2 pcs/ pack	pack	Shopping	60.00	10,680.00	178	55	34	56	33
Battery	size AAA, alkaline, 2 pcs./ pack	pack	Shopping	52.00	9,152.00	176	54	33	55	34
Battery	size C, alkaline, 2 pcs./pack	pack	Shopping	65.00	1,820.00	28	7	7	7	7
Battery	size D, alkaline, 2 pcs./pack	pack	Shopping	70.75	2,264.00	32	8	8	8	8
Drill	Heavy duty drill (Makita)	unit	Shopping	7,000.00	7,000.00	1	1	0	0	0
Electric bulb	ESL 18w	piece	Shopping	270.00	38,880.00	144	111	11	11	11
Fluorescent tube	20W, 220V	piece	Shopping	41.55	7,395.90	178	67	37	37	37
Fluorescent tube	40W, comp. w/ rapid start ballast	piece	Shopping	63.49	14,221.76	224	131	31	31	31
Starter	4-40W, for fluorescent tube	piece	Shopping	6.50	455.00	70	25	15	15	15
Tape	electrical, 19mm x 16M, assorted colors	roll	Shopping	25.00	1,150.00	46	19	9	9	9
Tester	Tester (Sanwa)	unit	Shopping	700.00	700.00	1	1	0	0	0
Sub-Total, Electrical Supplies						133,229.16				
<b>JANITORIAL SUPPLIES</b>										
Disinfectant spray	assorted scents, 425 grams	can	Shopping	156.00	11,856.00	76	21	18	19	18
Insecticide	aerosol type, 500 ml	can	Shopping	155.80	9,348.00	60	17	13	17	13
Sub-Total, Janitorial Supplies						21,204.00				
<b>PHOTO COPIER CONSUMABLES AND PARTS</b>										
PPC OPC drum	for UBIX Konica PPC 1015	piece	Direct Contracting	14,000.00	14,000.00	1	0	1	0	0
PPC part kit	for UBIX Konica PPC Part Kit, PPC 1015	piece	Direct Contracting	6,555.00	13,110.00	2	0	2	0	0
Toner cartridge	toner kit (for Toshiba DP80F Fax Machine)	cartridge	Direct Contracting	5,296.00	63,552.00	12	3	3	3	3
Toner cartridge	toner kit for UBIX Konica PPC 1015	piece	Direct Contracting	3,178.00	19,068.00	6	3	0	3	0
Sub-Total, Photo Copier Consumables and Parts						109,730.00				
<b>OTHER SUPPLIES</b>										
Door knobs	to be installed in SPS (requested 2007)	piece	Shopping	350.00	700.00	2	2	0	0	0
ID holder	pvc	piece	Shopping	4.00	7,400.00	1850	500	500	500	350
Multiple credit card holder	book type	piece	Shopping	250.00	250.00	1	1	0	0	0
Place Mats	oval, plain	piece	Shopping	50.00	300.00	6	6	0	0	0
Teaspoon	stainless steel	piece	Shopping	30.00	180.00	6	6	0	0	0
Sub-Total, Other Supplies						8,830.00				
<b>OFFICE EQUIPMENT (CAPITAL OUTLAY)</b>										
Check Writer	Specs similar to V-Check EC-5 or a higher model	piece	Shopping	12,000.00	12,000.00	1	1	0	0	0
Computer table		piece	Shopping	3,000.00	6,000.00	2	0	2	0	0
Electronic Typewriter	Specs similar to Brother GX-6750 or a higher model	unit	Shopping	15,000.00	15,000.00	1	0	1	0	0
Scanner	Flatbed	unit	Shopping	4,000.00	4,000.00	1		1		
Stacking Chairs		unit	Shopping	1,500.00	30,000.00	20		0	20	
Filing cabinet	steel, plain finish, four drawers, w/ 8 ball bearing rollers	unit	Shopping	8,000.00	16,000.00	2	0	0	2	0
Filing cabinet	Fireproof	piece	Shopping	18,000.00	18,000.00	1	0	1	0	0
Filing Cabinet with Vault		unit	Shopping	20,000.00	20,000.00	1		1		
Printer	laser jet printer	unit	Shopping	10,000.00	20,000.00	2	1	1	0	0
Manuals	Purchase of CSC Manuals and Publications	copy	Direct Contracting	1,000.00	5,000.00	5	0	5	0	0
Dictionary	with thesaurus	piece	Shopping	1,000.00	1,000.00	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.
Digital Timer		unit	Shopping	5,000.00	5,000.00	1	1	0	0	0
Books	Library books	title	Shopping	1,000.00	18,000.00	18			18	
<b>Sub-Total, Office Equipment</b>					<b>170,000.00</b>					
<b>TRAINING &amp; SEMINAR EXPENSES</b>										
Biscuit	in can	can	Shopping	130.00	200,330.00	1541	400	393	400	348
Coffee	in sachet	sachet	Shopping	2.10	73,353.00	34930	9750	10250	7780	7150
Coffee, brewed	for brewing for the director's visitors and meetings	pack	Shopping	90.00	9,000.00	100	25	25	25	25
Coffee (for the director 5 sachets/box)	5 sachets per box	box	Shopping	60.00	10,800.00	180	45	45	45	45
Cream	in sachet	sachet	Shopping	0.85	30,149.50	35470	9910	10410	7940	7210
Juice	powder, assorted flavors	pack	Shopping	50.00	22,600.00	452	108	123	113	108
Disposable cups	plastic cups, 8 oz.	piece	Shopping	0.30	10,590.00	35300	9875	10375	7775	7275
Disposable cups	styro cups, 8 oz.	piece	Shopping	0.90	31,773.60	35304	9876	10376	7776	7276
Stirrer	plastic, 100pcs./pack	pack	Shopping	17.00	50,014.00	2942	758	758	713	713
Sugar	in sachet	sachet	Shopping	0.68	23,983.60	35270	9860	10360	7890	7160
Table napkin	folded, 350 pcs./ pack	pack	Shopping	35.00	3,290.00	94	23	24	24	23
Tea	in tea bags	box	Shopping	60.00	4,620.00	77	17	20	20	20
Catering	Closing Ceremonies - Language Programs	lot	Direct Contracting		30,000.00					
Catering	Closing Ceremonies - FSO Cadetship Program	lot	Direct Contracting		30,000.00					
Catering	Closing Ceremonies - Course on Culture	lot	Direct Contracting		12,000.00					
Transpo., Food & Accommodations	Team Building Activity of FSOCP	lot	Shopping		200,000.00					
Transpo., Food & Accommodations	Team Building Activity of FSI Employees	lot	Shopping		200,000.00					
Transpo., Food & Accommodations	CIRSS Planning Session	lot	Shopping		121,000.00					
Transpo., Food & Accommodations	AFSD Planning Session	lot	Shopping		91,000.00					
Food & Venue	CPRSD Planning Session	lot	Shopping		33,300.00					
Food & Venue	Roundtable Discussions	lot	Shopping	64,000.00	128,000.00	2		1		1
<b>Sub-Total, Training and Seminar Expenses</b>					<b>1,315,803.70</b>					
<b>RENTALS</b>										
Rental of photocopy machine	for January to December 2010	year	Bidding	360,000.00	360,000.00	1	1			
Computer rental	for FSI personnel (P2,250/mo. x 12 mos.)	unit	Bidding	27,000.00	783,000.00	29	26	0	0	0
Computer rental	for FSI personnel (P2,500/mo. x 12 mos.)	unit	Bidding	30,000.00	120,000.00	4	26	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	16	0	16
Computer rental	for FSO Cadetship Program (P2,200/mo. X 7 mos. )	unit	Shopping	15,400.00	30,800.00	2		2	2	2
<b>Sub-Total, Rentals</b>					<b>1,505,000.00</b>					
<b>SERVICES</b>										
Janitorial Services	for January to December 2010	year	Bidding	1,829,988.00	1,829,988.00	1	1	0	0	0
Binding	various sizes	piece	Shopping	100.00	39,200.00	392	392	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
Web Hosting		month	Shopping	5,000.00	35,000.00	7		1	3	3
Installation of Ethernet Port	Installation of Ethernet port connection		Shopping	5,000.00	5,000.00	1	1	0	0	
<b>Sub-Total, Services</b>					<b>1,919,188.00</b>					
<b>TRAVELLING EXPENSES-</b>										
<b>EDUCATIONAL TOURS</b>										
Educational Tour - CPCV	Transpo., Food & Accommodations -Banaue, Ilocos Sur and Ilocos Norte		Shopping		450,000.00					
Educational Tour - FSOCP	Transpo., Food & Accommodations		Shopping		200,000.00					
<b>Sub-Total, Educational Tours</b>					<b>650,000.00</b>					

ITEM	SPECIFICATION	UNIT	MODE OF PROCUREMENT	UNIT PRICE	TOTAL AMOUNT	TOTAL QUANTITY	QUARTERLY BREAKDOWN (QUANTITY)			
							1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
<b>MISCELLANEOUS EXPENSES</b>										
Catering	FSI Anniversary ( 150 persons )	lot	Direct Contracting	82,500.00	82,500.00	1	0	0	0	1
Catering	Christmas Party ( 120 persons)	lot	Direct Contracting	50,000.00	50,000.00	1	0	0	0	1
Memorabilia	Medals (Loyalty memorabilia awards)	piece	Shopping	11,000.00	22,000.00	2	1	0	0	0
Memorabilia	Rings (Loyalty memorabilia awards)	piece	Shopping	2,500.00	5,000.00	2	1	0	0	0
<b>Sub-Total, Miscellaneous Exp.</b>					<b>159,500.00</b>					
<b>COMMUNICATIONS</b>										
Internet Service Connection	Broadband internet access	year	Bidding	268,176.00	268,176.00	1	1	0	0	0
Telephone Calls	SMART Call/Text Card worth P300.00 (P300 x 4 = P1,200)	lot	Direct Contracting	1,200.00	1,200.00	1	1	0	0	0
	To notify applicants who are being scheduled for pre-employment exams and interview.									
Registered Mail/Postage	> Means of informing applicants of their application status	lot	Direct Contracting	20,000.00	20,000.00	1	1	0	0	0
	> Send Letter of Acceptance to resigned employees and other official documents									
Subscription	Globe Plan March 2010 - March 2011 (P800.00 x 12=P9,600.00)	unit	Direct Contracting	9,600.00	48,000.00	5	5			
<b>Sub-Total, Communications</b>					<b>337,376.00</b>					
<b>ADVERTISING EXPENSE</b>										
Advertising and Publications	Philippine Daily Inquirer	lot	Direct Contracting	22,400.00	22,400.00	1	1	0	0	0
	Jobstreet.com (online search)	lot	Direct Contracting	25,000.00	25,000.00	1	1	0	0	0
<b>Sub-total, Advertising Expense</b>					<b>47,400.00</b>					
<b>REPAIR &amp; MAINTENANCE</b>										
Upgrade, Check-up	Chronolog Time Recorder & Infotrak Timekeeping Software	lot	Direct Contracting	10,000.00	10,000.00	1	1	0	0	0
Upgrade of Personal Computer	Upgrade of 1 PC to Windows XP w/ DVDRW & floppy disk drive, 1 GB	unit	Shopping	15,000.00	15,000.00	1	1	0	0	0
Repair & Maintenance	Upgrade of Personal Computers to Pentium IV or higher		Shopping	15,000.00	15,000.00	1	1	0	0	0
Upholstery of old couch	Upholstery of old couch	piece	Shopping	5,000.00	15,000.00	3	3			
<b>Sub-Total, Repair &amp; Maintenance</b>					<b>55,000.00</b>					
<b>PRINTING AND BINDING</b>										
Speeches of Secretary Romulo Vol. I	7" x 10" layout excluded 500 pages, 500 copies	lot	Shopping	150,000.00	150,000.00	1	1			
Speeches of Secretary Romulo Vol. II	7" x 10" layout excluded 350 pages, 500 copies	lot	Shopping	120,000.00	120,000.00	1	1			
Philippine Treaties Index	6" x 9" hardbound, layout included, 320 pages, 200 copies	lot	Shopping	120,000.00	120,000.00	1		1		
FSI Reader Volume 1 No. 1	6" x 9" layout excluded, 100 pages, 300 copies	lot	Shopping	65,000.00	65,000.00	1			1	
FSI Reader Volume 1 No. 2	6" x 9" layout excluded, 100 pages, 300 copies	lot	Shopping	65,000.00	65,000.00	1			1	
History of Phil. Foreign Service Posts	6" x 9" layout excluded, 150 pages, 300 copies	lot	Shopping	70,000.00	70,000.00	1				1
<b>Sub-Total, Printing and Binding</b>					<b>590,000.00</b>					
<b>HONORARIA</b>										
Resource Persons/Lecturers/ Panel Discussants			Direct Contracting		3,041,000.00					
<b>Sub-Total, Honoraria</b>					<b>3,041,000.00</b>					

7/6



