

FOREIGN SERVICE INSTITUTE
SUPPLEMENTAL 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.
OFFICE SUPPLIES										
Folder	plastic cover, letter size, black	piece	Shopping	24.75	2,475.00	100	0	0	100	0
Catalog card		piece	Shopping	0.25	500.00	2000	0	0	1000	1000
Sticker paper	A4 size	sheet	Shopping	3.00	900.00	300	0	0	150	150
Magic tape	1 inch	roll	Shopping	150.50	1,505.00	10	0	0	5	5
Loose leaf cover		piece	Shopping	9.15	183.00	20	0	0	10	10
COMPUTER SUPPLIES										
CD rewritable	high speed, 700MB/80 min. capacity	piece	Shopping	28.00	14,000.00	500	0	0	500	0
CD sticker	with small hole	piece	Shopping	1.00	500.00	500	0	0	500	0
Toner cartridge	HP Q7553A laserjet toner	cartridge	Shopping	3,530.00	7,060.00	2	0	0	1	1
Toner cartridge	HP CB435A laserjet toner	cartridge	Shopping	2,600.00	26,000.00	10	0	0	10	0
Toner cartridge	HP CE505A laserjet toner	cartridge	Shopping	3,800.00	7,600.00	2	0	0	2	0
ELECTRICAL SUPPLIES										
Fluorescent tube	T-5, 38W, 220V	piece	Shopping	114.75	11,475.00	100	0	0	50	50


TOTAL P 72,198.00

Submitted by:


GLENN T. UY

Head, Administrative and Financial Services Division

Approved by:


LAURA Q. DEL ROSARIO
 Acting Director

1 July 2010