

3/6

ANNUAL PROCUREMENT PLAN
 PHILIPPINE CONSULATE GENERAL-CHICAGO
 CALENDAR YEAR - 2015

Item & Specifications Office Supplies and Materials	Unit of Measure	Quantity Requirement												Unit Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
Air Freshner	can				12			12			12			36	\$ 3.99	\$ 143.64
Alcohol-12bt/carton	carton			1			1			1				3	\$ 23.99	\$ 71.97
Bag (Mobile)	pc													2	\$ 129.99	\$ 259.98
Ballpen-Black-12/bx	bx			2			2			2				6	\$ 10.89	\$ 65.34
Ballpen-Blue-12/bx	bx			2			2			2				6	\$ 10.89	\$ 65.34
Ballpen-Red-12/bx	bx			2			2			2				6	\$ 10.89	\$ 65.34
Battery - Dur/Eng 1021/2032	pc				2									2	\$ 7.49	\$ 14.98
Battery , size AA, Duracell, 16/pack	pack				2									2	\$ 15.99	\$ 31.98
Battery, size AAA, Duracell, 16/pack	pack				2									2	\$ 15.99	\$ 31.98
Cash Register Paper Roll - 1 3/4 x 128, 10/pk	pack			5			5			5				15	\$ 13.99	\$ 209.85
Cash Register Ribbon -Sharp A460-Purple	pc													4	\$ 4.00	\$ 16.00
Correction Tape	pack			5			5			5				15	\$ 9.49	\$ 142.35
Disposables- Plate,Spoon, Fork, Knife	box															\$ 500.00
Double Clip - Binder Clip - Various Sizes	pack													2	\$ 9.49	\$ 18.98
Envelopes - 10x13 -100/bx	box			5										5	\$ 21.49	\$ 107.45
Envelopes - 12x15 -100/bx	box						2							2	\$ 24.99	\$ 49.98
Envelopes - 6x9 -100/bx	box									2				2	\$ 12.99	\$ 25.98
Envelopes - 9x12	box			10						5				15	\$ 21.99	\$ 329.85
Envelopes - Expanding-5/pack	pack				3								2	5	\$ 21.99	\$ 109.95
Envelopes - Mailing, Parchment -Ivory	pack													4	\$ 15.79	\$ 63.16
Envelopes - Mailing, White -100/bx	box				10								2	12	\$ 24.99	\$ 299.88
Envelopes-Bubble-6x9 25/pack	pack												3	3	\$ 16.49	\$ 49.47
Envelopes-Bubble-8.5x11, 25/pack	pack												3	3	\$ 23.49	\$ 70.47
Envelopes-Bubble-9.5x13.5, 12/pack	pack												2	2	\$ 16.69	\$ 33.38
Envelopes-Bubble-xLarge - size no.7, 25/pack	pack												2	2	\$ 30.99	\$ 61.98
Eraser -3/pack	pack													3	\$ 1.79	\$ 5.37
Eyelet	box	20		20		20			20			20		100	\$ 4.00	\$ 400.00
Eyelet Pifer	pc													2	\$ 29.99	\$ 59.98
Fingertip Moistener	pc													3	\$ 4.29	\$ 12.87
Flash Drive - 16G	pc													3	\$ 22.99	\$ 68.97

7
13

ANNUAL PROCUREMENT PLAN
PHILIPPINE CONSULATE GENERAL-CHICAGO
CALENDAR YEAR - 2015

Item & Specifications Office Supplies and Materials	Unit of Measure	Quantity Requirement												Unit Price	Total Amount		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
Flash Drive - 8G	pc													9	\$ 15.49	\$ 139.41	
Folder-Brown Short-100/bx	box													5	\$ 7.29	\$ 36.45	
Folder-Brown Long-100/bx	box				5				5					5	\$ 12.29	\$ 184.35	
Folder-Plastic -1" Ring Binder -2/pack	pack													6	\$ 5.99	\$ 35.94	
Folder-Plastic -2" Ring Binder	pc													6	\$ 4.99	\$ 29.94	
Glue Stick	pack													6	\$ 11.79	\$ 70.74	
Gold Seal (Notarial) 44/pack	pack	20	15	15	20	15	15	20	15	15	20	15	15	200	\$ 5.29	\$ 1,058.00	
Ink Cartridge - HP 41A Cyan Toner	cart													2	\$ 79.99	\$ 159.98	
Ink Cartridge - HP 42A Magenta Toner	cart													2	\$ 79.99	\$ 159.98	
Ink Cartridge - HP 42A Yellow Toner	cart													2	\$ 79.99	\$ 159.98	
Ink Cartridge - HP 95 Color Ink 2P	cart													6	\$ 57.99	\$ 347.94	
Ink Cartridge - HP 98 Blank Ink 2	cart													12	\$ 46.99	\$ 563.88	
Ink Cartridge - HP CB435A Black Toner	cart													4	\$ 68.99	\$ 275.96	
Ink Cartridge - HP CB540A Black Toner	cart													2	\$ 79.99	\$ 159.98	
Ink Cartridge-IS330 Is350(ISINK34) Neopost	pack													1	\$ 165.99	\$ 165.99	
Ink Printer - HP 564XL Blk/564 Color	cart	3		3		3		3		3		3		18	\$ 54.99	\$ 989.82	
Ink Printer - HP 564XL, Blk	cart	4		4		2		2		2		2		16	\$ 23.99	\$ 383.84	
Ink Refill Cartridge - Fountain Pen	pc													3	\$ 4.29	\$ 12.87	
IT Supply (Various)																	\$ 750.00
Labels-Avery, Sticker	box													15	\$ 43.49	\$ 652.35	
Light Bulb - Daylight - 40 watts	pc													6	\$ 6.59	\$ 39.54	
Light Bulb - Daylight - 60 Watts	pack													6	\$ 7.99	\$ 47.94	
Marker - Fluorescent (Highlighter)	pack													6	\$ 7.49	\$ 44.94	
Marker Pen - Black, Blue, Red	pack													6	\$ 8.29	\$ 49.74	
Mesh Document Hold	pc													2	\$ 5.00	\$ 10.00	
Mouse Pad	pc													12	\$ 4.49	\$ 53.88	
Neopost Postage Sheets 75 - BT1N	pack													10	\$ 27.95	\$ 279.50	
Paper - Copy Paper 8.5x11, 75 gsm-10rm/bx	bx							10						10	\$ 37.09	\$ 741.80	
Paper - Copy Paper 8.5x14, 75 gsm-10rm/bx	bx							15						10	\$ 49.50	\$ 1,237.50	

8
12

ANNUAL PROCUREMENT PLAN
PHILIPPINE CONSULATE GENERAL-CHICAGO
CALENDAR YEAR - 2015

Item & Specifications Office Supplies and Materials	Unit of Measure	Quantity Requirement												Total	Unit Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Paper Clip - Small -100/pack	pack														3	\$ 2.29	\$ 6.87
Paper - Parchment, Ivory 8.5x11 24lb	box				5				10						15	\$ 31.99	\$ 479.85
Paper Clip - Jumbo - 50/pack	pack														3	\$ 2.59	\$ 7.77
Paper Cutter - Handy w/ blade	pc														3	\$ 4.99	\$ 14.97
Paper Fastener- 50/bx	box														6	\$ 8.79	\$ 52.74
Paper-Ruled - 400 sheet/pack	pack														6	\$ 6.29	\$ 37.74
Pencil #2, 12/pack	pack														2	\$ 2.49	\$ 4.98
Pencil Sharpener - Electric	pc														2	\$ 14.69	\$ 29.38
Post-it-1.5x2 (sticky note)	pack														6	\$ 6.79	\$ 40.74
Post-it 3x3 (sticky note)	pack														6	\$ 10.00	\$ 60.00
Puncher - 2 hole	pc														2	\$ 10.99	\$ 21.98
Record Book - Notebook	pc														6	\$ 9.49	\$ 56.94
Record Book -200 pages	pc														6	\$ 27.49	\$ 164.94
Red Ribbon (Documentation)	roll			10		20			10		10			10	\$ 65.00	\$ 3,900.00	
Rubber Band #33-1 lb.	pack								2						2	\$ 7.29	\$ 14.58
Scotch Tape-3M/4PK	pack														6	\$ 10.00	\$ 60.00
Scotch Tape-Double Sided	pc														12	\$ 5.00	\$ 60.00
Scotch Tape-Magic Tape	pc														8	\$ 11.00	\$ 88.00
Sign Pen - Black 3/pack	pack														5	\$ 7.99	\$ 39.95
Sign Pen - Blue 3/pack	pack														3	\$ 7.99	\$ 23.97
Sign Pen - Red 3/pack	pack														1	\$ 7.99	\$ 7.99
Stamp - Name/Label Stamp	pc														16	\$ 22.99	\$ 344.85
Stamp Ink - Brother	pc														12	\$ 6.49	\$ 77.88
Stamp Pad	pc														6	\$ 4.49	\$ 26.94
Staple Wire -1/4In	pack														12	\$ 5.49	\$ 65.88
Stapler-Standard	pc														4	\$ 18.99	\$ 67.96
Steno Notebook -12/pack	pack														2	\$ 13.99	\$ 27.98
Table Paper Napkins - white	pack														6	\$ 3.39	\$ 20.34
Tape Dispenser	pc														2	\$ 4.29	\$ 8.58
Tape, Transparent - 3/4" -6/pack	pack														2	\$ 17.99	\$ 35.98

12/15

ANNUAL PROCUREMENT PLAN
 PHILIPPINE CONSULATE GENERAL-CHICAGO
 CALENDAR YEAR - 2015

Item & Specifications	Unit of Measure	Quantity Requirement												Total	Unit Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec				
Office Supplies and Materials																	
Cork Board - 24x36	pc														2	\$ 31.99	\$ 63.98
Dater Stamp 5MM	pc														4	\$ 4.25	\$ 17.00
Ink Printer - HP 74XL-Black	cart														6	\$ 37.99	\$ 227.94
Ink Printer - HP 75XL-Color	cart														3	\$ 44.99	\$ 134.97
Name Badge Hanging	box														2	\$ 64.99	\$ 129.98
Post-it 3x5 (Sticky Note)	pack														6	\$ 17.99	\$ 107.94
Push Pin	pack														2	\$ 7.49	\$ 14.98
Report Cover-Frosted Front-5/pack	pack														10	\$ 7.79	\$ 77.90
Ruler-12"	pc														12	\$ 1.99	\$ 23.88
Scissors- 2/pack	pack														3	\$ 9.99	\$ 29.97
Staple Remover -3/pack	pack														3	\$ 2.99	\$ 8.97
String - cotton, white	ball														2	\$ 6.09	\$ 12.18
Super Glue	pc														5	\$ 3.99	\$ 19.95
Tape, Packaging - 1.89" - 6/pack	pack														2	\$ 16.99	\$ 33.98
Tape, Transparent - 1.89" -6/pack	pack														2	\$ 16.99	\$ 33.98
Toner-Brother TN 580 Black	cart					1							1		2	\$ 120.99	\$ 241.98
Various Cleaning Materials																	\$ 500.00
Various Electronic Materials																	\$ 500.00
Vehicle Supply (Various)																	\$ 1,000.00
Water-Bottled -24/pack	pack		2		2		2			2				2	10	\$ 7.19	\$ 71.90
Wood Tray - Desk Tray	pc														2	\$ 20.99	\$ 41.98
OTHERS																	\$ 1,000.00

10
13

ANNUAL PROCUREMENT PLAN
PHILIPPINE CONSULATE GENERAL-CHICAGO
CALENDAR YEAR - 2015

Item & Specifications	Quantity Size	Schedule / Milestone of Activities													Unit Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total			
OFFICIAL TRAVEL																	
Consular Outreach - Louisiana USA	7 pax				xxx												\$ 9,742.00
Consular Outreach - Missouri USA	7 pax					xxx											\$ 4,343.50
Consular Outreach - Indiana USA	7 pax					xxx											\$ 2,397.50
Consular Outreach - Parma, Ohio USA	7 pax						xxx										\$ 4,343.50
Consular Outreach - Dayton, Ohio USA	7 pax							xxx									\$ 4,343.50
Consular Outreach - Minnesota USA	7 pax							xxx									\$ 4,343.50
Consular Outreach - Omaha, Nebraska USA	7 pax								xxx								\$ 4,343.50
Consular Outreach - Michigan USA	7 pax									xxx							\$ 4,343.50
Consular Outreach - Iowa USA	7 pax									xxx							\$ 4,343.50
Consular Outreach - Wisconsin USA	7 pax											xxx					\$ 4,343.50
Consular Outreach - South Dakota USA	7 pax											xxx					\$ 4,343.50
Consular Outreach - Tulsa, Oklahoma USA	7 pax												xxx				\$ 4,343.50
Consular Outreach - Oklahoma City, OK, USA	7 pax													xxx			\$ 9,742.00
Consular Outreach - North Dakota USA	7 pax				xxx												\$ 4,343.50
Consular Outreach - Arkansas USA	7 pax						xxx										\$ 4,343.50
Consular Outreach - Kansas USA	7 pax								xxx								\$ 4,343.50
Consular Outreach - Mississippi USA	7 pax				xxx												\$ 4,343.50
Manila Home Office Consultation	1 pax								xxx								\$ 3,640.00
Arkansas Trade and Investment	2 pax						xxx										\$ 1,476.00
Economic Diplomacy/Tourism - Ohio	2 pax									xxx							\$ 2,076.00
Economic Diplomacy/Tourism - Missouri	2 pax							xxx									\$ 2,176.00
Economic Diplomacy/Tourism - Louisiana	2 pax					xxx											\$ 3,214.00
Economic Diplomacy/Tourism - Minnesota	2 pax				xxx												\$ 2,076.00
Tourism Promotion - Oklahoma USA	2 pax											xxx					\$ 3,000.00
VEHICLE EXPENSES																	
Fuel, Oil Lubrication	2 units	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 1,050.00	\$ 12,600.00
UTILITIES																	
Electricity Expenses		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 600.00	\$ 6,000.00

11
13

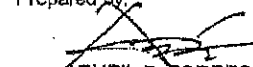
ANNUAL PROCUREMENT PLAN
PHILIPPINE CONSULATE GENERAL-CHICAGO
CALENDAR YEAR - 2015

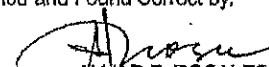
Item & Specifications	Quantity Size	Schedule / Milestone of Activities												Unit Price	Total Amount		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
REPAIRS AND MAINTENANCE																	
Leased Building & Structures - 7486 sq. ft.	1 lot			xxx			xxx								4	\$ 5,000.00	\$ 20,000.00
Mercedes Benz	1 unit		xxx		xxx		xxx(2)		xxx		xxx(2)		xxx		8	\$ 300.00	\$ 2,400.00
Honda Odyssey	1 unit		xxx		xxx		xxx(2)		xxx		xxx(2)		xxx		8	\$ 150.00	\$ 1,200.00
RENTALS																	
PCG - Office Space - 7486 sq. ft.	1 lot	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx			10	\$ 16,176.33		
												xxx	xxx	2	\$ 16,487.42	\$ 194,738.14	
Office Equipment (Photocopying/Scanning Machine)	6 units	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 600.00	\$ 7,200.00	
Office Equipment (Computers)	4 units	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 416.67	\$ 5,000.00	
Office Equipment (Neopost Metered Machine)	1 unit	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 90.00	\$ 1,080.00	
Motor Vehicle 1	1 unit	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 537.00	\$ 6,444.00	
Motor Vehicle 2	1 unit				xxx	xxx	xxx	xxx	xxx	xxx	xxx			7	\$ 600.00	\$ 3,500.00	
Parting Space	1 unit	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 300.00	\$ 3,600.00	
COMMUNICATION SERVICES																	
Subscription - Cable Direct TV		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 135.00	\$ 1,620.00	
Subscription - Newspapers		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 70.00	\$ 840.00	
Subscription - Internet		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 100.00	\$ 1,200.00	
Postage / Stamps		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 582.00	\$ 6,984.00	
Pouch Charges		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 503.00	\$ 6,036.00	
Counter Charges		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 90.00	\$ 1,080.00	
Telephone - Landline		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 1,590.00	\$ 19,080.00	
Telephone - Mobile Phones		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 250.00	\$ 3,000.00	

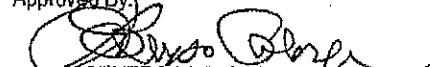
12
13

ANNUAL PROCUREMENT PLAN
PHILIPPINE CONSULATE GENERAL-CHICAGO
CALENDAR YEAR - 2015

Item & Specifications	Quantity Size	Schedule / Milestone of Activities												Unit Price	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total
INSURANCE EXPENSES																
POG Office Building Insurance-7466 sq. ft.	1 lot									xxx				1	\$ 1,207.00	\$ 1,207.00
Official Residence Insurance	1 lot								xxx					1	\$ 2,949.00	\$ 2,949.00
Car 1 Insurance	1 unit					xxx						xxx		2	\$ 604.84	\$ 1,209.98
Car 2 Insurance	1 unit					xxx						xxx		2	\$ 635.60	\$ 1,271.20
CAPITAL OUTLAY																
Office Equipment (Audio / Video)	1 set			xxx										1	\$ 2,000.00	\$ 2,000.00
Information and Technology Equipment (Computers w/ software)	12 units			xxx										1	\$ 11,000.00	\$ 11,000.00
Office Equipment (Physical Fitness Equipment)	1 set			xxx										1	\$ 2,000.00	\$ 2,000.00
Installation of Shower at the Consulate's Washroom	1 unit					xxx								1	\$ 19,500.00	\$ 19,500.00
POST REPRESENTATION EXPENSES																
Representation Expenses		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 1,983.33	\$ 28,983.33
FINANCIAL EXPENSES																
Bank Charges		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	12	\$ 250.00	\$ 3,000.00

Prepared by:

ARNEIL D. TORRES
Property Office

Verified and Found Correct by:

ALVAR E. ROSALES
Administrative Officer

Approved By:

GENEROSO D.G. CALONGE
Consul General