

ANNUAL PROCUREMENT PLAN FOR 2022
For Common-Use Supplies and Equipment
Philippine Embassy, London

CONSULAR

Item & Specifications	Unit of Measure	Quantity	Cost per Unit inc VAT (GBP)	Total Amount inc VAT (GBP)
COMMON OFFICE SUPPLIES				
AVERY LABELS, ref P24, 100/pk	pack	6		
CORRECTION TAPE, 4.2mm x 10m, 10/box	piece	75		
DVD, DVD-R Discs 25/PACK	pack	2		
GLUE STICK 40G	tube	40		
INK, Stamp Pad, Black, 28ml	bottle	10		
INK, Stamp Pad, Red, 28ml	bottle	10		
INK, Stamp Pad, Violet/Blue, 28ml	bottle	10		
PAPER, Copy Paper, White, A4 80gsm, box of 5 reams	box	30		
PAPER, PARCHMENT Champagne 90gsm 100/pk	pack	30		
PAPER, THERMAL ROLLS, 80mm, 20 rolls/box	box	10		
PAPER, THERMAL ROLLS, Barclaycard Card Machine Paper Rolls (Box of 20) - 40mm diameter paper rolls	box	10		
PEN, Sign Pen, Uni Ball Gel Impact Blue 1.00mm Ball box of 12	box	8		
PRE-INKED STRIPS 3X 10, for NBI Application 100/pack	pack	4		
PRINTER INK, HP338 BLACK	pack	2		
PRINTER TONER CARTRIDGE, HP 35A BLACK	pack	3		
PRINTER TONER CARTRIDGE, HP 36A BLACK	pack	2		
PRINTER TONER CARTRIDGE, HP 55A BLACK	pack	0		
PRINTER TONER CARTRIDGE, HP 85A BLACK	pack	2		
PRINTER TONER CARTRIDGE, SAMSUNG MLT-D101S BLACK	pack	4		
PRINTER TONER CARTRIDGE, XEROX 106R04347 BLACK	pack	3		
RUBBER BAND, 1.5x80mm, 500g /box	box	4		
RUBBER BAND, Size 64, 6x90mm 500g/box	box	8		
STAPLE WIRE, No. 56 (26/6), 5000/bx	box	30		
TAPE, transparent, 25mmx33mm; pack of 6	piece	3		
BATTERY, Duracell AA,	piece	30		
BATTERY, Duracell AAA	piece	30		
BATTERY, C LR 14 / MN1400	piece	30		
SEMI EXPENDABLE OFFICE EQUIPMENT				
STAMP, Self Ink Printy 4916 ;	piece	10		
STAMP PAD, Large 160 x 90mm	piece	0		
STAMP PAD, Standard	piece	0		
TAPE DISPENSER	piece	2		
ELECTRIC FAN, with stand	piece	3		
PORTABLE AIRCONDITIONER	piece	2		
REFRIGERATOR, Upright with Freezer	piece	0		
VACUUM CLEANER	piece	1		
WATER BOILER, 12 CUPS	piece	1		

SEMI EXPENDABLE COMMUNICATION EQUIPMENT			
EXTERNAL/PORTABLE HARD DRIVE, SSD T5, 1 TB	piece	1	
MONOCHROME PRINTER	piece	1	
SEMI EXPENDABLE FURNITURE & FIXTURE			
FLOORMAT, Entrance Matting	piece	1	
WINDOW BLINDS	piece	15	
INDOOR PLANTS	piece	10	
Suggestion Box, Acrylic with changeable labels	piece	1	
Wall Sign Holder, Adhesive, Acrylic Wall Poster Holders A4/A3	piece	2	
OTHER SUPPLIES (HYGIENE/CLEANING/DISPOSABLES)			
TOILET DUCK CLEANER/BLEACH ,750 ml	bottle	40	
PAPER HAND TOWELS, C-Fold, 18 sleeves/box	box	20	
REFUSE SACKS, Black , 90 LTR 20KG 200/pack	pack	8	
REFUSE SACKS, White Swing Bin Liner Light Duty 50 ltrs 13X23X29" 1000 per box	box	12	
TOILET TISSUE ROLLS, TORK ADV Mini Jumbo , 12/pk (for public use)	pack	18	
personnel)	pack	48	
COVID PPE & DISINFECTANTS			
FACE MASKS, 2-Ply Disposable 50/box	box	35	
Nitrile Hand GLOVE, Disposable box of 100 Medium	box	12	
Hand & Surface Disinfectant Wipes, pack of 40	pack	156	
HANDWASH, Antibacterial Gel, Pump 500ml	bottle	20	
HANDWASH, Antibacterial, Refill 5 litre	bottle	10	
Hand SANITIZER, FOAM Refill 1.2 litre pack of 2	pack	0	
Hand SANITIZER, GEL Refill 5 litre	bottle	0	
Disinfectant 4-in-1 Aerosol Spray	can	40	
Anti-Viral Multi Surface Disinfectant Spray 500ml	bottle	40	
Multi Surface Disinfectant Refill 5 litre	bottle		

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DIPLOMACY

Item & Specifications	Unit of Measure	QUANTITY	Cost per Unit inc VAT (GBP)	Total Amount inc VAT (GBP)
		Total		
ICT OFFICE SUPPLIES				
ADOBE ACROBAT PROFESSIONAL	piece	0		
ANTI-VIRUS, 3in1 ; 10 devices per pack	pack	1		
EXTERNAL/PORTABLE HARD DRIVE, SSD T5, 1 TB	piece	1		
FLASH DRIVE, 64GB, USB	piece	3		
MICROSOFT OFFICE HOME & BUSINESS	pack	0		
MOUSE, USB Optical	piece	0		
INK CARTRIDGE, EPSON 16XL Black Inkjet	pack	4		
INK CARTRIDGE, EPSON 16XL Multi Inkjet	pack	4		
INK CARTRIDGE, HP62 XL COLOR	pack	15		
INK CARTRIDGE, HP62 XL BLACK	pack	15		
TONER CARTRIDGE, HP 12A BLACK	pack	0		
TONER CARTRIDGE, HP 35A BLACK	pack	3		
TONER CARTRIDGE, HP 85A BLACK	pack	3		
COMMON OFFICE SUPPLIES				
AVERY LABELS, ref P16, 100/pk	pack	2		
AVERY LABELS, ref P24, 100/pk	pack	4		
BALLPEN, ROLLERBALL GEL PENS, BLACK 12/box	box	3		
BALLPEN, ROLLERBALL GEL PENS, BLUE 12/box	box	6		
BALLPEN, ROLLERBALL GEL PENS, RED 12/box	box	1		
BLU TACK, 60g, White 1/pk	pack	5		
BOX, Archive/Storage Box, 10/pk	pack	8		
BOX, Magazine File, 10/pk	pack	6		
CARD, A4 160gsm White ; 250/pack	pack	3		
CARD, A4 160gsm Ivory/Cream ; 250/pack	pack	5		
CLIP, foldback, 19mm, 12/box	box	20		
CLIP, foldback, 25mm, 12/box	box	20		
CLIP, foldback, 32mm, 12/box	box	20		
CLIP, foldback, 41mm, 12/box	box	0		
CLIP, foldback, 50mm, 12/box	box	0		
CORRECTION TAPE, 4.2mm x 10m, 10/box	piece	20		
ENVELOPE, FOOLSCAP, Wallet, 285gsm, 50/pk	pack	3		
ENVELOPE, IVORY/CREAM, C5 250/pack	pack	5		
ENVELOPE, Mailing C4 Manila, 115 gsm, 250/box	box	2		
ENVELOPE, Mailing C4 White, 110 gsm, 250/box	box	2		
ENVELOPE, Mailing C5 white, 500/box	box	0		
ENVELOPE, Mailing, DL White, 90gsm, 1000/box	box	1		
FOLDER, Certificate Covers Linen Finish Heavyweight Card 240g A4 Blue Pack of 5	pack	5		
FOLDER, Premium Orange Peel Clear Cut Flush, A4, 25/pack	pack	12		

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FOLDER, Clear View Briefing Folder, 25/pk	pack	12		
FOLDER, LEVER ARCH FILES, A4 Black, box of 10	piece	6		
FOLDER, Square Cut 315gsm,100/pk (green, blue, red, yellow)	pack	9		
Glue, Stick 40g	tube	20		
HIGHLIGHTER, Multicolor 8/pk	pack	2		
INDEX CARDS, DIVIDERS, A5 Pack of 10 (A-Z)	pack	1		
INDEX CARDS, Cards Ruled White 203 x 127 mm Pack of 100	pack	2		
INK, Stamp Pad, Black, 28ml	bottle	3		
INK, Stamp Pad, Red,28ml	bottle	3		
INK, Stamp Pad, Violet/Blue,28ml	bottle	3		
LAMINATING POUCHES, 100/pk A4	pack	1		
LAMINATING POUCHES, 100/pk A3	pack	1		
MARKER, permanent, black, 12/box	box	2		
MARKER, permanent, blue, 12/box	box	2		
MARKER, permanent, red, 12/box	box	2		
PACKAGING TWINE, roll	roll	3		
PAD, NOTE PAD, Ruled Black n Red	piece	5		
PAD, MEMO YELLOW, 5/pk	pack	2		
PAPER CLIP, Metal 30mm, 1000/box	box	20		
PAPER CLIP, jumbo 50mm, 1000/box	box	0		
PAPER FASTENER, metal 50/box	box	5		
PAPER, A4 80gsm Copy Paper, White, 5 reams/box	box	30		
PAPER, A4 75gsm Copy Paper, Yellow	ream	4		
PAPER, A4, Conqueror A4 Printer Paper 100 gsm Smooth High White 500 Sheets 500/box (Note Verbale)	box	3		
PAPER, PARCHMENT Champagne 90gsm 100/pk	pack	3		
PEN, Sign Pen, Uni-Ball Gel Impact, Black 1.0mm ball	pack	4		
PEN, Sign Pen, Uni-Ball Gel Impact, Blue 1.0mm ball	pack	4		
PEN, Sign Pen, V7 Pilot Black 10/pk	pack	2		
PEN, Sign Pen, V7 Pilot Blue 10/pk	pack	2		
POLYPROPYLENE ROPE, 4mm x 30m	roll	8		
POST-IT Sign Here 25.4 x 43.2 mm Yellow 50 Strips	pad	15		
POST-IT INDEX FLAGS, Red , 50 flags/pad	pad	15		
POST-IT NOTES, Sticky Notes 127 x 76 mm Assorted Colours Rectangular 6 Pads of 90 Sheets	pack	6		
POST-IT NOTES, Sticky Notes 76 x 76 mm Assorted Colours Square 6 Pads of 90 Sheets	pack	6		
PUNCHED POCKETS, CLEAR A4, 100/pk	pack	9		
RUBBER BAND, Rubber Bands 3 x 80mm Ø 50mm Natural 500g	box	5		
STAPLE WIRE, No. 56 (26/6), 5000/bx	box	20		
TAPE, Double Sided Tape 25mm x 33m White	piece	0		
TAPE, Packaging Tape 50mm x 66m Brown, pack of 6	pack	6		
TAPE, Packaging Tape 50mm x 66m Transparent, pack of 6	pack	6		
TAPE, Clear Tape, 24mm x 33m Transparent 6 Rolls/pack	pack	4		
TAPE, Clear Tape 25mm x 66m Transparent pack of 6	pack	4		
TIME CARD (Daily Time Record), 3/pk	pack	1		
COMMON ELECTRICAL SUPPLIES				
BATTERY, Duracell AA 4/pk	piece	5		
BATTERY, Duracell AAA 8/pk	piece	5		
BATTERY, for Motor Vehicles' Remote Controls 3V / CR2450		5		
BULBS, LED GLS Chandeliers)	piece	2		

BULBS, Bell Lighting Pro LED Clear Candle SBC/B15, Cool 250lm V240 Hz50 mA35 37mm x (L)102mm (Reception & Amb's Room's Chandeliers)	piece	30		
BULBS, Integral LED Clear Candle 520 lumens Cool White E14 220-240V Non-Dimmable (Amb's Room's Wall Lights)	piece	30		
BULBS, LED 11W B22 220-240V Non-Dimmable	piece	20		
BULBS, Long Flourescent Lights, pack of 25	pack	0		
BULBS, Philips Master PL-L 4P 24W/ 840 2G11	piece	20		
BULBS, Philips Pro PL-Q 38W/ 840 4Pin GR10q	piece	20		
EXTENSION PLUGS, British 4 Gang Extension Leads, 13A, 250 V, Fused	unit	0		
SEMI EXPENDABLE SUPPLIES (small equipment)				
PAPER CUTTER, Heavy Duty	piece	1		
PAINTING/POSTER/PHOTO FRAME HANGING KIT	set	0		
RULER, plastic, 30cm	piece	0		
RULER, plastic, 45cm	piece	0		
SCISSORS	piece	0		
SHARPENER	piece	0		
SELF-INKING STAMP, Dater	piece	5		
SELF-INKING STAMP, "PAID"	piece	1		
SELF-INKING STAMP, "RECEIVED"	piece	1		
STAMPS, TRODAT Printy, Self-Ink, Assorted sizes	piece	5		
STAMP PAD, Large 160 x 90mm	piece	0		
STAMP PAD, Standard	piece	0		
STAPLE REMOVER, twin jaws	piece	0		
STAPLER, Heavy Duty, 100 sheets	piece	0		
STAPLER, Lightweight, 30 sheets	piece	0		
STORAGE Box, plastic app 44x38x19cm	piece	0		
STORAGE RACKS, Heavy Duty, Metal 5 levels	set	0		
TAPE DISPENSER, Packing tape	piece	0		
TAPE DISPENSER, desk top heavy duty	piece	0		
LAMINATOR, Office Laminator, A4/A3	piece	0		
VACUUM CLEANER, Heavy Duty	unit	2		
ELECTRIC FAN, with stand	piece	5		
PORTABLE AIRCONDITIONER	piece	0		
THERMO SCANNER, AUTOMATIC/NO TOUCH WITH STAND	set	0		
AIRPOTS, PUMP ACTION AIRPOT WITH DRIP TRAY 1.9 ltr	set	2		
WATER BOILER, 12 CUPS	piece	2		
SEMI EXPENDABLE ICT EQUIPMENT				
Monochrome Laser Printer	piece	0		
ALL-IN-ONE Printer, Scanner, Copier	piece	3		
EXTERNAL/PORTABLE HARD DRIVE, SSD T5, 1 TB	piece	1		
EXTERNAL/PORTABLE HARD DRIVE, 5 TB	piece	0		
LAPTOP, HIGH MEMORY, 1TB, Lightweight	piece	0		
Desktop Computer	set	0		
Computer Monitor	piece	0		
Computer Keyboard	piece	0		
Computer Mouse, wired/wireless	piece	0		
PORTABLE SCREEN, EXTERNAL TRAVEL MONITOR 15.6" FOR DESKTOP, LAPTOP, SMARTPHONE	piece	0		
WIRELESS ROUTER CONNECTION	piece	1		
SEMI EXPENDABLE COMMUNICATION EQUIPMENT				

WEB CAMERA, HIGH RESOLUTION for Virtual Meetings	piece	1		
SPEAKER PHONE-PORTABLE CONFERENCE SPEAKER with Bluetooth Adpater and USB		1		
16" TELEPROMPTER, FOR INDOOR & OUTDOOR VIDEO RECORDING	piece	1		
SEMI-EXPENDABLE FURNITURE & FIXTURES				
CHAIR, Foldaway Utility Chair	piece	0		
CHAIR, Executive Chair, Ergonomic	piece	2		
COAT STAND, Metal, Heavy Duty	piece	0		
TABLE, 6-Foot Granite White Plastic Folding Meeting/Training Table 18inches x 60 inches	piece	0		
DESKS, CLERICAL		0		
DESKS, EXECUTIVE		0		
DESK DRAWER, Detached (Wood/Metal)	piece	2		
FILING CABINET, four (4) drawers, steel, beige/brown	piece	0		
STORAGE RACK, HEAVY DUTY, Assorted Size	set	0		
STORAGE CABINET, BIG	piece	0		
FLOORMAT, Entranc/Hallway Mat	piece	0		
FRAME, PHOTO FRAMES, A3	piece	0		
FRAME, PHOTO FRAMES, A4	piece	0		
KEYS, PATENT KEYS (DIMPLE) FRONT DOORS	piece	5		
KEYS, PATENT KEYS (FOBS) FRONT DOORS	piece	5		
KEYS, MANUAL KEYS FOR ROOMS & ENTRANCE DOORS	piece	5		
PADLOCK, Close Schackle Padlock BS EN 12320 updated 2015	piece	3		
WHITE BOARD, Dry Wipe Magnetic Mobile with Aluminum Frame 180x120 cm	piece	1		
WINDOW BLINDS	set	2		
AIRPOT SERVICE STATION		1		
COFFEE-MAKER, 10 cups	piece	0		
MILK JUG, VACUMM 500ML	piece	1		
SPOON & FORK, SET OF 12	set	2		
TEASPOON, SET OF 12	set	2		
INDOOR PLANTS	piece	5		
OTHER SUPPLIES (CATERING/Common Hygiene/Cleaning Supplies & Disposables)				
Catering				
NESTLE COFFEE CREAMER 1KG/TIN	tin	9		
PERCOL COLOMBIAN GROUND COFFEE 200g/bag	bag	15		
SILVER SPOON BROWN/WHITE SUGAR STICKS 2.5 g/stick; 1000 sticks/pack	pack	3		
CHAFING GEL, 200G PACK OF 12	pack	6		
DINNER NAPKINS DISPOSABLE, 2-PLY, 33cm 100/PACK	pack	12		
COCKTAIL NAPKINS DISPOSABLE 2-PLY, 24x24cm 400/PACK	pack	3		
PAPER DOILIES, RECTANGULAR 14 X 10 INCHES, pack of 10	pack	5		
PAPER DOILIES, ROUND 12 INCHES, pack of 30	pack	5		
TEA TOWELS, 10/pk	pack	5		
CLEANING & Hygiene				
AIR FRESHENER, Fresh Cotton Ambi Pur 3Volution Plug 20ml	piece	2		
AIR FRESHENER, Fresh Cotton Ambi Pur 3Volution, Refill pack of 3	pack	6		
AIR FRESHENER, Aerosol Spray, Pack of 12, 300ml pack of 12	pack	6		
ALL PURPOSE FLOOR CLEANER, 5ltr pack of 2	pack	10		
KITCHEN CLEANER SANITISER 750ML Spray pack of 6	pack	10		

TOILET DUCK CLEANER/BLEACH ,750 ml	bottle	40		
DECCLOGGING GEL/LIQUID, For Sink and Drain 1 ltr	bottle	10		
DISHWASHER TABLETS, 36/pk	pack	2		
DISHWASHING LIQUID, 1 LTR	bot	30		
DUST PAN & BROOM HEAVY DUTY	set	2		
FIRST AID KIT	pack	1		
GLASS CLEANER, 750 ML	bottle	20		
PAPER HAND TOWELS, C-Fold, 18 sleeves/box	box	20		
HOUSEHOLD ALL PURPOSE HAND GLOVE Medium Blue/Yellow	pair	50		
METAL POLISH CREAM	can	12		
MOP HEAD	piece	20		
MOP HOLDER	piece	4		
MOP BUCKETS	piece	2		
MULTI SURFACE POLISH CREAM,	piece	20		
PAPER HAND TOWELS, C-Fold, 18 sleeves/box	box	10		
REFUSE SACKS, Black , 90 LTR 20KG 200/pack	pack	8		
REFUSE SACKS, White Swing Bin Liner Light Duty 50 ltrs 13X23X29" 1000 per box	box	12		
TOILET BRUSHE/HOLDER SET	set	10		
TOILET TISSUE ROLLS, White 2-ply, 18 rolls /pk	pack	20		
VACUUM CLEANER Filter Bag, 10 per pack	pack	12		
WASHING UP PAD, 12/pk	pack	8		
WASHROOM CLEANER 750 ml	bot	20		
W D-40 Lock & Hinges Spray 250 ml	can	10		
COVID PPE & DISINFECTANTS				
FACE MASKS, HARD FFP2 Face Mask 20 pcs	box	60		
Nitrile Hand GLOVE, Disposable box of 100 Medium	box	12		
Hand & Surface Disinfectant Wipes, pack of 40	pack	60		
HANDWASH, Antibacterial Gel, Pump 500ml	bottle	40		
HANDWASH, Antibacterial, Refill 5 litre	bottle	12		
Hand SANITIZER, FOAM Refill 1.2 litre pack of 2	pack	3		
Hand SANITIZER, GEL Refill 5 litre	bottle	3		
Disinfectant 4-in-1 Aerosol Spray	can	40		
Anti-Viral Multi Surface Disinfectant Spray 500ml	bottle	40		
Multi Surface Disinfectant Refill 5 litre	bottle	12		