

## ANNUAL PROCUREMENT PLAN FOR CY 2010

Items/Description	Unit	2 GSD	3 ACCTG	4 TAD	5 BDGT	6 LSG	7 AMD	8 HRMD	9 COA	10 ARG	11 BSEC	12 ESG	13 OCEO	14 PPG	15 FOSG	16 JYP	17 RSDG	18 MIS	19 GIS	20 OMB	Total	unit price	Total price	Qtrly
Air freshener	can	4	4		2	12	5	4	12			12				12					67	120.00	8,040.00	16.75
Alcohol rubbing	blte	36	60		3	12	5	4	24	12	8	12	12	8	12	12	5	12	12		249	48.00	11,952.00	62.25
Audio cassette tape	pc					40		6			30	40		10			20	20	24		190	15.60	2,964.00	47.50
Ballpen, black	pc	110	96		64	60	20	40	60	60	75	48	75	60		20	24	12	40		864	19.00	16,416.00	216.00
Ballpen, blue	pc	43	96			60				60	75	48	75		28			12	20		517	19.00	9,823.00	129.25
Ballpen, red	pc		10		16	24		40			10	48					8	12	12		180	19.00	3,420.00	45.00
Battery Energizer AA	pc	12	12			48		16	64	12	60	48	20	16	16	32	24	16	16		412	26.00	10,712.00	103.00
Battery Energizer AAA	pc	12				48			8			48		12		32			8		168	26.00	4,368.00	42.00
Battery AA rechargeable	pc																	2	8		10	200.00	2,000.00	2.50
Battery 9 volts	pc																	4			4	50.00	200.00	1.00
Battery LR 44 1.5V	pc		8																		8	15.00	120.00	2.00
B-Board A-4	pkt.	11	8			12	1	4	7	8	2	7		12	12		3	6	12		105	325.00	34,125.00	26.25
Box, Corrugated	pcs.	25						10	20												55	50.00	2,750.00	13.75
Carbon film long blue	box	2	4			8		5						1			1				21	510.00	10,710.00	5.25
Carbon paper, ordinary (A-4) Std.	bx.	6							1		2	8									17	67.00	1,139.00	4.25
Cartolina Asstd. Colors 20 pcs/pack	pc																		30		30	56.20	1,686.00	7.50
Cleaner multi purpose	pc													4				12	4		20	90.00	1,800.00	5.00
CD, Marking pen blkak	pc.																	4			4	45.00	180.00	1.00
CD cleaner	pc.																		2		2	71.65	143.30	0.50
CD Rack	pc																		1		1	250.00	250.00	0.25
CD Rewritable	pc					36			24					30				60	40		190	24.00	4,560.00	47.50
CD Recordable	pc											36		40				80	60		216	9.90	2,138.40	54.00
DVD WRITABLE/DVD - R	pc.																50		30		80	21.85	1,748.00	20.00
Clip Bulldog 3"	pc								48					24			10				82	5.05	414.10	20.50
Clip Double binder 1.25mm	pc								48					120							168	11.75	1,974.00	42.00
Clip Double binder 25mm	pc																10	6			16	8.25	132.00	4.00
Clip Double binder 50mm	pc								48								10				58	29.65	1,719.70	14.50
Columnar book 14 volumes	pc							8													8	36.00	288.00	2.00
Columnar pad 6	pad				12																12	31.80	381.60	3.00
Columnar pad 8	pad		2		12																14	31.80	445.20	3.50
Columnar pad 12	pad																				0	33.00	-	0.00
Columnar pad 14	pad		4		12																16	33.80	540.80	4.00
Columnar pad 16	pad																				0	33.80	-	0.00
Columnar pad 18	pad				6																6	50.45	302.70	1.50
Computer Cleaner Liquid	btle																				0	85.00	-	0.00
Cont Form 4 ply 11x14 7/8	bx.		16																		16	569.95	9,119.20	4.00
Cont Form 3 ply 11x14 7/8	bx.	4																			4	705.00	2,820.00	1.00
Cont Form 3 ply 11x9 1/2	bx	5																			5	449.30	2,246.50	1.25
Cont Form 4 ply 11x9 1/2	bx.		16																		16	308.65	4,938.40	4.00
Correction fluid, water base	pc	10	13			24				8	3	24	3	16	8	2	5				116	15.00	1,740.00	29.00
Correction Pen	pc				16			10	8		8		8								50	36.00	1,800.00	12.50
Correction tape facit	bx.																				0	25.00	-	0.00

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Correction tape	bx.					24															24	30.00	720.00	6.00
Cutter blade big	tube								2					1							3	18.00	54.00	0.75
Cutter blade small	tube	6												1							7	11.00	77.00	1.75
Cutter L500	pc																				0	25.80	-	0.00
Cutter Small	pc													1							1	18.00	18.00	0.25
Data folder	pc	30	200						60												290	63.10	18,299.00	72.50
Diskette 1.44 MB	box		8					50								2			2		62	49.50	3,069.00	15.50
Disktte storage case	pc																				0	175.65	-	0.00
Dust mask	pc							5													5	25.00	125.00	1.25
EDP binder top binding	pc	10	60																		70	37.50	2,625.00	17.50
Elmer's Glue	pc																				0	45.45	-	0.00
Env. Mailing Letter white	bx.					4						4									8	145.60	1,164.80	2.00
Env., documentary 10x15 (500s/bx.)	pc	20	40			180	100	35	150	200	250	300	150	150	100	80	100		500		2355	0.86	2,025.30	588.75
Env., documentary short	pc	20	40			180	100	35	100		150	300	150	150	60	80	100		500		1965	0.86	1,689.90	491.25
Env., expanding, legal Kraft	pc	100	60		100	180	100	75	100	400		300		60		60	100		100		1735	6.18	10,722.30	433.75
Envelope, letter w/ Logo	bx.				1	12	1	1	1	80	2	8	1	2	2	1	1		1		114	740.00	84,360.00	28.50
Eraser, steadler	pc	6				24	5	10	4			4	8	2	32	28	8		4		135	6.00	810.00	33.75
File Divider	set					12		100				300	100		60						572	15.00	8,580.00	143.00
Folder w/ LOGO	pc										300										300	25.00	7,500.00	75.00
Folder, Morocco Blue long	pc								50									100			150	1.96	294.00	37.50
Folder, Pressboard Plain Legal	pc	50	140			240		35	100	600	40	240	50			80	100		100		1775	13.00	23,075.00	443.75
Folder, Tagboard 14pts Legal	pc	155	100		100	240		100	200	400	200	200	100	150	120	120	100	50	100		2435	2.84	6,915.40	608.75
Folder, Tagboard 14pts A4	pc	50	40		100	120			100		100	180	50	100	60	120	100	100	100		1320	2.77	3,656.40	330.00
Folder, plastic w/ slide	pc.					12				12		12				12					48	3.50	168.00	12.00
Flash disk 1Gb	pc.								4												4	296.00	1,184.00	1.00
Flash Disk 2Gb	pc																				0	550.00	-	0.00
Flash disk 4Gb	pc.									8				4							12	750.00	9,000.00	3.00
Flash disc 16Gb	pc.																	2	4		6	1,650.00	9,900.00	1.50
Gestetner Master	roll	2																			2	1,850.00	3,700.00	0.50
Glue All Purpose 300 gms	pc	1				2				2	1	4	1	3		2	2	2			20	45.45	909.00	5.00
Glue, padding red	gal.	1																			1	370.00	370.00	0.25
Grip Binder, Long	pc													100					20		120	3.00	360.00	30.00
Illustration Board	pc		8						2												10	31.10	311.00	2.50
Index Card Box 4 3/8 x 5 5/8	pc											2									2	39.70	79.40	0.50
Index Card Box 5 3/8 x 8 3/8	pc											2									2	42.60	85.20	0.50
Index Card, RBS 3x5	pck					4		1				2		1							8	48.05	384.40	2.00
Index Card, RBS 5x8	pck					4	2					2		2							10	101.80	1,018.00	2.50
Inedx devider long (set of 5)	set					4															4	15.00	60.00	1.00
Index Tab	bx					4		1	20			4							10		39	42.65	1,663.35	9.75
Ink, Fountain Pen, Black	btle.					4						1									5	70.50	352.50	1.25
Ink, HP office jet H470-B # 95 & 98	crtg.															8	10				18	950.00	17,100.00	4.50
Ink, HP 900 (CB314A)	crtg					24						36			16						76	370.00	28,120.00	19.00
Ink, HP 900 (CB315A)	crtg					12						24			8						44	430.00	18,920.00	11.00
Ink, Lexmark 17 black	crtg		8					36										4			48	1,240.00	59,520.00	12.00

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Ink, Lexmark 27 colored	crtg		8					10										4			22	1,450.00	31,900.00	5.50
Ink, HP # 21 black	crtg								48	40											88	670.00	58,960.00	22.00
Ink, HP # 22 colored	crtg.								8	40											48	774.80	37,190.40	12.00
Ink ,HP # 23	crtg								8												8	1,726.40	13,811.20	2.00
Ink, HP # 45	crtg								24												24	1,331.20	31,948.80	6.00
Ink, HP # 56	crtg		12								20	36		8			10				86	889.20	76,471.20	21.50
Ink, HP # 57	crtg		4								12	24		6			5				51	1,575.60	80,355.60	12.75
Ink, HP # 58	crtg.								2												2	1,450.00	2,900.00	0.50
Ink, HP # 74	crtg.	14	12			48		60	48	40	20	36	20	8						12	318	740.00	235,320.00	79.50
Ink, HP # 75	crtg.	6	12			24		10	8		12	24	10				5		12		123	850.00	104,550.00	30.75
Ink, HP # 92	crtg	3						36		40							20				99	613.60	60,746.40	24.75
Ink, HP # 93 colored	crtg	3						10									10				23	820.00	18,860.00	5.75
Ink, Hp # 94 black	crtg						10								12				12		34	860.00	29,240.00	8.50
Ink, HP # 95 colored	crtg						10								12				95		117	1,120.00	131,040.00	29.25
Ink, HP Designjet 30 black	crtg																		2		2	2,200.00	4,400.00	0.50
Ink, HP Designjet 30 colored	crtg.																		2		2	5,200.00	10,400.00	0.50
Ink, Gestetner CT110	crtg	5	3					2				2									12	990.50	11,886.00	3.00
Ink, Plotter	set																			2	2	16,000.00	32,000.00	0.50
Insecticide	can		4			12			12	8		8	12			12					68	166.40	11,315.20	17.00
Letterhead w/ Logo	rm.	3				12	2	12	2	1	4	4	2	2	2	1	2		2		51	840.00	42,840.00	12.75
Looseleaf Binder, Long	pc.																				0	63.10	-	0.00
Lysol	can	4				12				8		12	35			12					83	156.00	12,948.00	20.75
Magazine File, Large	pc.	12	10		48	12			12		4	6	4	15			25		8		156	49.95	7,792.20	39.00
Marker, Stabilo Boss	set	12	5		3	12	12	10	8	14	12	8	12	15	12	2	8		4		149	81.00	12,069.00	37.25
Marker, Junior	set	1												2			2				5	86.00	430.00	1.25
Marking Pen for Trans. Film	pc.				4						4			2			2				12	84.25	1,011.00	3.00
Marking Pen, Permanent Black	pc.	17			8	8	2	5	24	8	5	4		10	12	8	6	8	10		135	26.95	3,638.25	33.75
Marking Pen, Permanent Blue	pc.				8	2						4	75				6	8	10		113	26.95	3,045.35	28.25
Marking Pen, Permanent Red	pc.				8														10		18	26.95	485.10	4.50
Marking Pen, Whiteboard Black	pc.				8		4	2			4	24	10	8			6	6	16		88	25.90	2,279.20	22.00
Marking Pen, Whiteboard Blue	pc.				8						4	24					6	6	16		64	25.90	1,657.60	16.00
Marking Pen, Whiteboard Red	pc.				8						4						2	6	8		28	25.90	725.20	7.00
Notarial Seal	bx										2										2	95.00	190.00	0.50
Notebook, Stenographer	pc.				12					2	5	8	6	16		8				3	60	6.95	417.00	15.00
Notepad 3x3	pd.				8					24	5		50				5				92	16.40	1,508.80	23.00
Notepad 3x4	pd.					10	4							15			5	4	30		68	20.80	1,414.40	17.00
Paper Clip 33mm Vinyl Coated	bx.	11	2		8	12		10	8	8	10	24	15	15	8	4		4	8		147	4.40	646.80	36.75
Paper Clip Jumbo Coated	box	7				12			6		10	24		10		4		2	2		77	10.75	827.75	19.25
Paper Mimeo A 4	ream	33	40			36	2	5				90									206	131.15	27,016.90	51.50
Paper Onion skin, A-4	ream	5	28		12					4		24				4	1				78	76.00	5,928.00	19.50
Paper Rule pad	pad		8		6	36	5	8	8	4	5	120	5		8	4	10	2	4		233	21.95	5,114.35	58.25
Paper Thermal 210x30	roll	6	3			12	24		12	12			60		12	12	10		10		173	39.50	6,833.50	43.25
Paper Thermal 216x30	roll							4													4	36.40	145.60	1.00
Paper, book 11" x 17"	ream								4										2		6	285.00	1,710.00	1.50

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Paper, bond A3	ream																		2		2	235.00	470.00	0.50	
Paper Fastener plastic	box	6				12	5				15	12	5									55	36.00	1,980.00	13.75
Paper, Fastener metal	bx.	11	5		18			30	12	2	15			5		2	10	2				112	87.50	9,800.00	28.00
Paper, PPC A-4	rms	69	80		40	60	40	40	72	400	120	120	30	80	32	16	100	50	100			1449	178.00	257,922.00	362.25
Paper, PPC short	rms	2							12													14	154.00	2,156.00	3.50
Paper, PPC long	rms					36	5	4	24													69	210.00	14,490.00	17.25
Paper, colored (yellow, green, blue)	rms.											8		4								12	150.00	1,800.00	3.00
Paper, Parchment	rm										50									100		150	109.00	16,350.00	37.50
Paper, kraft	roll										4				2							6	6.00	36.00	1.50
Paper, manila	pc																			50		50	5.50	275.00	12.50
Paper, plotter	roll																		4			4	1,500.00	6,000.00	1.00
Paste Solid Waterwell	can	10	2		3	4	1				3	4		2	8							37	18.00	666.00	9.25
Pencil, mechanical 0.5mm	pc							10				8		2								20	2.25	45.00	5.00
Pencil lead .05	tbe				12	4			4			8		10								38	9.50	361.00	9.50
Pencil lead .07	tbe	4							4	8												16	11.25	180.00	4.00
Pencil, mongol # 2	bx.	4	4			12	2	2	2		8	12	1	14	28	4	2	2	10			107	26.00	2,782.00	26.75
Rag Cotton	kg.	10																4				14	32.00	448.00	3.50
Record Book 300pgs	pc.	20	3		6	12	10	3	4	8	2	12	20	2						4		106	63.00	6,678.00	26.50
Record Book 500pgs	pc.							3		4		5				8	2					22	93.00	2,046.00	5.50
Ribbon, Bundy clock	roll							12														12	375.00	4,500.00	3.00
Ribbon Facit T360	crtg																					0	185.00	-	0.00
Ribbon for Canon APO 1	crtg					12										4						16	150.00	2,400.00	4.00
Ribbon Adler SE 700DS	crtg																					0	195.00	-	0.00
Ribbon, IBM Selectric	crtg.										10											10	120.00	1,200.00	2.50
Ribbon IBM Printwheel 1380999	crtg																					0	275.00	-	0.00
Ribbon Lift off tape	bx																					0	250.00	-	0.00
Ribbon- adler triumph	roll		3					4		12												19	10.50	199.50	4.75
Ribbon, Facit T360	crtg																					0	189.00	-	0.00
Ring binder 1/4"	pcs.														8							8	6.10	48.80	2.00
Ringbinder 1/2"	pc.								10						8		15		20			53	6.45	341.85	13.25
Ringbinder 1"	pc.													36	8		15	30	30			119	13.75	1,636.25	29.75
Ringbinder 3/4"	pc.				12				10					20			15	40	20			117	8.85	1,035.45	29.25
Ring binder 1 1/2"	pc.													36								36	28.00	1,008.00	9.00
Ring binder 2" x 44	pc		12																30			42	34.00	1,428.00	10.50
Ribbon Epson FX 2175	crtg.		8						2					10								20	350.00	7,000.00	5.00
Ribbon Epson LQ 2180	crtg	4	8		6			6														24	705.00	16,920.00	6.00
Ribbon LX 300 (8750)	crtg	10						6		20												36	90.00	3,240.00	9.00
Rubberband #18	bx.	10			1	4		5	1	12		3	2		4	2						44	95.00	4,180.00	11.00
Ruler Plastic 12"	pc					4			2		4	3	2									15	3.50	52.50	3.75
Scissor	pc					4			2		4	3	3	6			6					28	15.00	420.00	7.00
Sign pen black	pc	24	28		12	36				20	60	36		32	20		16	8	20			312	35.00	10,920.00	78.00
Signpen blue	pc	2	28			36				12		36				24		8	12			158	35.00	5,530.00	39.50
Sign pen 0.7 blue	pc						24			12			25									61	45.00	2,745.00	15.25
Stamp Pad Felt	pc										2											2	19.15	38.30	0.50

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Stamp Pad Ink Violet	btl	2	2		2	4		1	2	4		3	2								22	16.65	366.30	5.50
Staple Remover	pc					4			2			2									8	4.25	34.00	2.00
Staple wire #35	bx.	23	12				5	10	4	24	7	24	3	8		2	4	4	8		138	30.35	4,188.30	34.50
Stapler Heavy Duty	pc	1				4						1							1		7	320.00	2,240.00	1.75
Tape Dispenser	pc									2											2	60.00	120.00	0.50
Tape Double Adhesive 1"	roll								2										2		4	18.00	72.00	1.00
Tape, Adding Machine 2 1/4	roll		8						2												10	8.70	87.00	2.50
Tape, cloth 1"	roll	1									3			5	4	4			1		18	120.00	2,160.00	4.50
Tape, cloth 2"	roll	2	8											3	8	4					25	240.00	6,000.00	6.25
Tape, Magic 3M 1"	roll	8	12		3												4	4	1		32	90.00	2,880.00	8.00
Tape, Magic 3M 1/2	roll													2		4					6	45.00	270.00	1.50
Tape, Masking 1"	roll	9			3	4	2	9		12	2		2	4				2	4		53	36.00	1,908.00	13.25
Tape, Masking 2"	roll	9	8		3	4	2	5	4	8		8		2							53	45.00	2,385.00	13.25
Tape, Packaging	roll	20	4		3	4		2	4	12	8	8		2	8	4					79	7.30	576.70	19.75
Tape, Transparent 1"	roll	15	8			12	5		4	24	50	12	2	14	16	8			2		172	8.90	1,530.80	43.00
Tape, Transparent 2"	roll	8				12		4		4		4		2							34	19.00	646.00	8.50
Tissue paper/bag 12 roll	roll								48					32				12	12		104	6.00	624.00	26.00
Toner TN 114 (Ineo 161)	crtg								2												2	3,600.00	7,200.00	0.50
Developer DV-110 (Ineo 161)	crtg								1												1	3,600.00	3,600.00	0.25
Toner DR 114 drum (fir Ineo 161)	crtg								1												1	4,600.00	4,600.00	0.25
Toner Brother HL-5150D	crtg																4				4	3,800.00	15,200.00	1.00
Toner, HP 2600n (set black & white)	pc																				0	16000	-	0.00
Toner, HP Laser Jet 5200 Q7516A	crtg		6		4																10	3,500.00	35,000.00	2.50
Toner, Samsung CLP 660N balck	set		6		3		10	10		4	4								4		41	4,500.00	184,500.00	10.25
Toner, Samsung CLP 660N cyan	crtg.								12			5		2	8	4	10		4		45	5,100.00	229,500.00	11.25
Toner, Samsung CLP 660N magenta	crtg.								4			1					5		4		14	5,100.00	71,400.00	3.50
Toner, Samsung CLP 660N yellow	crtg.								4			1					5		4		14	5,100.00	71,400.00	3.50
Toner, Toshiba Studio Fax e50	crtg.								4			1					5		4		14	3,600.00	50,400.00	3.50
Transparency Film A-4	crtg.		1					1			1			3					3		9	160.15	1,441.35	2.25
Calculator	bx								1					4			4	2	2		13	582.00	7,566.00	3.25
Print head (for plotter	qrt																				0		-	0.00
Mouse	pcs.								2										2		4	550.00	2,200.00	1.00
Puncher, Heavy Duty	pc.																				0	260.00	-	0.00
Wipe out	pc		4																		4	85.00	340.00	1.00
Self Adhesive (Sticker for 201 file	can											2				2					4	250.00	1,000.00	1.00
AIRPOT	roll																				0	1,120.00	-	0.00
Battery, UPS	pc.											1									1	750.00	750.00	0.25
Ballast 40W	pc.	80																8			88	100.00	8,800.00	22.00
Car rag	pc.																				0	32.00	-	0.00
Common wire nailt 1"	kg.	5																			5	80.00	400.00	1.25
Common wire nailt 2"	kg.	5																			5	80.00	400.00	1.25
Common wire nail 3"	kg.	5																			5	80.00	400.00	1.25
Common wire nail 1 1/2"	kg.	5																			5	80.00	400.00	1.25
Convenient outlet # 79 eagle	pcs.	50																			50	85.00	4,250.00	12.50

Items/Description	Unit	2 GSD	3 ACCTG	4 TAD	5 BDGT	6 LSG	7 AMD	8 HRMD	9 COA	10 ARG	11 BSEC	12 ESG	13 OCEO	14 PPG	15 FOSG	16 JYP	17 RSDG	18 MIS	19 GIS	20 OMB	Total	unit price	Total price	Qtrly
Flat cord # 16	roll	4																1			5	2,800.00	14,000.00	1.25
Flourescent lamp 20 watt	pcs.	75																			75	39.00	2,925.00	18.75
Flourescent lamp 36 watt	pcs.	150				24			2												176	45.00	7,920.00	44.00
Bulb, C F L 18Watts	pc.	50				36			32			10									128	90.00	11,520.00	32.00
Liquid Sosa	liter	60					2														62	110.00	6,820.00	15.50
Outlet national	pcs.	50																			50	50.00	2,500.00	12.50
Plate national double	pc.	40																			40	50.00	2,000.00	10.00
Refrigerator	pc.																				0	7,500.00	-	0.00
Scissor	unit											1									1	15.00	15.00	0.25
Starter 40W	pc.	100																			100	15.00	1,500.00	25.00
Switch national	pc.	50				60						10									120	50.00	6,000.00	30.00
Tape, Electrical	pc.	50																			50	20.00	1,000.00	12.50
Telephone wire 22/4	roll	6				4															10	1,300.00	13,000.00	2.50
Jigsaw blade	pcs.	10																			10	45.00	450.00	2.50
Cutting disc (metal)	pcs.	20																			20	80.00	1,600.00	5.00
Cutiting disc concrete	pcs.	10																			10	550.00	5,500.00	2.50

Plastic twine	roll	1				1				12									14	42.65	597.10	3.50
Drinking glass	set					6													6	200.00	1,200.00	1.50
Spoon & Fork	set					6													6	200.00	1,200.00	1.50
Waste basket	pcs.									4		3							7	25.00	175.00	1.75
																			0			0.00
<b>Total amount</b>																					<b>2,809,146.85</b>	

Prepared by:

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Head, General Services Division

Approved:

ROMULO Q. FABUL  
CEO and Commissioner











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