Annual Procurement Plan                                                           
                                                           
                                                           
OFFICE SUPPLIES EXPENSES - 755                                                           
                                                           
Procurement Form No. 2                                                           
ANNUAL PROCUREMENT PLAN -                                                            
                     Procuring Entity/Units:         LGU - GSC                             
                     Calendar Year:         2013                             
                                                           
Type of Contract      Extent/Size of Contract    Procurement Method   Unit of Measures   TIME SCHEDULE                                        Unit Price     APPROVED BUDGET FOR THE CONTRACT   
      Scope/Packages         Jan   Feb   Mar   Apr   May   June   Jul   Aug   Sept.   Oct.   Nov.   Dec   TOTAL        
      RUBBER GLOVES      pair   4   6                                 10    160.00     1,600.00   
      RUBBER STAMP (big)      piece      5                                 5    350.00     1,750.00   
      RUBBER STAMP (for meat brand), piece       piece   12                                    12    300.00     3,600.00   
      RUBBER STAMP (small)      piece      5                                 5    150.00     750.00   
      RUGBY, good quality (for books repair) 360ml      piece      6                                 6    60.00     360.00   
      RULER, steel, 305mm (18")      piece   1                                    1    100.00     100.00   
      SANDO BAG, plastic, large, 100's/pack      pack   20                                    20    121.80     2,436.00   
      SCISSORS, (7")      piece   3   5                                 8    25.41     203.28   
      SCISSORS, 15cm (6")      piece      1                                 1    19.70     19.70   
      SCOURING PAD, economy size 5 pcs/ pack        pack   6                                    6    119.40     716.40   
      SHARPENER, heavy duty (table mounted)      unit      1                                 1    351.00     351.00   
      SHARPENER, single cutterhead      unit      1                                 1    180.70     180.70   
      SHARPENING STONE, bar, double sided, (Coarse/fine)      piece   5                                    5    140.95     704.75   
      SIGN PEN G-1 0.5, black      piece   24      15                              39    45.00     1,755.00   
      SIGN PEN G-1 0.5, black, 12's/box      box   1                                    1    150.00     150.00   
      SIGN PEN G-1 0.5, blue      piece   10                                    10    45.00     450.00   
      SIGN PEN G-1 0.5, blue, 12'/box      box   1                                    1    150.00     150.00   
      SIGN PEN G-Tech C-4, black      piece   38   110   15   6                           169    60.00     10,140.00   
      SIGN PEN G-Tech C-4, blue      piece   25   22                                 47    60.00     2,820.00   
      SIGN PEN G-Tech C-4, red      piece      10   8                              18    60.00     1,080.00   
      SIGN PEN REFILL for G-Tech C4, black      piece      22                                 22    37.00     814.00   
      SIGN PEN Refill pen, My gel 7, blue      piece         50                              50    14.00     700.00   
      SIGN PEN Refill, pen, My Gel 7, black      piece         50                              50    14.00     700.00   
      SIGN PEN Roller Ball, medium-black      piece      3                                 3    475.00     1,425.00   
      SIGN PEN, .07, G-2 refill, black (BLS-G2-7) 12'/box      box   2                                    2    500.00     1,000.00   
      SIGN PEN, black      piece      20   5   5   5                        35    45.45     1,590.75   
      SIGN PEN, blue      piece   12   20   5   5   5                        47    45.45     2,136.15   
      SIGN PEN, Fountain Pen      piece      4                                 4    750.00     3,000.00   
      SIGN PEN, G tech C-3 black      piece   3                                    3    70.00     210.00   
      SIGN PEN, G tech C-3 blue      piece   3                                    3    70.00     210.00   
      SIGN PEN, G-2 0.5 Black      piece   8         5                           13    60.00     780.00   
      SIGN PEN, G-2 0.5 Sign pen Black Refill      piece   12         12                           24    40.00     960.00   
      SIGN PEN, G-2 0.5 sign Pen Blue Refill      piece   12         12                           24    40.00     960.00   
      SIGN PEN, G-2 ballpoint, black (BLS-G2-7) 12'/box      box   2   14                                 16    1,197.00     19,152.00   
      SIGN PEN, G-2 ballpoint, blue (BLS-G2-7) 12'/box      box      14                                 14    1,197.00     16,758.00   
      SIGN PEN, G-Tech C.04,Black(12'/box)      box      3                                 3    820.00     2,460.00   
      SIGN PEN, Hi-Tech pen, 0.7  black      piece      150                                 150    48.00     7,200.00   
      SIGN PEN, Hi-Tech pen, 0.7  blue      piece      100                                 100    48.00     4,800.00   
      SIGN PEN, Hi-Tech pen, 0.7  red      piece      80                                 80    48.00     3,840.00   
      SIGN PEN, Hi-Tech V5, black      piece   46   70            24                     140    47.50     6,650.00   
      SIGN PEN, Hi-Tech V5, blue      piece      24            24                     48    45.00     2,160.00   
      SIGN PEN, Liquid gel 0.5, black      piece      55   10                              65    48.00     3,120.00   
      SIGN PEN, Liquid gel 0.5, blue      piece      10                                 10    48.00     480.00   
      SIGN PEN, Liquid gel 0.5, green      piece      10                                 10    48.00     480.00   
      SIGN PEN, Liquid gel 0.5, red      piece      30   10                              40    48.00     1,920.00   
      SIGN PEN, Liquid gel 0.7, black      piece         50                              50    24.00     1,200.00   
      SIGN PEN, Liquid gel 0.7, blue      piece         50                              50    24.00     1,200.00   
      SIGN PEN, Pen G-2 0.5 Blue      piece   8         5                           13    60.00     780.00   
      SIGN PEN, Refill for 0.5 Roller Ball Sign Pen  blue      piece   6                                    6    77.00     462.00   
      SIGN PEN, Roller Ball Pen G-2, 0.7, black      piece   24                                    24    60.00     1,440.00   
      SIGN PEN, Roller Ball Pen G-2, 0.7, red      piece   24                                    24    60.00     1,440.00   
      SOAP, HAND SOAP, liquid, anti-bacterial, 500ml      bottle   12                                    12    220.00     2,640.00   
      STAMP PAD (big), quality stamp pad no. 2      piece      48                                 48    10.00     480.00   
      STAMP PAD 70mmx1000mm        piece   1                                    1    24.50     24.50   
      STAMP PAD INK, 946 ml, violet      bottle   1                                    1    96.75     96.75   
      STAMP PAD INK, violet, 50ml      bottle      3                                 3    23.00     69.00   
      STAMP PAD, felt pad      each      3                                 3    31.65     94.95   
      STAMPING DATER      piece      4                                 4    75.00     300.00   
      STAMPING DATER, self-inking stamp, mechanical      piece      2                                 2    465.40     930.80   
      STAPLE REMOVER, twin jaws      piece   2   4                                 6    18.95     113.70   
      STAPLE WIRE, #10      box   24   32      12            10               78    45.00     3,510.00   
      STAPLE WIRE, #50        box   3                                    3    50.00     150.00   
      STAPLE WIRE, standard, #35, 5000s/box      box   101   31                                 132    38.90     5,134.80   
      STAPLE WIRE, T30      each   1                                    1    100.00     100.00   
      STAPLER heavy duty #35 with staple remover      piece      18                                 18    322.00     5,796.00   
      STAPLER, heavy duty      piece      2                                 2    151.85     303.70   
      STEEL TAPE (5 meter)      piece   7                                    7    220.00     1,540.00   
      STICK NOTE (telephone message)      pad         50                              50    55.00     2,750.00   
      STICKER LABEL, 4" x 1"      box      4                                 4    40.70     162.80   
      STICKER LABEL, self adhesive, white (10pcs/pack)      pack   25                                    25    50.00     1,250.00   
      STICKER PAPER, colored sheet      piece      24                                 24    5.50     132.00   
      STICKER PAPER, Colored Sheet 8 1/2 x 11" (assorted color)      piece      10                                 10    5.00     50.00   
      STICKER PAPER, legal size, colored, 10's/pack      pack   6                                    6    116.00     696.00   
      STICKER PAPER, legal size, neon blue, 10's/pack      pack      10                                 10    116.00     1,160.00   
      STICKER PAPER, legal size, neon green (10's)      pack      14                                 14    55.00     770.00   
      STICKER PAPER, legal size, neon orange (10's)      pack      14                                 14    55.00     770.00   
      STICKER PAPER, luminous 8½" x 13", Green      piece      10                                 10    15.00     150.00   
      STICKER PAPER, luminous 8½" x 13", Orange      piece      10                                 10    15.00     150.00   
      STICKER PAPER, luminous 8½" x 13", Yellow      piece      20                                 20    15.00     300.00   
      STICKER PAPER, luminous, (8½" x 13") - fuschia      piece      20                                 20    15.00     300.00   
      STICKER, Fluorescent Sticker  8"x11"      piece   25                                    25    25.00     625.00   
      STICKER, FLUORESCENT STICKER 10" x 15", blue      piece   10                                    10    25.00     250.00   
      STICKER, FLUORESCENT STICKER 10" x 15", green      piece   10                                    10    25.00     250.00   
      STICKER, FLUORESCENT STICKER 10" x 15", orange      piece   10                                    10    25.00     250.00   
      STICKER, FLUORESCENT STICKER 10" x 15", pink      piece   10                                    10    25.00     250.00   
      STICKER, FLUORESCENT STICKER 10" x 15", yellow      piece   10                                    10    25.00     250.00   
      STICKER, Glossy 8"x11.5",  White      piece   30                                    30    20.00     600.00   
      STOCK CARD, Long size US tagboard       piece      200                                 200    25.00     5,000.00   
      TABLE, Vaccination table with drawer: L: 100 cm., W: 100 cm., H: .90 cm., wooden, light gray      unit   1                                    1    3,000.00     3,000.00   
      TAPE BINDING TAPE 2" width x 50m usable length (red)      roll      5                                 5    35.00     175.00   
      TAPE DISPENSER, heavy duty for 24mm (1")      piece   2                                    2   53.15    106.30   
      TAPE MOUNTING TAPE, 24mm x 1m      roll      5                                 5    22.00     110.00   
      TAPE, BINDING 2"  blue & red      roll   4                                    4    102.00     408.00   
      TAPE, Cash register tape 44mm/70mm      roll   50                                    50    23.00     1,150.00   
      TAPE, double sided adhesive 1" width      roll   10   6            5                     21    32.75     687.75   
      TAPE, duct tape 2"      roll      5                                 5    350.75     1,753.75   
      TAPE, Magic (1") 24mm      roll      6                                 6    80.00     480.00   
      TAPE, Magic 1"      roll      20                                 20    150.00     3,000.00   
      TAPE, MASKING TAPE 1"      roll   4                                    4    19.25     77.00   
      TAPE, MASKING TAPE 1", width x 20mm usable length      roll   29                                    29    26.80     777.20   
      TAPE, MASKING TAPE 2", 48mm      roll      2                                 2    96.15     192.30   
      TAPE, PACKAGING TAPE 2", 48mm      roll      2                                 2    31.70     63.40   
      TAPE, Packaging Tape, 2" width x 50m usable length        roll   4                                    4    17.10     68.40   
      TAPE,TRANSPARENT TAPE 1"      roll   5                                    5    12.00     60.00   
      TAPE,TRANSPARENT TAPE 2", 48mm      roll      57                                 57    32.00     1,824.00   
      TAPE,TRANSPARENT, (3/4") width      roll   4                                    4    10.73     42.90   
      THUMBTACKS metal 100's      boxes   5                                    5    8.00     40.00   
      TILE CLEANER, 1 gal.      gallon      6                                 6    650.00     3,900.00   
      TOILET BOWL AND URINAL CLEANER      bottle      25                                 25    75.00     1,875.00   
      TOILET BOWL BRUSH, wooden handle      piece   5   2                                 7    50.00     350.00   
      TOILET DEODORANT CAKE, 99%, 50 grams      box      20                                 20    30.00     600.00   
      TOILET TISSUE, 12 rolls/pack      pack      1   1                              2    76.65     153.30   
      TONER for FAX MACHINE, Hp 4355, #21, black, cart.      cart.   4                                    4    1,400.00     5,600.00   
      TONER for FAX MACHINE, HP 4355, #22, colored, cart.      cart.   2                                    2    1,500.00     3,000.00   
      TONER for PHOTOCOPIER Ineo 161      tube         3                              3    3,125.00     9,375.00   
      TONER for PHOTOCOPIER, Develop Ineo TN114      tube   3   6      3                           12    3,601.00     43,212.00   
      TONER for PHOTOCOPIER, Ineo 163 copier      tube      3                                 3    3,125.00     9,375.00   
      TONER for PHOTOCOPIER, TN 113 original, for Develop Ineo 160 Model        tube   3                                    3    3,000.00     9,000.00   
      TOWEL, Handtowel for kitchen      piece      12                                 12    15.00     180.00   
      TRASHABAG, plastic, black, gusseted type 40" length, width 18.5" 10 pcs/roll      roll   1   55                                 56    109.30     6,120.80   
      TRASHCAN PLASTIC (small)      pack      5                                 5    100.00     500.00   
      TRIANGULAR SCALE      piece   4                                    4    600.00     2,400.00   
      UNINTERRUPTABLE POWER SUPPLY (UPS)      unit      1                                 1    1,475.55     1,475.55   
      USB Hub        piece   1                                    1    200.00     200.00   
      WASTE BASKET with Cover (Big)      piece   4         4                           8    180.50     1,444.00   
      WEIGHING SCALE      piece   2                                    2    500.00     1,000.00   
      WHITEBOARD 18" x 24" with aluminum frame      piece   1                                    1    1,500.00     1,500.00   
      WINDOW CLEANER      piece      13                                 13    150.00     1,950.00   
      WIRELESS NETWORK, USB Adapter      piece      6                                 6    350.00     2,100.00   
      WOOD POLISH        piece      6                                 6    250.00     1,500.00   
      TOTAL AMOUNT for Competitive Bidding                                                    277,571.38