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        
      MAGIC TAPE 12mm x 50m      piece      6                                 6    71.00     426.00   
      MAGIC TAPE 18mm x 50mm      piece      30                                 30    100.00     3,000.00   
      MAGIC TAPE 2"        piece   3                                    3    130.00     390.00   
      MANILA PAPER 36" x 48"      piece   30                                    30    6.00     180.00   
      MARKER, FLUORESCENT MARKER, assorted color (3's/pack)      set   3                                    3    87.50     262.50   
      MARKER, fluorescent, asstd. Colors      piece   40                                    40    39.00     1,560.00   
      MARKING PEN jumbo (Black) x 12's      box      6                                 6    62.70     376.20   
      MARKING PEN permanent, black      piece      86                                 86    12.90     1,109.40   
      MARKING PEN permanent, blue      piece      12                                 12    14.25     171.00   
      MARKING PEN permanent, board tip, refillable, black      piece   24                                    24    31.35     752.40   
      MARKING PEN permanent, board tip, refillable, blue      piece   24                                    24    31.35     752.40   
      MARKING PEN permanent, board tip, refillable, violet      piece   24                                    24    31.35     752.40   
      MARKING PEN permanent, broad tip, black      piece   57   30   15   10   23                        135    40.00     5,400.00   
      MARKING PEN permanent, broad tip, blue      piece   6   10   5                              21    40.00     840.00   
      MARKING PEN whiteboard, black      piece      25                                 25    12.90     322.50   
      MARKING PEN whiteboard, blue      piece   6   15                                 21    29.00     609.00   
      MARKING PEN whiteboard, broad tip, black      piece         5                              5    33.50     167.50   
      MARKING PEN whiteboard, broad tip, blue      piece         5                              5    33.50     167.50   
      MARKING PEN whiteboard, broad tip, red      piece         5                              5    33.50     167.50   
      MARKING PEN whiteboard, red      piece      5                                 5    15.90     79.50   
      MARKING PEN, permanent, fine tip, black      piece   24   12                                 36    40.00     1,440.00   
      MARKING PEN, permanent, fine tip, black, 12's/box      piece   4                                    4    402.00     1,608.00   
      MARKING PEN, permanent, fine tip, blue      piece   24   12                                 36    40.00     1,440.00   
      MARKING PEN, permanent, fine tip, red      piece   24   6                                 30    40.00     1,200.00   
      MARKING PEN, permanent, red      piece      6                                 6    12.90     77.40   
      MARKING White Board Marker, black        piece   5                                    5    18.00     90.00   
      MARKING White Board Marker, black refillable        piece   24                                    24    18.00     432.00   
      MARKING White Board Marker, blue refillable        piece   24                                    24    18.00     432.00   
      MASK/GLOVES      piece      20                                 20    100.00     2,000.00   
      Master for Riso KS 800      piece   5         5                           10    1,400.00     14,000.00   
      MEMO PAD, ( half size of subs 20 A4)      pad      15                  15               30    250.00     7,500.00   
      MEMORY CARD for digital camera (2GB)      piece   1                                    1   1,000.00    1,000.00   
      MOUSE PAD      piece   8                                    8    65.00     520.00   
      MURIATIC ACID , 1 gallon      gallon   2   36                                 38    100.00     3,800.00   
      NOTEBOOK, 40 leaves (spiral notebook)      piece   50                                    50    15.00     750.00   
      NOTEBOOK, Engg. Field notebook       piece   12         6                           18    50.00     900.00   
      NOTEBOOK, Executive      piece      12                                 12    68.20     818.40   
      NOTEPAD, 2" x 3"      pad      12                                 12    18.00     216.00   
      NOTEPAD, 75mm x 102mm (3"x4")      pad      24                                 24    60.25     1,446.00   
      NOTEPAD, 76mm x 76mm (3"x3")      pad      12                                 12    36.15     433.80   
      NUMBERING Machine 12 digits      piece                  3                     3    500.00     1,500.00   
      OIL, Machine Oil, All Purpose Oil      bottle      1                                 1    54.55     54.55   
      OPTICAL MOUSE      piece   2   2                                 4    500.00     2,000.00   
      OPTICAL MOUSE, wireless      piece   3                                    3    500.00     1,500.00   
      PAINT BRUSH (# 3)      piece   2                                    2    60.00     120.00   
      PAPER CLIP, gem type, 33mm, 100s/box      box      5   5                              10    8.25     82.50   
      PAPER CLIP, gem type, jumbo, 50mm, 100s/box      box      5   5                              10    13.70     137.00   
      PAPER FASTENER plastic coated, 25mm (50's/box)      box   2   50                                 52    25.00     1,300.00   
      PAPER FASTENER plastic, 8 1/2 inches (50's/box)      box   8         6                           14    92.00     1,288.00   
      PAPER FASTENER plastic, 8 inches (50's/box)      box      12   2                              14    130.00     1,820.00   
      PAPER FASTENER, non-rust metal, 25mm, 50sets/box      box      5   5                              10    87.50     875.00   
      PAPER ruled pad,  80 sheet, yellow      pad   7   24   5   6                           42    20.60     865.20   
      PAPER, bond, Premium Grade, A4 size       ream       70   3   3   3   3                     82    127.00     10,414.00   
      PAPER, bond, premium grade, letter size       ream       52                                 52    150.00     7,800.00   
      PAPER, BOOK PAPER  8½" x 11", S-20       ream    208   183   70   29   40   110                     640    145.00     92,800.00   
      PAPER, BOOK PAPER  8½" x 11", S-24       ream    250                                    250    180.00     45,000.00   
      PAPER, BOOK PAPER  8½" x 13", S-20       ream    162   169   3   3   3                        340    170.00     57,800.00   
      PAPER, BOOK PAPER, A4, subs 20       ream    5   77                                 82    183.60     15,055.20   
      PAPER, BOOK PAPER, S-20 Color Light Blue, Short       ream    1                                    1    219.00     219.00   
      PAPER, BOOK PAPER, S-20 Color Mint Green, Short       ream    1                                    1    219.00     219.00   
      PAPER, BOOK PAPER, S-20 Color Pink, Short       ream    2                                    2    219.00     438.00   
      PAPER, BOOK PAPER, S-20 Color Violet, Short       ream    1                                    1    219.00     219.00   
      PAPER, BOOK PAPER, S-20 Color Yellow, Short       ream    1                                    1    219.00     219.00   
      PAPER, Construction paper, colored (set)      set      9                                 9    30.00     270.00   
      PAPER, Fax (max)       roll      5                                 5    75.00     375.00   
      PAPER, Flourescent bookpaper (colored)  (color: blue, pink, yellow, green)        ream   4                                    4    200.00     800.00   
      PAPER, HP Bond Bond Paper Universal, 42 inches x 150 ft (Q1398A)      roll   2                                    2   1,600.00    3,200.00   
      PAPER, HP Bright White Inkjet Paper, 36in, C6036A      roll   15                                    15    1,575.00     23,625.00   
      PAPER, HP Vellum, 36"x150' (C3861A)      roll      4                                 4    1,462.00     5,848.00   
      PAPER, LAID PAPER, 104gsm, 8 1/2 x 11", short 20/pack      pack      40                                 40    50.00     2,000.00   
      PAPER, LAID PAPER, 8 1/2 x 11", short 20/pack      pack      5                                 5    45.00     225.00   
      PAPER, LINEN PAPER colored, legal (20's)      pack   36   4                                 40    38.00     1,520.00   
      PAPER, LINEN PAPER colored, legal (20's), blue      pack   10                                    10    50.00     500.00   
      PAPER, LINEN PAPER colored, legal, flesh/ light pink      pack      20                                 20    55.00     1,100.00   
      PAPER, LINEN PAPER colored, letter (20's)      pack   10                                    10    35.00     350.00   
      PAPER, LINEN PAPER cream, legal (20's)      pack      30                                 30    35.00     1,050.00   
      PAPER, LINEN PAPER cream, letter (20's)      pack      30                                 30    30.00     900.00   
      PAPER, LINEN PAPER, legal size w/ design, 20's/pack, 80 gsm, colored, blue, green,pink, white      pack   10                                    10    55.00     550.00   
      PAPER, LINEN PAPER, short size w/ design, 20's/pack, 80 gsm, colored, blue, green,pink, white      pack   10                                    10    48.00     480.00   
      PAPER, mimeo, groundwood, letter      ream      52                                 52    90.00     4,680.00   
      PAPER, mimeo, whitewove, A4 size      ream      180                                 180    113.10     20,358.00   
      PAPER, mimeo, whitewove, legal size      ream      180                                 180    126.30     22,734.00   
      PAPER, MIMEOGRAPHING  Paper, whitewoeve, short      ream   32   12      12            12               68    130.00     8,840.00   
      PAPER, More Color Copy Paper, 80-G, 8½" x 11", Yellow      ream   150                                    150    235.00     35,250.00   
      PAPER, multicopy, A4 size, Subs 24 80gsm      ream   3                                    3    186.40     559.20   
      PAPER, multicopy, legal size, Subs 24 80gsm      ream   3                                    3    239.90     719.70   
      PAPER, Multi-Purpose colored paper; assorted color (8.5 x 11 in) (250 sheets)        ream   2                                    2    180.00     360.00   
      PAPER, Onionskin, superfine, legal size, 8 1/2"x13"      ream      12                                 12    100.00     1,200.00   
      PAPER, Parchment  Paper Legal (10s/pack)      pack      10                                 10    45.00     450.00   
      PAPER, Parchment Paper, 9"x12" (500's)        box   1                                    1    792.00     792.00   
      PAPER, PPC Subs. 20, A3      ream      18                                 18   405.00    7,290.00   
      PAPER, Ruled Pad, 216mm x 330mm      pad      30                                 30    21.50     645.00   
      PAPER, Tracing Paper, 90/95, 20 yards      roll   7   3               2                  12   1,200.00    14,400.00   
      PASTE MOISTENER, quick count      piece   64   72            30                     166    28.50     4,731.00   
      PASTE, solid w/water  & well application, 200g      piece      13   3                              16    26.25     420.00   
      PEN REFILL for Roller Ball, medium-black      piece      9                                 9    93.00     837.00   
      PENCIL, Colored, 12 colors/set      set      10                                 10    9.90     99.00   
      PENCIL, high quality #2      piece   24                                    24    4.59     110.09   
      PENCIL, lead, w/ eraser      piece   50                                    50    4.59     229.35   
      PENCIL, lead, w/ eraser, 12's/box      box   10   12                                 22    23.95     526.90   
      PENCIL, lead, with eraser,  medium size, no. 2 (12's/box)      box   10                                    10    47.50     475.00   
      PENCIL, lead, with eraser, good quality #2, 12's/box      box   24   18                                 42    75.00     3,150.00   
      PENCIL, Mechanical Rotring Tikky II 0.5      piece      5                                 5    155.00     775.00   
      PENCIL, mechanical, 0.5mm lead      tube      6                                 6    20.85     125.10   
      PHOTOPAPER (Thick, glossy 200gsm),A4, 10 pcs/pack      pack   2                                    2    134.00     268.00   
      PHOTOPAPER, A4 220 GSM, 10 shts/pk      pack   10                                    10    134.00     1,340.00   
      PIGMENT INK Black 100 ml      bottle   2                                    2    400.00     800.00   
      PIGMENT INK Cyan 100 ml      bottle   2                                    2    400.00     800.00   
      PIGMENT INK Magenta 100 ml      bottle   2                                    2    400.00     800.00   
      PIGMENT INK Yellow 100 ml      bottle   2                                    2    400.00     800.00   
      PLANNER Book S. 9 in x 8 in        book   7                                    7    300.00     2,100.00   
      PLASTIC BAG, Sando Type X-Large, 100's/Pack      pack      10                                 10    179.00     1,790.00   
      PLASTIC DIPPER (big)      piece   2                                    2    50.00     100.00   
      PLASTIC PAIL (20 liters Cap)      piece   2                                    2    200.00     400.00   
      PLASTIC PAIL (medium)      piece   1                                    1    200.00     200.00   
      PLASTIC PAIL 4 galloons capacity      piece      10                                 10    105.00     1,050.00   
      POLISHER BRUSH # 18      piece      2                                 2    900.10     1,800.20   
      POWER SUPPLY 500 watts      piece      3                                 3    1,200.00     3,600.00   
      PRINTER Ribbon for Pass Book Cartridge Epson PLQ20M      cart.      12            12                     24    2,340.00     56,160.00   
      PRINTER Toner Cartridge #36A HP Laserjet P1505 printers        cart.      2                                 2    3,600.00     7,200.00   
      PRINTER Toner Cartridge #36A HP Laserjet P1505 printers  Refill      cart.   4         4         4                  12    1,000.00     12,000.00   
      PRINTER TONER CARTRIDGE 6200L, Epson, orig black      cart.      2                                 2    3,200.00     6,400.00   
      PRINTER TONER CARTRIDGE HP Deskjet F2480 Black      cart.      4                                 4    860.00     3,440.00   
      PRINTER TONER CARTRIDGE HP Deskjet F2480 Colored (Tri-Color)      cart.      4                                 4    960.00     3,840.00   
      PRINTER TONER for BROTHER MFC - 8860 DN(TN 3145 original black)      cart.      6                                 6    3,200.00     19,200.00   
      PRINTER TONER for Canon LBP 3250 (313), original black      cart.   13                                    13    4,500.00     58,500.00   
      PRINTER TONER for HP 1006 (CB435A), original black      cart.   7   37            3                     47    3,500.00     164,500.00   
      PRINTER TONER for HP 1010/1020/1022, (Q2612A), original black      cart.   17   46   7   5   1   4                     80    3,500.00     280,000.00   
      PRINTER TONER for HP 2015, (Q7553A), original black      cart.      16                                 16    3,483.34     55,733.44   
      PRINTER TONER for HP CE285A, original black      cart.      22                                 22    3,300.00     72,600.00   
      PRINTER TONER for HP Laserjet 1102 (85A), original black      cart.   6   53   5         24                     88    3,500.00     308,000.00   
      PRINTER TONER for HP Laserjet 1160 (Q459A), original black      cart.   3   3            3                     9    3,500.00     31,500.00   
      PRINTER TONER for HP LaserJet Printer      cart.      4                                 4    3,500.00     14,000.00   
      PRINTER TONER for HP P1505 (CB436A), original black      cart.   19   18                                 37    3,300.00     122,100.00   
      PRINTER TONER for HP P4015N (CC364A), original      cart.   4         2         3                  9    9,000.00     81,000.00   
      PRINTER TONER HP CE505A, original black      cart.   12                                    12    3,889.00     46,668.00   
      PRINTER TONER HP Deskjet toner, Black      cart.         2                              2    1,010.00     2,020.00   
      PRINTER TONER HP Deskjet toner, Colored      cart.         2                              2    1,010.00     2,020.00   
      PRINTER TONER HP Laserjet 1300 (Q2613X) original black      cart.      2            1                     3    3,500.00     10,500.00   
      PRINTER TONER TONER CART, HP CE278A      cart.      12                                 12    3,000.00     36,000.00   
      PRINTER TONER, for Samsung  ML-1660 MLTD-1045      cart.      6                                 6    3,000.00     18,000.00   
      PRINTER TONER, HP 1200 Part No. C7115A      cart.   4   6                                 10    4,280.00     42,800.00   
      PRINTER TONER, HP Laserjet 2420DN (Q6511A)      cart.   2                  2                  4   6,000.00    24,000.00   
      PRINTHEAD, HP 11, black, C4810A, 8 ml      cart.   1                                    1    1,526.50     1,526.50   
      PRINTHEAD, HP 11, cyan, C4811A, 8 ml      cart.   1                                    1    1,526.50     1,526.50   
      PRINTHEAD, HP 11, magenta, C4812A, 8 ml      cart.   1                                    1    1,526.50     1,526.50   
      PRINTHEAD, HP 11, yellow, C4813, 8 ml      cart.   1                                    1    1,526.50     1,526.50   
      PUNCHER, 2 holes, Super Punch No. 75, heavy duty      piece      3                                 3    470.00     1,410.00   
      PUNCHER, heavy duty      piece      2                                 2    104.05     208.10   
      PUSH PIN, hammer head type, 100s/box      box      4                                 4    39.45     157.80   
      PVC Card Maker (EC ID PVC Film 10x5)      box         60                              60    1,100.00     66,000.00   
      PVC PLASTIC COVER, legal size, 300 mic. Clear 100's/box      box   1                                    1    800.00     800.00   
      RAG, cotton, 8" in diameter      kilo   23                                    23    49.30     1,133.90   
      RAG/DOOR MAT,18"x12"      piece      60                                 60    60.00     3,600.00   
      RAGS (doormat), cotton      piece   6                                    6    50.00     300.00   
      RAKE, Garden rake with wooden handle      piece   3                                    3    250.00     750.00   
      RECORD BOOK, 300 pages      book      52   2   2                           56    62.50     3,500.00   
      RECORD BOOK, 500 pages      piece      62   2   2      10                     76    97.50     7,410.00   
      RIBBON  CARTRIDGE for  Epson FX 2190      piece      10                                 10    357.50     3,575.00   
      RIBBON  CARTRIDGE for Checkwriter, Paymaster Series 9000-10      piece      2                                 2    3,000.00     6,000.00   
      RIBBON  CARTRIDGE, EPSON C13SO15589 (SO15337)  for printer LQ-590      piece   36                                    36    433.24     15,596.64   
      RIBBON  CARTRIDGE, original  FX-2190 SO15584      piece   18                                    18    450.00     8,100.00   
      RING BINDER, 12mm x 1.2M (1/2"x44") plastic        piece   6                                    6    7.00     42.00   
      RING BINDER, 2 hole landscape      piece      1                                 1    100.00     100.00   
      RING BINDER, 6mm x 1.2M (1/2"x44") plastic        piece   6                                    6    5.00     30.00   
      RUBBER BAND, #18, 400 gms.      box      2                                 2    135.65     271.30   
      RUBBER BAND, no. 16, 50 grams/box      box      25            20                     45    20.00     900.00