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        
      FABRIC SOFTENER 1 gallon      piece      2            2                     4    820.00     3,280.00   
      FABRIC SOFTENER, 22ml      pouch      144                                 144    5.00    144  
      FABRIC SOFTENER, 400mL      bottle      30                                 30    630.00     18,900.00   
      FEATHER DUSTER, cotton      piece      58                                 58    25.00     1,450.00   
      FILE ORGANIZER, expanding legal      piece   12                  12                  24   80.90    1,941.60   
      FLASH Drive,  16GB, USB      piece      8                                 8    500.00     4,000.00   
      FLASH Drive,  2GB, USB      piece   16                                    16   393.90    6,302.40   
      FLASH Drive,  4GB, USB      piece   3                                    3    700.00     2,100.00   
      FLASH Drive,  8GB, USB      piece   8   10   4                              22    900.00     19,800.00   
      FLASH Drive,  8GB, USB w/ accessories      piece      10                                 10    500.00     5,000.00   
      FLASHLIGHT Rechargeable      piece   1                                    1    1,512.75     1,512.75   
      FOLDER expanded, colored-blue, legal      piece   20                                    20    30.00     600.00   
      FOLDER expanded, colored-purple, legal      piece   20                                    20    30.00     600.00   
      FOLDER legal size, colored, blue      piece   25                                    25    8.00     200.00   
      FOLDER legal size, colored, green      piece   25                                    25    8.00     200.00   
      FOLDER legal size, colored, orange      piece   25                                    25    8.00     200.00   
      FOLDER legal size, colored, red      piece   25                                    25    8.00     200.00   
      FOLDER legal size, colored, yellow      piece   30                                    30    8.00     240.00   
      FOLDER legal size, heavy duty, colored, green      piece         100                              100    22.00     2,200.00   
      FOLDER legal size, heavy duty, colored, red      piece         100                              100    22.00     2,200.00   
      FOLDER PLASTIC w/ slide, transparent, legal      piece   30                  30                  60   6.00    360.00   
      FOLDER Pressboard, expanding, Legal size      piece      50            150                     200    7.85     1,570.00   
      FOLDER Pressboard, expanding, with metal tab, green, Legal size      piece   20   150   50         150                     370    25.00     9,250.00   
      FOLDER Pressboard, expanding, with metal tab, green, Legal size, 100pc/pack      pack   1                                    1    1,214.00     1,214.00   
      FOLDER Pressboard, w/out tab, expanded, long, green color, imported      piece   50                                    50    27.50     1,375.00   
      FOLDER Pressboard, w/out tab, expanded, long, pink color, imported      piece   50                                    50    27.50     1,375.00   
      FOLDER White, good quality, legal size       piece   99   100            100                     299    5.00     1,495.00   
      FOLDER White, good quality, letter size      piece   25                                    25    7.00     175.00   
      FOLDER, Compartmentalized Folder (Assorted)      piece      15                                 15    100.00     1,500.00   
      FOLDER, Kraft Folder, legal size, brown      piece   5      125                              130    5.00     650.00   
      FOLDER, morocco/fancy, Legal size, 50pc/pack      pack      1   1                              2    354.25     708.50   
      FOLDER, pressboard, expanding, w/ metal tab green, letter size      piece      50            150                     200    12.00     2,400.00   
      FOLDER, pressboard, green, legal, 100pc/pack      box      2            1                     3    890.00     2,670.00   
      FOLDER, pressboard, plain, legal, 100pc/pack      box   1   22                                 23    896.70     20,624.10   
      FOLDER, pressed board, maroon w/metal tab, legal size      piece      100                                 100    15.00     1,500.00   
      FOLDER, pressed board, white w/metal tab, legal size      piece      100                                 100    25.00     2,500.00   
      FRAME for Certificates (8" x 11") ready made        piece   20                                    20    200.00     4,000.00   
      FRAME for RP Certificates of Appreciation        piece   10                                    10    100.00     1,000.00   
      FURNITURE CLEANER, aerosol type, multi-purpose      can   9                                    9    176.85     1,591.65   
      GLASS CLEANER Liquid, spray 250mL      bottle      28                                 28    75.00     2,100.00   
      GLASS CLEANER Liquid, spray 500mL      bottle   17   90            51                     158    160.00     25,280.00   
      GLUE All purpose white 40g      bottle   28   67   1   1   1                        98    29.60     2,900.80   
      GLUE, PADDING Glue, 1kg.      bottle      3                                 3    111.10     333.30   
      GLUE, PADDING Glue, 250g.      bottle   4                                    4    45.30     181.20   
      GUN TACKER, Staple Wire T30      each   1                                    1    1,600.00     1,600.00   
      HARD DRIVE, External hard drive      piece         1                              1    1,625.00     1,625.00   
      HARDBOUND for CRD - Blue Color      piece      100                                 100    150.00     15,000.00   
      IC Recorder        piece   1                                    1    2,500.00     2,500.00   
      INDEX CARDS for Birth Certificate (See Sample Attached)      piece      1500                                 1,500    2.00     3,000.00   
      INK CARTRIDGE for Canon Pixma iP 1880, Black      cart.      6                                 6    1,050.00     6,300.00   
      INK CARTRIDGE for Canon Pixma iP 1880, COLORED      cart.      3                                 3    1,150.05     3,450.15   
      INK CARTRIDGE for Canon Pixma iP1200, black, 40      cart.   9   8                  5               22    1,265.00     27,830.00   
      INK CARTRIDGE for Canon Pixma iP1200, CL-41, colored      cart.   9   8                  5               22    1,472.00     32,384.00   
      INK CARTRIDGE for Canon Pixma IX6560, PGI-725 Pigment Black, CLI-726 Cyan/ Magenta/ Yellow/ Black      cart.      4                                 4    4,500.00     18,000.00   
      INK CARTRIDGE for HP Officejet K7100 printer, no. 97      cart.   2                                    2   2,000.00    4,000.00   
      INK CARTRIDGE for HP2560 Deskjet Printer, #60,  black      cart.   6      3   6            3               18    655.00     11,790.00   
      INK CARTRIDGE for HP2560 Deskjet Printer, #60, colored      cart.   6   5      6            3               20    850.00     17,000.00   
      INK CARTRIDGE for printer, HP 82 cyan (C4911A)      cart.   5                                    5    1,840.00     9,200.00   
      INK CARTRIDGE for printer, HP 82, magenta (C4912A)      cart.   5                                    5    1,840.00     9,200.00   
      INK CARTRIDGE for printer, HP 82, yellow (C4913A)      cart.   5                                    5    1,840.00     9,200.00   
      INK CARTRIDGE for printer, HP Design Jet 800 black (C4844A)      cart.   5   1                                 6   1,925.00    11,550.00   
      INK CARTRIDGE for printer, HP Design Jet 800 cyan (C4911A)      cart.   4   1                                 5   2,145.00    10,725.00   
      INK CARTRIDGE for printer, HP Design Jet 800 magenta (C4912A)      cart.   7   1                                 8   1,950.00    15,600.00   
      INK CARTRIDGE for printer, HP Design Jet 800 yellow (C4913A)      cart.   3   1                                 4   1,700.00    6,800.00   
      INK CARTRIDGE HP CD887AA (HP 703) black      cart.         5                              5    339.70     1,698.50   
      INK CARTRIDGE HP CD887AA (HP 703) colored      cart.         5                              5    339.70     1,698.50   
      INK CARTRIDGE, HP C9351A No. 21      cart.      5   5   5   10                        25    660.30     16,507.50   
      INK CARTRIDGE, HP C9352A No. 22      cart.      5   5   5   10                        25    761.05     19,026.25   
      INK for Riso KS 800      bottle   10         10                           20    1,450.00     29,000.00   
      INK REFILL, Canon PIXMA IP1300, #40 Black, Bulk, 500ml       liter      4                                 4    1,200.00     4,800.00   
      INK REFILL, Canon PIXMA IP1300, #41 Cyan, Bulk, 500ml      liter      1                                 1    1,000.00     1,000.00   
      INK REFILL, Canon PIXMA IP1300, #41 Magenta, Bulk, 500ml      liter      1                                 1    1,000.00     1,000.00   
      INK REFILL, Canon PIXMA IP1300, #41 Yellow, Bulk, 500ml      liter      1                                 1    1,000.00     1,000.00   
      INK, Computer Ink Black      bottle   20         20                           40    140.00     5,600.00   
      INK, Computer Ink Blue      bottle   6         6                           12    140.00     1,680.00   
      INK, Computer Ink Red      bottle   6         6                           12    140.00     1,680.00   
      INK, Computer Ink Yellow      bottle   6         6                           12    140.00     1,680.00   
      INK, for stamping pad with applicator, 50ml      piece   20                                    20    30.90     618.00   
      INK, Fountain Pen Ink, Black      piece      5                                 5    90.00     450.00   
      INSECT KILLER water based      can      5                                 5    150.00     750.00   
      INSECT REPELLANT, aerosol type, water based, spray, 500ml./can      can   3                                    3    300.00     900.00   
      INSECT REPELLANT, aerosol type, water based, spray, 600ml./can      can      13            13                     26    305.00     7,930.00   
      LAMINATING FILM in meter        meter   50                                    50    50.00     2,500.00   
      LCD MONITOR 18.5" wide      unit      1                                 1    7,500.00     7,500.00   
      LCD Monitor for Deskstop, 19"      unit   1   1                                 2    7,500.00     15,000.00   
      LEASE CONTRACT FORMS (50s/pad)      pad      10                                 10    300.00     3,000.00   
      LEAVE  Record Card 8.5x11" 14 pt. Tagboard      piece      300                                 300    15.00     4,500.00   
      LEAVE CARDS      each   10                                    10    10.00     100.00   
      LETTERHEAD STATIONERY w/ MG; A4      ream      5                                 5    1,650.00     8,250.00   
       LETTERHEAD STATIONERY w/ MG; long      ream      5                  5               10    2,000.00     20,000.00   
      LIQUID BLEACH , 250ml      bottle      170                                 170    12.00     2,040.00   
      LIQUID BLEACH , 375ml      bottle      6                                 6    42.44     254.64   
      LIQUID SOAP for dishwashing, 500ml      bottle      4                                 4    75.00     300.00   
      MAGIC TAPE       piece         10                              10    142.00     1,420.00   
      MAGIC TAPE 1"        piece   3                                    3    100.00     300.00