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        
      ACETATE FILM, transparent, A4     Competitive Bidding   roll   1                                    1    800.00     800.00   
      ACETATE, gauge #3, 50m      roll      1                                 1    644.40     644.40   
      ADHESIVE NOTES pastel color 4" x 6", with lines      pad      12            12                     24    105.00     2,520.00   
      ADHESIVE NOTES, 2" x 2"       pad   6                                    6    75.00     450.00   
      ADHESIVE NOTES, 2" x 3"      pad   4                                    4    100.00     400.00   
      ADHESIVE NOTES, 2" x 4"        pad   6                                    6    150.00     900.00   
      ADHESIVE NOTES, 3" x 4"      pad   6                                    6    32.00     192.00   
      AIR FRESHENER SCENTED GEL, lavender scent      piece      8                                 8    170.00     1,360.00   
      AIR FRESHENER, Aerosol spray, 280mL      can   31   91   15   15   6   39                     197    175.00     34,475.00   
      AIR FRESHENER, Aerosol spray, 320mL      can   12   6                                 18    210.00     3,780.00   
      AIR FRESHENER, aerosol type,scented, 500 ml      can   2                                    2    220.00     440.00   
      AIR FRESHENER-Bay, Fresh, Orange/scented (aerosol spray, 280ml      can      12                                 12    300.00     3,600.00   
      APPLICATION TO LEASE CONTRACT FORM (50s/pad)      pad      10                                 10    300.00     3,000.00   
      AUXILIARY INVOICE      pad      1000                                 1,000    130.00     130,000.00   
      BALLPEN fine point , black      piece   100   230   70   70            50               520    10.00     5,200.00   
      BALLPEN fine point , blue      piece      30                                 30    12.00     360.00   
      BALLPEN fine point , red      piece      103   36   36                           175    12.00     2,100.00   
      BALLPEN fine point, black (50's)      box   6         6         1                  13    555.00     7,215.00   
      BALLPEN fine point, ordinary, black (50's)      box   10   37                                 47    150.00     7,050.00   
      BALLPEN fine point, ordinary, blue (50's)      box   1   23                                 24    150.00     3,600.00   
      BALLPEN ordinary black      piece   150      80   150                           380    5.00     1,900.00   
      BALLPEN ordinary blue      piece   150      50   150                           350    5.00     1,750.00   
      BALLPEN REFILLABLE fine point BP-S, black      piece   82   450            318   12                  862    23.00     19,826.00   
      BALLPEN REFILLABLE fine point BP-S, black (12's)      box   40   39   2                              81    240.00     19,440.00   
      BALLPEN REFILLABLE fine point BP-S, blue      piece      168            62                     230    23.00     5,290.00   
      BALLPEN REFILLABLE fine point BP-S, blue (12's)      box   31   29            3                     63    240.00     15,120.00   
      BALLPEN REFILLABLE fine point BP-S, green      piece      12            38                     50    23.00     1,150.00   
      BALLPEN REFILLABLE fine point BP-S, red       piece   6   10            10                     26    23.00     598.00   
      BALLPEN REFILLABLE fine point BP-S, red (12's)      box   8   7                                 15    240.00     3,600.00   
      BATHROOM SOAP, regular size      piece   5   44                                 49    24.00     1,176.00   
      BATHROOM SOAP, w/ germ protection, family size      piece      50                                 50    48.00     2,400.00   
      BATTERY "AA", alkaline (2pcs/pack)      pack      75   10         75                     160    54.00     8,640.00   
      BATTERY "AA", Rechargeable      piece   4                                    4    130.00     520.00   
      BATTERY "AA", Rechargeable, 2pcs/pack      pack      24                                 24    550.00     13,200.00   
      BATTERY "AAA", heavy duty       piece   50                                    50    30.00     1,500.00   
      BATTERY "AAA", Rechargeable plus charger      piece   1                                    1    539.05     539.05   
      BATTERY "AAA", Rechargeable, 2pcs/pack      pack      12   2                              14    415.00     5,810.00   
      BATTERY, AAA rechargeable      piece      5                                 5   250    1,250.00   
      BINDER, A3, Black, legal size, 8x13      piece         5         10                     15    392.00     5,880.00   
      BINDING POST  3"      piece   500                                    500    12.00     6,000.00   
      BINDING POST  4"      piece   500                                    500    14.00     7,000.00   
      BINDING POST 2-1/2"      piece   504                                    504    10.00     5,040.00   
      BLEACHING LIQUID SOLUTION, (gal)      gallon   17   32            10                     59    129.00     7,611.00   
      BOOTS      pair      4                                 4    697.50     2,790.00   
      BROOM  STICK, (tingting), standard size      piece   17                                    17    20.00     340.00   
      BROOM, soft (tambo)      piece   8   45            20                     73    125.00     9,125.00   
      CALCULATOR, 12 digit LCD display WS-112H Solar+Battery      piece   1                                    1    504.00     504.00   
      CALCULATOR, compact, electronic 12 digits      piece                  4                     4    450.00     1,800.00   
      CALCULATOR, desk with 12 digits HL 122      piece      12                                 12    398.00     4,776.00   
      CALCULATOR, desktop, mini-printer type, 12 digits      piece      3                                 3    929.00     2,787.00   
      CALCULATOR, JS-120, tilt display, 12-digits      piece   4                                    4    400.00     1,600.00   
      CALCULATOR, MX-12V 12 digit, two way power      piece   3                                    3   500.00    1,500.00   
      CARBON FILM Club International, Legal Size, blue      box      15            10                     25    593.00     14,825.00   
      CARBON FILM Polyethelene, legal size, black color, 216mm x 330mm      box      53                                 53    515.00     27,295.00   
      CARBON FILM, Polyethelene, plastofoil, legal size, black color, 126mm x 330mm      box      1                                 1    626.00     626.00   
      CARTOLINA 572mm x 724mm, neon color      piece   40                                    40    8.00     320.00   
      CARTOLINA, neon-electric pink      piece   25                                    25    5.94     148.50   
      CARTOLINA, neon-electric yellow      piece   25                                    25    5.94     148.50   
      CD recordable, 700MB/70 min, running time with case      piece   25         25         25         25         100    15.00     1,500.00   
      CHAIR, Ergonomic chair gas lift      unit      4                                 4    3,500.00     14,000.00   
      CHAIR, Ergonomic chair gas lift Executive Type      unit      2                                 2    5,000.00     10,000.00   
      CLEARBOOK Refillable, long, 20's spiral      piece   51   10                                 61    50.00     3,050.00   
      CLIP backfold, 32mm (1-1/2"), 12 pcs. per box      box   12                                    12    17.50     210.00   
      COLUMNAR BOOK, 12 columns      book      10                                 10    24.00     240.00   
      COLUMNAR BOOK, 3 columns      book      18                                 18    24.00     432.00   
      COLUMNAR BOOK, 8 columns      book      10                                 10    24.00     240.00   
      CORK BOARD, 18" x 24" aluminum frame      each   1                                    1    500.00     500.00   
      CORRECTION FLUID, 15ml.      piece      20                                 20    40.00     800.00   
      CORRECTION FLUID, Pen Type 12ml.      piece   15                                    15    45.00     675.00   
      CORRECTION FLUID, white opaque quick drying, pentype, rolling ball metal tip, 9ml.      piece   3                                    3    80.00     240.00   
      CORRECTION FLUID, White opaque quick drying, waterbased, 15mL      piece   60   45   5         15                     125    25.00     3,125.00   
      CORRECTION FLUID, White opaque quick drying, waterbased, 20mL      piece      2   2   2                           6    33.00     198.00   
      CORRECTION PEN      piece   26                                    26    60.00     1,560.00   
      CORRECTION TAPE      piece   16   112   30         30                     188    25.00     4,700.00   
      CORRECTION TAPE, 32mm      piece      10            10                     20    40.00     800.00   
      CORRECTION TAPE, 5mm x 10m      piece   18   24                                 42    31.00     1,302.00   
      CORRECTION TAPE, 5mm x 5m      piece   11                                    11    27.00     297.00   
      CRATE, Holding crate with dextrose stand: L:100 cm., W:100 cm., H: 80 cm., wooden, light gray      piece   2                                    2    2,000.00     4,000.00   
      CRAYOLA, Colored Wax, Double, 16 colors      box   10                                    10    40.00     400.00   
      CUTTER, Paper Cutter (Heavy Duty)      piece   1                                    1    2,000.00     2,000.00   
      DATA FILER (HD) 12"w x 10"h      piece      100                                 100    200.00     20,000.00   
      DATA FILLER tray, 3 layer      piece   2   3                                 5    595.00     2,975.00   
      DETERGENT BAR      bar   5   45                                 50    20.00     1,000.00   
      DETERGENT POWDER, 1kl per pack      piece      37                                 37    73.00     2,701.00   
      DETERGENT, powder, all purpose      pouch   5   12            12                     29    24.10     698.90   
      DISHWASHING LIQUID, 250ml.      bottle      30            30                     60    65.00     3,900.00   
      DISHWASHING LIQUID, 500ml.      bottle   29                                    29    90.00     2,610.00   
      DISHWASHING PASTE 400g      each   64   50            7                     121    46.00     5,566.00   
      DISINFECTANT SPRAY (Lysol 510grms)      can      6                                 6    365.00     2,190.00   
      DISINFECTANT SPRAY, 340g.      can   3                                    3    365.00     1,095.00   
      DOCUMENT BOLT, 2 inch       piece   500                                    500    8.00     4,000.00   
      DOCUMENT BOLT, 2½ inch       piece   955                                    955    9.00     8,595.00   
      DOOR MAT, cloth, rectangle      piece   12   31                                 43    62.00     2,666.00   
      DOOR MAT, good quality      piece   3   3                                 6    500.00     3,000.00   
      DOOR MAT, ordinary cotton      piece      12                                 12    45.00     540.00   
      DUST PAN, plastic w/ handle, large size      piece      10                                 10    75.00     750.00   
      DVD Recordable  4.7GB Hi-speed 4x-10x compatible with slim case      piece   20                                    20    35.00     700.00   
      DVD Recordable, minimum 4 GB with case      piece   25         25         25         19         94   20.00    1,880.00   
      DVD Rewritable  4.7GB Hi-speed 4x-10x compatible with slim case      piece   4                                    4    75.00     300.00   
      DVD, Recordable      piece   100                                    100    14.80     1,480.00   
      ENVELOPE, Brown envelope long      pack   2                                    2    715.00     1,430.00   
      ENVELOPE, document brown, short      piece   200                                    200    6.00     1,200.00   
      ENVELOPE, expanding brown with tie, legal size      piece   59                                    59    8.00     472.00   
      ENVELOPE, Expanding Kraft w/ tie (long) fuschia        piece   50                                    50    8.00     400.00   
      ENVELOPE, Expanding Kraft w/ tie (long) green        piece   50                                    50    8.00     400.00   
      ENVELOPE, Expanding Kraft w/ tie (long) yellow        piece   50                                    50    8.00     400.00   
      ENVELOPE, expanding, kraft board, legal size, 100s/box      piece   2                                    2    655.00     1,310.00   
      ENVELOPE, expanding, legal size, 100pc/box      box      10                                 10    712.00     7,120.00   
      ENVELOPE, expanding, plastic, legal size      each   12                                    12    48.20     578.40   
      ENVELOPE, mailing, white, ord., 102mmx241mm(4"x9-1/2"), 70 gsm., 500s/box        box   2                                    2    175.90     351.80   
      ERASER, rubber , soft      piece      15                                 15    4.70     70.50   
      ERASER, RUBBER ERASER (good quality)      piece      5                                 5    20.00     100.00   
      EXTENSION Wire, 10 meters, 3 sockets      piece   5                                    5    500.00     2,500.00