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        
      AIR FRESHENER, Aerosol spray, 280mL   Shopping   can   5                                    5    150.00     750.00   
      BALLPEN fine point , black      piece   100   30                                 130   5.00    650.00   
      BALLPEN fine point , black, 50's/box      box   1   3                                 4    350.00     1,400.00   
      BALLPEN REFILLABLE fine point BP-S, black      piece      27                                 27    23.00     621.00   
      BALLPOINT PEN, super smooth pen, 0.5mm, black, per 10s/box      box   5                                    5    220.00     1,100.00   
      BATTERY "AA", alkaline (2pcs/pack)      packet   90                                    90   38.35    3,451.50   
      BROOM  STICK, (tingting)      each   150   2                                 152    25.75     3,914.00   
      BROOM soft (Tambo), wooden or rattan handle standard size      each   100                                    100   125.95    12,595.00   
      CARBON PAPER, ordinary, legal      box      2                                 2    125.00     250.00   
      CARTOLINA, Fuschia      piece   25                                    25    10.00     250.00   
      CARTOLINA, Neon Green      piece   23                                    23    10.00     230.00   
      CARTOLINA, Neon Orange      piece   25                                    25    10.00     250.00   
      CARTOLINA, orange 20 pcs/pack      pack   1                                    1   73.60    73.60   
      CARTOLINA, pink 20 pcs/pack      pack   1                                    1   73.60    73.60   
      CARTOLINA, red 20 pcs/pack      pack      1                                 1    76.65     76.65   
      CARTOLINA, yellow 20 pcs/pack      pack   1                                    1   73.60    73.60   
      CHALK, white enamel, approx. 140s/box      pack   2                                    2   60.45    120.90   
      CHLORINE, 4 liters/gallon      gallon      2                                 2    200.00     400.00   
      CLEAR BOOK, legal/long, black      each   8                                    8    160.00     1,280.00   
      COLUMNAR PAD, 16 columns      pad   2                                    2   48.20    96.40   
      COMPUTER TABLE      piece      2                                 2    1,400.00     2,800.00   
      CORRECTION FLUID      piece      5                                 5    33.00     165.00   
      CORRECTION TAPE      piece   20   50                                 70   21.85    1,529.50   
      DETERGENT, powder all-purpose      pouch   72                                    72   24.10    1,735.20   
      DISKETTE, 3.5”, Formatted, 10pcs/box      box      2                                 2    225.00     450.00   
       DVD-R with case       piece   100                                    100    28.00     2,800.00   
      ERASER, blackboard      each   4                                    4   13.70    54.80   
      FLASH DRIVE, 8GB      piece   3                                    3    1,000.00     3,000.00   
      FLOOR WAX, paste,red,2kg.      can   10                                    10   328.50    3,285.00   
      FOLDER expanded, white, legal      piece      10                                 10    22.00     220.00   
      FOLDER, plain, white, legal, 100pc/box      box   1                                    1    450.01     450.01   
      FOLDER, plain, white, letter, 100pc/box      box   1                                    1    400.00     400.00   
      FOLDER, Tagboard, plain, legal size, 100pc/pack      piece   2                                    2   344.95    689.90   
      GLUE All purpose       jar   4                                    4   52.00    208.00   
      GLUE, Roll-On, 50mL      piece   15                                    15    30.00     450.00   
      GUN TACKER WIRE      box   1                                    1    1,600.00     1,600.00   
      INK CARTRIDGE for CANON MP 830 Printer, Black PGI 5      cart.   3                                    3    1,795.00     5,385.00   
      INK CARTRIDGE for CANON MP830 Printer, Black CLI 8      cart.   3                                    3    1,795.00     5,385.00   
      INK CARTRIDGE for CANON MP830 Printer, Cyan  CLI8      cart.   3                                    3    2,150.00     6,450.00   
      INK CARTRIDGE for CANON MP830 Printer, Magenta CLI8      cart.   3                                    3    2,150.00     6,450.00   
      INK CARTRIDGE for CANON MP830 Printer, Yellow CLI8      cart.   3                                    3    2,150.00     6,450.00   
      INK CARTRIDGE for Canon PG 810 Black      cart.      3                                 3    1,200.00     3,600.00   
      INK CARTRIDGE for Canon PG 811 Colored      cart.      5                                 5    750.00     3,750.00   
      INK CARTRIDGE for Canon Pixma 1980 831, black # 830      cart.   2                                    2    810.00     1,620.00   
      INK CARTRIDGE for Canon Pixma 1980 831, colored      cart.   2                                    2    850.00     1,700.00   
      INK CARTRIDGE for HP Deskjet P2660, cc640w #60 Colored      cart.      6                                 6    975.00     5,850.00   
      INK CARTRIDGE for Printer CANON 312CA      cart.      6                                 6    3,200.00     19,200.00   
      MAGIC TAPE (24MMX50MM)      piece   3                                    3    185.00     555.00   
      MARKER, FLUORESCENT MARKER, assorted color (3's/pack)      pack   21                                    21   43.80    919.80   
      MARKING PEN jumbo, black      piece   20                                    20   63.00    1,260.00   
      MARKING PEN permanent, broad tip, black      piece   20                                    20   43.00    860.00   
      MARKING PEN whiteboard, broad tip, black      piece   30                                    30   35.00    1,050.00   
      MOP, Mall Mop/ Ready System Mop      piece   75                                    75   980.00    73,500.00   
      MOPHEAD, 100% rayon, 400 grams      piece   40                                    40   82.15    3,286.00   
      PAPER mimeo, WhiteWove, 8½" x 11", legal size, S-18      ream   50                                    50    126.30     6,315.00   
      PAPER, Bond premium grade, 70 gsm., A4      ream   81                                    81    127.00     10,287.00   
      PAPER, Bond premium grade, 70 gsm., Legal      ream   76   18                                 94    132.00     12,408.00   
      PAPER, BOOK PAPER  8½" x 11", S-20      ream      108                                 108    165.00     17,820.00   
      PAPER, BOOK PAPER  8½" x 11", S-24      ream   30                                    30    240.00     7,200.00   
      PAPER, BOOK PAPER  8½" x 13", S-20      ream   5   100                                 105    205.70     21,598.50   
      PAPER, BOOK PAPER  8½" x 13", S-24      ream   50                                    50    270.00     13,500.00   
      PAPER, Colored subs 24 letter      ream   12                                    12    260.00     3,120.00   
      PAPER, Linen long 4/set      pack   6                                    6    100.00     600.00   
      PAPER, LINEN PAPER, Letter Size, Assorted colors      pack   20                                    20    65.00     1,300.00   
      PAPER, Manila Paper      piece   50   100                                 150    4.00     600.00   
      PAPER, mimeo, Groundwood, Newsprint, legal size      ream   12                                    12    105.00     1,260.00   
      PAPER, Multicopy, A4      ream   12   19                                 31    192.00     5,952.00   
      PAPER, Multicopy, legal size      ream   12   28                                 40    198.00     7,920.00   
      PAPER, Parchment Paper 8 1/2 x 11 colored blue, 20s      pack   10                                    10    79.96     799.60   
      PAPER, PPC 70 9sm, A4 subs 20       ream   5                                    5    210.00     1,050.00   
      PENCIL, lead, with eraser, medium #2 (12's)      dozen   5                                    5   23.95    119.75   
      PLASTIC COVER      roll   1                                    1    2,100.00     2,100.00   
      PRINTER TONER for HP 1006 (CB435A), original black      cart.   2   5                                 7    3,300.00     23,100.00   
      PRINTER TONER for HP 1010/1020/1022, (Q2612A), original black      cart.   4   5                        5         14    3,400.00     47,600.00   
      PRINTER TONER for HP Laserjet  1102 (85A), original black      cart.      39                                 39    3,400.00     132,600.00   
      PRINTER TONER HP CE505A, original black      cart.      10                                 10    4,350.00     43,500.00   
      PRINTER TONER HP Q2672A yellow Laserjet3550N      cart.   3                                    3   7,500.00    22,500.00   
      PRINTER TONER HP Q2673A magenta Laserjet3550N      cart.   3                                    3   7,500.00    22,500.00   
      PRINTER TONER, LBP 2900      cart.   10                                    10   3,600.00    36,000.00   
      PUSH PIN, hammer head type, 100s/box      box   8                                    8   39.45    315.60   
      PVC Transparent film (A4 size)      piece   25                                    25    20.00     500.00   
      RECORD BOOK, 300 pages      book   20                                    20   60.25    1,205.00   
      RECORDER, Digital Voice Recorder, 2gb      piece   1                                    1   2,215.07    2,215.07   
      SIGN PEN G-Tech C-4, black      piece   120   15                                 135    60.00     8,100.00   
      SIGN PEN G-Tech C-4, blue      piece      15                                 15    60.00     900.00   
      SIGN PEN, .07, G-2 ballpoint, black, (BLS-G2-7), 12's box      box      14                                 14   800.00    11,200.00   
      SIGN PEN, black color, liquid gel, 0.5mm ball      piece   15                                    15    47.00     705.00   
      SIGN PEN, Hi-Tech V5, black      piece      24                                 24    47.50     1,140.00   
      STAMP PAD INK, violet, 50ml      bottle   2                                    2   23.00    46.00   
      STAPLE WIRE, No. 35, 5000s/box      box   10                                    10   38.90    389.00   
      STICKER PAPER, Fluorescent Sticker, Blue, Legal Size      piece   10                                    10    10.00     100.00   
      STICKER PAPER, Fluorescent Sticker, Green, Legal Size      piece   10                                    10    10.00     100.00   
      STICKER PAPER, Fluorescent Sticker, Orange, Legal Size      piece   10                                    10    10.00     100.00   
      STICKER PAPER, Fluorescent Sticker, Pink, Legal Size      piece   10                                    10    10.00     100.00   
      TAPE, masking (1"). 24mm      roll   20                                    20   48.20    964.00   
      TAPE, masking (2"). 48mm      roll   20                                    20   96.15    1,923.00   
      TAPE, packaging, 48mm,(2")      roll   20                                    20   31.70    634.00   
      TAPE, transparent ( 1"),24mm      roll   20                                    20   15.90    318.00   
      TAPE, transparent ( 2"),48mm      roll   20                                    20   31.70    634.00   
      TRASHBAG, Plastic, Black, gusseted type,40" length,with 18.5", 10pcs/roll      roll   20                                    20   151.15    3,023.00   
      WASTE BASKET,plastic      piece   8                                    8   27.40    219.20   
      TOTAL AMOUNT for Direct Contracting                                                    671,345.18