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        
      BLEACHING LIQUID SOLUTION, (gal)      gallon      6                                 6    130.00     780.00   
      BROOM Stick      each      12                                 12    15.00     180.00   
      BROOM, SOFT (tambo)      each   57   162   5   6      9      18               257    87.60     22,513.20   
      BRUSH, Paint brush #3      each      3                                 3    55.00     165.00   
      BULB, incandescent, 100 watts      each      13                                 13    19.30     250.90   
      CALCULATOR, compact, electronic, LCD display, 12 digits, two-way power source      unit   4   6   1   1                           12    164.15     1,969.80   
      CALCULATOR, scientific, 10 digits, dot matrix display, programmable w/ case      unit   2   4   5                              11    415.05     4,565.55   
      CAMERA, Digital Rugged Compact Camera      unit      1                                 1   15,000.00    15,000.00   
      CARBON FILM, 216mm x 330mm, legal size       box   4   2                                 6    349.05     2,094.30   
      CARBON FILM, polyethylen, A-4      box   4   6                                 10    367.95     3,679.50   
      CARBON PAPER, ordinary, A-4, 100s/box      box      11                                 11    70.10     771.10   
      CARBON PAPER, ordinary, legal size, size 100s/box      box   1                                    1    72.30     72.30   
      CARTOLINA, blue 20 pcs/pack      pack   3   2                                 5    74.50     372.50   
      CARTOLINA, green 20pcs/pack      pack   3                                    3    74.50     223.50   
      CARTOLINA, orange 20 pcs/pack      pack   6   1                                 7    74.50     521.50   
      CARTOLINA, pink 20pcs/pack      pack   3   1                                 4    74.50     298.00   
      CARTOLINA, white 20pcs/pack      pack   3   1   1                              5    48.10     240.50   
      CARTOLINA, yellow 20 pcs/pack      pack   1   1                                 2    74.50     149.00   
      CD CASE      piece         6                              6    57.70     346.20   
      CHAIR, monoblock, without armrest, beige      piece   30            30                        60    262.80     15,768.00   
      CHAIR, monoblock, without armrest, white      piece   10                                    10    262.80     2,628.00   
      CHALK, white enamel, approx. 140s/box      box   2      150                              152    30.15     4,582.80   
      CLEANSER powder, 350gms.      can   51   14   5                              70    17.30     1,211.00   
      CLIP, backfold, 19mm, 12s/box      box   40   10   50                              100    8.00     800.00   
      CLIP, backfold, 25mm, 12s/box      box   38                                    38    11.50     437.00   
      CLIP, backfold, 50mm, 12s/box      box   28   36                                 64    44.35     2,838.40   
      CLIP, bulldog (3")      box   5   72                  12               89    8.10     720.90   
      CLIP, double/ binder, 32 mm, 12s/ box      box         50                              50    18.65     932.50   
      COLUMNAR NOTEBOOK, 12 cols      piece      2                                 2    20.75     41.50   
      COMPACT DISK RECORDABLE, min. of 650MB, 70 min. running time      piece   382   42      18            16               458    10.40     4,763.20   
      COMPACT DISK REWRITABLE, HIGH SPEED, 700mb/80 mins capacity      piece   75   22   90                              187    19.15     3,581.05   
      COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2,000 sets/box      box   7                                    7    502.20     3,515.40   
      COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2 1000 sheets/box      box   11   3                                 14    567.80     7,949.20   
      CORRECTION FLUID 15ml      each   12   38   200   12                           262    12.35     3,235.70   
      CORRECTION TAPE      each   245   392   7   68            9               721    21.85     15,753.85   
      CUTTER, heavy duty, L500      each   35   25   17   5            5               87    29.60     2,575.20   
      DATA FILE BOX, (5"x9"x15-3/4")      box   124   55   20   60            16               275    64.65     17,778.75   
      DATA FOLDER, with finger ring, 3"x9"x15"      box      12                                 12    70.10     841.20   
      DESK TRAY double, wire mesh, assorted color      piece         10                              10    550.00     5,500.00   
      DETERGENT BAR      bar   104   191   26               60               381    19.20     7,315.20   
      DETERGENT, powder, all-purpose      pouch   263   1074   20   44   50   42   46   24               1,563    21.10     32,979.30   
      DISHWASHING LIQUID, 500ml.      bottle   4                                    4    75.00     300.00   
      DISHWASHING PASTE 400g      each      12   20                              32    40.00     1,280.00   
      DISINFECTANT SPRAY, aerosol      can   57   208   5         21                     291    186.65     54,315.15   
      DISINFECTANT, deodorizer & all purpose cleaner      gallon      5                                 5    1,450.00     7,250.00   
      DUST PAN, plastic w/ handle, large      each   6   18                                 24    35.05     841.20   
      DUSTER, cloth thread      piece      12                                 12    25.00     300.00   
      DVD RECORDABLE      piece   217   134   6   12                           369    12.90     4,760.10   
      ELECTRIC FAN, heavy duty, with stand,16", 3-speed button      piece      4                                 4    1,092.85     4,371.40   
      ENVELOPE, documentary (10" x 15"), 500pc/box      box   12   4   5   4                           25    574.35     14,358.75   
      ENVELOPE, documentary, A4, 500pc/box      box      2                                 2    683.30     1,366.60   
      ENVELOPE, expanding, legal size, 100pc/box      box   6   5   7                              18    711.65     12,809.70   
      ENVELOPE, expanding, plastic, legal size      each   357   146   6               4               513    49.30     25,290.90   
      ENVELOPE, mailing white      box   2   6   25   2                           35    160.70     5,624.50   
      ENVELOPE, mailing white with window      box   9   20      3                           32    212.20     6,790.40   
      ERASER, blackboard      each   5   4                                 9    12.60     113.40   
      ERASER, rubber      each   34   110   16   16   6      24   10               216    4.70     1,015.20   
      FACSIMILE TRANSCEIVER, Brotther brand, model F-236      unit      1                                 1    4,557.10     4,557.10   
      FILE ORGANIZER, expanding, legal      each   20   6   5                              31    80.35     2,490.85   
      FLASH DRIVE, 4GB      unit   8                                    8    487.30     3,898.40   
      FLASH DRIVE, 8GB      unit   59   81   3   19   7                        169    392.05     66,256.45   
      FLOOR WAX, paste, natural, 2kg.      can      1                                 1    300.85     300.85   
      FLOOR WAX, paste, red, 2kg.      can   2   3                                 5    300.85     1,504.25   
      FLOOR WAX, traffic grade, 3.75 liters/can        can   6                                    6    324.40     1,946.40   
      FLUORESCENT LIGHTING FIXTURE, 1 x 40 W      set      4                                 4    438.00     1,752.00   
      FLUORESCENT TUBE, 36 watts      each   5   12                                 17    38.30     651.10   
      FLUORESCENT TUBE, 18 watts      each   3                                    3    37.25     111.75   
      FOLDER, brown, legal size      piece   1000                                    1,000    2.75     2,750.00   
      FOLDER, Clear file folder, 50 leaves (long)      piece         6                              6    138.00     828.00   
      FOLDER, Kraft folder, Legal size, brown, piece      piece   19                                    19    5.00     95.00   
      FOLDER, morocco/fancy, A4size, 50pc/pack      box   5   14   1                              20    299.85     5,997.00   
      FOLDER, morocco/fancy, legal size, 50pc/pack      box   12   35   52   2   2      3                  106    354.35     37,561.10   
      FOLDER, pressboard, plain, legal, 100pc/box      box   16   16      2            1               35    896.70     31,384.50   
       FOLDER, sliding transparent, Legal size      piece   29                                    29    8.00     232.00   
      FOLDER, tagboard, A4, 100pc/pack      pack   12         10                           22    312.10     6,866.20   
      FOLDER, tagboard, legal size, 100pc/box      pack   32   5   34   22                           93    344.95     32,080.35   
      FOLDER, white, legal size      piece   300   50   500                              850    4.50     3,825.00   
      FRAME for certificate 8.5 x 11      piece   30                                    30    85.00     2,550.00   
      FURNITURE CLEANER, aerosol type, multi-purpose      can   18   56               4                  78    106.25     8,287.50   
      GLASS CLEANER Liquid, spray 500mL      bottle      6                                 6    150.00     900.00   
      GLUE, all purpose      jar   71   74   65   9            12               231    54.75     12,647.25   
      GLUE, Padding Glue, 1kg.      bottle   2                                    2    111.10     222.20   
      ILLUSTRATION BOARD, (30"X40")      each   20   35   5                              60    41.10     2,466.00   
      INDEX CARD, 5"x8", ruled both side, 500s/pack      pack   5   51      1                           57    135.80     7,740.60   
      INK CARTRIDGE  for HP Deskjet D2660, black, HP 60      cart.      12                                 12    631.85     7,582.20   
      INK CARTRIDGE for HP Deskjet D2660, colored HP 60      cart.      12                                 12    758.85     9,106.20   
      INK CARTRIDGE, Epson Stylus T10, 73N, Black      cart.   14                                    14    432.64     6,056.96   
      INK CARTRIDGE, Epson Stylus T10, 73N, Cyan      cart.   5                                    5    432.64     2,163.20   
      INK CARTRIDGE, Epson Stylus T10, 73N, Magenta      cart.   5                                    5    432.64     2,163.20   
      INK CARTRIDGE, Epson Stylus T10, 73N, Yellow      cart.   5                                    5    432.64     2,163.20   
      INK CARTRIDGE, HP 10, Black, C4844A      cart.   10                                    10    1,430.00     14,300.00   
      INK CARTRIDGE, HP 8727A, Black for HP Deskjet 3420/3535/3550, No. 27       cart.   14                  2                  16    783.70     12,539.20   
      INK CARTRIDGE, HP 8728A, colored, for HP Deskjet 3420/3535/3550/3650, No. 28      cart.   14                  2                  16    920.20     14,723.20   
      INK CARTRIDGE, HP C9351A, No. 21      cart.   40                                    40    660.30     26,412.00   
      INK CARTRIDGE, HP C9352A, No. 22      cart.   29                                    29    761.05     22,070.45   
      INK CARTRIDGE, HP CC640, No. 60, black      cart.      22   5   5   6                        38    631.85     24,010.30   
      INK CARTRIDGE, HP CC643, No. 60, colored      cart.      10   5   5                           20    758.85     15,177.00   
      INK CARTRIDGE, HP CQ750A, #704, black      cart.      5                                 5    402.50     2,012.50   
      INK CARTRIDGE, HP CQ750A, #704, color      cart.      5                                 5    431.25     2,156.25   
      INSECTICIDE, aerosol type      can   61   88                                 149    120.45     17,947.05   
      LEAD, for mechanical pencil, 0.5mm      tube   2   17                                 19    13.70     260.30   
      MAGAZINE FILE, large      each      6   30                              36    42.90     1,544.40   
      MAGAZINE FILE, medium      each      6   20                              26    43.25     1,124.50   
      MANILA PAPER 36"x48"      piece   150                                    150    4.50     675.00   
      MAP PIN, round head      box   20         12                           32    38.35     1,227.20   
      MARKER, fluorescent, 3 colors /set      set   59   99   25   11                           194    43.25     8,390.50   
      MARKER, fluorescent, color neon green      each   34                                    34    25.28     859.52   
      MARKING PEN, permanent, black      each   411   155   30   84         38   48   12            778    12.90     10,036.20   
      MARKING PEN, permanent, blue      each   150   103   20   68            48               389    12.90     5,018.10   
      MARKING PEN, permanent, red      each   92   51      48            48               239    12.90     3,083.10   
      MARKING PEN, transparency film      each   1   2   20                              23    88.70     2,040.10   
      MARKING PEN, whiteboard, black      each   115   146   20   6         12      12            311    12.95     4,027.45   
      MARKING PEN, whiteboard, blue      each   38   89   10                              137    14.15     1,938.55   
      MARKING PEN, whiteboard, red      each   15   45   25   3                           88    27.25     2,398.00   
      MOPHANDLE, screw type, wooden handle      each   6   27            20                     53    93.10     4,934.30   
      MOPHEAD, 100% rayon, 400 grams      each   18   181      6   12   20                     237    82.15     19,469.55   
      MOPHEAD, all cotton, twisted, 400 grams      each   20                                    20    82.15     1,643.00   
      MURIATIC ACID      gallon         10                              10    132.00     1,320.00   
      NOTE PAD, (3"X3")      pad   53   100      20                           173    36.15     6,253.95   
      NOTE PAD, (3"x4")      pad   41   74      12      18   24                  169    60.25     10,182.25   
      NOTE PAD, 75mm x 102mm, 2"x2"      pad      12                                 12    60.25     723.00   
      NOTEBOOK, 40 leaves (Spiral Notebook)      each      24                                 24    15.00     360.00   
      NOTEBOOK, 60 leaves (Spiral)      each   57                                    57    15.00     855.00   
      NOTEBOOK, stenographers      each   205   62   950         12   25                  1,254    8.10     10,157.40   
      PAPER CLIP, gem type, 33mm, 100s/box      box   31   98      6            6               141    8.25     1,163.25   
      PAPER CLIP, gem type, jumbo, 50mm, 100s/box      box   76   278      3                           357    13.70     4,890.90   
      PAPER FASTENER, non-rust metal, 25mm, 50 sets/box      box   158   239   32   23      15                     467    87.50     40,862.50   
      PAPER, assorted art paper, long      ream      1                                 1    380.00     380.00   
      PAPER, Board Paper, 8  1/12" x 11", short, 90 gsm (20's)      pack         20                              20    22.80     456.00   
      PAPER, bond, Premium Grade , A4      ream   56   300   35         12                     403    98.80     39,816.40   
      PAPER, bond, Premium Grade, legal       ream   91   568   35         42                     736    112.15     82,542.40   
      PAPER, bond, Premium Grade, short      ream   17                                    17    156.00     2,652.00   
      PAPER, for PPC, A4      ream   146   323   115         40   20   50               694    100.70     69,885.80   
      PAPER, for PPC, legal      ream   226   616   150   47   115   100   40   75         95      1,464    144.95     212,206.80   
      PAPER, LINEN PAPER, (12's/pack) A4      pack   15                                    15    40.00     600.00   
      PAPER, LINEN PAPER, (20's) short      pack         15                              15    28.00     420.00   
      PAPER, mimeo, Groundwood, legal      ream   4   72      4                           80    86.40     6,912.00   
      PAPER, mimeo, Whitewove, A4      ream   202   76   35   150      10   20                  493    98.80     48,708.40   
      PAPER, mimeo, Whitewove, legal      ream   518   113   65   201      10      20               927    112.15     103,963.05   
      PAPER, multicopy, A4      ream   228   110      80         6                  424    116.90     49,565.60   
      PAPER, multicopy, legal       ream   428   145      198      35   6   18               830    133.60     110,888.00   
      PAPER, PARCHMENT PAPER, 9"x12" (500s)      ream         2                              2    800.00     1,600.00   
      PAPER, PARCHMENT PAPER, letter (20's/pack) blue      pack   3                                    3    79.96     239.88   
      PAPER, PPC Subs. 20, A3      ream   8                                    8    405.00     3,240.00   
      PAPER, ruled pad, 216mm x330mm      pad   74   84   5   6   39   15      39         39      301    19.20     5,779.20   
      PAPER, thermal, 210mm x 30M      roll   10   30                                 40    38.00     1,520.00   
      PAPER, thermal, 216 mm x 30 m      roll   6   10                                 16    38.00     608.00   
      PAPER, Tracing Paper, Natural Tracing Paper, 90/95, 20 yards      roll   1                                    1    734.80     734.80   
      PASTE MOISTENER, quick count      piece      6                                 6    60.00     360.00   
      PASTE, solid with water well, 200 gms.      each   15   24   10   3         6                  58    35.00     2,030.00   
      PENCIL, lead, w/ eraser      dozen   91   100   10   13         8   5               227    25.10     5,697.70   
      PENCIL, mechanical, 0.5mm lead      each   5   20   10                              35    21.90     766.50   
      PLASTIC Cover guage 10      roll      2                                 2    2,000.00     4,000.00   
      PUNCHER, heavy duty      each   11   8   8                              27    104.05     2,809.35   
      PUSH PIN, hammer head type,100s/box      box   22   27                                 49    39.45     1,933.05   
      RAG, COTTON, (8") in diameter      kilo   39   75      3         3                  120    49.30     5,916.00   
      RECORD BOOK, 300 pages      book   322   143   25   88            4               582    60.25     35,065.50   
      RECORD BOOK, 500 pages      book   141   198   20   32      20      4               415    96.40     40,006.00   
      RECORD BOOK, hard cover mini, 150 pages      book         9                              9    34.70     312.30   
      RECORD BOOK, hard cover mini, 300 pages         book   2                                    2    214.50     429.00   
      RIBBON, Epson LQ-300, RN-7753       cart.   20                                    20    121.68     2,433.60   
      RIBBON, Epson Ribbon Cartridge FX-2175 SO2190/SO15327      cart.         50                              50    450.00     22,500.00   
      RIBBON, Epson, RN 8750      cart.   25   10            10                     45    80.85     3,638.25   
      RIBBON, Fullmark IBM Ribbon      cart.         100                              100    175.00     17,500.00   
      RIBBON, nylon, manual typewriter      spool      117            12                     129    16.45     2,122.05   
      RING BINDER, 12mm x 1.2M (1/2"x 44"), plastic      each   47                                    47    6.00     282.00   
      RING BINDER, 19mm x 1.2M (3/4" x 44"), plastic      each   25                                    25    12.00     300.00   
      RING BINDER, 24mm x 1.2M (1" x 44"), plastic      each   28                                    28    12.90     361.20   
      RUBBER BAND, #18, 400 gms      box   12   28   5   8      5                     58    135.65     7,867.70   
      RULER, plastic, 12"      each   19   14   15                              48    3.85     184.80   
      RULER, plastic, 18"      each   20   12                                 32    38.35     1,227.20   
      SCISSORS, (7")      pair   17   55   22   2                           96    18.30     1,756.80   
      SCOURING PAD, economy size, 140mmx220mm, 5 pcs/pack      pack   9   26                                 35    139.95     4,898.25   
      SHARPENER, single cutterhead      each   3   1                                 4    180.70     722.80   
      SIGN PEN, black      each   332   476   55   50         20         13   24      970    45.45     44,086.50   
      SIGN PEN, blue      each   135   335   25   50         20         24   12      601    45.45     27,315.45   
      SIGN PEN, G- Tech C4      each      100                                 100    60.00     6,000.00   
      SIGN PEN, red      each   36   123                                 159    45.45     7,226.55   
      STAMP PAD INK, blue      bottle         10                              10    15.00     150.00   
      STAMP PAD INK, violet, 50ml.      bottle   57   79   32   12      19   3                  202    24.10     4,868.20   
      STAMP PAD, felt pad      each   19   41   60   4      21                     145    31.65     4,589.25   
      STAMPING DATER, self-inking stamp, mechanical      each   9   1   5                              15    513.35     7,700.25   
      STAPLE REMOVER, twin jaws      each   15   33   33                              81    18.95     1,534.95   
      STAPLE WIRE, for gun tucker      piece         5                              5    250.00     1,250.00   
      STAPLE WIRE, standard, #10, 1000s/ box      box         25                              25    18.00     450.00   
      STAPLE WIRE, standard, #35, 5000s/box      box   110   308   50         28                     496    23.55     11,680.80   
      STAPLER, heavy duty      each   23   35   5   2                           65    129.25     8,401.25   
      STAPLER, heavy duty #35 W/ REMOVER      each      4                                 4   150.00    600.00   
      STARTER, 4-40 watts      each   12                                    12    4.15     49.80   
      TAPE DISPENSER, heavy duty, for 24mm(1")      each   1   4                                 5    54.75     273.75   
      TAPE, electrical,19mm x 16m      roll   4   5                                 9    20.30     182.70   
      TAPE, magic tape, 24mmx50mm          piece      6                                 6    176.00     1,056.00   
      TAPE, masking (1"), 24mm      roll   134   112   32            6                  284    48.20     13,688.80   
      TAPE, masking (2"), 48mm      roll   135   98   37   5   4      6                  285    96.15     27,402.75   
      TAPE, packaging, 48mm, (2")      roll   64   111   25            12                  212    32.65     6,921.80   
      TAPE, transparent, (1"), 24 mm      roll   132   202   32   4      36   12            12      430    16.25     6,987.50   
      TAPE, transparent, (2"), 48mm      roll   101   146   47   5   5      12                  316    31.70     10,017.20   
      THUMBTACKS, Metal 100's/ box      box         2                              2    32.00     64.00   
      TILE CLEANSER, (galloon)      gallon         3                              3    420.00     1,260.00   
      TOILET BOWL AND URINAL CLEANER      bottle   28   204   11   12   21   4      12               292    71.20     20,790.40   
      TOILET DEODORANT CAKE, 99%, 50grms.      box   50   158   12                              220    26.30     5,786.00   
      TOILET TISSUE, 12 rolls/pack      pack   148   183   10                              341    76.65     26,137.65   
      TONER CART., HP C4092A      cart.      22            2                     24    3,373.70     80,968.80   
      TONER CART., HP C7115A      cart.   11                                    11    3,458.05     38,038.55   
      TONER CART., HP CB435A, for 1005/1006 printer      cart.   40   91      15      17   16   3               182    2,675.10     486,868.20   
      TONER CART., HP CE255A, orig. black      cart.   13                                    13    6,355.44     82,620.72   
      TONER CART., HP CE278A, black      cart.   3                                    3    4,000.00     12,000.00   
      TONER CART., HP CE285      cart.   41   52      15   6      12   3               129    2,798.25     360,974.25   
      TONER CART., HP CE505A, orig. black      cart.   20                                    20    3,660.80     73,216.00   
      TONER CART., HP No. Q2612      cart.   13   33   5      14   7                     72    3,076.95     221,540.40   
      TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500      cart.      2                                 2    2,999.96     5,999.92   
      TONER LASERJET PRINTER      unit   8                                    8    3,164.00     25,312.00   
      TONER Printer toner for HP 1566 (CE 278A/78A) orig black      cart.   3                                    3    4,300.00     12,900.00   
      TONER TN-21-30 Cartridge (Brother)      cart.   4                                    4    3,850.00     15,400.00   
      TRANSPARENCY FILM, colored      box   1                                    1    709.60     709.60   
      TRASHBAG, plastic, black, gusseted type, 40"length,width 18.5,10pcs./roll      roll   73   344   25   10      15   4                  471    151.90     71,544.90  
      TWINE, plastic, one kilo per roll      kilo   33   60   2   2         3                  100    65.70     6,570.00   
      WASTE BASKET, plastic      each   6      5                              11    27.40     301.40   
      WHITE BOARD      each   6                                    6    60.00     360.00   
      WRAPPING PAPER, kraft, 65gms.      pack   1                                    1   175.20    175.20   
      TOTAL AMOUNT for                                                  3,546,460.95 