

ANNUAL PROCUREMENT PLAN  
CY 2012

I-GOVERNANCE OFFICE under the OFFICE OF THE CITY ADMINISTRATOR

Quantity	Unit	Description	Estimated Unit Cost	Estimated Total Cost	QUARTER								
					1st		2nd		3rd		4th		
					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
PAPER													
2	pc.	Record Book (200 pages)	75.00	150.00	1	75.00		0.00	1	75.00		0.00	2
4	pads	Yellow Pad	20.00	80.00	1	20.00	1	20.00	1	20.00	1	20.00	4
15	packs	Board Paper	50.00	750.00	15	750.00		0.00		0.00		0.00	15
40	pcs.	Folder (long)	4.50	180.00	20	90.00	10	45.00	10	45.00		0.00	40
40	pcs.	Folder (short)	4.50	180.00	20	90.00	10	45.00	10	45.00		0.00	40
20	pcs.	Brown Envelop (long)	4.50	90.00	10	45.00		0.00	10	45.00		0.00	20
20	pcs.	Brown Envelop (short)	4.50	90.00	10	45.00		0.00	10	45.00		0.00	20
20	reams	Bond Paper (long - Subt 20)	195.00	3,900.00	10	1,950.00	5	975.00	5	975.00		0.00	20
20	reams	Bond Paper (short - Subt 20)	185.00	3,700.00	10	1,850.00	5	925.00	5	925.00		0.00	20
15	reams	Bond Paper ( long - Subt 18)	138.00	2,070.00	5	690.00	5	690.00	5	690.00		0.00	15
15	reams	Bond Paper ( short -Subt 18)	120.00	1,800.00	5	600.00	5	600.00	5	600.00		0.00	15
24	pcs.	Buddy Clock card	1.30	31.20	6	7.80	6	7.80	6	7.80	6	7.80	24
INK													
8	bottles	Printer Ink Dye - Black	120.00	960.00	4	480.00	2	240.00	1	120.00	1	120.00	8
4	bottles	Printer Ink Dye - Cyan	120.00	480.00	1	120.00	1	120.00	1	120.00	1	120.00	4
4	bottles	Printer Ink Dye - Magenta	120.00	480.00	1	120.00	1	120.00	1	120.00	1	120.00	4
4	bottles	Printer Ink Dye - Yellow	120.00	480.00	1	120.00	1	120.00	1	120.00	1	120.00	4
2	cartridge	HP Laserjet 1010 toner	2,250.00	4,500.00	1	2,250.00		0.00	1	2,250.00		0.00	2
2	bottles	Whyte Board marker ink (black)	85.00	170.00	1	85.00		0.00	1	85.00		0.00	2
PENS													
4	pcs.	Sign Pen	65.00	260.00	1	65.00	1	65.00	1	65.00	1	65.00	4
12	pcs.	HBW Ball Pen	4.50	54.00	3	13.50	3	13.50	3	13.50	3	13.50	12
12	pcs.	Whyte Board Marker	35.00	420.00	3	105.00	3	105.00	3	105.00	3	105.00	12
4	pcs.	Highlighter ( Stabilo)	35.00	140.00	1	35.00	1	35.00	1	35.00	1	35.00	4
1	box	Pilot Pentel Pen ( Black)	350.00	350.00	1	350.00		0.00		0.00		0.00	1
1	box	Pencil #2	60.00	60.00	1	60.00		0.00		0.00		0.00	1
OTHERS													
2	boxes	Staple wire #35	28.40	56.80	1	28.40		0.00	1	28.40		0.00	2
1	pc.	Puncher ( Max big, heavy duty)	250.00	250.00	1	250.00		0.00		0.00		0.00	1

4	boxes	Paper Clip (big)	12.00	48.00	1	12.00	1	12.00	1	12.00	1	12.00	4
4	boxes	Paper Clip ( small)	8.00	32.00	1	8.00	1	8.00	1	8.00	1	8.00	4
5	boxes	Paper Fastener	28.00	140.00	2	56.00	1	28.00	2	56.00		0.00	5
1	can	well Paste	25.00	25.00	1	25.00		0.00		0.00		0.00	1
2	bottle	Glue - Elmers	25.00	50.00	1	25.00		0.00	1	25.00		0.00	2
2	rolls	Masking Tape 1"	24.00	48.00	1	24.00		0.00	1	24.00		0.00	2
2	rolls	Packing Tape (clear)	25.00	50.00	1	25.00		0.00	1	25.00		0.00	2
2	rolls	Cellulous Tape 1"	15.00	30.00	1	15.00		0.00	1	15.00		0.00	2
2	bottles	Correction Fluid	30.00	60.00	1	30.00		0.00	1	30.00		0.00	2
1	pc.	Cutter ( big - heavy duty)	50.00	50.00	1	50.00		0.00		0.00		0.00	1
1	tube	Cutter Blade (big)	65.00	65.00	1	65.00		0.00		0.00		0.00	1
200	pcs.	CD with case, label	70.00	14,000.00	200	14,000.00		0.00		0.00		0.00	200
JANITORIAL													
2	bottles	Rubbing alcohol ( 500 ml)	50.00	100.00	1	50.00		0.00	1	50.00		0.00	2
8	cans	Air Freshner	100.00	800.00	2	200.00	2	200.00	2	200.00	2	200.00	8
4	pcs.	Soft Broom	50.00	200.00	1	50.00	1	50.00	1	50.00	1	50.00	4
1	pc.	Dust Pan	50.00	50.00	1	50.00		0.00		0.00		0.00	1
2	pcs.	Mop (Head and Stick)	105.00	210.00	1	105.00		0.00	1	105.00		0.00	2
EQUIPMENT													
1	unit	External Hard Disk	6,000.00	6,000.00	1	6,000.00							1
2	units	Flash	580.00	1,160.00	2	1,160.00							2
		<b>TOTAL</b>		<b>44,800.00</b>		<b>32,244.70</b>		<b>4,424.30</b>		<b>7,134.70</b>		<b>996.30</b>	

Prepared by;

  
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