ANNUAL PROCUREMENT PLAN 2012
CONSOLIDATED BY OFFICE
Calendar Year 2012
Municipality of JAGNA

			MPDC	Jagna Waterworks System	MDRRMC	DSWD	MNAO	ACCOUNTING OFFICE	COA	GENERAL SERVICES	MAYOR'S OFFICE	Mun. Vice Mayor/SB Office	SB Secretary's Office	Engineering Office	Budget Office	MTO	MASSO	MAO	MHO	CIVIL REGISTRAR'S OFFICE	MARKET OPERATION OFFICE	TOTAL
	General Description																					
	OFFICE SUPPLIES																					
1	Bond paper cactus (long)	reams	12	12	2	3	3			6					7	20	10	10	5	15	4	109
2	Bond paper cactus (short)	reams	12	6	2	4	1			12					4	20	5	10	5	10	6	97
3	Bond Paper Short subs 20	reams	0					10	10		12			4								36
4	Bond Paper Long subs 20	reams	0					10			8			4								22
5	Bond Paper Long subs 18	reams												4								4
6	Bond Paper Short subs 18	reams												4								4
7	Bond Paper Short subs 16	reams									4											4
8	Bond paper 11 x 17	reams						5														5
9	Mimeo bond paper (long)	reams	12		2	3		10										10				37
10	Mimeo bond paper (short)	reams	12		2	3		10										10				37
11	Fax Paper (A4 size)	reams	3		1													0				4
12	Fax Paper (A4 size)	rolls									24											24
13	Risograph (Mun. Forms)	reams																		20		20
14	Mun. Form 102 (Cert. of Live Birth)	reams																		8		8
15	Mun. Form 103 (Cer. of Death)	reams																		3		3
16	Mun. Form 97 (Cert. of Marriage)	reams																		4		4
17	MF 90 (App. For Marriage License)	reams																		3		3
18	Registry Book	pcs																		2		2
19	Streamer	pcs																		2		2
20	Sticker paper	pcs	5	25	1																	31
21	Photo paper	pcs	2		2																	4
22	Daily Time Record	box																5	2			7
23	Record books	pcs	10	3	4	3		2		10	4					2	3		6	2	15	64
24	Target Client list	pcs																	17			17
25	Columnar books	pcs															2					2
26	Continuous Ink Refill	pcs	20																			20
27	Continuous Ink System	sets													1							1
28	Clear book/Record Book	pcs	20		2																	22
29	Plastic Ring Binder Assorted Size	pcs	30		5																	35
30	Cover Boards	pcs	30		5																	35
31	Push Pins	box	5		5																	10
32	Folder short	pcs	20	20	20	12		36		50							12	60			10	240
33	Folder Long	pcs	50	50	20	12		48		50	36				70		12	72		100	15	535
34	Folder White Long (w/ cellophane cover)	pcs					20								31				30			81
35	Stabilo marker/highlighter	pcs	4	1	4	2		1			6					2	2				6	28
36	DVD Recordables	pcs	30							30												60
37	Pentel pen	pcs		2		3		2		4	8					5	2	12	10		4	52
38	Whiteboard pen	pcs	4		4	3				4	8			2				12	2		2	41
39	Whiteboard eraser	pcs								2	2											4
40	Whiteboard ink refill	pcs	0	1														2				3
41	Manila Paper	pcs	100																			100
42	Marking Pen Ink Refills	pcs	1	1						1												3
43	Correction tape	pcs	3		3					3	12					10						31
44	Correction pen	pcs								2				5						10		17
45	Correction fluid	pcs		12		6	2	5						3			10	12	20		4	74
46	Paper Cutter	pcs	1	1						1												3
47	Cutter Blade	pcs									4					10					2	16
48	Cartolinas (for metacards)	pcs	100			12	12	10										20	5			159
49	Scotch tape	pcs	4		4					4									3		4	19
50	Masking tape	rolls	8	2	8	3				8	8				3	5	5				4	54
51	Packaging tape	rolls									4					2				1		7
52	Tape Flags	pcs													10							10
53	External USB Memory Storage	pcs	15							1												16
54	Memory	pcs														2						2
55	Hard Disk	pcs														2						2
56	Motherboard	pcs														2						2
57	CPU Power Supply	pcs														2						2
58	UPS	pcs														2						2
59	Stamp pad	pcs	2					2		2	2										1	9
60	Stamp pad ink	bots									2					1					1	4
61	Permanent ink	pcs																			1	1
62	Staple wire #35mm	box	2	1		1	1	5		2	12			2	2	15		2	1	2	4	52
63	Staple wire #10mm	box		1		1				100					2	2		2	1	2	8	119
64	Staple wire #8	box															3					3
65	Scissor	pcs	2	2	2		1			2	2						1				2	14
66	plastic laminator	pcs	1																			1
67	plastic cellopane for laminator	pcs	100					7														107
68	HP Ink	pcs		4		4				2				6	17		1				4	38
69	Hp ink 703 Black/Colored	packs									14											14
70	HP Ink Cart. Ribbon	pcs													7							7
71	Computer Ink Black	pcs																4				4
72	Computer Ink Colored	pcs																4				4
73	Refill HP Ink	pcs		7															4			11
74	Refill Ink (Canon)	pcs					3															3
75	Samsung ML 1640	packs									4											4
76	Calculator	pcs		5							2								1		1	9
77	Canon Board	pcs		2																		2
78	Double sided tape	rolls		2							4											6
79	Elmer's Glue/Glue	pcs		1							4										2	7
80	Thumbtacks	pcs		2																		2
81	Clip	box		5																		5
82	Frame-U clip	box		5																		5
83	Carbon Paper	box												0						3	2	5
84	Carbon Paper (Short)	box		1		1					1							2				5
85	Carbon Paper (Long)	box				1				4						5		2				12
86	Paper Clip	box		1				5			8			2		1	4		3	1	4	29
87	Cellophane cover	pcs						10											1			11
88	Cellophane tape	rolls		2		3	1	10			10					5	12					43
89	Paper Fastener	box		1		1		5			4			1	4	2	2	3	1	2	2	28
90	Data Ile Upright Open			3																		3
91	Ink cartridge CIS 13/Epson	sets									2											2
92	Epson Ribbon Cartridge	pcs	1		2				16	30				15		5		50		50	8	177
93	Epson Ribbon Cartridge (LQ2180)	pcs						30														30
94	Epson Ribbon Cartridge (LX-300)	pcs			2	6								1					10			19
95	Epson Ribbon Cartidge (LQ300+11)	pcs						5			12											17
96	Epson Ribbon Cartidge (LQ2190)	pcs						5														5
97	Typewriter Ribbon	pcs									6			2		3		5		24		40
98	Printer Toner	pcs														1	5					6
99	Toner (Photocopy Machine)	pcs																		1		1
100	Canon ink cartridge PG-40	pcs					1															1
101	Canon ink cartridge CL-41	pcs					1															1
102	Canon Ink	pcs												6								6
103	Canon Pixma Ink	pcs																		1		1
104	Computer Ribbon Spool	pcs														60						60
105	USB External Memory	pcs			1			2		4	2								1		1	11
106	Sign Pens	box								2												2
107	Sign Pens	pcs				5			24		48				10		2	24	15	12		140
108	Pencil	pcs					2							2			5	12	20			41
109	Lead Pencil	pcs						8							2	1						11
110	My Gel Refill	pcs														10						10
111	Ballpen	box		3																	6	9
112	Ballpen	pcs				9	6	100	8	100	144			19	100	240	48	24	18	24		840
113	Office paste	pcs				2	2													1		5
114	Yellow Paper	pads				6					4				2		3					15
115	White Letter Envelop	pcs	1																			1
116	Mailing Envelope	box								1	1						1			1		4
117	Expanded Envelope Long	pcs						6		100												106
118	Brown Envelope (Short)	pcs				12				2	36									20		70
119	Brown Envelope (Long)	pcs				12				1							12		60	30	25	140
120	Envelope White (Short)	box																				0
121	Envelope White (Long)	box				1																1
122	Cellophane Envelop (Long)	pcs																	30			30
123	Staple Remover	pcs						1													2	3
124	Stapler	pcs															2		5		4	11
125	Stapler (Big)	pcs				1	1													2		4
126	Heavy duty Stapler	pcs	3							3	3											9
127	Battery	pcs	60								48											108
128	Camera battery (canon)	pcs				1																1
129	Assorted linen paper	pcs				4																4
130	General Ledger							500														500
131	Rubber Band	box						10			4					2					4	20
132	Columnar Notebook	pcs						5													3	8
133	LBC																					0
134	Binding Elements	pcs						1														1
135	Straw	pcs						2														2
136	File/Folder Stand	pcs								12											4	16
137	Cork Board	pcs																4				4
138	Optical Mouse w/ pad	pcs									2					4						6
139	Computer Keyboard	pcs														2						2
140	Slim Keyboard for laptop	pcs														1						1
141	Intel blkd525mw w/ atom	pcs																	1			1
142	Extension Wire	pcs																	2			2
143	Payroll	pads									8			1							2	11
144	UTP Cable	box									1											1
145	Photo frames	pcs									10											10
146	Cord	pcs																		10		10
147	Ring Binder (Big)	pcs													6							6
148	Ring Binder (Small)	pcs													8							8
149	Dater # D-5 shiny														1							1
150	Paper sticker glossy														2				15			17
151	Script I Tape flag														5							5
152	straw duster														1							1
153	Trendsonic box w/o led	pcs																	1			1
154	Health Certificate	pcs																	2000			2000
155	Sanitary Permit	pcs																	2000			2000
156	Mother & Child Record Book	pcs																	300			300
	RISO/MACHINE COPYING																					
157	Short	pcs	1200	300	200			1200	150	1200				4000		3000	2500	250	1000			15000
158	Long	pcs	1200	300	200		1000	1200	150	1200				1000		2600	2500	1200	2000			14550
159	Xerox copy (Short)	pcs																	500			500
160	Xerox copy (Long)	pcs																	500			500
161	Enlarge/Resize	pcs	10	2	10			10	50	100				2240			325					2747
	UTILITY SUPPLIES																					
162	Air Refreshener	pcs	12		12					12				2					1		4	43
163	Air refreshener spray	pcs	3	12	3			6		3	24			2		12	1			2		68
164	Rubbing alcohol	pcs	12	24	12			12		12	24			3		20	6	5	2	4	80	216
165	Dust pan	pcs	1		1					1								1	2		4	10
166	Face Mask/Hand Gloves	pcs			25																	
167	Broom	pcs	2	1	2			2		12							4		2		36	61
168	Mop	pcs	1	1	2			1		1	12			1			1	1	1			22
169	Mop Head	pcs																			16	16
170	Mop Handle	pcs																			8	8
171	Bulbs																				160	160
172	Padlocks																				20	20
173	Albatross	pcs								3											160	163
174	Plantex	pcs																			8	8
175	Gloves	pcs		14																	60	74
176	Knife	pcs		1																		1
177	Raincoat	pcs		14						3											12	29
178	Umbrella	pcs		2																		2
179	Trash can	pcs						3						2				2	2			9
180	Cartoons	pcs						12														12
181	Hand soap	pcs									4										16	20
182	Bowl Cleaner	pcs												1						4	8	13
183	Toilet brush	pcs									4										8	12
184	Toilet Freshener	pcs														24						24
185	Mask	pcs																			28	28
186	Hand Trowel																				1	1
187	Hand Cultivator																				1	1
188	Boots	pcs																			8	8
189	Chlorine Powder	pcs																			8	8
190	Dishwashing paste	pcs									8					3						11
191	Liquid Clogger	pcs																			20	20
192	Muriatic Acid	gals									4			1							20	25
193	Lysol	bots									6					4						10
194	Cotton	rolls									10											10
195	Floorwax	cans									8											8
196	Mineral	cont.									60											60
197	Tissue Paper	doz									6											6
198	Grass Cutter	pcs																			1	1
199	Laundry Services															20						20
200	Rug	pcs															2		2			4
201	Glasses	pcs												12					24			36
202	Cup and Saucer	pcs																1				1
203	Plates	pcs																1	12			13
204	Fork	pcs																	12			12
205	Spoon	pcs																	12			12
206	Belt Bags	pcs																			10	10
207	Pail	pcs																	2			2
208	Drum	pcs																	1			1
209	Laddle	pcs																	2			2
210	Kalderin	pcs																	2			2
	MISCELLANEOUS EXPENSES																					
211	Warning signages																					0
212	Flood Marker																					0
213	Rescue Equipments																					0
214	JEMRU Supplies																					0
215	Tree Seedlings																					0
216	Megaphone	pcs								1												1
217	Rechargable flash lights	pcs								2											10	12
	CAPITAL OUTLAY																					
218	Purchase of LCD Monitor	pcs																				0
219	Plastic Laminator	pcs																				0
220	Document binder	pcs																				0
221	Plumbing Tools	pcs		5																		5
222	Cabinet	pcs		1																		1
223	CPU	pcs		1																		1
224	Computer Chairs	pcs		4																		4
225	Cash Box	pcs		2																		2
226	Curtains	pcs		1																	30	31
227	Telephone units	pcs		2																		2
228	Table	pcs				1	2															3
229	Chair	pcs				1																1
230	Cabinet	pcs				1																1
231	Mirror	pcs				1																1
232	Window Glass	pcs				1																1
233	Water Dispenser	pcs					1															1
234	Water Pump	pcs																1				1
235	MNC Camera	pcs					1															1
236	Safety Vault	pcs														1						1
237	Security Camera/CCTV	pcs														1						1
238	Netbook (mini laptop)	pcs														2						2
239	Computer Set	pcs														1						1
240	Purchase Equipment/Motorcycle	pcs														1						1
241	Bill Counter	pcs														1						1
242	Printer	pcs														2						2

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