

**ANNUAL PROCUREMENT PLAN**  
**CY 2011**  
**(Office Supplies)**

Item No.	General Description	Quantity/ Size	Estimated Budget	Procurement Mode/Method
	<b>Municipal Planning Development Office</b>			
1	Bond paper cactus (long)	12	2,148.00	shopping
2	Bond paper cactus (short)	12	1,920.00	shopping
3	Mimeo bond paper long	12	1,920.00	shopping
4	Mimeo bond paper short	12	1,800.00	shopping
5	Fax Paper (A4 size)	1	180.00	shopping
6	Sticker paper	1	45.00	shopping
7	Photo paper	2	184.00	shopping
8	Record books	4	320.00	shopping
9	Epzon Ribbon Cartridge	1	195.00	shopping
10	Continuous Ink Refill	20	3,000.00	shopping
11	Clear book	20	1,200.00	shopping
12	Plastic Ring Binder Assorted Size	30	1,050.00	shopping
13	Cover Boards	30	600.00	shopping
14	Push Pins	5	200.00	shopping
15	Folder short	20	375.00	shopping
16	Folder Long	50	200.00	shopping
17	White Letter Envelop	1	85.00	shopping
18	Stabilo marker/highlighter	4	152.00	shopping
19	DVD Recordables	30	480.00	shopping
20	Whiteboard pen	4	192.00	shopping
21	Manila Paper	100	500.00	shopping
22	Marking Pen Ink Refills	1	115.00	shopping
23	Correction tape	3	138.00	shopping
24	Scissor	2	700.00	shopping
25	Paper Cutter	1	1,800.00	shopping
26	Cartolinas for metacards	100	1,200.00	shopping
27	scotch tape	4	144.00	shopping
28	masking tape	8	384.00	shopping
29	External USB Memory Storage (500G	1	6,516.00	shopping
30	Stamp pad	2	45.00	shopping
31	staple wire #35mm	2	65.00	shopping
32	Heavy duty Stapler	3	450.00	shopping
33	plastic laminator	1	3,000.00	shopping
34	plastic cellopane for laminator	100	1,000.00	shopping

Bids and Awards Committee				
1	Record books	4	716.00	shopping
2	Mimeo bond paper long	5	800.00	shopping
3	Mimeo bond paper short	5	800.00	shopping
4	Folder short	30	150.00	shopping
5	Folder long	50	350.00	shopping
6	USB Flask Stick (2GB)	1	600.00	shopping
7	Sign Pen	14	1,610.00	shopping
8	Staple Wire #35mm	2	130.00	shopping
Jagna Waterworks System				
1	Bond paper cactus (long)	12	2,148.00	shopping
2	Bond paper cactus (short)	12	1,920.00	shopping
3	Mimeo bond paper long	12	1,920.00	shopping
4	Mimeo bond paper short	12	1,800.00	shopping
5	Record books	10	1,200.00	shopping
6	HP 21 Ink	6	7,410.00	shopping
7	HP 22 Ink	3	4,050.00	shopping
8	Refill Pack	12	4,800.00	shopping
9	Push Pins	5	200.00	shopping
10	Folder short	20	80.00	shopping
11	Folder Long	20	100.00	shopping
12	Whiteboard pen	3	192.00	shopping
13	Whiteboard eraser	1	45.00	shopping
14	Correction tape	3	138.00	shopping
15	Scissor	2	700.00	shopping
16	Paper Cutter	1	3,800.00	shopping
17	USB Flask Stick (2GB)	1	450.00	shopping
18	Stamp pad	2	90.00	shopping
19	staple wire #35mm	2	130.00	shopping
20	Calculator	5	2,250.00	shopping
Municipal Assessor's Office				
1	Bond Paper cactus (short)	9 reams	1,899.00	shopping
2	Bond Paper cactus (long)	4 reams	980.00	shopping
3	Folder Short (white)	5 pcs.	25.00	shopping
4	Folder Long (white)	6 pcs.	33.00	shopping
5	Staple Wire # 10	1 box	45.00	shopping
6	Paper Fastener Plastic	1 box	34.00	shopping
7	Paper Clip (big)	1 box	15.00	shopping
8	Sign Pen Black	2 pcs.	130.00	shopping
9	Ballpen (black, blue & red)	2 dozens	144.00	shopping
10	Masking Tape	2 rolls	60.00	shopping
11	Cellophane Tape	3 rolls	60.00	shopping
12	Correction Fluid	6 pcs.	266.00	shopping
13	Pentel Pen (black & blue)	2 pcs.	90.00	shopping
14	Labor Payroll	3 pads	306.00	shopping
15	Envelope (short)	30 pcs.	30.00	shopping
16	Yellow Pad	2 pads	50.00	shopping

17	Toner HP 12A	1 toner	2,730.00	shopping
18	Toner HP35A	2 toners	7,168.00	shopping
19	Ink HP No. 60 (black)	1 pc.	852.00	shopping
20	Pencils	5 pcs.	35.00	shopping
21	Brown Envelope (long)	1 doz.	48.00	shopping

**Rural Health Unit I**

1	Bond paper	10	2,080.00	neogtiated
2	Bond paper	10	2,450.00	do
3	Ballpen (blue,red,black)	28	317.80	do
4	Sign pen	40	2,860.00	do
5	Pentel pen (black,blue)	20	884.00	do
6	Pencil	20	130.00	do
7	Correction fluid	20	624.00	do
8	Cellophane envelope long	60	600.00	do
9	Folder long w/ cellophane cover	55	899.25	do
10	Envelope brown long	60	126.00	do
11	Labor payroll	3	321.00	do
12	Stapler small	10	600.00	do
13	Sticker yellow green,red,orange,pink	20	220.00	do
14	Record book	20	2,002.00	do
15	Target client list	17	13,000.00	do
16	Cellophane roll	1	650.00	do
17	Cartolina white	17	85.00	do
18	Calculator	2	1,079.00	do
19	Paper Fastener	1	30.00	do
20	Health Certificate	2000	12,000.00	do
21	Sanitary Permit	2000	11,000.00	do
22	Mother & Child Record book	500	37,500.00	do
23	HP deskjet 3550 (refill kit black)	1	500.00	negotiated
24	HP deskjet 3550 (refill kit colored)	1	550.00	do
25	HP deskjet F2480(refill kita black)	1	500.00	do
26	HP deskjet F2480(refill kita black)	1	550.00	do
27	Continous Ink Printer	1	3,000.00	

**Municipal Nutrition Council**

1	Bond paper	2	400.00	Repeat order
2	Bond paper	2	600.00	do
3	Folder long w/ cellophane cover	30	540.00	do
4	Log book	2	240.00	do
5	Ballpen (blue,red,black)	6	90.00	do
6	Sign pen	6	390.00	do
7	Yellow pads	2	80.00	do
8	Correction fluid	4	160.00	do
9	Cellophane tape	2	70.00	do
10	Sticker paper	6	300.00	do
11	Pentel pen (black,blue)	6	420.00	do
12	Cellophane	1	600.00	do
13	Paste	2	150.00	do

14	Cartolina white	12		120.00	do
15	USB 5GB	1		500.00	do
16	Brown Envelope long	20		120.00	do
17	Pins big	1		100.00	do
18	Paper fastener	1		120.00	do

**Municipal Library**

1	Linen Cartolina for Title Cards	10 pcs	P	360.00	shopping
2	Book stickers	5 pads	P	275.00	shopping
3	Pilot Sign Pen (refill)	2 sets	P	200.00	shopping
4	Computer ink # 60 (colored)	6 pcs	P	6,600.00	shopping
5	Computer ink # 60 (black)	10 pcs	P	7,500.00	shopping
6	Rewritable CD	12 pcs	P	360.00	shopping
7	Staple wire # 10	2 boxes	P	22.00	shopping
8	staple wire # 35	3 boxes	P	156.00	shopping
9	Pentel pen ink (red)	2 bottles	P	200.00	shopping
10	Pentel pen ink (black)	2 bottles	P	200.00	shopping
11	Long bond paper	4 rims	P	980.00	shopping
12	Short bond paper	4 rims	P	844.00	shopping
13	Record book	2 pcs	P	388.00	shopping
14	Letter envelope	1 bundle	P	50.00	shopping
15	Expandable folder (long)	1 dozen	P	300.00	shopping
16	Expandable folder (short)	1 dozen	P	216.00	shopping
17	Long brown envelope	1 dozen	P	60.00	shopping
18	Short brown envelope	1 dozen	P	48.00	shopping
19	Glue	2 bottles	P	92.00	shopping
20	Packaging tape	4 pcs	P	180.00	shopping
21	Masking tape	4 pcs	P	84.00	shopping
22	Push pins	4 boxes	P	160.00	shopping
23	Stabilo marker	2 pcs	P	76.00	shopping
24	Paper cutter	1 pc	P	150.00	shopping
25	Liquid eraser	2 bottles	P	84.00	shopping
26	Thumb tacks	2 boxes	P	22.00	shopping
27	Paper fastener	1 box	P	250.00	shopping

**Mayor's Office**

1	Toner C409 Black	4 packs		10,000.00	
2	Toner C409 Color	6 packs		13,200.00	
3	Samsung ML 1640	2 packs		4,500.00	
4	Bond Paper short sub. 20	12 reams		2,310.00	
5	Bond Paper long sub. 20	8 reams		2,000.00	
6	Bond Paper short sub. 16	4 reams		800.00	
7	Yellow Pad	4 pads		200.00	
8	Record Book	4 pcs		500.00	
9	Typewriter ribbon	6 pcs		240.00	
10	Epson LX300+II ribbon	12 pcs		1,800.00	
11	Ballpen	12 doz.		1,200.00	
12	Carbon Paper	1 box		700.00	
13	Sign Pen	4 doz.		3,000.00	

14	Correction pen/Tape	12 pcs	900.00	
15	Stapler heavy duty	3 pcs	900.00	
16	Staple wire # 35	12 boxes	1,000.00	
17	Paper clips	8 boxes	200.00	
18	Folder	3 doz.	720.00	
19	Stamp pads	2 pcs.	250.00	
20	Stamp pad ink	2 bot.	150.00	
21	Pentel pen/Marker	8 pcs	480.00	
22	Cellophane tape	10 rolls	400.00	
23	Double sided tape	4 rolls	900.00	
24	Brown envelope	3 doz.	300.00	
25	Optical Mousew/pad	2 pcs.	500.00	
26	Cutter blade	4 pcs.	200.00	
27	Fastener	4 boxes	200.00	
28	Glue	4 bot.	200.00	
29	Masking tape	8 rolls	320.00	
30	Packaging Tape	4 rolls	150.00	
31	Whiteboard pen	8 pcs	400.00	
32	Whiteboard eraser	2 pcs.	60.00	
33	Highlighter pen	6 pcs	180.00	
34	Scissors	2 pcs.	200.00	
35	Payroll	8 pads	800.00	
36	Photo Frames	10 pcs	1,000.00	
37	Battery	48 pcs	1,500.00	
38	Fax Paper	24 rolls	1,500.00	
39	Streamer cloth		5,000.00	
40	Mailing envelope	1 box	600.00	
41	Rubberband	4 boxes	150.00	
42	Medals		6,000.00	
43	Calculator	2 pcs.	500.00	
44	USB	2 pcs.	1,000.00	
45	HP ink 21	12 pcs	7,500.00	
46	HP ink 22	6 pcs	3,200.00	

**Municipal Treasurer's Office**

1	Bond Paper (long)	5	1,400.00	shopping
2	Bond Paper (short)	10	3,100.00	shopping
3	Carbon Paper (long)	5	400.00	shopping
4	Ballpen (black & blue)	240	4,320.00	shopping
5	Lead Pencil (mechanical)	1	80.00	shopping
6	Correction Fluid/tape	10	400.00	shopping
7	Staple Wire # 35	15	825.00	shopping
8	Staple Wire # 10 (box of 12)	2	240.00	shopping
9	Stamp Pad Ink	1	55.00	shopping
10	Pentel Pen/Wyteboard Pen	5	200.00	shopping
11	Typewriter Ribbon	3	135.00	shopping
12	Computer Ribbon Spool	60	3,000.00	shopping
13	Computer Ribbon Cartridge	5	1,250.00	shopping

14	Cutter	10	200.00	shopping
15	Blang CDR/DVR	5	125.00	shopping
16	My Gel Refill	10	250.00	shopping
17	Record Book 500 pages	2	230.00	shopping
18	Rubber Band	2	60.00	shopping
19	Paper Clips (big/small)	1	35.00	shopping
20	Paper Fastener	2	60.00	shopping
21	Cellophane Tape	5	225.00	shopping
22	masking Tape	5	125.00	shopping
23	Packaging Tape	2	40.00	shopping
24	Payroll	2	210.00	shopping
25	Highlighter Pen	2	90.00	shopping
26	Brown Envelope	20	120.00	shopping
27	Folders	20	160.00	shopping
28	Printer Toner	1	4,000.00	shopping
29	Computer Mouse	4	1,120.00	shopping
30	Keyboard	2	800.00	shopping
31	Slim Keyboard for Laptop	1	200.00	shopping
32	Hard Disk 300 GB	2	6,000.00	shopping
33	Memory (2 G Ram)	2	1,200.00	shopping
34	Mother Board	2	6,000.00	shopping
35	CPU Power Supply	2	2,000.00	shopping
36	UPS	2	6,000.00	shopping

**Municipal General Services**

1	Various Job Order Tarpulin	1	10,000.00	shopping
2	Heavy duty clip big/small		200.00	shopping
3	Highlighter pen		200.00	shopping
4	Fax paper		400.00	shopping
5	Yellow pad		70.00	shopping
6	Pencil		60.00	shopping
7	Packaging tape		200.00	shopping
8	Record books	10	600.00	shopping
9	Cactus bond paper long	6	1,600.00	shopping
10	Cactus bond paper short	12	1,800.00	shopping
11	Correction pen	2	180.00	shopping
12	Brown envelop long	1	45.00	shopping
13	Brown envelop short	2	108.00	shopping
14	ID Laminator	1	3,000.00	shopping
15	Epson Computer ribbon	30	1,200.00	shopping
16	Carbon long	4	500.00	shopping
17	File/Folder stand	12	1,020.00	shopping
18	Computer ink HP	2	2,250.00	shopping
19	Sign pen	2	500.00	shopping
20	Folder short	50	200.00	shopping
21	Folder long	50	250.00	shopping
22	Mailing envelope	1	185.00	shopping
23	Pentel pen	4	152.00	shopping

24	DVD Recordables	30	480.00	shopping
25	Whiteboard eraser	2	45.00	shopping
26	Whiteboard pen	4	192.00	shopping
27	Brown envelop expanded long	100	500.00	shopping
28	Marking Pen Ink Refills	1	115.00	shopping
29	Correction tape	3	138.00	shopping
30	Scissor	2	200.00	shopping
31	Paper Cutter	1	1,700.00	shopping
32	Ballpens	100	1,200.00	shopping
33	scotch tape	4	144.00	shopping
34	masking tape	8	384.00	shopping
35	External USB Memory Storage (500G	1	6,516.00	shopping
36	Stamp pad	2	45.00	shopping
37	staple wire #35mm	2	300.00	shopping
38	Heavy duty Stapler	3	1,450.00	shopping
39	USB Flask Stick 4GB	4	1,500.00	shopping
40	Calculator		770.00	shopping
41	Payroll pad		200.00	shopping
42	Staple wire#10	100	400.00	shopping

**Rural Health Unit II**

1	Bond paper	12	2,148.00	negotiated
2	Bond paper	12	2,436.00	do
3	Ballpen (black)	48	480.00	do
4	brown envelope (long)	300	825.00	do
5	Folder (plastic, long)	72	1,206.00	do
6	Pencil	20	100.00	do
7	Correction fluid	12	720.00	do
8	Cellophane envelope long	80	520.00	do
9	Labor payroll	2	164.00	do
10	staple wires	10	42.50	do
11	Stapler small	10	507.50	do
12	Record book	12	624.00	do
13	Target client list	11	4,180.00	do
14	Cellophane roll	1	700.00	do
15	Cartolina white	12	180.00	do
16	Calculator	11	1,705.00	do
17	Paper Fastener	5	125.00	do
18	Pentel Pen (blue,black, and red)	12	444.00	do
19	Whiteboard marker	6	192.00	do
20	DTR	4	56.00	do
21	yellow pad	24	432.00	do
22	Mother & Child Record book	200	15,000.00	do
23	Extension wire	3	539.25	do
24	500 Gig External Hard drive	1	2,990.00	do
25	Toilet paper	24	312.00	do
26	soap (bar)	12	252.00	do
27	Clearbook (long)	10	1,260.00	do

MDRRMC Office				
1	Bond paper cactus (long)	2	2,148.00	shopping
2	Bond paper cactus (short)	2	1,920.00	shopping
3	Mimeo bond paper long	2	1,920.00	shopping
4	Mimeo bond paper short	2	1,800.00	shopping
5	Fax Paper (A4 size)	1	180.00	shopping
6	Sticker paper	1	45.00	shopping
7	Photo paper	2	184.00	shopping
8	Record books	4	320.00	shopping
9	Epzon Ribbon Cartridge	2	195.00	shopping
10	Clear book	20	1,200.00	shopping
11	Plastic Ring Binder Assorted Size	5	300.00	shopping
12	Cover Boards	5	150.00	shopping
13	Push Pins	5	200.00	shopping
14	Folder short	20	375.00	shopping
15	Folder Long Plastic	20	260.00	shopping
16	Stabilo marker/highlighter	4	152.00	shopping
17	Whiteboard pen	4	192.00	shopping
18	Correction tape	3	138.00	shopping
19	Scissor	2	700.00	shopping
20	scotch tape	4	144.00	shopping
21	masking tape	8	384.00	shopping
22	USB External Memory	1	800.00	shopping