

**ANNUAL PROCUREMENT PLAN 2012**  
**CONSOLIDATED BY OFFICE**

**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
<b>General Description</b>																						
<b>OFFICE SUPPLIES</b>																						
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



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





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
	<b>CAPITAL OUTLAY</b>																				
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
238	Netbook (mini laptop)	pcs																			2
239	Computer Set	pcs																			1
240	Purchase Equipment/Motorcycle	pcs																			1
241	Bill Counter	pcs																			1
242	Printer	pcs																			2

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