

ANNUAL PROCUREMENT PLAN

January to December 2011

Department / Local Government:

CITY VICE MAYOR'S OFFICE

Procurement Control No.					Planned Amount	Page 1 Of _____ pages			Date Submitted:				
					Regular:	Contingency	Total						
Item No.	Description	Unit of Measure	Unit Cost	Qty.	Total	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	AIR FRESHENER, aerosol type, spray mist, 280ml/150g. / can	can	125.40	60	7524.00	15	1881.00	15	1881.00	15	1881.00	15	1881.00
2	ALCOHOL, rubbing, 70% isopropyl 500ml, Rhea Brand	bottle	38.20	40	1528.00	10	382.00	10	382.00	10	382.00	10	382.00
3	BALLPEN, HBW	box	48.00	10	480.00	4	192.00	3	144.00	3	144.00		0.00
4	BLADE, for heavy duty cutter	pack	5.25	75	393.75	25	131.25	25	131.25	25	131.25		0.00
5	BROOM, soft	piece	33.00	10	330.00	4	132.00	3	99.00	3	99.00		0.00
6	CARBON FILM	box	371.70	40	14868.00	10	3717.00	10	3717.00	10	3717.00	10	3717.00
7	CARTOLINA, assorted	pack	77.00	50	3850.00	20	1540.00	10	770.00	10	770.00	10	770.00
8	COLUMNAR PAD, 14 columns, 55gsm, Veco Brand	pad	49.65	10	496.50	3	148.95	2	99.30	3	148.95	2	99.30
9	COMPACT DISK RECORDABLE, min. of 650MB, 70mins. Running time, V-Media Brand	piece	11.40	100	1140.00	25	285.00	25	285.00	25	285.00	25	285.00
10	COMPACT DISK REWRITABLE, high-speed, 700MB/80min. Capacity, compatible w/4x-12x CD drivers, slim case, Sdky Brand	piece	28.50	100	2850.00	25	712.50	25	712.50	25	712.50	25	712.50
11	COMPUTER INK, refill, (Black)	bottle	200.00	40	8000.00	10	2000.00	10	2000.00	10	2000.00	10	2000.00
12	COMPUTER INK, refill, (Blue)	bottle	200.00	24	4800.00	6	1200.00	6	1200.00	6	1200.00	6	1200.00
13	COMPUTER INK, refill, (red)	bottle	200.00	24	4800.00	6	1200.00	6	1200.00	6	1200.00	6	1200.00
14	COMPUTER INK, refill, (Yellow)	bottle	200.00	24	4800.00	6	1200.00	6	1200.00	6	1200.00	6	1200.00
15	COMPUTER KEYBOARD	piece	375.00	3	1125.00	3	1125.00						
16	COMPUTER MOUSE, PS/2	piece	135.30	8	1082.40	2	270.60	2	270.60	2	270.60	2	270.60

17	CONTINUES PAPER, 11 x 9½, 4 ply	box	377.00	30	11310.00	10	3770.00	10	3770.00	10	3770.00	0.00	
18	CONTINUES PAPER, 9½ x 14, 3 ply	box	528.90	30	15867.00	10	5289.00	10	5289.00	10	5289.00	0.00	
19	CORRECTION FLUID, water based, white opaque, 15ml, Unitouch	bottle	12.45	80	996.00	20	249.00	20	249.00	20	249.00	20	249.00
20	CUTTER, heavy duty, retractable, (L500), GD 223 Brand	piece	23.65	40	946.00	10	236.50	10	236.50	10	236.50	10	236.50
21	DETERGENT BAR	bar	19.35	60	1161.00	15	290.25	15	290.25	15	290.25	15	290.25
22	DISINFECTANT SPRAY	can	156.20	20	3124.00	5	781.00	5	781.00	5	781.00	5	781.00
23	DUST PAN	piece	26.40	10	264.00	3	79.20	2	52.80	3	79.20	2	52.80
24	ENVELOPE, documentary, for A4 size document, kraft, 229mmx 324mm, min. weight of 150gsm, 500pcs/box	box	534.60	5	2673.00	1	534.60	2	1069.20	1	534.60	1	534.60
25	ENVELOPE, expanding, plastic	piece	69.25	200	13850.00	50	3462.50	50	3462.50	50	3462.50	50	3462.50
26	ENVELOPE, expanding, kraft board, min. of 285 gsm, for legal size paper document, 100pcs./box	box	635.80	8	5086.40	2	1271.60	2	1271.60	2	1271.60	2	1271.60
27	ENVELOPE, mailing, white ordinary 105mm x 241mm (4½" x 9½") 500s/box	box	169.15	20	3383.00	5	845.75	5	845.75	5	845.75	5	845.75
28	FILING CABINET	Unit	25000.00	1	25000.00		0.00		0.00		0.00		0.00
29	FLASH DRIVE 4GB	piece	431.20	20	8624.00	5	2156.00	5	2156.00	5	2156.00	5	2156.00
30	FOLDER, file, tagboard equivalent 14 points, for A4 size documents, 100pcs/pack	pack	267.30	15	4009.50	5	1336.50	5	1336.50	5	1336.50		0.00
31	FOLDER, file, tagboard equivalent 14 points, for legal size documents, 100pcs/pack	pack	217.70	16	3483.20	4	870.80	4	870.80	4	870.80	4	870.80
32	FOLDER, Pressboard expanding, plain	piece	10.00	100	1000.00	25	250.00	25	250.00	25	250.00	25	250.00
33	GESTEFAK, Gestetner Brand	pack	900.00	4	3600.00	1	900.00	1	900.00	1	900.00	1	900.00
34	GLUE, all purpose, 300grams	piece	48.10	40	1924.00	10	481.00	10	481.00	10	481.00	10	481.00

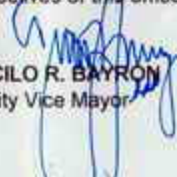
35	INK CARTRIDGE, Canon Pixma 40, black for Canon Printer, model MP 198	piece	1100.00	120	132000.00	30	33000.00	30	33000.00	30	33000.00	30	33000.00
36	INK CARTRIDGE, Canon Pixma 41, colored for Canon Printer, model MP 199	piece	1300.00	90	117000.00	25	32500.00	25	32500.00	20	26000.00	20	26000.00
37	MAGAZINE FILE, large	piece	54.70	20	1094.00	5	273.50	5	273.50	5	273.50	5	273.50
38	MARKER, flourescent, assorted colors, 3 colors/set, Stabilo Brand	set	94.50	100	9450.00	30	2835.00	20	1890.00	30	2835.00	20	1890.00
39	MARKING PEN, bullet tip, non-toxic medium point, permanent, black, Pentel Brand	piece	28.50	100	2850.00	25	712.50	25	712.50	25	712.50	25	712.50
40	MOP HANDLE	piece	75.90	6	455.40	2	151.80	1	75.90	2	151.80	1	75.90
41	MOP HEAD, 100% Rayon	piece	60.50	20	1210.00	5	302.50	5	302.50	5	302.50	5	302.50
42	PAPER CLIP, gem type, 33mm, vinyl coated, 100's/box, UK Brand	box	4.56	200	912.00	50	228.00	50	228.00	50	228.00	50	228.00
43	PAPER CLIP, gem type, 50mm jumbo, vinyl coated, 100's/box, UK Brand	box	17.50	250	4375.00	65	1137.50	65	1137.50	60	1050.00	60	1050.00
44	PAPER FASTENER, non-rust metal, holds 25mm thk. File, w/prongs 70mm apatr, 50 sets/box, Apple Brand	box	83.25	200	16650.00	50	4162.50	50	4162.50	50	4162.50	50	4162.50
45	PAPER mimeo, white wove, 210mm x 297mm A4, 70 gsm	ream	161.95	200	32390.00	50	8097.50	50	8097.50	50	8097.50	50	8097.50
46	PAPER mimeo, white wove, 216mm x 330mm 8 1/2" x 23 1/2" Legal, 70 gsm	ream	164.56	200	32912.00	50	8228.00	50	8228.00	50	8228.00	50	8228.00
47	PAPER, multicopy, for laser/ink jet printers, high-speed copiers, 210mm x 297mm (A4), 80 gsm.	ream	187.25	200	37450.00	50	9362.50	50	9362.50	50	9362.50	50	9362.50

48	PAPER, multicopy, for laser/ink jet printers, high-speed copiers, 216mm x 330mm (8 1/2"x13"), 80 gsm.	ream	240.96	200	48192.00	50	12048.00	50	12048.00	50	12048.00	50	12048.00
49	PAPER, multicopy, for laser/ink jet printers, high-speed copiers, short (8 1/2" x 11")	ream	240.96	180	43372.80	45	10843.20	45	10843.20	45	10843.20	45	10843.20
50	PAPER, RULED PAD, 216mm x 330mm, 100sheets, Apollo Brand	pad	20.90	160	3344.00	40	836.00	40	40.00	40	836.00	40	836.00
51	PAPER, thermal, 216mm x 30m, 12mm (1/2") core, Prince Brand	roll	39.80	60	2388.00	15	597.00	15	597.00	15	597.00	15	597.00
52	PASTE, solid w/water well and applicator, 200gms, Kippy Brand	bottle	19.80	20	396.00	5	99.00	5	99.00	5	99.00	5	99.00
53	PAY ENVELOPE 500pcs/box	box	125.40	100	12540.00	25	3135.00	25	3135.00	25	3135.00	25	3135.00
54	PENCIL, lead, w/eraser, medium size, Apsara Brand	dozen	26.15	100	2615.00	25	653.75	25	653.75	25	653.75	25	653.75
55	PUNCHER, heavy duty	piece	82.40	12	988.80	6	494.40			6	494.40		
56	RAG, Cotton	kilo	35.20	20	704.00	5	176.00	5	176.00	5	176.00	5	176.00
57	RECORD BOOK, 500 pages, 215mm x 275mm, 55gsm	piece	100.00	50	5000.00	20	2000.00	10	1000.00	10	1000.00	10	1000.00
58	RIBBON, (LX 300-II) with cartridge	set	94.60	80	7568.00	20	1892.00	20	1892.00	20	1892.00	20	1892.00
59	RIBBON, nylon, for manual type writer, Ad-Rite Brand	spool	16.80	40	672.00	10	168.00	10	168.00	10	168.00	10	168.00
60	RUBBER BAND	box	104.80	10	1048.00	3	314.40	2	209.60	3	314.40	2	209.60
61	SCISSORS, 15cm (6") UK Brand	pair	12.00	30	360.00	10	120.00	10	120.00	10	120.00		0.00
62	SCOURING PAD, economy size, 140mm x 220mm, color green, 5 pcs/pack, Homelife Brand	pack	69.30	100	6930.00	25	1732.50	25	1732.50	25	1732.50	25	1732.50
63	SIGN PEN, hightech pen, black, Pentel Brand	each	44.70	100	4470.00	25	1117.50	25	1117.50	25	1117.50	25	1117.50
64	SIGN PEN, hightech pen, blue, Pentel Brand	each	44.70	100	4470.00	25	1117.50	25	1117.50	25	1117.50	25	1117.50

65	STAMP PAD INK, violet, 50ml, w/applicator, Padmate Brand	bottle	23.55	20	471.00	5	117.75	5	117.75	5	117.75	5	117.75
66	STAPLE REMOVER, twin jaws UK Brand	piece	4.40	20	88.00	5	22.00	5	22.00	5	22.00	5	22.00
67	STAPLE WIRE, standard, #35, 5000s/box, Boston Basic Brand	box	37.30	100	3730.00	25	932.50	25	932.50	25	932.50	25	932.50
68	STAPLER, heavy duty	piece	350.80	12	4209.60	6	2104.80			6	2104.80		
69	STENCIL INK, #217, 400ml	tube	330.00	10	3300.00	3	990.00	2	660.00	3	990.00	2	660.00
70	STENCIL PAPER, Gestefax Gestetner	pack	900.00	10	9000.00	3	2700.00	2	1800.00	3	2700.00	2	1800.00
71	TAPE, transparent, 48mm (1") w/usable length of 50m, Crocodile Brand	roll	15.30	50	765.00	10	153.00	15	229.50	10	153.00	15	229.50
72	TAPE, transparent, 48mm (2") w/usable length of 50m, Crocodile Brand	roll	19.58	50	979.00	10	195.80	15	293.70	10	195.80	15	293.70
73	TOILET TISSUE, 200 twin-ply, sheet, 12 rolls/pack, Nature Brand	pack	82.94	50	4147.00	13	1078.22	12	995.28	13	1078.22	12	995.28
74	WASTE BASKET, plastic, assorted colors, non-rigid	piece	28.60	10	286.00	10	286.00		0.00		0.00		0.00
75	INSECTICIDE, 600ml, (420g)/can	can	150.70	12	1808.40	3	452.10	3	452.10	3	452.10	3	452.10
TOTAL:					726959.75								

A. Proc. on

This is to certify that the above procurement plan is in accordance with the objectives of this office.


LUCILO R. BAYRON
 City Vice Mayor