

Annual Procurement Plan Office Supplies 2018

ARTICLE	SUPPLIES	UNIT	Price as of 2017	Quantity Requirement												Total	
				Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Amount
				1	Balpen (black)	pcs	10.00	75				75					75
2	Balpen (blue)	pcs	10.00	75				75					75			225	2,250.00
3	Balpen (red)	pcs	10.00				60		10					10		20	200.00
4	Battery AA	pcs	55.75	60			60						60			240	13,365.00
5	Battery AAA	pcs	50.00	40				40					40			120	6,000.00
6	Brown envelop (Long)	pcs	20.00		50				50				20			120	2,400.00
7	Brown envelop(Short)	pcs	1.55		50				50				20			120	185.76
8	Billing Statement of Accounts	pcs	1,000.00	30												30	30,000.00
9	Calculator 12 digits(Non-Sc.	pc	420.00		5											5	2,100.00
13	Cardboard Short Size	pcs	2.74			1000							1500			2500	6,840.00
14	Carbon Paper-blue	boxes	576.00			2				10				2		10	150.00
16	CDR	pcs	15.00														150.00
17	Chord Thread	rolls	32.75						10							10	327.50
18	Clipboard w/ cover	pcs	85.00		30											30	2,550.00
19	Columnar Notebook	pcs	48.00	3					3					3		9	432.00
28	Comp. Cont. Paper 9.5 X11"-1 ply	boxes	516.00	5			5			5				5		20	10,320.00
29	Comp. Cont. Paper 9.5 X11"-2 ply	boxes	848.72						5					5		10	8,487.24
36	Comp. Ink 678 B	pcs	435.00	4						2			2			8	3,480.00
37	Comp. Ink 678 C	pcs	435.00		2				2				2			6	2,610.00
42	Comp. Ink HP 703 black	pcs	440.00		2				2				2			6	2,640.00
43	Comp. Ink HP 703 Colored	pcs	440.00		2				2				2			6	2,640.00
44	Comp. Ink HP 704 black	pcs	425.00	10			10						10			40	17,000.00
45	Comp. Ink HP 704 colored	pcs	425.00	10			10			10			10			40	17,000.00
46	Comp. Ink HP 952 black	pcs	1,100.00	2				2					2		2	6	6,600.00
49	Comp. Ink 933 Magenta	pcs	940.00			2			2				2			6	5,640.00
50	Comp. Ink 933 Cyan	pcs	940.00			2			2				2			6	5,640.00
51	Comp. Ink 933 Yellow	pcs	940.00			2			2				2			6	5,640.00
52	Comp. Cartridge Epson-Refill	pcs	33.00	100			100			100			100			400	13,200.00
53	Comp. ink Epson L210 6664 Yellow	pcs	315.00	4			4			4			4			16	5,040.00
54	Comp. ink Epson L210 6663 Magenta	pcs	315.00	4			4			4			4			16	5,040.00
55	Comp. ink Epson L210 66642 Cyan	pcs	315.00	4			4			4			4			16	5,040.00
56	Comp. ink Epson LX210 Black	pcs	315.00					4					4			16	5,040.00
57	Comp. Cartridge Epson LX310	pcs	200.00	1				1					1		4	3	600.00
58	Comp. Cart. Epson no. FX2175	pcs	500.00	1				1					1			3	1,500.00
59	Computer Mouse USB	pcs	210.10	3												3	630.29
60	Correction Tape	pcs	30.00	10					5					7		22	660.00
60	Cutter paper	pcs	20.00	5						5						10	200.00
61	Cutter blade	boxes	180.00				5							5		10	1,800.00
62	Datamag(Magazine File)	pcs	120.00	30						30						60	7,200.00
63	Desk cleanser	bott	120.00						5						5	10	1,200.00
66	Duplo Master	rolls	4,000.00							1						1	4,000.00
68	Duplicator ink	bott	650.00		5				5				5			15	9,750.00
70	Ebarado	pcs	247.50	30					20							50	12,375.00
71	Envelop mailing	pcs	0.90				500									500	450.00
72	Expanded Envelope (Long)	pcs	11.00		10				10				10			30	330.00
73	Fasteners (plastic)	boxes	30.00	10					10				10			30	900.00
76	Folder (Long)	pcs	4.50		50					50				50		150	675.00
77	Folder (short)	pcs	3.85					100					50			150	577.50
78	Garbage plastic bag	pcs	7.00	100						100			100			400	2,800.00
81	Keyboard (PS2)Round/Comp.	pcs	204.00	2												2	408.00
82	Keyboard (USB) Comp.	pcs	250.00	5						5						10	2,500.00
83	ID Clip	pcs	20.00	100												100	2,000.00
84	Laminating Film	pcs	5.75	100						100						200	1,150.00
83	Liquid Eraser	bott	33.00	20							20					40	1,320.00
84	Logbook	pcs	102.00	50					25							75	7,650.00
85	Masking Tape 1"	rolls	36.00		10				10				10			30	1,080.00
86	Mechanical Lead .5	boxes	24.61		5					5						10	246.12
87	Mechanical Pencil	pcs	30.88	10												10	308.84
88	Newsprint white (Short)	reams	102.00	20									10			50	5,100.00
89	Newsprint white (long)	reams	120.00	20			10			10			10			60	7,200.00
90	Newsprint blue - long	reams	145.00			10							10			20	2,900.00
91	Newsprint Green - long	reams	112.00		10				10				10			30	3,360.00
93	Newsprint Pink - long	reams	112.00		15								15			30	3,360.00
94	Newsprint yellow - long	reams	112.00		10				10				10			30	3,360.00
95	Notebook 100 leaves	pcs	12.00	30						30						60	720.00
96	Official Receipts- cashier	stubs	85.00	250									250			500	42,500.00
97	Official Receipts- Commercial	boxes	1,505.05						50							50	7,525.25
99	Packing Tape 2"	pcs	41.40		10					10			10			30	1,242.00
100	Packing Glue	bott	130.00						2							2	260.00
101	Paper Clip (Big)	boxes	19.00	10					10				10			30	570.00
102	Paste	bott	35.00			3							3			6	210.00
103	Pencil	pcs	7.00	10												10	70.00
104	Photo Paper	pack	100.00	12												12	1,200.00
103	Pilot Marker (black)	pcs	40.00	30				30					30			90	3,600.00
104	Pilot Marker (blue)	pcs	40.00	30				30					30			90	3,600.00
105	Pilot Marker (red)	pcs	40.00	30				30					30			90	3,600.00
109	Plastic Folder thick Long	pcs	14.50	150					150				100			400	5,800.00
	Plastic Folder thick short	pcs	12.00	100					100				100			300	3,600.00
113	Rubber Band	boxes	26.50	20				10					10			40	1,060.00
115	Rubber Eraser	pcs	7.00	5						5						10	70.00
116	Ruler Plastic 12"	pcs	6.50	5												5	32.50
118	Scissors (Big)	pcs	45.00	10												10	450.00
119	Scotch Tape 1"	pcs	18.00		10				10				10			30	540.00
120	Scotch Tape 2"	pcs	20.00	15												35	700.00
121	Scotch Tape dispenser	pcs	100.00	5												5	500.00
122	Signpen(Black)	pcs	21.50	50					30				30			110	2,365.00
123	Signpen(Blue)	pcs	21.50	50					30				30			110	2,365.00
124	Stablio Boss(green)	pcs	37.50		10								10			20	750.00
125	Stablio Boss(orange)	pcs	37.50					10								10	375.00
126	Stablio Boss(pink)	pcs	37.50								10					10	375.00
127	Stablio Boss(yellow)	pcs	37.50		10								10			20	750.00
128	Stamp pad ink	bott	30.														