

**ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES-2010 (CENTRALIZED)**

ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
1	Bond Paper Long (cactus)	rims.	100	100	50		250
2	Bond Paper Short (cactus)	rims.	100		150		250
3	Bond Paper Long (Advance Sub.18)	rims.	100		50		150
4	Bond Paper Short (Advance Sub. 18)	rims.	50		50		100
5	Bond Paper Long (Mimeo)	rims.	75				75
6	Bond Paper Short (Mimeo)	rims.	50		50		100
7	Ballpen Black (Panda)	pcs.	250		250		500
8	Ballpen Blue (Panda)	pcs.	50		50		100
9	Ballpen Red (Panda)	pcs.		50			50
10	Ballpen Black(Uni)	pcs.		100			100
11	Ballpen Blue (Uni)	pcs.	50		50		100
12	Ballpen Green (Uni)	pcs.	50				50
13	Battery Energizer AA Eveready	pcs.		75			75
14	Broom	pcs.	5		5		10
15	Brown Envelope Long	pcs.	100	100		100	300
16	Brown Envelope Short	pcs.	100	100		100	300
17	Calculator 122 L Casio	unit	2			2	4
18	Calculator 12 digit	unit		2	2		4
19	Calculator Scientific FX 992 NIS	unit	2				2
20	Carbon Paper Long Plastofoil	box	5		5		10
21	Carbon Paper Short Plastofoil	box		5	5		10
22	Carbong Long Red Carpet	box	5	5			10
23	Carbon Paper Short Carpet	box	5	5			10
24	Cartolina Assorted Colors	pcs.	25	25	25	25	100
25	Columnar Pad 8 columns valiant	pad	2				2
26	Computer ink black 100ml.	bottls	25		25		50

ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
27	Computer ink magenta 100ml.	bottls	25	25			50
28	Computer ink cyan 100ml.	bottls	25		25		50
29	Computer Ink Epson Black	bottls	15		15		30
30	Compter Ink Blue Epson	bottls	20	20			40
31	Computer Ink Epson magenta 100ml	botls.	15		15		30
32	Computer Ink Epson yellow 100 ml	botls.	15		15		30
33	Computer ribbon LX 300 w/out cart.	pcs.	25	25	25	25	100
34	Computer ribbon LX 300 cartridge	pcs.	50		25		75
35	Computer Ribbon FX2175	pcs.	15	15			30
36	Continues Form 2X14	box	3				3
37	CD Rewritable (original)	pcs.	30				30
38	Glade Air Freshener 280ml	bottls.	10				10
39	Albatross	pcs.	20				20
40	Cork Board 2X3 feet	pc.	1				1
41	Data Man Big	pcs.	10				10
42	Door Mat Cloth	pcs.	20				20
43	Dust Pan Big	pcs.	10				10
44	Elmers Glue Big	pcs.	10		5		15
45	Folder long (expanded)	pcs.	150				150
46	Folder white long	pcs.	250				250
47	Folder shrt white	pcs.	200				200
48	Folder long (colored)	pcs.	200				200
49	Folder shrt (colored)	pcs.	200				200
50	Fork	doz.	2				2
51	Floor Map w/ handle	pcs.	5				5
52	Floor Map rug	pcs.	10				10
53	Floor Wax colorless 100o grms.	can	3		2		5
54	HP Printer Ink Write Black	bottls.	20				20
55	HP Printer Ink Cartridge Black	cart.	15				15

ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
56	Hp Ink Colored	cart.	10				10
57	Highlighter Stabilo Boss	pcs.	20				20
58	Mechanical Pencil	pcs.	20				20
59	Index Card	pcs.		100			
60	Masking Tape Big	roll	10				10
61	Muriatic Acid	gal.	10				10
62	Numberer 10 digits big	pcs	2				2
63	Leave Card Long size	pcs		500			500
64	Mongol Pencil 1 & 2	pcs	25	25			50
65	Pentel Pen Blue Fine	pcs	25				25
66	Pentel Pen Black Fine	pcs	25				25
67	Pentel Pen Red	pcs	25				25
68	Pentel Pen Black Broad	pcs	25				25
69	Pentel Pen Blue Broad	pcs	25				25
70	Pentel Pen Red Broad	pcs	15				15
71	Paper Clip Big	box	50				50
72	Paper Clip Small	box	50				50
73	Pentel Pen Ink Black	pcs		10			10
74	Pentel Pen Ink Blue	pcs		10			10
75	Plastic straw String	roll	1				1
76	Paste Red Stone	can	15				15
77	Philippine Flag	pcs		10			10
78	Rubbing Alcohol Casino	bot.	25		25		50
79	Rubbing Alcohol Green Cross	bot.	25		25		50
80	Rubber BaNd	box	10				10
81	Record Book 200 leaves	pcs	25				25
82	Record Book 300 leaves	pcs	25				25
83	Record Book 500 leaves	pcs	25				25
84	Safeguard Soap (Regular size)	pcs	20				20

ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
85	Stamp Pad Ink 32FL.	pcs.	10				10
86	Stamp Pad	pcs	15				15
87	Scissor Big	pcs		10			10
88	Scotch Tape 1"	roll	10				10
89	Sign Pen Pilot	pcs	50		50		100
90	Sign Pen My Gel	pcs	50		50		100
91	Slicer/ Cutter	pcs	10				10
92	Slicer Blade Big	pcs	10				10
93	Stapler # 35	pcs	10				10
94	Stapler # 10	pcs	10		5		15
95	Staple Wire #35	box	10	10			20
96	Trash Can w/ cover	pcs	10				10
97	Touch and Go correction fluid	pcs	25	25	25	25	100
98	Tracing Paper	roll	1				1
99	Triangular Scale	pc	1				1
100	Typewriter ribbon	roll	10	10			20
101	Tide Bar	pcs	15				15
102	Tissue Paper	roll	20				20
103	Wyteboard Marker Black	pcs	20				20
104	Wyteboard Ink Black	pcs	10	10			20
105	Yellow Pad	pad	30				30
106	Zonrox	bot.	10				10

Compiled by:

MARY ANN V. UBALUBAO
Supply Officer Designate

**ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES-2011 (CENTRALIZED)**

ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
1	Ballpen (Pilot black)	pcs.	100	100	100	75	375
2	Ballpen (uni black)	pcs.	125	125	125	125	500
3	Ballpen (uni Blue)	pcs.	50	50	50	50	200
4	Ballpen (uni red)	pcs.	30	30	30	30	120
5	Ballpen (uni green)	pcs.	20	20	20	20	80
6	Ballpen (panda 757 black)	pcs.	25	25	25	25	100
7	Battery AAA Energizer	pcs.	25	25	25	25	100
8	Bond Paper long (cactus)	rim	75	75	75	75	300
9	Bond Paper shrt (cactus)	rim	65	65	65	60	255
10	Bond paper Long Advance	rim	50	50	50	50	200
11	Bond Paper shrt advance	rim	50	50	50	50	200
12	Broom (bagoio)	pcs.	5	5		5	15
13	Calculator (casio 12 digits)	pcs.	5				5
14	Carbon Paper long Plastrofoil black	boxes	5		5	5	15
15	Carbon Paper shrt Plastrofoil black	boxes	5	5		5	15
16	Carbon Paper long (red carpet)	boxes	10			10	20
17	Carbon Paper shrt (red carpet black)	boxes	5	5	5	5	20
18	Cartolina (Assorted colors)	boxes	36				36
19	Computer Ribbon refill LX 300	pcs.	50	50		50	150
20	Computer Ribbon w/ cartridge LX 300	cart.	45		100		145
21	Chalk (Colored)	boxes	2				2
22	Chalk	boxes	2				2
23	Correction Fluid	bot.	75		75		150
24	Class Record	pcs.	20				20
25	Curtain (satin)	mtrs.	130				130
26	Curtain (Manhattan)	mtrs.	40				40

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ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
27	Computer Ink (Canon Black) refill	botls.	15		10		25
28	Computer Ink (HP) magenta refill	botls.	10		10		20
29	Computer Ink (HP) red refill	botls.	10		10		20
30	Computer Ink (HP) black	botls.	10		10		20
31	Computer Ink Epson Magenta refill	botls.	10				10
32	Computer Ink Epson red refill	botls.	10		10		20
33	Computer Ink Epson black refill	botls.	10		10		20
34	Cup and saucer	set	4				4
35	Dust Fan Big	pcs	5		5		10
36	Data Man Big	pcs		5		5	10
37	Elmers Glue 130 grms.	bot.	5	5	5	5	20
38	Eraser big steadler	pcs.	15				15
39	Brown Envelop long	pcs.	150		150		300
40	Brown Envelop shrt	pcs.	100		100		200
41	Folder long (expanded)	pcs.	150				150
42	Folder white long	pcs.	150		150		300
43	Folder shrt white	pcs.		200		50	250
44	Folder long (colored)	pcs.	200		100		300
45	Folder shrt (colored)	pcs.	150	100			250
46	Fork	pcs.	36				36
47	Glade Air Freshener 280ml	bot.	10				10
48	Green Pad	pad	25		25		50
49	Highlighther (Stabilo Boss assorted colors)	pcs.	15		15		30
50	Glass Pad 25.75x25.25"x1/4	pcs.	3				3
51	Glass pad 0.60x1.2x0.75	pcs.	4				4
52	Glass Pad 1/4"x0.80mx1.25m	pcs.	1				1

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ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
53	Masking Tape Big	roll	15				15
54	Mailing Envelope (short)	box	1				1
55	Mailing Envelope (long)	box		1			1
56	Paper Clip small	box	25		25		50
57	paper Clip big	box	25	25			50
58	Paper Fastener	box	25		25		50
59	Photo Paper Long	pcs	100				100
60	Post It 7 cm.X 7cm.	pads	4				4
61	Rubbing Alcohol	botls.	50		25		75
62	Record Book 500 leaves	pcs	15		15		30
63	Record Book 300 leaves	pcs	25		25		50
64	Record Book 200 leaves	pcs	25		25		50
65	Paper Holder Clip Big	pcs	10				10
66	Plastic Cover	mtr.	5				5
67	Red Stone Paste	botls.	5				5
68	Pentel pen Blue (Broad)	pcs	15		15		30
69	Pentel pen Black (Broad)	pcs	15	15	15	15	60
70	White Board Marker Black	pcs	10	10	10	10	40
71	Pentel Pen (refill ink) black	botls.	15				15
72	White Board Ink Black	pcs	20				20
73	Sign Pen (lotus)	pcs	50		50		100
74	Sign Pen My gel	pcs		100			100
75	Sign Pen Pilot .5	pcs	100				100
76	Staple Wire #35	box	50				50
77	Stapler #35	pcs	15				15
78	Stapler #10	pcs	15				15

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ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
79	Staple Remover	pc.		10			10
80	Spoon	pc.	36				36
81	Safeguard regular size	pc.	10		10		20
82	Sticker Paper (bond paper long)	pc.	50				50
83	Typewriter ribbon (old town)	roll	25		25		50
84	Yellow pad	pad	25	25			50
85	Scotch Tape #2"	roll	20				20
86	Scotch Tape #1"	roll			20		20
87	Scotch Tape # 1 1/2 "	roll	20				20
88	USB 2 GB	pcs.	5				5
89	USB 8 GB	pc.	1				1
90	Slicer /cutter	pc	10				10
91	Slicer Blade	pc	10				10
92	Monggol # 1 & 2	pc.	50		50		100
93	Stamp paD INK	BOT.	5		5		10
94	Tracing Paper big	roll	1		1		2
95	Triangular Scale 324	pc.	1				1
96	Triangular Scale Metric Scale big	pc.		1			1
97	triangular Scale Metric Scale small	pc.	1				1
98	Pledge furniture polish 180ml.	bots.	5				5
99	Typewriter oil	bot.	1				1
100	Rubber Bond Big	boxes	5				5
101	Triangle 30x60x14	pcs.			2		2
102	Triangle 45x45x14"	pcs.	2				2
103	Canon Fax Machine ink Cart.JX210 OP	cart.	2				2
104	Mechanical Pencil Steadler .05	pc.	5			5	10

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ITEM NO	DESCRIPTION	Unit of Issue	1st QTR	2nd QTR	3rd QTR	4th QTR	Total Quantity
105	Mechanical pencil lead .05	tube	5		5		10
106	Notebook Advance 60 leaves	pc.		10			10
107	Ring Binder 3/4" diameter	pc.	3				3
108	Ring Binder 1/4" diaMETER	pc.	10				10
109	Ring Binder 1/2" diameter	pc.	10				10
110	Ring Binder 1" diameter	pc.	5				5
111	Manila Paper	doz.	10				10
112	Pastelle Paper long	pack	10				10
113	Pastelle Paper shrt	pack	10				10
114							0
115							0
116							0
117							0
118							0
119							0
120							0
121							0
122							0
123							0
124							0
125							0
126							0
127							0
128							0
129							0
130							0

