

ANNUAL PROCUREMENT PLAN

CY 2012

OFFICE OF THE UNIVERSITY PRESIDENT & BOARD SECRETARY

Supplies & Materials

Item No.	Qty	Units	Items	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.
1	12	pcs.	Record Book 300 pages	00 110.	00 1,320.	12	00 1,320.		-		-		-
2	3	doz.	Sign pen	00 820.	00 2,460.	2	00 1,640.		-	1	00 820.		-
3	5	doz.	Parker sign pen -refill	00 1,250.	00 6,250.	3	00 3,750.		-	2	00 2,500.		-
4	3	doz.	LX 300 ribbon	00 948.	00 2,844.	3	00 2,844.		-		-		-
5	2	doz.	Alcohol	00 636.	00 1,272.	1	00 636.		-	1	00 636.		-
6	12	boxes	Continous paper 2 ply (carbonized)	00 720.	00 8,640.	6	00 4,320.		-	3	00 2,160.	3	0 2,160.0
7	3	boxes	pencil	00 280.	00 840.	3	00 840.		-		-		-
8	2	boxes	AAA battery (100 pcs/box)	00 1,220.	00 2,440.	2	00 2,440.		-		-		-
9	2.5	boxes	AA Battery (100 pcs/box)	00 1,020.	00 2,550.	2.5	00 2,550.		-		-		-
10	3	doz.	ink cartridge #74	00 10,200.	00 30,600.	1.5	00 15,300.		-	1.5	00 15,300.		-
11	3	doz.	ink cartridge #75	00 11,400.	00 34,200.	1.5	00 17,100.		-	1.5	00 17,100.		-
12	12	boxes	paper clips	00 55.	00 660.	6	00 330.		-	6	00 330.		-
13	12	boxes	paper fastener	00 59.	00 708.	6	00 354.		-	6	00 354.		-
14	12	pcs.	pentel pen	00 117.	00 1,404.	6	00 702.		-	6	00 702.		-
15	18	pcs	scotch tape (assorted size)	00 32.	00 576.	8	00 256.		-	6	00 192.	4	00 128.
16	18	pcs	masking tape (assorted size)	00 32.	00 576.	8	00 256.		-	6	00 192.	4	00 128.

17	18	pcs	packing tape 2"	00	33.	00	594.	8	00	264.	-	6	00	198.	4	00	132.		
18	12	bots.	Elmer's glue	00	32.	00	384.	6	00	192.	-	6	00	192.			-		
19	12	boxes	fax film	00	1,750.	00	21,000.	8	00	14,000.	-	4	00	7,000.			-		
20	24	pcs.	multi purpose/correction pen	00	37.	00	888.	6	00	222.	6	00	222.	6	00	222.	6	00	222.
21	100	reams	book paper (long)	00	205.	00	20,500.	50	00	10,250.	-	50	00	10,250.			-		
22	100	reams	book paper (short)	00	185.	00	18,500.	50	00	9,250.	-	50	00	9,250.			-		
23	3	boxes	canon paper (long) (500 sheets/box)	00	279.	00	837.	3	00	837.	-	-					-		
24	4	doz.	ring binder 1"	00	552.	00	2,208.	4	00	2,208.	-	-					-		
25	4	doz.	ring binder 1.5"	00	456.	00	1,824.	4	00	1,824.	-	-					-		
26	2	doz.	ring binder .5"	00	288.	00	576.	2	00	576.	-	-					-		
27	2	doz.	ring binder 2"	00	612.	00	1,224.	2	00	1,224.	-	-					-		
28	100	packs	specialty boards (off white 210 gsm)	00	86.	00	8,600.	50	00	4,300.	-	50	00	4,300.			-		
29	24	boxes	staple wire	00	51.	00	1,224.	12	00	612.	-	12	00	612.			-		
30	2	boxes	mailing envelope	00	285.	00	570.	1	00	285.	-	1	00	285.			-		
31	1	box	brown envelope (long)	00	620.	00	620.	1	00	620.	-	-					-		
32	1	box	brown envelope (short)	00	559.	00	559.	1	00	559.	-	-					-		
33	1	box	expanding envelopes	00	590.	00	590.	1	00	590.	-	-					-		
34	2	boxes	folder (long)	00	710.	00	1,420.	2	00	1,420.	-	-					-		
35	2	boxes	folder (short)	00	650.	00	1,300.	2	00	1,300.	-	-					-		
36	1	box	expanding folders	00	540.	00	540.	1	00	540.	-	-					-		
37	6	ream	colored bond papers	00	235.	00	1,410.	3	00	705.	-	3	00	705.			-		
38	2	boxes	transparency film	00	295.	00	590.	2	00	590.	-	-					-		
39	24	boxes	index tabs		195.		4,680.	24		4,680.									

				00	00		00		-		-		-
40	48	bots.	air freshener (spray)	149.	7,152.	12	1,788.	12	1,788.	12	1,788.	12	1,788.0
41	48	cans	car freshener	120.	5,760.	12	1,440.	12	1,440.	12	1,440.	12	1,440.0
42	3	doz.	tissue paper	155.	465.	1.5	232.		-	1.5	232.		-
43	50	pack	micro cassette tapes (3 pcs/pack)	105.	5,250.	30	3,150.		-	20	2,100.		-
44	12	bot.	hand soap	89.	1,068.	6	534.		-	6	534.		-
45	3	bot	stamp pad ink (Black)	35.	105.	3	105.		-		-		-
46	1	box	PVC cover long (white)	1,600.	1,600.	1	1,600.		-		-		-
47	1	box	PVC cover short (white)	1,000.	1,000.	1	1,000.		-		-		-
48	24	pcks	HP photopaper 20shts/pack	420.	10,080.	24	10,080.		-		-		-
49	1	units	Complete Sala set	17,000.00	17,000.0	1	17,000.0		-		-		-
50	1	unit	computer set with CPU, keyboard LCD Monitor & etc.)	82,000.00	82,000.0	1	82,000.0		-		-		-
51	2	units	wireless telepone set	3,500.00	7,000.0	2	7,000.0		-		-		-
52	3	units	swivel chair with gas lift	2,800.00	8,400.0	3	8,400.0		-		-		-
53	1	unit	LED TV 41"	240,000.0	240,000.0	1	240,000.0		-		-		-
54	2	units	Office tables	7,500.00	15,000.0	2	15,000.0		-		-		-
55	1	unit	Canon digital camera	40,000.00	40,000.0	1	40,000.0		-		-		-
56	2	units	ipad	27,000.00	54,000.0	2	54,000.0		-		-		-
57	1	unit	Laptop with accessories	65,000.00	65,000.0	1	65,000.0		-		-		-
TOTAL				00	748,858.	0	660,015.5	00	3,450.	50	79,394.	0	5,998.0