

Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City
Annual Procurement Plan 2012

VICE PRESIDENT FOR ADMINISTRATION

Item #	Description	Total Qty.	Unit	Price per Unit	Total Amount	Distribution by Quarter							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	OFFICE SUPPLIES												
1.1	Bond Paper (Long)	20	Reams	130.00	2,600.00	5	650.00	5	650.00	5	650.00	5	650.00
1.2	Bond Paper (Short)	20	Reams	120.00	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
1.3	Expandable Folder	100	pcs	21.00	2,100.00	25	525.00	25	525.00	25	525.00	25	525.00
1.4	Pentel Pen (Blue)	4	bxs	150.00	600.00	1	150.00	1	150.00	1	150.00	1	150.00
1.5	Pentel Pen (Black)	4	bxs	150.00	600.00	1	150.00	1	150.00	1	150.00	1	150.00
1.6	Ballpen (Black)	4	bxs	195.00	780.00	1	195.00	1	195.00	1	195.00	1	195.00
1.7	Pencil (Mongol #2)	4	bxs	58.00	232.00	1	58.00	1	58.00	1	58.00	1	58.00
1.8	Sign Pen (Pilot 0.5 Black)	4	bxs	300.00	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
1.9	Folder (Long)	100	pcs	6.00	600.00	25	150.00	25	150.00	25	150.00	25	150.00
1.10	Folder (Short)	50	pcs	5.00	250.00	12	60.00	12	60.00	13	65.00	13	65.00
1.11	Paper Fastener	4	bxs	30.00	120.00	1	30.00	1	30.00	1	30.00	1	30.00
1.12	Elmer's Glue (Big)	4	pcs	40.00	160.00	1	40.00	1	40.00	1	40.00	1	40.00
1.13	Cutter	3	pcs	30.00	90.00	1	30.00	1	30.00	1	30.00	0	-
1.14	Index Tabs	5	bxs	75.00	375.00	1	75.00	1	75.00	2	150.00	1	75.00
1.15	Stapler HBW Office 9949-1	2	pcs	200.00	400.00	1	200.00	1	200.00	0	-	0	-
1.16	Masking Tape 1"	4	rolls	15.00	60.00	1	15.00	1	15.00	1	15.00	1	15.00
1.17	Paper Clip (Big)	4	bxs	50.00	200.00	1	50.00	1	50.00	1	50.00	1	50.00
1.18	Paper Clip (Small)	5	bxs	50.00	250.00	1	50.00	2	100.00	1	50.00	1	50.00
1.19	Long Brown Envelope	100	pcs	6.00	600.00	25	150.00	25	150.00	25	150.00	25	150.00
1.20	Book Paper (Long)	5	Reams	180.00	900.00	1	180.00	2	360.00	1	180.00	1	180.00
1.21	Book Paper (Short)	5	Reams	170.00	850.00	1	170.00	2	340.00	1	170.00	1	170.00
1.22	Scissors	2	pcs	35.00	70.00	1	35.00	1	35.00	0	-	0	-
1.23	Scotch tape 1"	4	rolls	14.00	56.00	1	14.00	1	14.00	1	14.00	1	14.00
1.24	Scotch Tape 2"	4	rolls	16.00	64.00	1	16.00	1	16.00	1	16.00	1	16.00
1.25	LQ-300 EPSON Ribbon	10	pcs	125.00	1,250.00	2	250.00	2	250.00	3	375.00	3	375.00
1.26	Stamping pad Ink	8	pcs	38.00	304.00	2	76.00	2	76.00	2	76.00	2	76.00
1.27	Fax Machine Paper	12	rolls	97.00	1,164.00	3	291.00	3	291.00	3	291.00	3	291.00
1.28	Tissue(2 ply x 24)	24	pcs	13.00	312.00	6	78.00	6	78.00	6	78.00	6	78.00

1.29	Ethyl Alcohol	8	pcs	39.00	312.00	2	78.00	2	78.00	2	78.00	2	78.00
1.30	Lysol Spray	4	pcs	165.00	660.00	1	165.00	1	165.00	1	165.00	1	165.00
1.31	Air Freshener	4	pcs	110.00	440.00	1	110.00	1	110.00	1	110.00	1	110.00
1.32	Bygon Spray (water base)	4	pcs	189.00	756.00	1	189.00	1	189.00	1	189.00	1	189.00
1.33	Dora Rat Killer	4	bxs	86.00	344.00	1	86.00	1	86.00	1	86.00	1	86.00
1.34	Typing correction fluid	8	pcs	28.00	224.00	2	56.00	2	56.00	2	56.00	2	56.00
1.35	Full strip staples no.35 26/6	3	bxs	40.00	120.00	1	40.00	1	40.00	1	40.00	0	-
1.35	BLANK CD	50	pcs	8.00	400.00	25	200.00		-	25	200.00		-
1.37	PENTEL PEN (BLACK)	4	boxes	150.00	600.00	1	150.00	1	150.00	1	150.00	1	150.00
1.38	FLASH DRIVE 8GB,USB	2	pcs	980.00	1,960.00	2	1,960.00		-		-		-
1.39	Log Book	4	pcs	75.00	300.00	1	75.00	1	75.00	1	75.00	1	75.00
1.40	INK-BROTHER	12	set	200.00	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
1.41	Ink-HP Office jet	12	set	600.00	7,200.00	3	1,800.00	3	1,800.00	3	1,800.00	3	1,800.00
2	Equipment				0.00		-		-		-		-
2.1	Xerox Machine	1	Unit	35,000.00	35,000.00	1	35,000.00		-		-		-
2.2	Colored Printer - Brother	1	Unit	6,000.00	6,000.00	1	6,000.00		-		-		-
2.3	Desktop Computer	1	unit	40,000.00	40,000.00	1	40,000.00		-		-		-
2.4	Acer Laptop	1	unit	45,000.00	45,000.00	1	45,000.00		-		-		-
2.5	Batery for Acer Laptop	1	pc	9,000.00	9,000.00	1	9,000.00		-		-		-
2.6	Steel Cabinet	4	pcs	6,000.00	24,000.00	1	6,000.00	1	6,000.00	1	6,000.00	1	6,000.00
2.7	Office Refrigerator	1	Unit	6,000.00	6,000.00	1	6,000.00		-		-		-
2.8	Aircon	1	unit	10,000.00	10,000.00	1	10,000.00		-		-		-
2.9	HP-Office Jet 6500A e-all-in 1 printer	1	unit	5,000.00	5,000.00	1	5,000.00		-		-		-
2.10	TV Stand-standard size	1	unit	4,000.00	4,000.00	1	4,000.00		-		-		-
3	OTHER SUPPLIES AND MATERIALS				0.00		-		-		-		-
3.1	Top Glass	1	pc	3,000.00	3,000.00	1	3,000.00		-		-		-
3.2	Materials for painting the office	1	set	60,000.00	60,000.00	1	60,000.00		-		-		-
3.3	Cellphone	1	unit	20,000.00	20,000.00	1	20,000.00		-		-		-
3.4	LCD Projector	1	set	45,000.00	45,000.00	1	45,000.00		-		-		-
3.5	Glass Window for Cabinets	4	set	600.00	2,400.00	4	2,400.00		-		-		-
	TOTAL				348,703.00		306,497.00		14,337.00		14,107.00		13,762.00