ANNUAL PROCUREMENT PLANS OR PROCUREMENT LIST

ANNUAL PROCUREMENT PLAN FOR OFFICE SUPPLIES
PROVINCE OF ISABELA
January 01 to December 31, 2014

NO.	ITEMS/ARTICLES DESCRIPTION	PLO	JAIL	PTO	ACCTG	PBO	PEO	DA	ENRO	ASSE-SSOR	P.A.	PGSO	PVET	DSWD	LI-NGAP	SEC-/SP	IPHO	GFNDMH	MARDH	MDH	CDH	EDH	PSH	COOP	PPDO	PGO	WCPC	SMMCH	TOTAL
1	Acetate Transparency																												0
2	Acetate Pen 6'S	30																							12				12
3	Adhesive Tape										4																4		8
4	Adding Machine Tape			40	12	20												40		12									124
5	Ballpen, assorted colors	110		80	260	130	35	200	130	150	36	60	500			300	672	1000	800		500		200	700	60	500	36	500	6849
6	Battery, Alakaline "D" Big																			24							12		36
7	Battery, Alakaline "C" medium																			50	20	12							82
8	Battery, Alkaline "AA", small	50		30	48	30	24	48	12	90	24	48	50	8	12	750	60	200	48	80	30	24	78	80	40		16	30	1860
9	Battery, Alkaline "AAA"										12					750	36	50	48			24	24						944
10	Battery, square 9Volts																					6		30					36
11	Battery, Rechargable "AA"												1													20			21
12	Battery, CMOS for desktop computer																												0
13	Blade cutter refill, big	4			12	25	10			37	2			8										10	4				108
14	Blade cutter, big	4		4	24	20	12	12		18	6	5		6										6	4		6		123
15	Board Paper Long																									50			50
16	Board Paper Short																												0
17	Board Paper (Canon)																												0
18	Bond Paper legal, subs 20 (PPC)	40	24	40	150	150	24	70	72	18	143	70	20	12	12		60	120	300	100	20	24	60	80	40	347	12	60	2028
19	Bond Paper long, subs. 16																		300										300
20	Bond Paper long, subs. 18						12			22																			34
21	Bond Paper short, subs. 16																												0
22	Bond Paper short, subs. 18									45																			45
23	Bond Paper A-4, subs. 20 (PPC)	40	24	40	150	30	24	70	72	18	88	50	20	12	12	1000	70	120		50	20	24	60	80	40	350		50	2474
24	Book Paper long,subs.20 for copier mach				60									12		1000							10						1082
25	Book Paper short,subs.20 for copier mach					100											50						10	80					240
26	Bookpaper long, subs 20, 11 x 17(Tabloid)			3			6																						9
27	Bookpaper long, subs 20, 8.27 X 11.69																												0
28	Binder Binder w/ plastic filler															200													200
29	Cane (for PWD's)																												0

30	Clip Binder - 2", 1", .5"	9																											0
31	Calculator 12 digits	2	6		2	5	18			5	1	14		2	2	2	15		5	5	2		4	4	2	3	2	12	111
32	Computer Mouse			6	12	5	4				2			4			1									20			54
33	Carbon Paper long		10	4	4		12	8	10		3	2				50		30		12	2		4				4	10	165
34	Carbon Paper short													6				30											36
35	Carbon Film long					2								6					12										20
36	Cartolina, asstd. Colors									320		5		16	60		100	1000	500	100	500	50	120	50			50		2871
37	Cassette Tape, Blank, 90 min.	100							12							400								20	120				552
38	Chalk, white																	2				2							4
39	Cleark Book Refilling							100																					100
40	Columnar Notebook, 4 cols				10																								10
41	Columnar Notebook, 16 cols																6												6
42	Columnar Notebook, 26 cols																6												6
43	Columnar pad, 6 cols																		18										18
44	Columnar Pad 2 cols																												0
45	Columnar Pad 12 cols																												0
46	Columnar Pad 14 cols																												0
47	Columnar Pad 18 cols																												0
48	Columnar Pad 24 cols																		16										16
49	Columnar Pad 30 cols																												0
50	Compact Disc, Blank, ord.				100						36													100					236
51	Compact Disc, Blank, writable	50		20		50					40	70	50	24			500								50	50	30		884
52	Compact Disc DVD-writable				20											500								100	60				680
53	Computer ink # 73 T13																			34									34
54	Computer INK # 920 Black									24											4								28
55	Computer INK # 920 Color									24											2								26
56	Computer Ink # 678 Black									24																			24
57	Computer Ink Canon #41 C																									70			70
58	Computer Ink Canon #40 B																									70			70
59	Computer Ink # 678 color									24																			24
60	Computer Ink HP # 27				4												10								10				24
61	Computer Ink YMCKO Color Ribbon																									800			800
62	Computer Ink HP # 61 black		12	12				36	36		12	34					20		20		10	17			60	170			439
63	Computer Ink HP # 61 color		12					30	36		6	20					20		6		5				60	170			365
64	Computer Ink HP # 704 Black	50		6				24			16					750			5							170			971
65	Computer Ink HP # 704 Color	50		4				18			1					750			3							170			946
66	Computer Ink HP # 28				2												10								10				22
67	Computer Ink Brother LC67 BK							24																					24
68	Computer Ink Brother LC67 M							24																					24
69	Computer Ink Brother LC67 C							24																					24
70	Computer Ink Brother LC67 Y							24																					24
71	Computer Ink Brother LC39BK				12												20												32
72	Computer Ink Brother LC39M				12												10												22
73	Computer Ink Brother LC39C				12												10												22
74	Computer Ink Brother LC39Y				12												10												22
75	Computer Ink Continous Flow Ink refill							16			8														1				25
76	Computer Ink Canon 810-black		24					24			66	32		12		750		24			10		6	20		70			1038

77	Computer Ink Canon 811-color		24					12			59	22		12		750		12			4		3	20		70			988
78	Computer Ink refill pigmented - Cyan										3						20							8	12				43
79	Computer Ink refill pigmented - Magenta										3						20							8	12				43
80	Computer Ink refill pigmented - Yellow										3						20							8	12				43
81	Computer Ink HP 685 Black			30																									30
82	Computer Ink HP 685 XL Magenta			18																									18
83	Computer Ink HP 685 XL Cyan			18																									18
84	Computer Ink HP 685 XL Yellow			18																									18
85	Computer Ink HP # 21		24				12									50													86
86	Computer Ink HP # 22		6				12									50													68
87	Computer Ink HP # 93			12	8		12																						32
88	Computer Ink HP # 98			4	36		12																						52
89	Computer Ink Panasonic					5																							5
90	Computer Ink HP # 60 (CC640W) Black	50		12	60	60	12			72	15	32	108			750	40	12	10			20	24		10	170	4	6	1417
91	Computer Ink HP # 60 (CC643W) Colored	50		12	50	55	12			54		18	72			750	40	8	5			2	8		10	170			1266
92	Computer Ink, # PG40 black Canon																		20										20
93	Computer Ink, # PG40 color Canon																		6										6
94	Computer Ink, TO6641 Epson-B						12						3			750													765
95	Computer Ink, TO6642 Epson-C						12						3			50													65
96	Computer Ink, TO6643 Epson-M						12						3			50													65
97	Computer Ink, TO6644 Epson-Y						12						3			50													65
98	Computer Ink, TO751 Epson B				2																								2
99	Computer Ink, TO752-53 Epson M-Y				4																								4
100	Computer Ink, TO754 Epson C				2																								2
101	Computer Ink, HP 920XL Black						6	12																					18
102	Computer Ink, HP 920XL Magenta						4	12																					16
103	Computer Ink, HP 920XL Cyan						4	12																					16
104	Computer Ink, HP 920XL Yellow						4	12																					16
105	Computer ribbon LX-300/8750			12	24												6	100	30	6	20	2				50		24	274
106	Computer Ink MP 258, Black, Colored												8																8
107	Computer ribbon # 2180			12	70			4													12								98
108	Computer Ink, HP 701 colored															20													20
109	Continuous Form, long, 2 ply			1	40																3					30			74
110	Continuous Form, short, 1 ply				40														10										50
111	Correction Fluid, water based	10	24	20	48		14	72		24	20	32	12	12		50		60		24	10	5	10	24	12		12		485
112	Correction Tape				24	110			34		64	12			12	200	50		150							50		240	946
113	Data File Box					40					10					20			10	10				30	6	50			176
114	Drum kit Fuji Machine CT350285						2		3															10		25			40
115	Developer AR 163																												0
116	Drumkit IR 1024				2	6	2				2														1				13
117	Daily Time Record									267																			267
118	Drumkit Model IR 1024 (Canon)																	5											5
119	Envelope long, brown	200		75	1000	50	50	200	200	550	300	120	50	500		750		300	2000		5000	25	120	200	100	4000	50		15640
120	Envelope short, brown			50	2000	40		200			149	60				750							100	200			50		3599
121	Envelope, expanding, brown with tie										70			100															170
122	Envelope, expanding, plastic																												0
123	Eraser, Blackboard (board marker)				2																								2

124	Eraser	6			12		24			48				4						10					6				104
125	Fastener, stainless	10		20	30	20	12	48	24	29	12	18	12	6		300	24	60	24	10	10	3	6	50	6	108		20	852
126	Fax Machine Ink(Brother)LC39 black						12																						12
127	Fax Machine Ink(Brother)LC39 V						12																						12
128	Fax Machine Ink(Brother)LC39 C						12																						12
129	Fax Machine Ink(Brother)LC39 M						12																						12
130	Fax Machine Ink(Brother)LC57C BK																												0
131	Film 36 shots							24																					24
132	Fax Machine Inkfilm Canon TR Series															50													50
133	Fax Machine Inkfilm Panasonic																												0
134	Fax Machine Inkfilm (lex-FA57/93)				4																								4
135	Fax Machine Paper 210m x 30m							24										7							4	100			135
136	Fax Machine Paper 216m x 30m																												0
137	Felt Paper						12				32													40					84
138	File Folder long, 14 pts.	200	300	75	60	100	100	600	24		450	600	100	200	100	1000	225	1000	1000		6000	2750	240	1500	100		50	1000	17574
139	File Folder long, plastic with slide	100				50		100																	100		20		270
140	File Folder short, 14 pts.			49	40		100	400			200	400			100	1000	200		1000					300			50		3839
141	File Folder short, plastic with slide					50			240																				290
142	File Folder, Morocco with plastic slide-long	50			120			120	240					200	60	300								100	50				1190
143	File Folder, Morocco with plastic slide-short																							100					100
144	File Folder, Press Folder with tab (Green)	100			60						700	300				1000	30		1000		50			100	50	2000	50		5340
145	File Folder Green - Long				60	800				1750								1000								500			4110
146	File Folder Green - Short											200				1000													1200
147	Folder Plastic with Handle							50									300												350
148	Gun tucker wire										14																		14
149	Glue, All purpose	4		6	9	10	12	12		5	10	6	6	6		20		5						10	4	10	8		139
150	Gun tucker										2						1												3
151	Illustration board whole	2																							10				10
152	Index Card 3 x 5																												0
153	Index Card 5 x 8		100								1							2000	100	100	500	33							2834
154	Index Card 8 x 8 50's																												0
155	Imaging Unit																2												2
156	Laid Paper - long															200													200
157	Laid Paper - short															200													200
158	Laminating Plastic																												0
159	Laserjet Toner 05A				12																								12
160	Laserjet Toner 85A															750									12				762
161	Laserjet Toner 1020 12A	5		3		50										50													103
162	Laserjet Toner Q2612A										4	4		6													2		16
163	Laserjet Toner 35A				8	50					4					750													812
164	Laser Toner 85A					50																							50
165	Laserjet Toner Q7553A (53A)				14																								14
166	Laserjet Toner HP-P1006 (35A)																												0
167	Leroy, Steadler																												0
168	Linen Board, long, assorted colors																							50					50
169	Linen Board, short, assorted colors										6													50					56
170	Linen Paper, long, assorted colors																												0

171	Linen Paper, short, assorted colors																												0
172	Mailing Envelope long, plain 500pcs/box	2		3	2		2	8	2		2			1			4			1		2	1	2	1			1	32
173	Manila Paper																24							100					124
174	Masking Tape 1"	6			8			12		96	6	8	6	6	20	50	25	20	100			3	12	10	6		8		396
175	Masking Tape 2"					20			24		6																		50
176	Marker Flourescent Pen	20			20	10	6	24	24	12	24	24		4		50			14					4	12				228
177	Mighty Bond																												0
178	Mylar									2																			2
179	Mimeo Paper Long, subs. 18 (whitewove)		24	20			20	40	32	9			20	12		1000	24	900	300	384	200	60	40			300		500	3885
180	Mimeo Paper Short, subs. 18 (whitewove)		24	20			20	40	23	9			20	12		1000	12	1600	300	75	200	100	60						3515
181	Mimeo Paper Long, subs.18 (groundwood)																												0
182	Mimeo Paper Short, subs.18 (groundwood)																												0
183	Mylar																												0
184	Note Pad (Post it)	20			10	100					74	20													20	10			234
185	Notebook, spiral, 50 lvs.							180																200					380
186	Notebook, non-spiral, 50 lvs.																												0
187	Onion Skin long, superfine									12				16	8														36
188	Onion skin short, supeprfine									16				16	8														40
189	Packing Tape 2"	4			10	10		12			22	16	6	6			25	20		6				20	4	58			215
190	Parker Ink Refill																												0
191	Pad Paper Grade IV to VI																												0
192	Pad Paper Intermidiate																												0
193	Paper Clip big	12		40	12	30	12	44		18	18	12	4	6		500	30	50	50	6	10	2		16	12	250			1122
194	Paper Clip, small	6			30	30					12														6				78
195	Paper Tray, 3 layers Heavy Duty						6												5										11
196	Paste 500 grams.										6								12	6		1	5	4					34
197	Pencil Steadler 0.5				12		56																						68
198	Pencil # 2 12's	5	20	12	8	50	12	20	24	55	13	24	6	6		10	45	350	12	48	5	1	4	20	6	10	8		769
199	Pentel Pen	24		20	47	30	12	48	24	68	35	48	48	44	40	36	60	100	192	96	24	15	24		24	275	12	100	1422
200	Pentel Pen ink refill																		5		6		5	20					36
201	Permanent Marking Pen OHP																												0
202	Photo paper, glossy										6					500								20		30			556
203	Plastic Cover									1			1	1			1		1	1		2					1		9
204	Plastic ID Cover																							700					700
205	Puncher, heavy duty				4		6	4		2	1	3		2	2	5			3		2	2	2	2		2	2	6	50
206	Puncher, single hole									15																			15
207	Push Pins	5									1			4			3							12	5		8		33
208	Record Book 300pp.	10	24				20							12								27	30	20	6				139
209	Record Book 500pp.		24	20	30		24	18	30	6	6	35				100	12	350	160		30					50	8	120	1023
210	RISO KS800 Master Roll																6	10	5		3								24
211	RISO KS WK																	30										24	54
212	RISO INK Z, Black							2	3		4		1				6		10		10					12		6	54
213	RISO INK Z, green																												0
214	Rubber Band, big			20	12	10	12				2											1		10					67
215	Rubber Band, small			40	6						12																		58
216	Rubber Stamp (facsimile)				15																								15
217	Ruler 12"				12		6				1	10				2								12			6		49

218	Ruler 18"				12									4															16
219	Ruler 24"										1	5																	6
220	Ruler 36"																												0
221	Scale, Steadler																												0
222	Scissors, medium				20			6	4		1	6		8									6	12		10	2		75
223	Scotch Tape 1"	10		35	22	50	6	12	24	96	48	9	6	6	20	50		35	20	10	50	2		20	10	20	8		559
224	Scotch Tape 2"				12	70					6								20										108
225	Sharpener Big				12		2					3		1		1							3	2					24
226	Sign Pen, G tech\pilot	100	24	22	192		24	48	48	48	636	24	24	24		150	96	30	80	10				50	12	1200		120	2862
227	Sign Pen, Parker					10																							10
228	Sign Pen, Parker (Refill)					100	12									20													132
229	Specialty paper																												0
230	Singer Oil (Machine Oil)									1																			1
231	Stamp pad , big		4	8	48	5	12		10		2	6		4		20		30	8				4	2		10		10	183
232	Stamp pad Ink		4	40	12	2			48		2	6		6		20		20	20				2	6		54	4	10	256
233	Stamp pad, small										2																		2
234	Staple wire # 10																											12	12
235	Staple wire # 35	10	24	40	60		20	48	24	12	24	28	12	12		500	25	180	150	30	30	9	5	10	10	50		50	1353
236	Staple wire remover	6		20	24					12	2	25		4				20	5	10			6	10	6	5			149
237	Stapler big, heavy duty	5		6	10	5	4	4	4	5		5		4		20	10	24	5	10	4	2	4	5	4	5	2		142
238	Stapler medium																												0
239	Stencil Ink						6													36		12	6						60
240	Stencil Paper						2													4		3	2				4		15
241	Stencil Correction Fluid																						2						2
242	Styrofoam																												0
243	Table Tray for folder																												0
244	Toner Brother TN-2025																								1				1
245	Tracing Paper, 75/70						8																						8
246	Technical Pen .03									2																			2
247	Technical Pen .05						24			1																			25
248	Technical Pen Ink									2																			2
249	Thumb tacks	5									1														6				7
250	Toner Canon 303 Cartridge																5												5
251	Toner Canon GPR 32					24	4																						28
252	Toner Type 9 CT200401																							6					6
253	Toner IR 1210 (Canon)			6													6				2					12			26
254	Toner NPG 32												1						8			2							11
255	Toner Fuji Xerox			2			12		6																6	40			66
256	Toner, Kyosera TK 137										4																		4
257	Toner, Samsung																									40			40
258	Toner, NPG-32, for copier machine	5					8				4							15					2					6	35
259	Toner Sharp AR153E											5					1												6
260	Tracing Paper									2																			2
261	Triangle Steadler 45 x 45									4																			4
262	Toner NPG 15				6																								6
263	Typewriter Ribbon	5	24	6	4		12	18		22		6	5	8		24		30	12			2	6		4		6	24	213
264	USB Flash Disk				6		4	12		7	10			2		10	1		2				3	10	14	20	2		103

265	Tape dispenser										1													2					3
266	White board Pen	50		6	4	10	8	48	24	9		12	48			36		20		10		6		25	12	20	1		299
267	Yellow Paper		24		10		24	12	48	10	6	6	12	12	16	100		5	20	5		5		30			20		365

PREPARED BY:

(Sgd.) NIMROD BILL V. SEGUI
Supply Officer I
BAC - Secretariat

SUBMITTED BY:

(Sgd.) RODRIGO T. SAWIT
Provincial General Services Officer
BAC - Chairman

APPROVED:

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Provincial Governor