



DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 10

ANNUAL PROCUREMENT PLAN FOR 2012

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	6	0	0	6	0	0	6	0	0	6	0	0	24	38.22	917.28
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	30	0	0	0	0	0	30	0	0	0	0	0	60	108.98	6,538.77
14. TAPE, electrical	roll	6	0	0	0	0	0	6	0	0	0	0	0	12	19.11	229.32
COMMON COMPUTER SUPPLIES/CONSUMABLES																
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	1	0	0	1	0	0	1	0	0	1	0	0	4	998.63	3,994.54
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	60	0	0	0	0	0	60	0	0	0	0	0	120	17.45	2,094.12
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	6						6						12	306.68	3,680.21
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	15						15						30	491.40	14,742.00
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart	5	0	0	5	0	0	5	0	0	5	0	0	20	1,207.02	24,140.34
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart	5	0	0	5	0	0	5	0	0	5	0	0	20	1,563.66	31,273.20
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart	15	0	0	0	0	0	15	0	0	0	0	0	30	780.76	23,422.77
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart	15	0	0	0	0	0	15	0	0	0	0	0	30	916.78	27,503.28
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart	30	0	0	30	0	0	30	0	0	30	0	0	120	645.81	77,497.56
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart	30	0	0	30	0	0	30	0	0	30	0	0	120	744.35	89,321.40
42. MOUSE, optical, USB conection type	piece	5	0	0	0	0	0	5	0	0	0	0	0	10	207.48	2,074.80
COMMON OFFICE SUPPLIES																
2. AIR FRESHENER, 280mL/can	can	3	0	0	3	0	0	3	0	0	3	0	0	12	97.19	1,166.26
3. ALCOHOL, 70%, ethyl	bottle	15	0	0	15	0	0	15	0	0	15	0	0	60	39.59	2,375.10
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	10	0	0	10	0	0	10	0	0	10	0	0	40	382.20	15,288.00

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8. CARTOLINA, assorted color, 20s/pack	pack	25	0	0	0	0	0	25	0	0	0	0	0	50	76.44	3,822.00
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad	4	0	0	0	0	0	4	0	0	0	0	0	8	48.05	384.38
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad	4	0	0	0	0	0	4	0	0	0	0	0	8	70.98	567.84
20. COLUMNAR NOTEBOOK, 12 cols	piece	4	0	0	0	0	0	4	0	0	0	0	0	8	20.62	164.98
21. CORRECTION FLUID, water based, min 15mL.	bottle	15	0	0	15	0	0	15	0	0	15	0	0	60	10.31	618.66
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	25	0	0	0	0	0	25	0	0	0	0	0	50	70.42	3,521.18
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	5	0	0	0	0	0	5	0	0	0	0	0	10	709.65	7,096.53
26. ENVELOPE, mailing white, 500s/box	box	15	0	0	0	0	0	15	0	0	0	0	0	30	167.77	5,033.07
34. FOLDER, pressboard, plain, legal, 100s/box	pack	10	0	0	0	0	0	10	0	0	0	0	0	20	894.22	17,884.44
35. FOLDER, tagboard, legal size, 100s/box	pack	30	0	0	0	0	0	30	0	0	0	0	0	60	434.62	26,076.96
36. FOLDER, tagboard, A4 size, 100s/box	pack	10	0	0	0	0	0	10	0	0	0	0	0	20	266.45	5,328.96
41. GLUE, all purpose, 300 grams min.	jar	4	0	0	0	0	0	4	0	0	0	0	0	8	39.30	314.41
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	6	0	0	0	0	0	6	0	0	0	0	0	12	34.62	415.42
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack	1	0	0	0	0	0	1	0	0	0	0	0	2	104.83	209.66
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube	3	0	0	0	0	0	3	0	0	0	0	0	6	12.01	72.07
54. MARKING PEN, whiteboard, black	piece	24	0	0	24	0	0	24	0	0	24	0	0	96	15.83	1,520.06
57. MARKER, permanent, black	piece	48	0	0	48	0	0	48	0	0	48	0	0	192	14.18	2,721.60
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad	6	0	0	0	0	0	6	0	0	0	0	0	12	54.60	655.20
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	50	0	0	50	0	0	50	0	0	50	0	0	200	110.04	22,008.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	30	0	0	0	0	0	30	0	0	0	0	0	60	58.86	3,531.78
74. PAPER, thermal,210mmx30M, 1/2" core	roll	40	0	0	0	0	0	40	0	0	0	0	0	80	38.22	3,057.60
78.PAPER FASTENER, for paper, metal, 50 sets/box	box	10	0	0	10	0	0	10	0	0	10	0	0	40	86.14	3,445.68
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	15	0	0	15	0	0	15	0	0	15	0	0	60	16.38	982.80
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	6	0	0	0	0	0	6	0	0	0	0	0	12	26.13	313.61
85. RECORD BOOK, 500 pages, smyth sewn	book	60	0	0	0	0	0	60	0	0	0	0	0	120	92.82	11,138.40
86. RIBBON, nylon, manual typewriter	spool	12	0	0	0	0	0	12	0	0	0	0	0	24	16.60	398.41

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93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	6	0	0	0	0	0	6	0	0	0	0	0	12	139.31	1,671.77
96. SIGN PEN, black	piece	10	0	0	10	0	0	10	0	0	10	0	0	40	43.55	1,742.16
99. STAMP PAD INK, violet, 50mL	bottle	6	0	0	0	0	0	6	0	0	0	0	0	12	28.39	340.70
101. STAPLE WIRE, standard, #35	box	10	0	0	10	0	0	10	0	0	10	0	0	40	27.28	1,091.16
104. TAPE, masking, 48mm, 50 meters length	roll	12	0	0	0	0	0	12	0	0	0	0	0	24	88.01	2,112.26
105. TAPE, transparent, 24mm, 50 meters	roll	12	0	0	0	0	0	12	0	0	0	0	0	24	11.41	273.92
107. TAPE, packaging, 48mm, 50 meters length	roll	6	0	0	6	0	0	6	0	0	6	0	0	24	20.20	484.85
110. TOILET TISSUE, 12 rolls/pack	pack	10	0	0	10	0	0	10	0	0	10	0	0	40	64.21	2,568.30
COMMON OFFICE DEVICES																
3. PUNCHER, heavy duty	piece	6	0	0	0	0	0	6	0	0	0	0	0	12	120.12	1,441.44
4. SCISSORS, (6")	pair	10	0	0	0	0	0	10	0	0	0	0	0	20	19.66	393.12
7. STAPLER, heavy duty, standard	piece	10	0	0	0	0	0	10	0	0	0	0	0	20	170.98	3,419.64
8. STAPLE REMOVER, twin jaws	piece	10	0	0	0	0	0	10	0	0	0	0	0	20	20.62	412.44
COMMON JANITORIAL SUPPLIES																
2. BROOM, soft (tambo)	piece	6	0	0	0	0	0	6	0	0	0	0	0	12	125.58	1,506.96
5. DETERGENT POWDER, all purpose, 500gms.	pouch	6	0	0	6	0	0	6	0	0	6	0	0	24	18.02	432.43
7. DISINFECTANT SPRAY, 400 grams net content	can	4	0	0	4	0	0	4	0	0	4	0	0	16	251.16	4,018.56
8. DUST PAN, non-rigid plastic, with detachable handle	piece	6	0	0	0	0	0	6	0	0	0	0	0	12	27.30	327.60
10. FLOOR WAX, paste, red, 2kgs.	can	4	0	0	0	0	0	4	0	0	0	0	0	8	322.14	2,577.12
12. FURNITURE CLEANER, 300mL/can min	can	6	0	0	6	0	0	6	0	0	6	0	0	24	117.94	2,830.46
14. MOPHANDLE, screw type, wooden handle	piece	2	0	0	0	0	0	2	0	0	0	0	0	4	87.36	349.44
15. MOPHEAD, 100% rayon, 400g	piece	4	0	0	0	0	0	4	0	0	0	0	0	8	75.35	602.78
16. RAG, COTTON, (7") in diameter	kilo	1	0	0	0	0	0	1	0	0	0	0	0	2	45.86	91.73
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	1	0	0	1	0	0	1	0	0	1	0	0	4	34.94	139.78
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	60	0	0	60	0	0	60	0	0	60	0	0	240	125.18	30,043.44

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2. PAPER, mimeo, Groundwood	ream	30	0	0	0	0	0	30	0	0	0	0	0	60	96.10	5,765.76
COMMON OFFICE EQUIPMENT																
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit	10	0	0	0	0	0	0	0	0	0	0	0	10	2,140.32	21,403.20
OTHER CONSUMABLES																
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart	15	0	0	15	0	0	15	0	0	15	0	0	60	617.97	37,078.02
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart	15	0	0	15	0	0	15	0	0	15	0	0	60	742.20	44,532.18
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ	cart	6	0	0	6	0	0	6	0	0	6	0	0	24	125.31	3,007.37
***GRAND TOTAL:																

618,201.26