

**TRIAL COURTS  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2009**

ARTICLES & DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	D I S T R I B U T I O N				PROPOSED	REMARKS
					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
<b>A. BASIC OFFICE SUPPLIES</b>										
<b>A. OFFICE SUPPLIES</b>										
Official Receipt (Gen. Form 51)	100,000	Pad	100.00	10,000,000.00	25,000	25,000	25,000	25,000	DC	
Official Receipt , Customized Judicairy OR for ePAYMENT, 4ply, , 1000 shts/box	250	Box	1,620.00	405,000.00	64	62	62	62	DC	
Book, Civil Docket, 250pp.	3,000	Piece	544.50	1,633,500.00	750	750	750	750	DC	
Book, Civil Docket, 500pp.	2,000	Piece	850.00	1,700,000.00	500	500	500	500	DC	
Book, Criminal Docket, 250 pp.	3,000	Piece	544.50	1,633,500.00	750	750	750	750	DC	
Book, Criminal Docket, 500 pp.	2,000	Piece	850.00	1,700,000.00	500	500	500	500	DC	
Book, Fiduciary Cash	1,500	Piece	448.00	672,000.00	375	375	375	375	DC	
Book, Judiciary Cash (G.F., J.D.F., S.F.)	3,000	Piece	478.50	1,435,500.00	750	750	750	506	DC	
Book, Record book, 500 pp #85, leatherlette, w/no. pp.	29,168	Piece	259.20	7,560,345.60	7,292	7,292	7,292	7,292	B	
Bundy Card, Foldcote #18, 31 x 43	100,000	Sheet	22.45	2,245,000.00	25,000	25,000	25,000	25,000	B	
Catalog Card w/ hole, 3x5	50,000	Piece	0.18	9,000.00	12,500	12,500	12,500	1	B	
Continuous Form, 11 x 14-7/8 (graylines, subs. 16) 1 ply	4	Box	750.00	3,000.00	1	38	37	37	S	
Continuous Form, 11 x 14-7/8 (graylines, carbonless) 4 ply	150	Box	790.00	118,500.00	38	38	38	38	S	
Continuous Form, 11 x 9-1/2, 1 ply, for E-CEM & ePAYMENT	100	Box	695.00	69,500.00	25	25	25	3	S	
Continuous Form, 11 x 10-5/8 (graylines, subs. 16) 1 ply	15	Box	790.00	11,850.00	4	4	37	37	S	
Continuous Form, 11 x 10-5/8 (graylines, carbonless) 4 ply	150	Box	695.00	104,250.00	38	38	38	38	S	
Corrugated Box, 127mmD x 225mmL x 225mmW	1,500	Piece	8.50	12,750.00	375	375	375	375	B	
Corrugated Box, 245mmD x 225mmL x 220mmW	1,000	Piece	14.00	14,000.00	250	250	250	250	B	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Corrugated Box, 74mmD x 225mmL x 225mmW	2,000	Piece	6.35	12,700.00	500	500	500	500	B	
Diskettes, HD 3.5 (10pcs./bx.)	4,000	Box	88.80	355,200.00	1,000	1,000	1,000	1,000	B	
Dry Seal, #2 with engraving	400	Piece	675.00	270,000.00	100	100	100	6,866	DC	
Envelope, Documentary, 10 x 15, 155 gsm	495,948	Piece	1.60	793,516.80	123,987	20,954	20,953	20,953	B	
Envelope, Mailing, No. 10 XX	83,814	Box	151.75	12,718,774.50	20,954	20,954	12,696	12,695	B	
Eraser, liquid, water base	50,783	Piece	13.50	685,570.50	257,721	257,721	257,720	257,720	B	
Expediente Cover, long, 155 gsm.	1,030,882	Piece	0.55	566,985.10	257,721	257,721	257,721	8,851	B	
File Folder, legal size, 14 pts.	671,052	Piece	3.15	2,113,813.80	167,763	167,763	167,763	167,763	B	
Flags, Philippines, Indoor	500	Piece	240.00	120,000.00	125	125	125	125	S	
Flags, SC, Indoor	500	Piece	800.00	400,000.00	125	125	125	125	S	
Gavel & Mallet, Narra, w/ varnish	200	Piece	1,250.00	250,000.00	50	50	50	50	S	
Index Card, Plain, 3 x 5	500,000	Piece	0.15	75,000.00	125,000	125,000	125,000	125,000	B	
Index Card, Plain, 4 x 6	800,000	Piece	0.25	200,000.00	200,000	200,000	200,000	200,000	B	
Index Card, Plain, 5 x 8	1,000,000	Piece	0.49	490,000.00	250,000	250,000	250,000	250,000	B	
Ink Cover	32	Piece	5,445.00	174,240.00	19	17	17	17	S	
Ink, Fax Machine, BK Brother LC57, Blk.	70	Piece	905.00	63,350.00	18	18	18	18	LSB	
Ink, Mimeo machine	2,000	Tube	86.75	173,500.00	500	500	500	500	LSB	
Ink, Stamp Pad	1,500	Bottle	21.00	31,500.00	375	375	375	375	LSB	
Ink, Steno Machine Reporter. Indelible	500	Piece	1,213.00	606,500.00	125	125	125	125	B	
Judicial Gown	800	Piece	375.00	300,000.00	200	200	200	200	B	
Needle, Stitching, 3 1/2"	11,842	Piece	6.20	73,420.40	2,961	2,961	2,960	2,960	DC	
Paper Clips	40,615	Box	7.75	314,766.25	10,154	10,154	10,154	10,153	B	
Paper Fastener, 50 sets/bx.	50,580	Box	72.50	3,667,050.00	12,645	12,645	12,645	12,645	B	
Paper, Thermal Fax	60	Roll	50.00	3,000.00	15	15	15	15	B	
Paper, Vellum, white, 22-1/2" x 28-1/2"	500	Piece	6.45	3,225.00	125	125	125	125	B	
Paper, Bond, 8 1/2 x 11	85,656	Ream	163.00	13,961,928.00	21,414	21,414	51,395	51,394	B	
Paper, Bond, 8 1/2 x 13	205,579	Ream	191.00	39,265,589.00	51,395	51,395	37	37	B	

ARTICLES & DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	D I S T R I B U T I O N				PROPOSED	REMARKS
					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Paper, Bond, 8 1/2 x 13, for E-CEM & ePAYMENT	150	Ream	191.00	28,650.00	38	38	27,481	27,481	B	
Paper, Carbon, 8 1/2 x 13	109,926	Box	200.25	22,012,681.50	11,659	27,482	11,658	11,658	B	
Paper, Mimeograph, 8 1/2 x 11	46,633	Ream	76.10	3,548,771.30	16,665	11,658	11,658	11,658	B	
Paper, Mimeograph, 8 1/2 x 13	66,657	Ream	89.70	5,979,132.90	16,664	16,664	16,664	16,664	B	
Paper, Newsprint, 13 x 17	1,000	Ream	80.00	80,000.00	250	250	17,521	17,521	B	
Paper, Onion Skin, 8 1/2 x 11	70,086	Ream	88.40	6,195,602.40	17,522	17,522	17,522	17,522	B	
Paper, Onion Skin, 8 1/2 x 13	213,828	Ream	104.00	22,238,112.00	53,457	53,457	53,457	53,457	B	
Paper, Stencil	1,500	Box	450.00	675,000.00	375	375	375	375	B	
Paper, Stenotype Pads, 100folds/pad	100,000	Pad	72.00	7,200,000.00	15	15	15	15	B	
Paper, Yellow Ruled Pad	155,532	Pad	29.00	4,510,428.00	38,883	38,883	38,883	1,919	S	
Paste, 7 oz.	35,999	Piece	26.00	935,974.00	9,000	9,000	9,000	8,999	B	
Payslips, 9 x 3-2/3 w/o envelope (blue) 1 ply	100	Box	1,050.00	105,000.00	25	25	25		B	
Pen, Ballpen	170,497	Piece	3.50	596,739.50	42,625	42,624	42,624	42,624	B	
Pen, Marking Pen	50,486	Piece	23.00	1,161,178.00	12,622	12,622	12,621	12,621	B	
Pencil, No. 1 & 2	77,662	Piece	4.50	349,479.00	19,416	19,416	19,415	19,415	B	
Puncher	500	Piece	89.00	44,500.00	125	125	125	125	B	
Ribbon, Bundy clock, Nibo brand, CD98204	1,000	Piece	1,500.00	1,500,000.00	250	250	62	62	B	
Ribbon, Calculator	250	Piece	18.00	4,500.00	63	63	63	63	LSB/B	
Ribbon, Computer LX 300 (8750)	10,000	Piece	74.20	742,000.00	2,500	2,500	2,500	2,500	LSB/B	
Ribbon, Computer FX 1170 (8755)	200	Piece	77.00	15,400.00	50	50	50	50	LSB/B	
Ribbon, Computer (FX-2180/LQ-2170)	3,000	Piece	688.25	2,064,750.00	750	750	750	750	LSB/B	
Ribbon, Computer, LQ300	20,000	Piece	113.00	2,260,000.00	5,000	5,000	62	62	LSB/B	
Ribbon, Computer, LQ300, for E-CEM & ePAYMENT	250	Piece	113.00	28,250.00	63	63	63	63	LSB/B	
Ribbon, Canon fax Machine, BX-3	200	Piece	1,285.00	257,000.00	50	50	50	50	DC	
Ribbon, Stenograph machine (Stentura)	800	Piece	2,095.00	1,676,000.00	200	200	200	200	DC	
Ribbon, Tally T6218 Line Printer Smart Ribbon (2 sets)	48	Piece	5,200.00	249,600.00	11,113	12	12	11,112	DC	
Ribbon, Typewriter, Manual	44,449	Piece	16.60	737,853.40	11,112	11,112	12	12	LSB/B	

ARTICLES & DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	D I S T R I B U T I O N				PROPOSED	REMARKS
					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Rubber Stamp, 1 line	50	Piece	35.00	1,750.00	13	13	12	12	DC	
Rubber Stamp, 2 lines	50	Piece	70.00	3,500.00	13	13	12	12	DC	
Rubber Stamp, 3 lines	50	Piece	105.00	5,250.00	13	13	12	12	DC	
Rubber Stamp, 4 lines	50	Piece	145.00	7,250.00	13	13	12	12	DC	
Rubber Stamp, 5 lines	50	Piece	180.00	9,000.00	13	13	12	12	DC	
Rubber Stamp, 6 lines	50	Piece	225.00	11,250.00	13	13	12	12	DC	
Rubber Stamp, 7 lines	50	Piece	265.00	13,250.00	13	13	12	12	DC	
Rubber Stamp, 8 lines	50	Piece	305.00	15,250.00	13	13	12	12	DC	
Rubber Stamp, 9 lines	50	Piece	340.00	17,000.00	13	13	12	12	DC	
Rubber Stamp, 10 lines	50	Piece	375.00	18,750.00	13	13	12	12	DC	
Rubber Stamp, 11 lines	50	Piece	415.00	20,750.00	13	13	12	12	DC	
Rubber Stamp, 12 lines	50	Piece	450.00	22,500.00	13	13	13	13	DC	
Stamp Pad	1,000	Piece	155.00	155,000.00	250	250	250	25	B	
Staple Wire Remover	100	Piece	10.00	1,000.00	25	25	25	25	B	
Staple Wire, copper	32,572	Box	21.50	700,298.00	8,143	8,143	8,143	8,143	B	
Stapler	3,000	Piece	299.00	897,000.00	750	750	750	8	B	
Steel Belt, Horii 255	32	Piece	2,450.00	78,400.00	8	8	12	12	DC	
Stencil Screen (for mimeo machine)	50	Piece	3,584.00	179,200.00	13	13	13	13	LSB	
Tape, Packaging, brown, 3"	500	Roll	48.00	24,000.00	125	125	62	62	B	
Tape, Packaging, white, 3"	250	Roll	50.00	12,500.00	63	63	63	7,618	B	
Tape, Transparent #500, 18mm x 50M	30,472	Roll	10.00	304,720.00	4,919	7,618	7,618	7,618	B	
Thread, Cotton, 500 gsm., 4 ply	19,673	Cone	43.45	854,791.85	4,918	4,918	4,918	5	B	
Toner Cartridge, Lexmark E232, #3421	20	Piece	5,450.00	109,000.00	5	5	5	5	LSB/S	
Twine, Plastic (straw)	500	Roll	49.50	24,750.00					B	
<b>TOTAL</b>				<b>195,700,086.80</b>						
<b>Add: 10% Inflation</b>				<b>19,570,008.68</b>						
<b>TOTAL BASIC OFFICE SUPPLIES</b>				<b>215,270,095.48</b>						

ARTICLES & DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	D I S T R I B U T I O N				PROPOSED	REMARKS
					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
<b>B. Computer Peripherals for Lower Courts (10-7-08)</b>										
80 GB or higher Hard Disk Drive	50	piece	2,500.00	125,000.00					S	
101/102 Keys Enhanced Keyboard w/ KB Skin										
A. P/S 2 Port	30	piece	250.00	7,500.00					S	
B. USB Port	50	piece	400.00	20,000.00					S	
Mouse w/ mouse pad										
A. P/S2 Port w/ wheel	50	piece	100.00	5,000.00					S	
B. USB Port	50	piece	250.00	12,500.00					S	
60X or higher CD-ROM Drive	50	piece	1,000.00	50,000.00					S	
Power Supply 500 watts ATX or higher	50	piece	500.00	25,000.00					S	
512 MB PC266 or higher DDR Memory	10	piece	2,000.00	20,000.00					S	
512 MB PC 400 or higher DDR2 Memory	20	piece	1,000.00	20,000.00					S	
SVGA cards (16 MB RAM) or higher	20	piece	1,500.00	30,000.00					S	
<b>TOTAL</b>				<b>315,000.00</b>						
<b>Add: 10% Inflation</b>				<b>31,500.00</b>						
<b>TOTAL COMPUTER SUPPLIES AND PERIPHERALS</b>				<b>346,500.00</b>						
<b>C. EDP Continuous Forms</b>										
Continuous Form 11 x 14-7/8 graylines, subs. 16 (1 ply)	4	box	750.00	3,000.00	1	1	1	1	S	
Continuous Form 11 x 14-7/8 graylines, carbonless (4 ply)	250	box	790.00	197,500.00	63	63	62	62	S	
Continuous Form 11 x 10-5/8 graylines, subs. 16 (1 ply)	15	box	790.00	11,850.00	4	4	4	3	S	
Continuous Form 11 x 10-5/8 graylines, carbonless (4 ply)	200	box	695.00	139,000.00	50	50	50	50	S	
Ribbon, Tally T6218 Line Printer Smart Ribbon (2 sets)	48	piece	5,200.00	249,600.00	12	12	12	12	S	
Payslips, 9 x 3-2/3 w/o envelope (blue) (1-ply)	90	box	1,050.00	94,500.00	23	23	22	22	S	
<b>TOTAL</b>				<b>695,450.00</b>						
<b>Add: 10% Inflation</b>				<b>69,545.00</b>						

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
<b>TOTAL EDP CONTINUOUS FORMS</b>				<b>764,995.00</b>						
<b>D. Materials for Notarial Book</b>										
Silver Master SLM-RIII, Mitsubishi brand, Paper based; size: 21-5/8 x 75m (Exclusive)	6	roll	25,200.00	<b>151,200.00</b>					DC	
Offset Ink, Book Black	60	kg	425.00	<b>25,500.00</b>					S	
Bookpaper, 25" x 38", 50 lbs.	330	ream	1,450.00	<b>478,500.00</b>					B	
Bookpaper, 25" x 38", 50 lbs.	12	ream	2,160.00	<b>25,920.00</b>					B	
Chipboard, 25" x 38", No. 20	2,400	piece	34.90	<b>83,760.00</b>					B/S	
Bookcover, 42" x 50 yards (as per sample)	45	roll	2,434.00	<b>109,530.00</b>					S	
Glue, Hot Melt Instant Lok 30 LP	30	kg	257.00	<b>7,710.00</b>					S	
Book Headband (as per sample)	6	roll	390.00	<b>2,340.00</b>					S	
Glue, White Bookbinding	24	gal	372.00	<b>8,928.00</b>					S	
<b>TOTAL</b>				<b>893,388.00</b>						
<b>Add: 10% Inflation</b>				<b>89,338.80</b>						
<b>TOTAL MATERIALS FOR NOTARIAL BOOK</b>				<b>982,726.80</b>						
<b>TOTALS:</b>				<b>217,364,317.28</b>						
<b>15% Contingency</b>				<b>32,604,647.59</b>						
<b>GRAND TOTALS:</b>				<b>249,968,964.87</b>						