

Procurement Planning Committee

<p style="text-align: center;">TRIAL COURTS ANNUAL PROCUREMENT PLAN FOR THE YEAR 2010</p>										
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 PROCUREMENT	
A. BASIC OFFICE SUPPLIES										
A. OFFICE SUPPLIES December 3, 2009										
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	500	Box	1,620.00	810,000.00	125	125	125	125	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	750	DC	
Book, Record book, 500 pp #85, leatherlette, w/no. pp.	31,266	Piece	259.20	8,104,147.20	7,817	7,817	7,816	7,816	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	12,500	B	
Continuous Form, 11 x 14-7/8 (graylines, subs. 16) 1 ply	4	Box	750.00	3,000.00	2	2			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 9-1/2, 1 ply, for E-CEM & ePAYMENT	300	Box	695.00	208,500.00	75	75	75	75	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	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
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	
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	100	DC	
Envelope, Documentary, 10 x 15, 155 gsm	499,467	Piece	1.60	799,147.20	124,867	124,867	124,867	124,866	B	
Envelope, Mailing, No. 10 XX	88,257	Box	151.75	13,392,999.75	22,065	22,064	22,064	22,064	B	
Eraser, liquid, water base	51,171	Piece	13.50	690,808.50	12,793	12,793	12,793	12,792	B	
Expediente Cover, long, 155 gsm.	2,007,548	Piece	0.55	1,104,151.40	501,887	501,887	501,887	501,887	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	20	Piece	5,445.00	108,900.00	5	5	5	5	S	
Ink, Fax Machine, BK Brother LC57, Blk.	70	Piece	905.00	63,350.00	18	18	17	17	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	300	Piece	1,213.00	363,900.00	75	75	75	75	B	
Judicial Gown	800	Piece	375.00	300,000.00	200	200	200	200	B	
Needle, Stitching, 3 1/2"	12,554	Piece	6.20	77,834.80	3,139	3,139	3,138	3,138	DC	
Paper Clips	38,301	Box	7.75	296,832.75	9,576	9,575	9,575	9,575	B	
Paper Fastener, 50 sets/bx.	39,023	Box	72.50	2,829,167.50	9,756	9,756	9,756	9,755	B	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Paper, Thermal Fax	20	Roll	50.00	1,000.00	5	5	5	5	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	90,505	Ream	163.00	14,752,315.00	22,627	22,626	22,626	22,626	B	
Paper, Bond, 8 1/2 x 13	219,492	Ream	191.00	41,922,972.00	54,873	54,873	54,873	54,873	B	
Paper, Bond, 8 1/2 x 13, for E-CEM & ePAYMENT	150	Ream	191.00	28,650.00	38	38	38	38	B	
Paper, Carbon, 8 1/2 x 13	106,704	Box	200.25	21,367,476.00	26,676	26,676	26,676	26,676	B	
Paper, Mimeograph, 8 1/2 x 11	42,954	Ream	76.10	3,268,799.40	10,739	10,739	10,738	10,738	B	
Paper, Mimeograph, 8 1/2 x 13	60,465	Ream	89.70	5,423,710.50	15,117	15,116	15,116	15,116	B	
Paper, Newsprint, 13 x 17	1,000	Ream	80.00	80,000.00	250	250	250	250	B	
Paper, Onion Skin, 8 1/2 x 11	59,766	Ream	88.40	5,283,314.40	14,942	14,942	14,941	14,941	B	
Paper, Onion Skin, 8 1/2 x 13	186,891	Ream	104.00	19,436,664.00	46,723	46,723	46,723	46,722	B	
Paper, Stencil	1,000	Box	450.00	450,000.00	250	250	250	250	B	
Paper, Stenotype Pads, 100folds/pad	30,000	Pad	72.00	2,160,000.00	7,500	7,500	7,500	7,500	B	
Paper, Yellow Ruled Pad	154,771	Pad	29.00	4,488,359.00	38,693	38,693	38,693	38,692	S	
Paste, 7 oz.	35,137	Piece	26.00	913,562.00	8,785	8,784	8,784	8,784	B	
Payslips, 9 x 3-2/3 w/o envelope (blue) 1 ply	90	Box	1,050.00	94,500.00	23	23	22	22	B	
Pen, Ballpen	172,908	Piece	3.50	605,178.00	43,227	43,227	43,227	43,227	B	
Pen, Marking Pen	50,156	Piece	23.00	1,153,588.00	12,539	12,539	12,539	12,539	B	
Pencil, No. 1 & 2	80,529	Piece	4.50	362,380.50	20,132	20,132	20,132	20,132	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	250	250	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	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Ribbon, Computer, LQ300	20,000	Piece	113.00	2,260,000.00	5,000	5,000	5,000	5,000	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)	500	Piece	2,095.00	1,047,500.00	125	125	125	125	DC	
Ribbon, Tally T6218 Line Printer Smart Ribbon (2 sets)	48	Piece	5,200.00	249,600.00	12	12	12	12	DC	
Ribbon, Typewriter, Manual	41,541	Piece	16.60	689,580.60	10,385	10,385	10,385	10,385	LSB/B	
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	12	12	DC	
Stamp Pad	1,000	Piece	155.00	155,000.00	250	250	250	250	B	
Staple Wire Remover	100	Piece	10.00	1,000.00	25	25	25	25	B	
Staple Wire, copper	56,554	Box	21.50	1,215,911.00	14,139	14,139	14,138	14,138	B	
Stapler	3,000	Piece	299.00	897,000.00	750	750	750	750	B	
Steel Belt, Horii 255	10	Piece	2,450.00	24,500.00	3	3	2	2	DC	
Stencil Screen (for mimeo machine)	10	Piece	3,584.00	35,840.00	3	3	2	2	LSB	
Tape, Packaging, brown, 3"	500	Roll	48.00	24,000.00	125	125	125	125	B	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Tape, Packaging, white, 3"	250	Roll	50.00	12,500.00	63	63	63	63	B	
Tape, Transparent #500, 18mm x 50M	32,809	Roll	10.00	328,090.00	8,202	8,202	8,202	8,202	B	
Thread, Cotton, 500 gsm., 4 ply	20,496	Cone	43.45	890,551.20	5,124	5,124	5,124	5,124	B	
Toner Cartridge, Canon JX210P	100	Piece	1,200.00	120,000.00	25	25	25	25	LSB/S	
Toner Cartridge, Lexmark E232, #3421	20	Piece	5,450.00	109,000.00	5	5	5	5	LSB/S	
Toner Cartridge, HP 1006	136	Piece	15,000.00	2,040,000.00	34	34	34	34	LSB/S	
Twine, Plastic (straw)	500	Roll	49.50	24,750.00	125	125	125	125	B	
TOTAL				191,770,469.50						
Add: 10% Inflation				19,177,046.95						
TOTAL BASIC OFFICE SUPPLIES				210,947,516.45						
B. Computer Peripherals for Lower Courts November 6, 2009										
500 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 w/ wheel	50	piece	250.00	12,500.00					S	
60X or higher DVD-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	
2 GB PC266 or higher DDR Memory	20	piece	1,000.00	20,000.00					S	
TOTAL				265,000.00						
Add: 10% Inflation				26,500.00						
TOTAL COMPUTER SUPPLIES AND PERIPHERALS				291,500.00						

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
C. EDP Continuous Forms										
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	
TOTAL				695,450.00						
Add: 10% Inflation				69,545.00						
TOTAL EDP CONTINUOUS FORMS				764,995.00						
D. Materials for Notarial Book										
Silver Master SLM-RIII, Mitsubishi brand, Paper based; size: 21-5/8 x 75m (Exclusive)	6	roll	25,200.00	151,200.00					DC	
Offset Ink, Book Black	60	kg	425.00	25,500.00					S	
Bookpaper, 25" x 38", 50 lbs.	330	ream	1,450.00	478,500.00					B	
Bookpaper, 25" x 38", 50 lbs.	12	ream	2,160.00	25,920.00					B	
Chipboard, 25" x 38", No. 20	2,400	piece	34.90	83,760.00					B/S	
Bookcover, 42" x 50 yards (as per sample)	45	roll	2,434.00	109,530.00					S	
Glue, Hot Melt Instant Lok 30 LP	30	kg	257.00	7,710.00					S	
Book Headband (as per sample)	6	roll	390.00	2,340.00					S	
Glue, White Bookbinding	24	gal	372.00	8,928.00					S	
TOTAL				893,388.00						
Add: 10% Inflation				89,338.80						

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					1ST QRT QTY	2ND QRT QTY	3RD QRT QTY	4TH QRT QTY	MODE OF PROCUREMENT	
TOTAL MATERIALS FOR NOTARIAL BOOK				982,726.80						
TOTALS:				212,986,738.25						
15% Contingency				31,948,010.74						
GRAND TOTALS:				244,934,748.99						