

<p style="text-align: center;">TRIAL COURTS ANNUAL PROCUREMENT PLAN FOR THE YEAR 2011</p>										
ARTICLES & DESCRIPTION	QTY.	UNIT	UNIT	TOTAL	D I S T R I B U T I O N				PROPOSED	REMARKS
			COST		1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
A. BASIC OFFICE SUPPLIES										
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	1,000	Box	1,620.00	1,620,000.00	250	250	250	250	DC	
					-	-	-	-		
Book, Civil Docket, 250pp.	5,000	Piece	544.50	2,722,500.00	1,250	1,250	1,250	1,250	DC	
Book, Civil Docket, 500pp.	2,000	Piece	850.00	1,700,000.00	500	500	500	500	DC	
Book, Criminal Docket, 250 pp.	4,000	Piece	544.50	2,178,000.00	1,000	1,000	1,000	1,000	DC	
Book, Criminal Docket, 500 pp.	2,000	Piece	850.00	1,700,000.00	500	500	500	500	DC	
Book, Fiduciary Cash	2,000	Piece	448.00	896,000.00	500	500	500	500	DC	
Book, Judiciary Cash (G.F., J.D.F., S.F.)	3,500	Piece	478.50	1,674,750.00	875	875	875	875	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/S	
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/S	
Catalog Card w/ hole, 3x5	10,000	Piece	0.18	1,800.00	2,500	2,500	2,500	2,500	B/S	
Continuous Form, 11 x 14-7/8 (graylines, subs. 16) 1 ply	4	Box	750.00	3,000.00	2	2	1	1	DC/S	
Continuous Form, 11 x 14-7/8 (graylines, carbonless) 4 ply	200	Box	790.00	158,000.00	50	50	62	62	DC/S	
Continuous Form, 11 x 10-5/8 (graylines, subs. 16) 1 ply	10	Box	790.00	7,900.00	3	3	3	3	DC/S	
Continuous Form, 11 x 10-5/8 (graylines, carbonless) 4 ply	250	Box	695.00	173,750.00	63	63	63	63	DC/S	
Corrugated Box, 127mmD x 225mmL x 225mmW	1,500	Piece	8.50	12,750.00	375	375	375	375	B/S	
Corrugated Box, 245mmD x 225mmL x 220mmW	1,000	Piece	14.00	14,000.00	250	250	250	250	B/S	
Corrugated Box, 74mmD x 225mmL x 225mmW	2,000	Piece	6.35	12,700.00	500	500	500	500	B/S	
Diskettes, HD 3.5 (10pcs./bx.)	500	Box	88.80	44,400.00	125	125	125	125	B/S	

Procurement Planning Committee

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	
Dry Seal, #2 with engraving	500	Piece	675.00	337,500.00	125	125	125	125	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/S	
Envelope, Mailing, No. 10 XX	88,257	Box	151.75	13,392,999.75	22,065	22,064	22,064	22,064	B/S	
Eraser, liquid, water base	51,171	Piece	13.50	690,808.50	12,793	12,793	12,793	12,792	B/S	
Expediente Cover, long, 155 gsm.	2,007,548	Piece	0.55	1,104,151.40	501,887	501,887	501,887	501,887	B/S	
File Folder, legal size, 14 pts.	671,052	Piece	3.15	2,113,813.80	167,763	167,763	167,763	167,763	B/S	
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	5,000	Piece	0.15	750.00	1,250	1,250	1,250	1,250	B/S	
Index Card, Plain, 4 x 6	5,000	Piece	0.25	1,250.00	1,250	1,250	1,250	1,250	B/S	
Index Card, Plain, 5 x 8	5,000	Piece	0.49	2,450.00	1,250	1,250	1,250	1,250	B/S	
Ink, Cartridge, Brother TN2025	100	Piece			25	25	25	25	LSB/S	
Ink, cartridge, Canon BX-3	100	Piece	1,300.00	130,000.00	25	25	25	25	LSB/S	
Ink, Duplo DP514, Black	200	Piece			50	50	50	50	LSB/S	
Ink, Duplo Duplicating DA14	300	Piece			75	75	75	75	LSB/S	
Ink Cover	10	Piece	5,445.00	54,450.00	3	3	3	3	S	
Ink, Fax Machine, BK Brother LC57, Blk.	70	Piece	905.00	63,350.00	18	18	17	17	LSB/S	
Ink, Fax Machine, Canon PG40	100	Piece			25	25	25	25	LSB/S	
Ink, Fax Canon JX210P	100	Piece			25	25	25	25	LSB/S	
Ink, Mimeo machine	2,000	Tube	86.75	173,500.00	500	500	500	500	LSB/S	
Ink, Stamp Pad	5,000	Bottle	21.00	105,000.00	1,250	1,250	1,250	1,250	B/S	
Ink, Steno Machine Reporter. Indelible	300	Piece	1,213.00	363,900.00	75	75	75	75	B/S	
Inkjet, for Epson Stylus C79 Printer	100	Piece			25	25	25	25	LSB/S	
Judicial Gown	800	Piece	375.00	300,000.00	200	200	200	200	S	
Needle, Stitching, 3 1/2"	13,330	Piece	6.20	82,646.00	3,333	3,333	3,138	3,138	S	
Paper Clips	38,334	Box	7.75	297,088.50	9,576	9,584	9,584	9,584	B/S	
Paper Fastener, 50 sets/bx.	40,078	Box	72.50	2,905,655.00	10,020	10,020	10,020	9,755	B/S	

Procurement Planning Committee

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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/S	
Paper, Bond, 8 1/2 x 11	94,214	Ream	163.00	15,356,882.00	22,627	23,554	23,554	23,554	B/S	
Paper, Bond, 8 1/2 x 13	234,188	Ream	191.00	44,729,908.00	58,547	58,547	58,547	58,547	B/S	
Paper, Carbon, 8 1/2 x 13	113,082	Box	200.25	22,644,670.50	28,271	28,271	28,271	28,271	B/S	
Paper, Mimeograph, 8 1/2 x 11	43,996	Ream	76.10	3,348,095.60	10,999	10,999	10,738	10,738	B/S	
Paper, Mimeograph, 8 1/2 x 13	67,553	Ream	89.70	6,059,504.10	15,117	16,888	16,888	16,888	B/S	
Paper, Onion Skin, 8 1/2 x 11	67,976	Ream	88.40	6,009,078.40	16,994	16,994	14,941	14,941	B/S	
Paper, Onion Skin, 8 1/2 x 13	205,910	Ream	104.00	21,414,640.00	51,478	51,478	51,478	46,722	B/S	
Paper, Stencil	700	Box	450.00	315,000.00	175	175	175	175	B/S	
Paper, Stenotype Pads, 100folds/pad	20,000	Pad	72.00	1,440,000.00	5,000	5,000	5,000	5,000	B/S	
Paper, Yellow Ruled Pad	160,198	Pad	29.00	4,645,742.00	40,050	40,050	40,050	38,692	B/S	
Paste, 7 oz.	36,517	Piece	26.00	949,442.00	8,785	9,129	9,129	9,129	B/S	
Payslips, 9 x 3-2/3 w/o envelope (blue) 1 ply	60	Box	1,050.00	63,000.00	15	15	22	22	B/S	
Pen, Ballpen	172,908	Piece	3.50	605,178.00	43,227	43,227	43,227	43,227	B/S	
Pen, Marking Pen	51,856	Piece	23.00	1,192,688.00	12,964	12,964	12,964	12,964	B/S	
Pencil, No. 1 & 2	80,529	Piece	4.50	362,380.50	20,132	20,132	20,132	20,132	B/S	
Puncher	500	Piece	89.00	44,500.00	125	125	125	125	B/S	
Ribbon, Bundy clock, Nibo brand, CD98204	1,000	Piece	1,500.00	1,500,000.00	250	250	250	250	DC/S	
Ribbon, Calculator	250	Piece	18.00	4,500.00	63	63	63	63	LSB/B	
Ribbon, Computer LX 300 (8750)	8,000	Piece	74.20	593,600.00	2,000	2,000	2,000	2,000	LSB/B	
Ribbon, Computer (FX-2180/LQ-2170)	2,000	Piece	688.25	1,376,500.00	500	500	500	500	LSB/B	
Ribbon, Computer, LQ300	10,000	Piece	113.00	1,130,000.00	2,500	2,500	2,500	2,500	LSB/B	
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	51,541	Piece	16.60	855,580.60	12,885	12,885	12,885	12,885	LSB/B	
Rubber Stamp, Assorted size	100	Piece	455.00	45,500.00	25	25	12	12	DC	
Stamp Pad	2,000	Piece	155.00	310,000.00	500	500	500	500	B/S	
Staple Wire Remover	100	Piece	10.00	1,000.00	25	25	25	25	B/S	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Staple Wire, copper	56,913	Box	21.50	1,223,629.50	14,228	14,228	14,138	14,138	B/S	
Stapler	3,000	Piece	299.00	897,000.00	750	750	750	750	B/S	
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/S	
Tape, Packaging, brown, 3"	700	Roll	48.00	33,600.00	175	175	175	175	B/S	
Tape, Packaging, white, 3"	300	Roll	50.00	15,000.00	75	75	75	75	B/S	
Tape, Transparent #500, 18mm x 50M	33,765	Roll	10.00	337,650.00	8,441	8,441	8,441	8,441	B/S	
Thread, Cotton, 500 gsm., 4 ply	20,496	Cone	43.45	890,551.20	5,124	5,124	5,124	5,124	B/S	
Toner Cartridge, Lexmark E232, #3421	20	Piece	5,450.00	109,000.00	5	5	5	5	LSB/S	
Toner Cartridge, HP 1006	100	Piece	15,000.00	1,500,000.00	25	25	25	25	LSB/S	
Toner Cartridge, HP 1020	10	Piece			3	3	2	2	LSB/S	
Toner Cartridge, HP Laserjet P110635A	100	Piece			25	25	25	25	LSB/S	
Duplo Master Roll DRA 12	100	Roll			25	25	25	25	LSB/S	
Duplo Master Roll DR875	50	Roll			13	13	12	12	LSB/S	
Twine, Plastic (straw)	500	Roll	49.50	24,750.00	125	125	125	125	B/S	
TOTAL				198,344,167.75						
Add: 10% Inflation				19,834,416.78						
TOTAL BASIC OFFICE SUPPLIES				218,178,584.53						
B. Computer Peripherals for Lower Courts										
Hard Disk	50	piece	2,500.00	125,000.00	13	13	12	12	B/S	
Keyboard	80	piece	350.00	28,000.00	20	20	20	20	B/S	
Mouse	100	piece	200.00	20,000.00	25	25	25	25	B/S	
DVD Drive	50	piece	1,000.00	50,000.00	13	13	12	12	B/S	
Power Supply 500 watts ATX or higher	50	piece	500.00	25,000.00	13	13	12	12	B/S	
2 GB RAM Modules or higher	20	piece	2,200.00	44,000.00	5	5	5	5	B/S	
RJ45 Connector	500	piece	8.00	4,000.00	125	125	125	125	B/S	
Crimping tool	3	piece	1,200.00	3,600.00	1	1	1		B/S	

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
CAT6 LAN Cable (good quality)	3	spool	4,500.00	13,500.00	1	1	1		LSB/S	
Single CAT5/CAT6 Information Faceplate	25	piece	100.00	2,500.00	7	6	6	6	LSB/S	
Dual CAT5/CAT6 Information Faceplate	25	piece	200.00	5,000.00	7	6	6	6	LSB/S	
HP Super DLT Tape Date Cartridge (C7980A)	30	piece	2,000.00	60,000.00	8	8	7	7	LSB/S	
TOTAL				380,600.00						
Add: 10% Inflation				38,060.00						
TOTAL COMPUTER SUPPLIES AND PERIPHERALS				418,660.00						
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	DC/S	
Continuous Form 11 x 14-7/8 graylines, carbonless (4 ply)	250	box	790.00	197,500.00	63	63	62	62	DC/S	
Continuous Form 11 x 10-5/8 graylines, subs. 16 (1 ply)	15	box	790.00	11,850.00	4	4	4	3	DC/S	
Continuous Form 11 x 10-5/8 graylines, carbonless (4 ply)	200	box	695.00	139,000.00	50	50	50	50	DC/S	
Ribbon, Tally T6218 Line Printer Smart Ribbon (2 sets)	48	piece	5,200.00	249,600.00	12	12	12	12	DC/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	DC/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-R111, Mitsubishi brand, Paper based; size: 21-5/8 x 75m (Exclusive)	6	roll	25,200.00	151,200.00	2	2	2		DC	
Offset Ink, Book Black	60	kg	425.00	25,500.00	15	15	15	15	DC	
Bookpaper, 25" x 38", 50 lbs.	330	ream	1,450.00	478,500.00	83	83	82	82	B/S	
Bookpaper, 25" x 38", 50 lbs.	12	ream	2,160.00	25,920.00	3	3	3	3	B/S	
Chipboard, 25" x 38", No. 20	2,400	piece	34.90	83,760.00	600	600	600	600	B/S	
Bookcover, 42" x 50 yards (as per sample)	45	roll	2,434.00	109,530.00	12	11	11	11	B/S	
Glue, Hot Melt Instant Lok 30 LP	30	kg	257.00	7,710.00	8	8	7	7	DC/S	

Procurement Planning Committee

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					1ST QRT	2ND QRT	3RD QRT	4TH QRT	MODE OF	
					QTY	QTY	QTY	QTY	PROCUREMENT	
Book Headband (as per sample)	6	roll	390.00	2,340.00	2	2	2		DC/S	
Glue, White Bookbinding	24	gal	372.00	8,928.00	6	6	6	6	S	
TOTAL				893,388.00						
Add: 10% Inflation				89,338.80						
TOTAL MATERIALS FOR NOTARIAL BOOK				982,726.80						
TOTALS:				220,344,966.33						
10% Contingency				22,034,496.63						
GRAND TOTALS:				242,379,462.96						