

## LOWER COURTS

## ANNUAL PROCUREMENT PLAN FOR 2013

Item & Specification	Unit of Measure	Quantity Requirement														Unit Price (as of ___)	Total Amount	Mode of Procurement
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				
<b>1. BASIC OFFICE SUPPLIES</b>																		
Book, Record Book, Leatherette, 500 pages with page no.	bks.	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,045	2,050	24,545	157.00	3,853,565.00	B/S
Envelope, Documentary, 10 x 15, Kraft, 200 gsm	pcs.	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,500	31,468	377,968	133.00	50,269,744.00	B/S
Envelope, Mailing No. XX, Kraft	bxs.	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4,987	59,987	102.50	6,148,667.50	B/S	
Eraser, liquid waterbase, 1/2 fl. Oz.	pcs.	3,875	3,875	3,875	3,875	3,875	3,875	3,875	3,875	3,875	3,875	3,875	3,843	46,468	86.75	4,031,099.00	B/S	
Expediente Cover, 8.5 x 13, 155 gsm, Kraft	pcs.	68,330	68,330	68,330	68,330	68,330	68,330	68,330	68,330	68,330	68,330	68,330	68,292	819,922	0.52	426,359.44	B/S	
Fastener, Metal as per sample	bxs.	2,570	2,570	2,570	2,570	2,570	2,570	2,570	2,570	2,570	2,570	2,539	30,809	25.50	785,629.50	B/S		
Folder, Legal size, 14 pts.	pcs.	43,035	43,035	43,035	43,035	43,035	43,035	43,035	43,035	43,035	43,035	43,013	516,398	82.50	42,602,835.00	B/S		
Needle, Stitching 3.5"	pcs.	1,065	1,065	1,065	1,065	1,065	1,065	1,065	1,065	1,065	1,065	1,058	12,773	70.00	894,110.00	B/S		
Paper Bond, 8.5 x 11, 70 gsm	rms.	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,125	7,080	85,455	1.44	123,055.20	B/S		
Paper Bond, 8.5 X 13, 70 gsm	rms.	16,420	16,420	16,420	16,420	16,420	16,420	16,420	16,420	16,420	16,420	16,375	196,995	244.00	48,066,780.00	B/S		
Paper Clip, Gem Type, 100 pcs. Per box	bxs.	3,045	3,045	3,045	3,045	3,045	3,045	3,045	3,045	3,045	3,045	3,039	36,534	2.80	102,294.90	B/S		
Paper, Carbon Paper, 8.5 x 13, std. wt., plastic back	bxs.	9,065	9,065	9,065	9,065	9,065	9,065	9,065	9,065	9,065	9,065	9,042	108,757	244.00	26,536,708.00	B/S		
Paper, Mimeo, 8.5 X 11, GW, 60 gsm	rms.	2,635	2,635	2,635	2,635	2,635	2,635	2,635	2,635	2,635	2,635	2,617	31,602	5.50	173,811.00	B/S		
Paper, Mimeo, 8.5 X 13, GW, 60 gsm	rms.	4,485	4,485	4,485	4,485	4,485	4,485	4,485	4,485	4,485	4,485	4,445	53,780	5.00	268,900.00	B/S		
Paper, Onion, 8.5 x 11, 24 gsm	rms.	4,455	4,455	4,455	4,455	4,455	4,455	4,455	4,455	4,455	4,455	4,442	53,447	21.50	1,149,110.50	B/S		
Paper, Onion, 8.5 X 13, 24 gsm	rms.	14,430	14,430	14,430	14,430	14,430	14,430	14,430	14,430	14,430	14,430	14,380	173,110	12.20	2,111,936.39	B/S		
Paper, Yellow Pad, 8.5 x 13, 54 gsm	pds.	12,890	12,890	12,890	12,890	12,890	12,890	12,890	12,890	12,890	12,890	12,875	154,665	13.75	2,126,643.75	B/S		
Paste	btls.	2,850	2,850	2,850	2,850	2,850	2,850	2,850	2,850	2,850	2,850	2,812	34,162	24.40	833,552.80	B/S		
Pen, Ballpen, black/blue/red	pcs.	15,775	15,775	15,775	15,775	15,775	15,775	15,775	15,775	15,775	15,775	15,767	189,292	6.10	1,154,681.20	B/S		
Pen, Marking, black/blue/red	pcs.	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,350	4,325	52,175	86.60	4,518,355.00	B/S		
Pencil, No. 1 & 2	pcs.	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,935	5,880	71,165	21.00	1,494,466.70	B/S		
Ribbon, Typewriter, nylon	pcs.	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,305	2,272	27,627	33.60	928,267.20	B/S		
Staple Wire, copper stanadard wire	bxs.	4,205	4,205	4,205	4,205	4,205	4,205	4,205	4,205	4,205	4,205	4,197	50,452	5.00	252,258.92	B/S		
Tape, Transparent, 1"	roll	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,155	3,134	37,839	7.60	287,576.40	B/S		
Thread, Cotton, 200 gsm, 4 ply	cns.	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,565	1,547	18,762	220.00	4,127,640.00	B/S		

GRAND TOTAL:

203,268,047.40

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION:

20,326,804.74

APPROVED BUDGET FOR BASIC OFFICE SUPPLIES:

223,594,852.14

Item & Specification	Unit of Measure	Quantity Requirement														Unit Price (as of ___)	Total Amount	Mode of Procurement
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				
<b>2. OTHER SUPPLIES</b>																		
Accountable Form No. 50, Official Receipt	pad	350	350	350	350	350	350	350	350	350	350	350	325	4,175	225.00	939,375.00	E	
Accountable Form No. 51, E-Payment	bxs.				20									20	1,430.00	28,600.00	E	
Book, Civil Docket, 250 pp	pcs.	13	13	13	13	13	13	13	13	13	13	13	3	146	529.50	77,307.00	E	
Book, Civil Docket, 500 pp	pcs.	17	17	17	17	17	17	17	17	17	17	13	200	815.00	163,000.00	E		
Book, Criminal Docket , 250 pp	pcs.	13	13	13	13	13	13	13	13	13	13	12	155	529.50	82,072.50	E		

Procurement Planning Committee

Item & Specification	Unit of Measure	Quantity Requirement														Unit Price (as of __)	Total Amount	Mode of Procurement
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				
Book, Criminal Docket, 500 pp	pcs.	24	18	18	18	18	18	18	18	18	18	18	18	18	222	815.00	180,930.00	E
Book, Docket, Small Claims	pcs.				1										1	850.00	850.00	E
Book, Fiduciary Cash, 3 column	pcs.	16	10	10	10	10	10	10	10	10	10	10	10	10	126	385.50	48,573.00	E
Book, Judiciary Cash, (GF., JDF, SAJF)	pcs.	25	25	25	25	25	25	25	25	25	25	25	25	15	290	398.00	115,420.00	E
Book, Judiciary Cash, (MF)	pcs.				1										1	478.50	478.50	E
Book, Judiciary Cash, 14 column	pcs.				28										28	479.00	13,412.00	E
Bundy cards	pcs.	195	195	195	195	195	195	195	195	195	195	195	176	2,321	2.00	4,642.00	B/S	
Catolina, Standard Size, Blue	pcs.				31										31	4.00	124.00	B/S
Catolina, Standard Size, Green	pcs.				22										22	4.00	88.00	B/S
Catolina, Standard Size, Orange	pcs.				53										53	4.00	212.00	B/S
Catolina, Standard Size, Pink	pcs.				20										20	4.00	80.00	B/S
Catolina, Standard Size, Red	pcs.				6										6	4.60	27.60	B/S
Catolina, Standard Size, White	pcs.				6										6	2.70	16.20	B/S
Catolina, Standard Size, Yellow	pcs.				27										27	4.00	108.00	B/S
Cleaner Blade for Sharp Copier	pcs.				1										1	1,330.00	1,330.00	E
Daily Time Record No. 48	pcs.	535	535	535	535	535	535	535	535	535	535	535	531	6,416	1.00	6,416.00	B/S	
Developer, for Sharp Copier	pcs.				1										1	1,684.00	1,684.00	E
Drum for Sharp Copier	pcs.				2										2	2,219.00	4,438.00	E
Dry Seal	pcs.				6					7					13	685.00	8,905.00	B/S
Duplo Master	pcs.				1										1	5,000.00	5,000.00	B/S
Envelope, Documentary, 9 x 16	pcs.				200										200	1.20	240.00	B/S
Eraser, Rubber	pcs.				3										3	20.00	60.00	B/S
Flag, Philippine Flag	pcs.				9										9	190.00	1,710.00	B/S
Fluorescent Bulb, 20 watts	pcs.				1										1	45.80	45.80	B/S
Fluorescent Bulb, 40 watts	pcs.				9										9	28.00	252.00	B/S
Fluorescent Circular Bulb, 20 watts	pcs.				2										2	90.00	180.00	B/S
Fluorescent Lamp, 20 watts	pcs.				1										1	85.00	85.00	B/S
Fluorescent Lamp, 40 watts	pcs.				2										2	95.00	190.00	B/S
Fluorescent Lamp Set, 40 watts	set				1										1	280.00	280.00	B/S
Folder, Letter Size	pcs.				100										100	4.00	400.00	B/S
Gavel	pcs.				11										11	950.00	10,450.00	B/S
Glue-all	bot.				12					12					24	250.00	6,000.00	B/S
Heat Roller for Sharp Copier	pcs.				2										2	3,905.00	7,810.00	E
Index card, 3" x 5"	pcs.	500			500				500				500		2,000	0.20	400.00	B/S
Index card, 4" x 6"	pcs.				13										13	0.30	3.90	B/S
Index card, 5" x 8"	pcs.	198	198	198	198	198	198	198	198	198	198	198	197	2,375	8.75	20,781.25	B/S	
Ink, Cannon JX210P Fax Machine Ink	pcs.				12										12	1,200.00	14,400.00	B/S
Ink, Cannon PIXMA PG-40, fax	pcs.				2										2	980.00	1,960.00	B/S
Ink, Duplo Ink	pcs.				14										14	700.00	9,800.00	B/S
Ink, HP Laser jet P1006	pcs.				3										3	2,797.00	8,391.00	B/S
Ink, Mimeograph	pcs.				27										27	80.00	2,160.00	B/S
Ink, Numbering Machine	pcs.				1										1	28.00	28.00	B/S
Ink, Receiving Machine	pcs.				1										1	24.00	24.00	B/S

Procurement Planning Committee

Item & Specification	Unit of Measure	Quantity Requirement														Unit Price (as of __)	Total Amount	Mode of Procurement		
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total						
Ink, Stamp pad black/blue/violet	pcs.				172									171			<b>343</b>	150.00	51,450.00	B/S
Ink, Stencil	bot.				1												<b>1</b>	85.00	85.00	B/S
Ink, Steno	pcs.				1												<b>1</b>	1,300.00	1,300.00	B/S
INKPIU UV (EPSON)	pcs.				2												<b>2</b>	600.00	1,200.00	B/S
Judicial Robe (large)	pcs.				1												<b>1</b>	375.00	375.00	B/S
Judicial Robe (medium)	pcs.				4												<b>4</b>	375.00	1,500.00	B/S
Judicial Robe (small)	pcs.				1												<b>1</b>	375.00	375.00	B/S
Numbering Machine	pcs.				10												<b>10</b>	2,115.00	21,150.00	B/S
Official Receipts Accountable Form	pad				190								190				<b>380</b>	120.00	45,600.00	E
Official Receipts, JDF, SJF,FF,STF,GF	pad	52	52	52	52	52	52	52	52	52	52	52	52	52	48		<b>620</b>	100.00	62,000.00	E
Official Receipts, Mediation Fund	pad	13	13	13	13	13	13	13	13	13	13	13	13	13	22		<b>165</b>	100.00	16,500.00	E
Paging Machine	pcs.				1												<b>1</b>	237.75	237.75	B/S
Paper Bond, 8.5 X 13, 20 gsm, Blue	rms.				1												<b>1</b>	174.30	174.30	B/S
Paper Bond, 8.5 X 13, 20 gsm, Green	rms.				6												<b>6</b>	174.30	1,045.80	B/S
Paper Bond, 8.5 X 13, 20 gsm, Pink	rms.				10												<b>10</b>	174.30	1,743.00	B/S
Paper Bond, 8.5 X 13, 20 gsm, Yellow	rms.				6												<b>6</b>	174.30	1,045.80	B/S
Paper, Copy, 8.5 x 11, 70 gsm, subs. 20	rms.				25								25				<b>50</b>	7,500.00	375,000.00	B/S
Paper, Copy, 8.5 x 13, 70 gsm, subs. 20	rms.				25								25				<b>50</b>	9,000.00	450,000.00	B/S
Paper, Copy, A4, 70 gsm, subs. 20	rms.				10												<b>10</b>	1,600.00	16,000.00	B/S
Paper, Manila, Standard Size	pcs.				8												<b>8</b>	6.00	48.00	B/S
Paper, Mimeo, 8.5 X 13, GW, 60 gsm, blue	rms.				11												<b>11</b>	88.00	968.00	B/S
Paper, Mimeo, 8.5 X 13, GW, 60 gsm, green	rms.				4												<b>4</b>	88.00	352.00	B/S
Paper, Mimeo, 8.5 X 13, GW, 60 gsm, pink	rms.				12												<b>12</b>	88.00	1,056.00	B/S
Paper, Mimeo, 8.5 X 13, GW, 60 gsm, yellow	rms.				3												<b>3</b>	88.00	264.00	B/S
Paper, Newsprint, 8.5 x 11, Green	rms.				1												<b>1</b>	65.00	65.00	B/S
Paper, Newsprint, 8.5 x 11, Pink	rms.				1												<b>1</b>	65.00	65.00	B/S
Paper, Newsprint, 8.5 x 11, Yellow	rms.				1												<b>1</b>	65.00	65.00	B/S
Paper, Newsprint, 8.5 x 13, Blue	rms.				1												<b>1</b>	82.00	82.00	B/S
Paper, Stencil	bx.				14								14				<b>28</b>	388.80	10,886.40	B/S
Pen, Highlighting Pen	pcs.				2												<b>2</b>	31.50	63.00	B/S
Pen, Sign pen black/blue/red	pcs.	13	13	13	13	13	13	13	13	13	13	13	13	13			<b>156</b>	16.50	2,574.00	B/S
Puncher, 2-hole heavy duty	pcs.	13	11	11	11	11	11	11	11	11	11	11	11	11			<b>134</b>	105.00	14,070.00	B/S
Receiving Machine	pcs.				18												<b>18</b>	1,600.00	28,800.00	B/S
Ribbon, Bundy Clock	pcs.				1												<b>1</b>	884.00	884.00	B/S
Ribbon, FX2180	pcs.	18	18	18	18	18	18	18	18	18	18	18	18	12			<b>210</b>	756.70	158,907.00	B/S
Ribbon, LQ/LX-300+II	pcs.	95	95	95	95	95	95	95	95	95	95	95	95	85			<b>1,130</b>	756.70	855,071.00	B/S
Ribbon, LQ300+II	pcs.	116	116	116	116	116	116	116	116	116	116	116	116	116			<b>1,392</b>	756.70	1,053,326.40	B/S
Ribbon, LX-300	pcs.	95	95	95	95	95	95	95	95	95	95	95	95	90			<b>1,135</b>	86.20	97,837.00	B/S
Ribbon, Steno machine	pcs.				17								16				<b>33</b>	2,010.00	66,330.00	B/S
Ribbon, TALLY DASCOM 1125	pcs.				65								65				<b>130</b>	150.00	19,500.00	B/S
RUBBER BAND, #18, 350 gms.	bx.	10	10	10	10	10	10	10	10	10	9	9	9	9			<b>116</b>	138.00	16,008.00	B/S
Scissors	pcs.	4	4	4	4	4	4	4	4	3	3	3	3	3			<b>43</b>	25.00	1,075.00	B/S
Sharpener	pcs.	2	2	2	2	2	2	2	2	2	2	2	2	2			<b>24</b>	4,010.00	96,240.00	B/S
Stamp pad, Big	pcs.	9	9	9	9	9	9	9	9	9	8	8	8	8			<b>104</b>	40.00	4,160.00	B/S

Procurement Planning Committee

Item & Specification	Unit of Measure	Quantity Requirement													Unit Price (as of ___)	Total Amount	Mode of Procurement	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				
Staple Wire, No. 10	bxs.				2										2	64.00	128.00	B/S
Staple Wire, No. 35	bxs.	30	30	30	30	29	29	29	29	29	29	29	29	29	352	28.00	9,856.00	B/S
Staple wire, remover	pcs.	8	8	8	8	8	8	8	8	8	7	7	7	93	45.00	4,185.00	B/S	
Stapler, giant, heavy duty	pcs.	6	6	6	6	6	5	5	5	5	5	5	5	65	4,000.00	260,000.00	B/S	
Stapler, ordinary	pcs.	5	5	5	5	5	5	5	5	5	5	5	5	60	90.00	5,400.00	B/S	
Stencil Corrector	pcs.				1									1	75.00	75.00	B/S	
Steno Pad	pcs.	13	13	13	13	13	13	13	13	13	13	13	12	155	11.90	1,844.50	B/S	
Stripping Knife, Big	pcs.				1									1	16.00	16.00	B/S	
Stripping Knife, Blade	tube				1									1	13.00	13.00	B/S	
Tape, Masking 2"	roll				5					5				10	35.00	350.00	B/S	
Tape, Masking 3"	roll				2									2	49.00	98.00	B/S	
Tape, Masking, 48 mm x 50M	roll	7	7	7	7	7	7	7	7	7	6	6	6	81	18.00	1,458.00	B/S	
Tape, Packaging Tape, 2"	roll				7					6				13	30.00	390.00	B/S	
Tape, Packaging Tape, 3"	roll	20	20	20	20	20	20	20	20	20	20	20	25	245	48.00	11,760.00	B/S	
Tape, Packaging Tape, 4"	roll				3									3	50.00	150.00	B/S	
Tape, Transparent, 3"	roll				9					9				18	36.50	657.00	B/S	
Toner, HP Laserjet P3005	pcs.				4					3				7	5,900.00	41,300.00	B/S	
Toner, Samsung ML2550	pcs.				9					9				18	5,320.00	95,760.00	B/S	
Toner, Sharp Copier	pcs.				2									2	8,278.00	16,556.00	B/S	
Twine, plastic	pcs.	7	7	7	7	7	7	7	6	6	6	6	6	79	50.00	3,950.00	B/S	
Upper Bearing TL (for Sharp Copier)	pcs.				2									2	741.00	1,482.00	B/S	
<b>GRAND TOTAL:</b>																	<b>5,699,646.70</b>	
<b>TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION:</b>																		<b>569,964.67</b>
<b>APPROVED BUDGET FOR OTHER SUPPLIES:</b>																		<b>6,269,611.37</b>

Item & Specification	Unit of Measure	Quantity Requirement													UNIT COST	TOTAL AMOUNT	REMARKS	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL				
<b>3. LIBRARY BOOKS FOR LOWER COURTS</b>																		
SCRA UPDATES (21 Copies), 28 Vols.		63	42	42	63	42	42	63	42	42	63	42	42	588	1,000.00	588,000.00	E/S	
SCRA Quick Index Digest for 2007 (25 Copies), P1,700.00 / (2 vols)																42,500.00	E/S	
Individual Titles and Other Standing Order		20	20	20	20	20	20	20	20	20	20	20	20	240	5,000.00	1,200,000.00	E/S	
Updating of the collection of 64 Court Libraries																		
SCRA Updates 65 Court Libraries 20 vols., at 840.00/vol																1,196,000.00	E/S	
SCRA Quick Index at 980.00/vol.																70,070.00	E/S	
Individual Titles updates																550,000.00	E/S	
Official gazette																334,620.00	E/S	
Newly Organized Court Libraries																		
SCRA w/ indexes 5 sets for 5 New Libraries at 480 vols. At (P780.00)																2,059,200.00	E/S	
5 sets of Quick Index Digest																148,200.00	E/S	
Individual Titles, 5 sets																308,000.00	E/S	
Management and Maintenance Program																		

Item & Specification	Unit of Measure	Quantity Requirement													Unit Price (as of ___)	Total Amount	Mode of Procurement	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total				
Education and training of Library Staff																	600,000.00	E/S
Law Books and other reference materials on Laws and Jurisprudence																	10,000,000.00	E/S
<b>GRAND TOTAL:</b>																<b>17,096,590.00</b>		
<b>TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION:</b>																<b>1,709,659.00</b>		
<b>APPROVED BUDGET FOR LIBRARY BOOKS:</b>																<b>18,806,249.00</b>		

**2013 ANNUAL PROCUREMENT PLAN FOR LOWER COURTS**

**248,670,712.51**