

ANNUAL PROCUREMENT PLAN FOR FY 2014

ITEM	QUANTITY	UNIT PRICE	1st	2nd	3rd	4th	TOTAL
			QRT.	QRT.	QRT.	QRT.	
40 Marking pen, permanent	1600	20.00	400	400	400	400	32,000.00
41 Marking pen, whiteboard	200	20.00	50	50	50	50	4,000.00
42 Pen, signing	6000	55.00	1500	1500	1500	1500	330,000.00
43 Pencil	1000	8.00	250	250	250	250	8,000.00
44 Plastic twine	160	60.00	40	40	40	40	9,600.00
45 Paste	500	30.00	125	125	125	125	15,000.00
46 Post-it, Notepad	500	65.00	125	125	125	125	32,500.00
47 Record book, 300 pages	1500	75.00	375	375	375	375	112,500.00
48 Ribbon, manual typewriter	200	25.00	50	50	50	50	5,000.00
49 Ribbon, (olympia)	20	140.00	5	5	5	5	2,800.00
50 Ribbon, (canon)	20	120.00	5	5	5	5	2,400.00
51 Ribbon, Epson 8750	3000	100.00	750	750	750	750	300,000.00
52 Ruled pad	3000	30.00	750	750	750	750	90,000.00
53 Compact disk, CD-RW	300	35.00	75	75	75	75	10,500.00
54 Compact disk, DVD-RW	300	60.00	75	75	75	75	18,000.00
55 Rubber band	100	120.00	25	25	25	25	12,000.00
56 Stamping dater, automatic	20	2,150.00	5	5	5	5	43,000.00
57 Ruler, 12" plastic	60	10.00	15	15	15	15	600.00
58 Stamp pad	200	100.00	50	50	50	50	20,000.00
59 Staplewire	2000	30.00	500	500	500	500	60,000.00
60 Staple remover	60	20.00	15	15	15	15	1,200.00
61 Tape, cellulose	2000	20.00	500	500	500	500	40,000.00
62 Tape, packaging	1200	40.00	300	300	300	300	48,000.00
63 USB Flashdisk, 16GB	80	1,250.00	20	20	20	20	100,000.00
64 Waste can	60	40.00	15	15	15	15	2,400.00
65 Continuous form							
a. 11x14 7/8, plain, 3 ply	80	1,500.00	20	20	20	20	120,000.00
b. 11x9 1/2, plain, 3 ply	80	1,680.00	20	20	20	20	134,400.00
c. 11x14 7/8 3 ply, gray lines	80	2,280.00	20	20	20	20	182,400.00
d. 11x9 1/2 3 ply, gray lines	80	1,020.00	20	20	20	20	81,600.00
e. 11x14 7/8 1 ply, gray lines	80	1,860.00	20	20	20	20	148,800.00
f. 11x14 7/8 2 ply, gray lines	80	2,600.00	20	20	20	20	208,000.00
66 Bundy clock ribbon	60	370.00	15	15	15	15	22,200.00
67 Janitorial supplies							
a. Rag	100	60.00	25	25	25	25	6,000.00
b. Insecticide spray	120	190.00	30	30	30	30	22,800.00
c. Scrubbing pad, 16"	12	210.00	3	3	3	3	2,520.00
d. Dust pan, plastic	40	35.00	10	10	10	10	1,400.00
e. Broom soft	120	85.00	30	30	30	30	10,200.00
f. Broom hard	80	50.00	20	20	20	20	4,000.00