

MARAMAG WATER DISTRICT
Annual Procurement Plan
 CY 2015

CODE: OFFICE SUPPLIES

GENERAL DESCRIPTION	QTY/ SIZE	UNIT	UNIT COST	TOTAL COST	1st QUARTER			2nd QUARTER			3rd QUARTER			4th QUARTER		
					JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
37. Masking Tape 1"	13	pcs.	P 38.00	P 494.00	4			3			3			3		
38. Mechanical Pencil	8	pcs.	250.00	2,000.00	4						4					
39. Packaging Tape 1"	3	pcs.	48.00	144.00	3											
40. Paper Clips (Big)	52	boxes	23.00	1,196.00	13			13			13			13		
41. Paper Clips (Small)	30	boxes	30.00	900.00	15						15					
42. Paper Fastener	46	boxes	30.00	1,380.00	23						23					
43. Paste	50	pcs.	50.00	2,500.00	14			12			12			12		
44. Pencil Lead (0.5)	24	tubes	60.00	1,440.00	6			6			6			6		
45. Record Book (300 pages)	1	pc.	85.00	85.00	1											
46. Ribbon Ink Cartridge Lx300	30	pcs.	100.00	3,000.00	15						15					
47. Riso Master Paper RS 800	4	rolls	1,350.00	5,400.00	2						2					
48. Riso Master Toner (RS 800)	4	tubes	1,350.00	5,400.00	2						2					
49. Rubber Band	40	boxes	48.00	1,920.00	10			10			10			10		
50. Ruler	18	pcs.	6.00	108.00	18											
51. Scissors	3	pcs.	85.00	255.00	3											
52. Scotch Tape 1"	14	pcs.	15.00	210.00	7						7					
53. Stampad Ink	7	pcs.	78.00	546.00	7											
54. Staple Wire #35	35	boxes	45.00	1,575.00	20						15					
55. Staple w/ Remover	4	pcs.	250.00	1,000.00	4											
56. Staple (Heavy Duty-Big)	1	pc.	250.00	250.00	1											
57. Steno Notebook	24	pcs.	12.00	288.00	6			6			6			6		
58. Finger Tip Moistener	10	pcs.	30.00	300.00	10											
59. Puncher	1	pc.	300.00	300.00	1											
60. Bin Cards	1,000	pcs.	8.00	8,000.00	250			250			250			250		
61. Calendar 2016	5,500	pcs.	30.00	165,000.00												5,500
62. Intermediate Paper/Yellow Pad	21	pcs.	25.00	525.00	6			5			5			5		
Sub Total of Page 2:				P 204,216.00												
ADD:																
Sub Total of Page 1:				304,485.00												
Total:				P 508,701.00												


Prepared by:


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 BAC Secretariat


Recommending Approval:



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Approved by:


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