

LOWER COURTS ANNUAL PROCUREMENT PLAN FOR 20__

COURT / STATION: _____

CASE LOAD: _____

CONTACT NUMBER/S: _____

SPECIAL COURT DESIGNATION: _____

TOTAL NUMBER OF PERSONNEL: _____

(i.e. Drug, Family Court)

	ITEM ARTICLES & DESCRIPTION	UNIT	STOCK POSITION AS OF OCT. 31, 2014	Quantity Requirement												TOTAL
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
A-1	BASIC OFFICE SUPPLIES															
1	Book, Record book, 500 pp #85, leatherette, w/no. pp.	book														
2	Correction Tape with dispenser	piece														
3	Envelope, Documentary, 10 x 15, 155 gsm	piece														
4	Envelope, Mailing, No. 10 XX	box														
5	Expediente Cover, long, 155 gsm.	piece														
6	Fastener, METAL, 50 sets/bx.	box														
7	Folder, legal size, 14 pts.	piece														
8	Needle, Stitching, 3 1/2"	piece														
9	Paper, Bond, 8 1/2 x 11	ream														
10	Paper, Bond, 8 1/2 x 13	ream														
11	Paper Clip, Gem Type, 100 pcs. Per box	box														
12	Paper, Carbon, 8 1/2 x 13, std. Wt., plastic back	box														
13	Paper, Mimeograph, 8 1/2 x 11, GW, 60 gsm	ream														
14	Paper, Mimeograph, 8 1/2 x 13, GW, 60 gsm	ream														
15	Paper, Onion Skin, 8 1/2 x 11	ream														
16	Paper, Onion Skin, 8 1/2 x 13	ream														
17	Paper, Ruled Pad. 8.5 x 13, 54 gsm	pad														
18	Paste, 7 oz.	bottle														
19	Pen, Ballpen, black/blue/red	piece														
20	Pen, Marking Pen, black/blue/red	piece														

	ITEM	UNIT	STOCK POSITION	Quantity Requirement												TOTAL
	ARTICLES & DESCRIPTION		AS OF OCT. 31, 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
21	Pencil, No. 1 & 2	piece														
22	Ribbon, Typewriter, Manual, nylon	piece														
23	Staple Wire, copper standard wire	box														
24	Tape, Transparent #500, 18mm x 50M	roll														
25	Thread, Cotton, 200 gsm., 4 ply	roll														

A-2 OTHER SUPPLIES

1	Official Receipt (Gen. Form 51)	Pad														
2	Official Receipt , Customized Judicairy OR for	Box														
	ePAYMENT, 4ply, , 1000 shts/box															
3	Book, Civil Docket, 250pp.	Piece														
4	Book, Civil Docket, 500pp.	Piece														
5	Book, Criminal Docket, 250 pp.	Piece														
6	Book, Criminal Docket, 500 pp.	Piece														
7	Book, Fiduciary Cash	Piece														
8	Book, Judiciary Cash (G.F., J.D.F., S.F.)	Piece														
9	Bundy Card, Foldcote #18, 31 x 43	Sheet														
10	Catalog Card w/ hole, (for assorted sizes)	Piece														
11	CD, plain	Piece														
12	Continuous Form, 11 x 14-7/8 (graylines, subs. 16) 1 ply	Box														
13	Continuous Form, 11 x 14-7/8 (graylines, carbonless) 4 ply	Box														
14	Continuous Form, 11 x 10-5/8 (graylines, subs. 16) 1 ply	Box														
15	Continuous Form, 11 x 10-5/8 (graylines, carbonless) 4 ply	Box														
16	Corrugated Box, 127mmD x 225mmL x 225mmW	Piece														
17	Corrugated Box, 245mmD x 225mmL x 220mmW	Piece														
18	Corrugated Box, 74mmD x 225mmL x 225mmW	Piece														
19	Dry Seal, #2 with engraving	Piece														

	ITEM	UNIT	STOCK POSITION	Quantity Requirement												TOTAL
	ARTICLES & DESCRIPTION		AS OF OCT. 31, 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
20	Flags, Philippines, Indoor	Piece														
21	Flags, Philippines, Outdoor	Piece														
22	Flags, SC, Indoor	Piece														
23	Gavel & Mallet, Narra, w/ varnish	Piece														
24	Index Card, Plain, (for assorted sizes)	Piece														
25	Ink Cover	Piece														
26	Ink, Stamp Pad	Bottle														
27	Ink, Steno Machine Reporter. Indelible	Piece														
28	Judicial Gown	Piece														
29	Machine, Numbering	Piece														
30	Machine, Receiving, 5460 w/ engraving	Piece														
31	Offset Process INK, BLACK, Statco Anguang INK, Batch No. A620120222	kilo														
32	Paper, Thermal Fax	Roll														
33	Paper, Vellum, white, 22-1/2" x 28-1/2"	Piece														
34	Paper, Stencil	Box														
35	Paper, Stenotype Pads, 100folds/pad*	Pad														
36	Payslips, 9 x 3-2/3 w/o envelope (blue) 1 ply	Box														
37	Puncher, 2-hole, heavy duty	Piece														
38	Plate cleaner	liter														
39	Ribbon, Bundy clock, Nibo brand, CD98204	Piece														
40	Ribbon, Calculator	Piece														
41	Ribbon, Computer Printer, LX 300 (8750)	Piece														
42	Ribbon, Computer Printer, (FX-2180/LQ-2170)	Piece														
43	Ribbon, Computer Printer, LQ300	Piece														
44	Ribbon, Computer Printer, FX 2175	Piece														
45	Ribbon, Stenograph machine (Stentura)	Piece														
46	Ribbon, Tally T6218 Line Printer Smart Ribbon (2 sets)	Piece														

	ITEM	UNIT	STOCK POSITION	Quantity Requirement												TOTAL
	ARTICLES & DESCRIPTION		AS OF OCT. 31, 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
47	Ribbon, Tally, Dascon 1125	Piece														
48	Rubber Stamp, (assorted)	Piece														
49	Stamp Pad	Piece														
50	Staple Wire Remover	Piece														
51	Stapler, ordinary heavy duty	Piece														
52	Steel Belt, Horii 255	Piece														
53	Stencil Screen (for mimeo machine)	Piece														
54	Tape, Packaging, brown, 3"	Roll														
55	Tape, Packaging, white, 3"	Roll														
56	Twine, Plastic (straw)	Roll														
57	Ink, Cartridge, Brother TN2025	Piece														
58	Ink, Cartridge, Canon BX-3, Black BJ	Piece														
59	Ink, Duplo DP514, Black	Piece														
60	Ink, Duplo Duplicating DA14	Piece														
61	Ink, Fax Machine, BK Brother LC57, Blk.	Piece														
62	Ink, Fax Machine, Brother 878, Blk.	Piece														
63	Ink, Fine Cartridge, Canon PG40	Piece														
64	Ink, Fine Cartridge, Canon LBP3460	Piece														
65	Ink, Mimeo machine	Tube														
66	Inkjet, for Epson Stylus, C79 Printer	Piece														
67	Toner Cartridge, Canon JX210P	Piece														
68	Toner Cartridge, HP Deskjet Ink Advantage 2010 series															
69	Toner Cartridge, HP Printer Laserjet 1020	Piece														
70	Toner Cartridge, HP Printer Laserjet 3005	Piece														
71	Toner Cartridge, HP Printer Laserjet Q7551A	Piece														
72	Toner Cartridge, HP Printer Laserjet P110635A	Piece														
73	Toner Cartridge, HP1006	Piece														

	ITEM	UNIT	STOCK POSITION	Quantity Requirement												TOTAL
	ARTICLES & DESCRIPTION		AS OF OCT. 31, 2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
74	Toner Cartridge, Lexmark E232, #3421	Piece														
75	Duplo Master Roll DRA12	Roll														
76	Duplo Master Roll DR875	Roll														
	<i>*for Court Stenographer only with Stenograph Machine</i>															

A-3 LIBRARY BOOKS

1	SCRA UPDATES (25 Copies), 20 Vols. (P920.00/vol.)															
2	SCRA Quick Index Digest for 2007 (25 Copies), P1,700.00 / (2 vols)															
3	Individual Titles and Other Standing Order															
4	Updating of the collection of 64 Court Libraries															
	SCRA Updates 65 Court Libraries 20 vols., at 840.00/vol															
	SCRA Quick Index at 980.00/vol.															
	Individual Titles updates															
	Official gazette															
5	Newly Organized Court Libraries															
	SCRA w/ indexes 5 sets for 5 New Libraries at 480 vols. At (P780.00)															
	5 sets of Quick Index Digest															
	Individual Titles, 5 sets															
6	Management and Maintenance Program															
	Education and training of Library Staff															

A-4 EQUIPMENT

	DESCRIPTION	QTY	YEAR ACQUIRED*			REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
1	Computer									
2	Printer									
	DESCRIPTION	QTY	YEAR ACQUIRED*			REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
3	Typewriter									
4	Stenograph Machine									
5	Airconditioning Unit									
6	Electric Fan									
7	Cabinet (i.e. Steel filing, safe filing, vault)									

** Please indicate Property Number*

A-5 FURNITURE

	DESCRIPTION	QTY	YEAR ACQUIRED*			REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
1										
2										
3										
4										
5										
6										
7										

** Please indicate Property Number*

B. SERVICES

	DESCRIPTION		REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
1	New Telephone Line						
	DESCRIPTION		REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
2	Water Connection						
3	Electricity						
4	Security Services						
5	Janitorial Services						

C. INFRASTRUCTURE

	DESCRIPTION		REQUEST FOR REPLACEMENT / NEW / ADDITIONAL QTY				
1	Repair						
2	Repainting						
3	Renovation						
4	Construction*						

** Before any request for construction can be proposed there must be a Deed of Donation/Deed of Usufract*

Completed by: _____

Signature over Printed Name

Position

Date

Reviewed and Noted By: _____

Name of Presiding (Executive) Judge

Signature

Date