



Republic of the Philippines  
Province of Cavite  
**MUNICIPALITY OF TANZA**

**2012 ANNUAL PROCUREMENT PLAN**  
**JANITORIAL SUPPLIES**

Item No.	UNIT	DESCRIPTION	QTY
1	can	Airfreshner, Spray, Glade	81
2	pc	Airfreshner, California Scent (cherry & lemon)	2
3	pc	Airfreshner, Shaldan	137
4	btl	Alcohol, 40%, 500ml, Green Cross	2
5	btl	Alcohol, 70%, 500ml, Green Cross	187
6	bar	Bath Soap, 25 gms, Safeguard	73
8	btl	Bleach, 1 L., Zonrox	44
9	pc	Bowl Cleaner, Ajax	44
10	pc	Bowl Cleaner, 1L, Domex	26
11	pc	Bowl Cleaner, Toilet Duck	2
12	pc	Broom, Soft with wooden handle	26
13	pc	Broom Stick	120
14	pc	Cleanser, Mr. Muscle	2
15	pc	Deodorizer, 50g, Albatross	22
16	pc	Detergent Bar, Tide	20
17	sachet	Detergent Powder, Ariel	74
18	pc	Dipper	2
19	btl	Dishwashing Liquid, 250ml, Axion	126
20	pc	Dishwashing Paste, 250ml, Axion	6
21	can	Disinfectant Spray, Lysol	34
22	pc	Doormat	52
23	pc	Duster, Feather	2
24	pc	Dust Pan, Plastic w/ handle	19
26	pc	Floor Mop w/ handle & head	19
27	pc	Floor Wax, Pronto	14
28	can	Furniture Polish, lemon, 330ml, Pledge	78
29	btl	Glass Cleaner, 500ml, Kiwi	31
30	can	Insecticide, spray, 420 gms, Baygon	76
32	pc	Mop Head	6
33	btl	Muriatic Acid, 500 ml, Apollo	14
34	pc	Pail, plastic, small	9
35	pc	Rag	390
36	pc	Scouring Pad w/ sponge 3M, Scotch Brite	65
37	pack	Tissue, Bathroom, 2 ply, Dove	127
38	box	Tissue, facial, Kleenex	68
39	pc	Toilet Brush, plastic w/ handle	16
40	pc	Toilet Brush, plastic w/out handle	4
41	pc	Toilet (Pump) Plunger	3
42	pack	Trash bag, 100's	2
43	pc	Trash can, stainless w/ cover, big	1
44	pc	Trash can, stainless w/ cover, small	2
45	pc	Trash can, Metal	3
46	pc	Trash can, Plastic	10
47	btl	Wax, white, Johnson	9
48	can	Floor Wax	4

*Prepared and Certified by:*

  
**MARIBETH P. MONTANO**  
OIC-General Services Officer

Item No.	UNIT	DESCRIPTION	QTY
210	pc	Ruler, Plastic, 12", Orion	46
211	pc	Ruler, Plastic, 36", Orion	1
212	pair	Scissors, Classique	90
213	bundle	Shoelace, black, 12's	36
214	bundle	Shoelace, brown, 12's	30
215	pc	Signpen, V5, black, Pilot	624
216	pc	Signpen, V5, blue, Pilot	24
217	pc	Signpen, V5, red, Pilot	30
218	pc	Signpen, V7, black, Pilot	264
219	pc	Signpen, V7, blue, Pilot	96
220	pc	Signpen, V7, Hi-techpoint, black, Pilot RT	48
221	pc	Signpen, V7, Hi-techpoint, black, Pilot Grip	96
222	pc	Signpen, V10, Hi-techpoint, black, Pilot Grip	96
223	set	Specialty Board, long, white/cream, 200 gms, Anggrek, Elit	359
224	set	Specialty Board, short, white/cream, 200 gms, Anggrek, Elit	217
225	set	Specialty Board, long, orange, 200 gms, Anggrek, Elit	4
226	pc	Stampad, #1, Artline	43
227	pc	Stampad, #2, Artline	8
228	box	Staple Wire, No. 35, Max	286
229	pc	Stapler w/ remover, No. 35, Max	72
230	pc	Stapler, Heavy Duty, No. 35, Max	6
231	set	Sticker Paper, lumina, A4, 5s, orange, Elit	147
232	set	Sticker Paper, lumina, A4, 5s, yellow, Elit	79
233	set	Sticker Paper, lumina, A4, 5s, green, Elit	17
234	set	Sticker Paper, lumina, A4, 5s, pink, Elit	5
235	set	Sticker Paper, lumina, A4, 5s, white, Elit	85
236	pc	Tape Dispenser	9
237	roll	Tape, clear, 1", Paramount	288
238	roll	Tape, clear, 2", Wonder	67
239	roll	Tape, double sided, 1", Wonder	52
240	roll	Tape, foam, Double Adhesive	3
241	roll	Tape, masking, 1", Armak	140
242	roll	Tape, masking, 2", Armak	80
243	roll	Tape, packing, 2", Wonder	93
244	pc	Technical Pen, 0.2, Staedtler	2
245	pc	Technical Pen, 0.3, Staedtler	2
246	pc	Technical Pen, 0.4, Staedtler	2
247	pc	T-Square, (90 cm.)	2
248	tube	Toner, TN 114	5
249	tube	Toner, Xerox Machine	10
250	pc	Triangle, 30"x 60", 12", Staedtler	2
251	pc	Triangle, 45", 12", Staedtler	2
252	pc	Whiteboard Marker, black, Pilot	142
253	pc	Whiteboard, 2' x 3'	5

Prepared and Certified by:

  
**MARIBETH P. MONTANO**  
 OIC-General Services Officer

Item No.	UNIT	DESCRIPTION	QTY
156	pc	Ink, Stampad, 1 oz, black, Eveready	58
157	pc	Ink, Stampad, 1 oz, blue, Eveready	2
158	pc	Ink, Stampad, 1 oz, green, Eveready	2
159	btl	Ink, Stampad, 976 ml, black, Eveready	31
160	btl	Ink, Stampad, 976 ml, red, Eveready	1
161	pc	Ink, Staedtler	12
162	pc	Lift of Tape Dry, Electric Typewriter Corrector	20
163	pc	Magazine Multi-tray, 4 layers	8
164	pc	Marking Pen, Fine, Pilot, black	422
165	pc	Marking Pen, Broad, Pilot, red	29
166	pc	Marking Pen, Broad, Pilot, black	60
167	pc	Marking Pen, Broad, Pilot, blue	10
168	pc	Marking Pen, white, Artline Paint Marker, 2.3mm	12
169	pc	Marking Pen, assorted colors, Stabilo Boss	166
170	pc	Mechanical Lead, 0.5, Staedtler	32
171	pc	Mechanical Pencil, 0.5, Staedtler	16
172	pc	Metal Tray, double	3
173	oc	Metal Tray, 3-layer	4
174	pc	Meter Plate (50m)	2
175	pc	Meter, Steel Plate (5m)	2
176	pc	Mighty Bond	8
177	pc	Mouse Pad	2
178	pc	Mouse USB w/ 2 buttons/scroll, A4 Tech	13
179	set	Note Pad, Post-It, 3 x 3	5
180	pc	Numbering Machine, 5x duplicating, 14digits	2
181	pc	Organizer File, long	4
182	box	Paper Clip, colored, jumbo, No. 50, Lorex	170
183	box	Paper Clip, colored, small, No. 22, Lorex	144
184	box	Paper, 90 gms, long, beige, Conqueror	3
185	box	Paper, 90 gms, short, beige, Conqueror	10
186	ream	Paper, Mimeo, long, white, Advance	60
187	ream	Paper, Mimeo, short, white, Advance	60
188	pad	Paper, Yellow, Advance	296
189	pc	Paste, Redstone	37
190	box	Pencil, No.2, 12's, Mongol	125
191	pc	Pencil Sharpener	7
192	pc	Photo Album, 8.5" x 13"	5
193	pack	Photo Paper, 180gms, Fullmark	36
194	roll	Plastic Cover	3
195	pc	Protractor	2
196	pc	Puncher, 2 holes, Carl	19
197	pack	Push Pin, 100's	6
198	pc	Record Book, 150pp, Veco	16
199	pc	Record Book, 200pp, Veco	53
200	pc	Record Book, 300pp, Veco	232
201	pc	Record Book, 500pp, Veco	192
202	pc	Ribbon, Typewriter, black, Aldrite	161
203	pc	Ribbon, Electric Typewriter, 1030 Corr AX-10, Brother	10
204	pc	Ribbon, Printing Calculator	12
205	roll	Ringbinder 3/4", 10mm	12
206	roll	Ringbinder 1/2", 12.5m	12
207	pc	Ringbinder, various sizes	24
208	box	Rubberband, 350gms, Arrow	33
209	box	Rubberband, 350gms, Everlasting	53



Item No.	UNIT	DESCRIPTION	QTY
102	pc	Folder w/ fastener, long, Seagull	
103	pc	Folder w/ fastener, short, Seagull	20
104	pc	Folder w/ tab, long, Green, US Unique	20
105	pc	Folder w/out tab, long, Green, US Unique	105
106	pc	Folder w/out tab, short, Green, US Unique	50
107	pc	Folder, long, white	50
108	pc	Folder, short, white	2,695
109	pc	Folder, long, blue	1,299
110	pc	Folder, long, green	25
111	pc	Folder, long, red	80
112	pc	Folder, long, yellow	25
113	pc	Folder, short, yellow	80
114	pc	Folder, long, blue, Morocco	80
115	pc	Folder, short, blue, Morocco	50
116	set	Folder, sliding, long, clear	50
117	set	Folder, sliding, short, clear	40
118	pc	Glue, 40gms, Elmers	39
119	pc	Glue Tape	54
120	pc	Illustration Board, 30x40, 2 ply	28
121	pc	Index box, 8 1/2" x 5"	17
122	pack	Index Card, 5" x 8" 100's	10
123	pc	Ink Cartridge, HP #21, black	10
124	pc	Ink Cartridge, HP #22, colored	142
125	pc	Ink Cartridge, HP #27, black	132
126	pc	Ink Cartridge, HP #28, colored	12
127	pc	Ink Cartridge, HP #56, black	12
128	pc	Ink Cartridge, HP #57, colored	32
129	pc	Ink Cartridge, HP #60, black	27
130	pc	Ink Cartridge, HP #60, colored	256
131	pc	Ink Cartridge, HP #703, black	216
132	pc	Ink Cartridge, HP #703, colored	204
133	pc	Ink Cartridge, HP #704, black	119
134	pc	Ink Cartridge, HP #704, colored	155
135	pc	Ink Cartridge, HP #900, black	156
136	pc	Ink Cartridge, HP #900, colored	371
137	pc	Ink Cartridge, Canon 830, black	336
138	pc	Ink Cartridge, Canon 831, colored	15
139	pc	Ink Cartridge, EPSON 141, black	8
140	pc	Ink Cartridge, EPSON 141, cyan	20
141	pc	Ink Cartridge, EPSON 141, magenta	20
142	pc	Ink Cartridge, EPSON 141, yellow	20
143	pc	Ink Cartridge, EPSON 73N, black	20
144	pc	Ink Cartridge, EPSON 73N, cyan	10
145	pc	Ink Cartridge, EPSON 73N, magenta	10
146	pc	Ink Cartridge, EPSON 73N, yellow	10
147	pc	Ink Cartridge, LX 300, EPSON	10
148	pc	Ink, Laserjet, HP 1020	48
149	pc	Ink, Laserjet, HP 36A	5
150	pc	Ink, Laserjet, HP 85A	8
151	pc	Ribbon Cartridge, FX-8755, EPSON	4
152	pc	Ribbon Cartridge, FX-2175, EPSON	40
153	pc	Ribbon Cartridge, LX300+II, EPSON	40
154	pc	Ink, Numbering, Eveready	40
155	pc	Ink, Stampad, 30ml, black, Redstone	48
			4

Item No.	UNIT	DESCRIPTION	QTY
48	pc	Clipboard w/out cover	2
49	ream	Colored Divider, long, 50'S	7
		Colored Divider, short, 50'S	
50	pc	Columnar Notebook, 3 column, Veco	25
51	pc	Columnar Notebook, 12 column, Veco	3
52	box	Computer Form, 11 x 14 7/8, 3 ply	36
53	box	Computer Form, 11 x 9 1/2, 2 ply	25
54	box	Computer Form, 11 x 9 1/2, 3 ply	25
55	box	Computer Form, 11 x 9 1/2, 4 ply	25
56	ream	Copy Paper, long, Copy 80, Copy One	422
57	ream	Copy Paper, short, Copy 80, Copy One	454
58	ream	Copy Paper, long, yellow, Copy 80, Copy One	23
59	ream	Copy Paper, long, pink, Copy 80, Copy One	3
60	ream	Copy Paper, long, green, Copy 80, Copy One	11
61	ream	Copy Paper, short, green, Copy 80, Copy One	1
62	ream	Copy Paper, short, pink, Copy 80, Copy One	1
63	ream	Copy Paper, short, yellow, Copy 80, Copy One	1
64	pc	Cork Board, framed, 2' x 4'	5
65	pc	Correction Fluid, Liquid Paper	80
66	pc	Correction Fluid, Re Touch	268
67	pc	Correction Pen, Uni	70
68	pc	Correction Tape, 6m x 3mm	140
69	pc	Cutter, Heavy Duty, #500, NT	18
70	pc	DVD-R w/ case, Imation	100
71	pc	DVD-RW w/ case, Imation	70
72	box	Diskette, 3.5 HD, Imation	10
73	pc	Document Box, w/out cover, long, single, 4"	24
74	pc	Document Box, with cover, long, single, 4"	3
75	pc	Document Box, w/out cover, long, 6" x 16"	12
76	pc	Document File, A4, 3-ring, Smarty	20
77	pc	Document File, long, 3", 3-ring, Smarty	14
78	pc	Document File, short, 3", 3-ring, Smarty	2
79	pc	DVD-R with case, Imation	12
80	pc	DVD-RW with case, Imation	12
81	pc	Envelope, brown, long	2,075
82	pc	Envelope, brown, short	2,535
83	box	Envelope, Mailing, white, long, local	22
84	box	Envelope, Mailing, white, short, local	6
85	pc	Envelope, Expanded, long, plastic	105
86	pc	Envelope, Expanded, long w/ handle, plastic	2
87	pc	Envelope, Expanded, long, red	130
88	pc	Envelope, Expanded, short, red	25
89	pc	Envelope, Plastic, plain, long	20
90	pc	Eraser, B-40, Staedtler	68
91	pc	Eraser, BT-30, Staedtler	12
92	box	Fastener, plastic, Prince	151
93	roll	Fax Paper, 30 x 216, Prince	88
94	box	Faxfilm, 737MC, Brothers, 2's	5
95	pc	Filling Box	308
96	pc	Fingertip Moistener, 40g	20
97	pc	Flash Disk, 4GB	43
98	pc	Flash Disk, 8GB	11
99	pc	Flash Disk, 16GB	5
100	pc	Flashlight	2
101	pc	Flashlight, BF-100, 2D size batt., Panasonic	5

Item No.	UNIT	DESCRIPTION	QTY
48	pc	Clipboard w/out cover	2
49	ream	Colored Divider, long, 50'S	7
		Colored Divider, short, 50'S	
50	pc	Columnar Notebook, 3 column, Veco	25
51	pc	Columnar Notebook, 12 column, Veco	3
52	box	Computer Form, 11 x 14 7/8, 3 ply	36
53	box	Computer Form, 11 x 9 1/2, 2 ply	25
54	box	Computer Form, 11 x 9 1/2, 3 ply	25
55	box	Computer Form, 11 x 9 1/2, 4 ply	25
56	ream	Copy Paper, long, Copy 80, Copy One	422
57	ream	Copy Paper, short, Copy 80, Copy One	454
58	ream	Copy Paper, long, yellow, Copy 80, Copy One	23
59	ream	Copy Paper, long, pink, Copy 80, Copy One	3
60	ream	Copy Paper, long, green, Copy 80, Copy One	11
61	ream	Copy Paper, short, green, Copy 80, Copy One	1
62	ream	Copy Paper, short, pink, Copy 80, Copy One	1
63	ream	Copy Paper, short, yellow, Copy 80, Copy One	1
64	pc	Cork Board, framed, 2' x 4'	5
65	pc	Correction Fluid, Liquid Paper	80
66	pc	Correction Fluid, Re Touch	268
67	pc	Correction Pen, Uni	70
68	pc	Correction Tape, 6m x 3mm	140
69	pc	Cutter, Heavy Duty, #500, NT	18
70	pc	DVD-R w/ case, Imation	100
71	pc	DVD-RW w/ case, Imation	70
72	box	Diskette, 3.5 HD, Imation	10
73	pc	Document Box, w/out cover, long, single, 4"	24
74	pc	Document Box, with cover, long, single, 4"	3
75	pc	Document Box, w/out cover, long, 6" x 16"	12
76	pc	Document File, A4, 3-ring, Smarty	20
77	pc	Document File, long, 3", 3-ring, Smarty	14
78	pc	Document File, short, 3", 3-ring, Smarty	2
79	pc	DVD-R with case, Imation	12
80	pc	DVD-RW with case, Imation	12
81	pc	Envelope, brown, long	2,075
82	pc	Envelope, brown, short	2,535
83	box	Envelope, Mailing, white, long, local	22
84	box	Envelope, Mailing, white, short, local	6
85	pc	Envelope, Expanded, long, plastic	105
86	pc	Envelope, Expanded, long w/ handle, plastic	2
87	pc	Envelope, Expanded, long, red	130
88	pc	Envelope, Expanded, short, red	25
89	pc	Envelope, Plastic, plain, long	20
90	pc	Eraser, B-40, Staedtler	68
91	pc	Eraser, BT-30, Staedtler	12
92	box	Fastener, plastic, Prince	151
93	roll	Fax Paper, 30 x 216, Prince	88
94	box	Faxfilm, 737MC, Brothers, 2's	5
95	pc	Filling Box	308
96	pc	Fingertip Moistener, 40g	20
97	pc	Flash Disk, 4GB	43
98	pc	Flash Disk, 8GB	11
99	pc	Flash Disk, 16GB	5
100	pc	Flashlight	2
101	pc	Flashlight, BF-100, 2D size batt., Panasonic	5



*Annual Procurement Plan*



MUNICIPALITY OF TANZA

**2012 ANNUAL PROCUREMENT PLAN**  
*OFFICE SUPPLIES*

Item No.	UNIT	DESCRIPTION	QTY
1	pack	Acetate, A4, OHP Film	4
2	roll	Adding Machine Tape, 2 1/4	120
3	pc	Ballpen, black, .05, Faber Castell	108
4	pc	Ballpen, red, .05, Faber Castell	12
5	pc	Ballpen, black, HBW	420
6	pc	Ballpen, blue, HBW	150
7	pc	Ballpen, red, HBW	144
8	pc	Ballpen, black, Mygel	230
9	pc	Ballpen, blue, Mygel	122
10	pc	Ballpen, red, Mygel	48
11	pc	Ballpen, black, Panda	120
12	pc	Ballpen, blue, Panda	48
13	pc	Ballpen, red, Panda	48
14	pc	Ballpen, black, Super Grip, 0.7, Pilot	1,708
15	pc	Ballpen, blue, Super Grip, 0.7, Pilot	48
16	pc	Ballpen, red, Super Grip, 0.7, Pilot	480
17	pc	Battery Charger	1
18	pack	Battery AA, 4's, Energizer	155
19	pack	Battery AAA, 4's, Energizer	87
20	pack	Battery AA, Rechargeable, Sony, 2's	10
21	pc	Battery Rechargeable, AA	2
22	pack	Battery C,2s, Eveready	100
23	pack	Battery D,2s, Eveready	50
24	box	Binder's Clip, 12's, backfold, 1"	6
25	box	Binder's Clip, 12's, backfold, 2"	4
26	tube	Blade, L-150, NT	34
27	pc	Board Eraser, Avanti	3
28	ream	Bond Paper, A4, Nappco	4
29	ream	Bond Paper, long, Nappco	1,162
30	ream	Bond Paper short, Nappco	1,166
31	pc	Calculator, MS-470, 14-digit, Casio	46
32	pc	Calculator, DJ-120T, 14 digit, Casio	3
33	pc	Calculator, Scientific, Casio fx570MS	2
34	pc	Calculator, Printing, Canon PI DTS	2
35	set	Carbon Film, long, black, Permafilm	69
36	set	Carbon Film, long, blue, Permafilm	14
37	set	Carbon Film, short, black, Permafilm	47
38	set	Carbon Film, short, blue, Permafilm	16
39	pc	Cartolina, assorted color	20
40	pc	Cartolina, white	84
41	pc	CDR, CDR King brand	100
42	pc	CDR w/ case, Imation	328