

**ANNUAL PROCUREMENT PLAN**  
**JOSE R. REYES MEMORIAL MEDICAL CENTER**  
 Calendar Year: **2013**

| CONTRACT PACKAGE (Description)         |        |      | Estimated Unit Cost | Estimated Total Amount | Procurement Method | TIME OF SCHEDULE    |      |     |     |     |     |     |     |     |     |     |     | REMARKS                           |
|--|--------|------|---------------------|------------------------|--------------------|---------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------------------------|
|  |        |      |                     |                        |                    | ITEM (per category) | Unit | J   | F   | M   | A   | M   | J   | J   | A   | S   | O   |                                   |
| <b>OFFICE SUPPLIES</b>                 |        |      |                     |                        |                    |                     |      |     |     |     |     |     |     |     |     |     |     |                                   |
| Band, Rubber                           | pack   | 113  | 133.00              | 15,029.00              | Negotiated*        | 28                  | 22   | 18  | 14  | 18  | 24  | 22  | 14  | 18  | 18  | 18  | 10  | *Available at Procurement Service |
| Battery, size AA                       | piece  | 1048 | 18.20               | 19,073.60              | Negotiated*        | 210                 | 152  | 168 | 172 | 168 | 152 | 212 | 152 | 168 | 164 | 168 | 162 |                                   |
| Battery, size AAA                      | piece  | 624  | 7.50                | 4,680.00               | Negotiated*        | 62                  | 50   | 50  | 50  | 50  | 50  | 62  | 50  | 50  | 50  | 50  | 50  |                                   |
| Battery, size C                        | piece  | 960  | 21.50               | 20,640.00              | Negotiated*        | 80                  | 80   | 80  | 80  | 80  | 80  | 80  | 80  | 80  | 80  | 80  | 80  |                                   |
| Battery, size D                        | piece  | 384  | 31.01               | 11,907.84              | Negotiated*        | 32                  | 32   | 32  | 32  | 32  | 32  | 32  | 32  | 32  | 32  | 32  | 32  |                                   |
| Book, Record, 300 pp                   | piece  | 640  | 57.20               | 36,608.00              | Negotiated*        | 134                 | 38   | 60  | 41  | 156 | 46  | 77  | 38  | 156 | 41  | 148 | 48  |                                   |
| Book, Record, 500 pp                   | piece  | 759  | 88.40               | 67,095.60              | Negotiated*        | 156                 | 53   | 76  | 43  | 176 | 65  | 94  | 53  | 172 | 44  | 84  | 161 |                                   |
| Binder, EDP, 11" x 14"                 | piece  | 4    | 36.40               | 145.60                 | Negotiated*        | 2                   |      |     |     |     |     | 2   |     |     |     |     |     |                                   |
| Card, Index, 3" x 5", 500 pcs per pack | pack   | 64   | 42.60               | 2,726.40               | Negotiated*        | 18                  | 8    | 10  | 13  | 6   | 8   | 11  | 8   | 8   | 11  | 4   | 6   |                                   |
| Card, Index, 5" x 8", 500 pcs per pack | pack   | 94.4 | 107.12              | 10,112.13              | Negotiated*        | 36.8                | 10   | 17  | 14  | 17  | 12  | 19  | 10  | 15  | 12  | 11  | 8   |                                   |
| Cartolina, assorted colors             | piece  | 3490 | 2.08                | 7,259.20               | Negotiated*        | 586                 | 574  | 610 | 574 | 574 | 574 | 584 | 574 | 574 | 574 | 574 | 574 |                                   |
| Cartolina, white                       | piece  | 819  | 2.86                | 2,342.34               | Negotiated*        | 68                  | 68   | 68  | 69  | 68  | 68  | 69  | 68  | 68  | 69  | 68  | 68  |                                   |
| Clip, paper, small                     | box    | 213  | 15.62               | 3,327.06               | Negotiated*        | 36                  | 19   | 20  | 21  | 24  | 21  | 24  | 21  | 24  | 19  | 19  | 24  |                                   |
| Clip, paper, big                       | box    | 6    | 20.00               | 120.00                 | Negotiated*        | 3                   |      |     |     |     |     | 3   |     |     |     |     |     |                                   |
| Cover, Plastic, by meter               | meter  | 218  | 12.06               | 2,629.08               | Negotiated*        | 214                 | 7    | 7   | 7   | 9   | 7   | 107 | 7   | 9   | 7   | 7   | 7   |                                   |
| Cover, loose leaf                      | pair   | 654  | 10.80               | 7,063.20               | Negotiated*        | 130                 | 40   | 40  | 60  | 40  | 40  | 129 | 38  | 38  | 59  | 38  | 38  |                                   |
| Envelope, expanding kraft, legal size  | piece  | 120  | 10.00               | 1,200.00               | Negotiated*        | 20                  | 12   | 17  | 12  | 17  | 12  | 20  | 12  | 17  | 12  | 12  | 17  |                                   |
| Envelope, brown, long                  | piece  | 2008 | 1.12                | 2,248.96               | Negotiated*        | 751                 | 176  | 456 | 166 | 256 | 386 | 681 | 166 | 246 | 156 | 146 | 356 |                                   |
| Envelope, brown, short                 | piece  | 1067 | 1.05                | 1,120.35               | Negotiated*        | 361                 | 133  | 135 | 133 | 143 | 293 | 175 | 143 | 125 | 133 | 143 | 133 |                                   |
| Envelope, mailing, White, long         | piece  | 2130 | 0.31                | 660.30                 | Negotiated*        | 395                 | 94   | 94  | 94  | 94  | 94  | 395 | 94  | 94  | 94  | 94  | 94  |                                   |
| Eraser, Black/Whiteboard               | piece  | 3    | 20.00               | 60.00                  | Negotiated*        | 3                   |      |     |     |     |     |     |     |     |     |     |     |                                   |
| Fastener, Paper                        | box    | 362  | 82.04               | 29,698.48              | Negotiated*        | 56                  | 46   | 27  | 52  | 28  | 52  | 44  | 48  | 29  | 52  | 27  | 52  |                                   |
| File, Magazine                         | piece  | 20   | 20.00               | 400.00                 | Negotiated*        | 10                  |      |     |     |     |     | 10  |     |     |     |     |     |                                   |
| Fluid, correction                      | bottle | 153  | 12.04               | 1,842.12               | Negotiated*        | 47                  | 17   | 19  | 23  | 17  | 17  | 49  | 17  | 17  | 25  | 17  | 17  |                                   |
| Folder, expanding                      | piece  | 15   | 15.00               | 225.00                 | Negotiated*        | 9                   |      |     |     |     |     | 6   |     |     |     |     |     |                                   |
| Folder, expanding with metal tab       | piece  | 124  | 16.00               | 1,984.00               | Negotiated*        | 62                  |      |     |     |     |     | 62  |     |     |     |     |     |                                   |
| Folder, File with ring binder          | piece  | 10   | 176.80              | 1,768.00               | Negotiated*        | 10                  |      |     |     |     |     |     |     |     |     |     |     |                                   |
| Folder, Tagboard, long                 | piece  | 2634 | 4.35                | 11,457.90              | Negotiated*        | 654                 | 201  | 223 | 208 | 241 | 333 | 530 | 201 | 291 | 207 | 263 | 197 |                                   |
| Folder, Tagboard, lettersize           | piece  | 2184 | 2.44                | 5,328.96               | Negotiated*        | 595                 | 58   | 57  | 221 | 157 | 57  | 490 | 57  | 157 | 221 | 57  | 57  |                                   |
| Form, continuous, size 11 x 14, 2 ply  | box    | 24   | 1,188.72            | 28,529.28              | Negotiated*        | 5                   | 1    | 1   | 3   | 1   | 1   | 5   | 1   | 1   | 3   | 1   | 1   |                                   |
| Form, Continuous, 3 ply, 11 x 9 1/2    | box    | 12   | 462.88              | 5,554.56               | Negotiated*        | 3                   |      |     | 3   |     |     | 3   |     |     | 3   |     |     |                                   |

|                                       |        |       |          |            |                    |       |     |     |      |     |     |      |     |     |      |     |     |
|---------------------------------------|--------|-------|----------|------------|--------------------|-------|-----|-----|------|-----|-----|------|-----|-----|------|-----|-----|
| Form, Continuous, 2 ply, 11 x 9 1/4   | box    | 38    | 561.68   | 21,343.84  | Negotiated*        | 19    | 1   | 1   | 7    | 1   | 1   | 19   | 1   | 1   | 7    | 1   | 1   |
| Form, Continuous, 2 ply, 11 x 14 7/8  | box    | 30    | 745.00   | 22,350.00  | Negotiated*        | 9     |     |     | 6    |     |     | 9    |     |     | 6    |     |     |
| Form, Continuous, 1ply, 11 x 9 1/4    | box    | 35    | 509.92   | 17,847.20  | Negotiated*        | 4     | 2   | 4   | 2    | 4   | 2   | 4    | 2   | 4   | 2    | 3   | 2   |
| Film , laminating 7/6 x 196mm, 25     | box    | 1     | 500.00   | 500.00     | Negotiated*        | 1     |     |     |      |     |     |      |     |     |      |     |     |
| Freshener, Air                        | tin    | 207   | 88.40    | 18,298.80  | Negotiated*        | 62    | 26  | 29  | 26   | 38  | 26  | 53   | 26  | 38  | 26   | 29  | 26  |
| Glue, Elmer's                         | bottle | 17    | 45.76    | 777.92     | Negotiated*        | 6     | 2   |     | 2    |     | 2   | 4    | 2   |     | 2    |     | 2   |
| Glue, paper padding, red              | gallon | 1     | 300.00   | 300.00     | Negotiated*        | 1     |     |     |      |     |     |      |     |     |      |     |     |
| Guide, alphabet                       | pack   | 2     |          | -          | Negotiated*        | 1     |     |     |      |     |     | 1    |     |     |      |     |     |
| Marker, fluorescent, set of 3 piece   | set    | 1     | 41.60    | 41.60      | Negotiated*        | 1     |     |     |      |     |     |      |     |     |      |     |     |
| Marker, fluorescent                   | set    | 24    | 13.86    | 332.64     | Negotiated*        | 12    |     |     |      |     |     | 12   |     |     |      |     |     |
| Notebook, Steno                       | piece  | 57    | 7.49     | 426.93     | Negotiated*        | 27    |     |     | 24   | 3   |     | 24   |     | 3   | 24   |     |     |
| Notebook, spiral, 90 leaves           | pad    | 300   | 11.00    | 3,300.00   | Negotiated*        | 75    |     |     | 75   |     |     | 75   |     |     | 75   |     |     |
| Pad, Columnar, 14 cols. 10 sheet      | pad    | 2     | 26.15    | 52.30      | Negotiated*        | 1     |     |     |      |     |     | 1    |     |     |      |     |     |
| Pad, Columnar, 18 cols.               | pad    | 24    | 70.00    | 1,680.00   | Negotiated*        | 6     |     |     | 6    |     |     | 6    |     |     | 6    |     |     |
| Pad, ruled, white/yellow, long        | pad    | 17    | 19.50    | 331.50     | Negotiated*        | 14    |     |     | 4    | 1   |     | 6    | 2   | 2   | 2    |     |     |
| Pad, Stamp, felt                      | piece  | 68    | 24.96    | 1,697.28   | Negotiated*        | 20    | 10  | 22  | 10   | 8   | 15  | 7    | 10  | 8   | 10   | 2   | 10  |
| Paper, bond, colored, assorted        | ream   | 605   | 165.00   | 99,825.00  | Negotiated*        | 286   |     |     | 267  | 20  |     | 266  |     | 22  | 267  |     |     |
| Paper, bond, long size                | ream   | 403.5 | 124.49   | 50,231.72  | Negotiated*        | 85.5  | 12  | 20  | 53   | 21  | 12  | 79   | 12  | 20  | 56   | 19  | 14  |
| Paper, bond, size A4                  | ream   | 878.5 | 108.58   | 95,387.53  | Negotiated*        | 145.5 | 44  | 46  | 104  | 55  | 44  | 121  | 43  | 45  | 147  | 43  | 41  |
| Paper, Carbon                         | box    | 163.5 | 390.00   | 63,765.00  | Negotiated*        | 106.5 | 6   | 6   | 34   | 10  | 10  | 92   | 6   | 10  | 32   | 6   | 6   |
| Paper, copy, size A5                  | ream   | 297   | 110.12   | 32,705.64  | Negotiated*        | 119   | 13  | 13  | 75   | 13  | 33  | 97   | 13  | 13  | 95   | 13  | 13  |
| Paper, Crepe                          | piece  | 10    | 15.00    | 150.00     | Negotiated*        |       | 2   |     |      |     | 4   |      |     |     |      |     | 4   |
| Paper, Film 9100 sheets/box           | roll   | 1     | 100.00   | 100.00     | Negotiated*        | 1     |     |     |      |     |     |      |     |     |      |     |     |
| Paper, thermal for fax machine        | roll   | 90    | 36.09    | 3,248.10   | Negotiated*        | 17    | 10  | 11  | 16   | 11  | 10  | 17   | 10  | 11  | 16   | 11  | 14  |
| Paper, Thermal CRM, 80mm              | roll   | 300   | 100.00   | 30,000.00  | Negotiated*        | 75    |     |     | 75   |     |     | 75   |     |     | 75   |     |     |
| Paper, master for Gestetner Model 400 | box    | 15    | 5,110.42 | 76,656.30  | Direct Contracting | 3     |     |     | 4    |     |     | 4    |     |     | 4    |     |     |
| Paper, master for Gestetner Model 400 | box    | 15    | 5,450.48 | 81,757.20  | Direct Contracting | 3     |     |     | 4    |     |     | 4    |     |     | 4    |     |     |
| Paper, Mimeo, long                    | ream   | 423   | 119.60   | 50,590.80  | Negotiated*        | 187   |     |     | 186  |     | 25  | 186  |     |     | 186  |     | 25  |
| Paper, mimeo, size A-4                | ream   | 5396  | 106.83   | 576,454.68 | Negotiated*        | 1315  | 34  | 31  | 1315 | 31  | 36  | 1314 | 34  | 31  | 1315 | 31  | 34  |
| Paper, Onion Skin                     | ream   | 102   | 100.52   | 10,253.04  | Negotiated*        | 23    | 14  | 15  | 20   | 15  | 14  | 19   | 14  | 15  | 18   | 15  | 14  |
| Paper, tissue, 2 ply                  | roll   | 1764  | 5.72     | 10,090.08  | Negotiated*        | 641   | 152 | 50  | 567  | 150 | 52  | 641  | 152 | 50  | 567  | 150 | 152 |
| Paper, Wrapping, Manila, 420          | bundle | 144   | 1,100.00 | 158,400.00 | Negotiated*        | 12    | 12  | 12  | 12   | 12  | 12  | 12   | 12  | 12  | 12   | 12  | 12  |
| Paste, solid                          | jar    | 109   | 25.00    | 2,725.00   | Negotiated*        | 52    | 6   | 2   | 38   | 10  | 8   | 34   | 6   | 10  | 44   |     | 6   |
| Pen, ballpoint                        | piece  | 3416  | 4.00     | 13,664.00  | Negotiated*        | 967   | 379 | 431 | 737  | 431 | 477 | 847  | 379 | 431 | 837  | 431 | 377 |
| Pen, permanent marker                 | piece  | 876   | 13.50    | 11,826.00  | Negotiated*        | 289   | 104 | 120 | 142  | 130 | 98  | 267  | 112 | 122 | 144  | 114 | 96  |
| Pen, sign                             | piece  | 445   | 43.14    | 19,197.30  | Negotiated*        | 159   | 33  | 75  | 53   | 91  | 35  | 137  | 35  | 93  | 49   | 65  | 35  |
| Pen, whiteboard marker                | piece  | 801   | 15.06    | 12,063.06  | Negotiated*        | 263   | 90  | 107 | 142  | 109 | 94  | 251  | 88  | 110 | 142  | 100 | 90  |
| Pencil                                | piece  | 1816  | 2.07     | 3,759.12   | Negotiated*        | 713   | 134 | 224 | 392  | 228 | 142 | 664  | 133 | 227 | 391  | 223 | 133 |
| Stamps, mailing                       | piece  | 720   | 7.00     | 5,040.00   | Negotiated*        | 60    | 60  | 60  | 60   | 60  | 60  | 60   | 60  | 60  | 60   | 60  | 60  |
| Stamps, mailing                       | piece  | 60    | 1.00     | 60.00      | Negotiated*        | 5     | 5   | 5   | 5    | 5   | 5   | 5    | 5   | 5   | 5    | 5   | 5   |
| Tape, Adding Machine                  | roll   | 252   | 7.76     | 1,955.52   | Negotiated*        | 132   |     | 1   | 112  | 1   |     | 128  |     | 1   | 112  | 1   |     |
| Tape, cash Register, 38mm             | roll   | 1800  | 8.00     | 14,400.00  | Negotiated*        | 450   |     |     | 450  |     |     | 450  |     |     | 450  |     |     |







|  |       |    |               |                     |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |
|--|-------|----|---------------|---------------------|--------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Toner for HP laserjet,C3906F             | cart  | 4  | 2,965.00      | 11,860.00           | Negotiated*        | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner for HP Laserjet CB435A             | cart  | 8  | 6,884.80      | 55,078.40           | Negotiated*        | 4 |   |   |   |   |   | 4 |   |   |   |   |   |   |
| Toner, cartridge for Kyocera Printer     | cart  | 1  | 5,254.22      | 5,254.22            | Public Bidding     | 1 |   |   |   |   |   |   |   |   |   |   |   |   |
| Toner, for Printer, Kyocera TK-120       | cart  | 4  | 5,211.22      | 20,844.88           | Public Bidding     | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner for Samsung Printer M2250          | cart  | 2  | 2,900.00      | 5,800.00            | Public Bidding     | 2 |   |   |   |   |   |   |   |   |   |   |   |   |
| Toner for Laserjet, 5L/6L Printer Series | cart  | 12 | 3,036.80      | 36,441.60           | Negotiated*        | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Toner for canon Copier, Model IR 1024    | cart  | 2  | 4,293.00      | 8,586.00            | Public Bidding     | 1 |   |   |   |   |   | 1 |   |   |   |   |   |   |
| Toner for Sharp Copier, Model AR 123E    | cart  | 4  | 3,368.00      | 13,472.00           | Direct Contracting | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner for Copier, Toshiba ARM 201        | cart  | 7  | 4,133.00      | 28,931.00           | Direct Contracting | 7 |   |   |   |   |   |   |   |   |   |   |   |   |
| Toner, for Toshiba E-206 Photocopier     | cart  | 4  | 1,500.00      | 6,000.00            | Direct Contracting | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner for Toshiba Copier E-206           | cart  | 2  | 4,480.00      | 8,960.00            | Direct Contracting | 1 |   |   |   |   |   | 1 |   |   |   |   |   |   |
| Toner for Toshiba E-211 Digital Copier   | cart  | 6  | 4,400.00      | 26,400.00           | Direct Contracting | 1 |   | 1 | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Machine                                  | cart  | 4  | 2,156.00      | 8,624.00            | Direct Contracting | 1 |   | x | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner, for Copier Toshiba T1640D         | cart. | 6  | 5,000.00      | 30,000.00           | Direct Contracting | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   |   |
| Toner for Copier                         | cart. | 4  | 4,480.00      | 17,920.00           | Direct Contracting | 1 |   |   | 1 |   |   | 1 |   |   | 1 |   |   |   |
| Toner, for Copier                        | cart. | 3  | 2,156.00      | 6,468.00            | Direct Contracting | 1 |   |   |   | 1 |   |   |   | 1 |   |   |   |   |
| Toner, for Copier                        | cart. | 6  | 2,156.00      | 12,936.00           | Direct Contracting | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   |   |
| Toner for Photocopier                    | cart. | 6  | 2,156.00      | 12,936.00           | Direct Contracting | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   | 1 |   |   |
|  |       |    | <b>Total:</b> | <b>1,515,675.96</b> |                    |   |   |   |   |   |   |   |   |   |   |   |   |   |