

DBP DATA CENTER, INC.
ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2012

Car Registration & Insurance	Qty	Unit	Amount	Amount	Amount	Frequency/ y	Annual Cost	Tentative Date
Car Registration & TPL Insurance (Altis)	1	Unit	4,500.00	4,500.00	4,500.00	1	4,500.00	First Qtr.
Car Registration & TPL Insurance (lancer)	1	Unit	4,500.00	4,500.00	4,500.00	1	4,500.00	Third Qtr.
Car Insurance Lancer	1	Unit	4,500.00	4,500.00	4,500.00	1	4,500.00	2nd Qtr.
Car Insurance Altis	1	Unit	9,000.00	9,000.00	9,000.00	1	9,000.00	2nd Qtr.
Parking Fee	1	unit	3,500.00	3,500.00	3,500.00	12	42,000.00	Monthly
Sub-Total							64,500.00	
Car Maintenance	Qty	Unit	Amount	Amount	Amount	Frequency/ y	Annual Cost	Tentative Date
Change Oil	2	Unit	3,000.00	3,000.00	3,000.00	2	12,000.00	First & Third Qtr.
Tire Replacement	4	Units	5,000.00	5,000.00	0.00	1	0.00	As Needed
Battery Replacement	2	Units	3,000.00	3,000.00	0.00	1	0.00	As Needed
Car Wash	2	Units	100.00	100.00	100.00	24	4,800.00	First & Third Week of the Month
Auto Detailing	2		2,000.00	2,000.00	2,000.00	2	8,000.00	First and Third Quarter
Car Maintenance - Altis	1	lot	10,000.00	10,000.00	10,000.00	4	40,000.00	Quarterly
Car Maintenance - Lancer	1	lot	10,000.00	10,000.00	10,000.00	4	40,000.00	Quarterly
Sub-Total							104,800.00	
Office Supplies	Qty	Unit	Amount	Amount	Amount	Frequency/ y	Annual Cost	Tentative Date
Consumable Items								
Ballpen black	8	pc.	4.40	4.40	4.40	1	35.20	Yearly
Ballpen blue	6	pc.	4.40	4.40	4.40	1	26.40	Yearly
Ballpen red	2	pc.	4.40	4.40	4.40	1	8.80	Yearly
Battery Size AA	5	pc.	13.00	20.00	16.50	4	330.00	Quarterly
Battery Size AAA	10	pc.	13.00	20.00	16.50	4	660.00	Quarterly
Book Paper A4	6	rm.	175.00	145.00	160.00	4	3,840.00	Quarterly
Book Paper legal	12	rm.	145.00	145.00	145.00	4	6,960.00	Quarterly
Book Paper Short	20	rm.	140.00	130.00	135.00	4	10,800.00	Quarterly
Correction fluid	3	pc.	13.30	13.30	13.30	1	39.90	Yearly
Document Divider - Letter size	3	set	10.00	8.50	9.25	4	111.00	Quarterly
Envelope Brown Legal	15	pc.	2.00	1.10	1.55	4	93.00	Quarterly
Envelope Brown Short	20	pc.	1.00	0.90	0.95	4	76.00	Quarterly
Expanding Envelope	8	pc.	8.00	6.80	7.40	4	236.80	Quarterly
Fasterner	3	box	16.70	16.70	16.70	1	50.10	Yearly
File folder legal	15	pc.	3.50	3.50	3.50	4	210.00	Quarterly
File folder short	20	pc.	2.80	2.80	2.80	4	224.00	Quarterly
Gel Pen - Black	8	pc.	18.00	16.00	17.00	4	544.00	Quarterly
Gel Pen - Blue	8	pc.	18.00	16.00	17.00	4	544.00	Quarterly
Gel Pen - Violet	3	pc.	18.00	16.00	17.00	4	204.00	Quarterly
Highlighter Pen Green	5	pc.	21.00	21.00	21.00	1	105.00	Yearly
Highlighter Pen Orange	5	pc.	21.00	21.00	21.00	1	105.00	Yearly
Highlighter Pen Yellow	5	pc.	21.00	21.00	21.00	1	105.00	Yearly
Index tab clear	10	box	50.70	50.70	50.70	1	507.00	Yearly
Marking Pen Black	1	pc.	30.00	25.10	27.55	4	110.20	Quarterly
Marking Pen Blue	1	pc.	30.00	25.10	27.55	4	110.20	Quarterly
Pencil	1	box	46.80	46.80	46.80	1	46.80	Yearly
Pressboard Folder legal	10	pc.	8.80	8.80	8.80	1	88.00	Yearly
Projection Film (Short)	1	box	230.01	230.01	230.01	1	230.01	Yearly
Ring binder 1/2"	1	pc.	7.00	7.30	7.15	4	28.60	Quarterly
Ring binder 3/4"	1	pc.	12.50	12.00	12.25	4	49.00	Quarterly
Tape, Adhesive 1"	15	pc.	15.40	15.40	15.40	1	231.00	Yearly
Tape, Masking 1"	1	pc.	15.40	15.40	15.40	1	15.40	Yearly
Thermal Paper 216 x30	2	roll	46.00	43.30	44.65	4	357.20	Quarterly
Tissue Paper	100	roll	12.50	12.41	12.46	12	14,946.00	Monthly
Computer Supplies								
CD- R	6	pc.	16.00	18.80	17.40	4	417.60	Quarterly
CD-RW	6	pc.	40.00	28.20	34.10	4	818.40	Quarterly
DVD-R	6	pc.	24.80	24.80	24.80	4	595.20	Quarterly
Ink Cartridges/Toners:								
HP 703 - Black	8	pc.	490.00	361.30	425.65	12	40,862.40	Monthly
HP 703 - Colored	4	pc.	490.00	361.30	425.65	12	20,431.20	Monthly
Sub-Total							105,152.41	
Janitorial Supplies	Qty	Unit	Amount	Amount	Amount	Frequency/ y	Annual Cost	Tentative Date
Air Freshener	2	can	145.00	158.20	151.60	4	1,212.80	Quarterly
Pledge Desk Cleaner	2	can	155.00	259.99	207.50	4	1,659.96	Quarterly
Glass Cleaner	1	btl.	500.00	500.00	500.00	1	500.00	Yearly
Carpet Shampoo	1	gal	275.00	275.00	275.00	1	275.00	Yearly
Carpet Stain Cleaner	1	gal	330.00	330.00	330.00	1	330.00	Yearly
Sub-Total							3,977.76	

Grand Total

278,430.17