Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 179-2022

TO : All Judges and Clerks of Court of the First and Second Level Courts

SUBJECT : Submission of Project Procurement Management Plans (PPMPs) for Year 2023

All Judges and Clerks of Court of the first and second level courts are reminded to submit their **Project Procurement Management Plans (PPMPs)** to the Property Division, Office of Administrative Services, Office of the Court Administrator (OAS, OCA) on or before the close of office hours of the ***second Friday of August of every year***, for the allocation of the courts' annual supply requirements for 2023. A copy of the PPMP form is attached to this circular (please see Annex"A") and an electronic copy of the same may be downloaded from the OCA website at ***https://oca.judiciary.gov.ph/employee-corner/***

Please observe the following guidelines on the preparation and submission of your PPMPs:

1. The PPMPs shall be prepared by the Clerks of Courts and approved by the Presiding Judges in the court branches and single sala courts, and the Clerks of Courts and Executive Judges in the Offices of the Clerks of Courts.

2. To ensure that sufficient budget for supplies/equipment and other materials is given to each court in 2023, indicate in the PPMP the reasonable quantities of the items that will be needed by the court annually. Relatively excessive quantities shall be modified accordingly.

3. For items not needed by your office/court, please put "x" on the space provided for quantity. On the other hand, for item/s needed, but are not found in the list, please identify the said item/s in a separate sheet.

4. The PPMPs may be submitted through mail, courier or by electronic mail to the following electronic mail addresses:

Regional Trial Courts (RTC) - Provinces	ppmprtcprov.sc@judiciary.gov.ph
Regional Trial Courts (RTC) - NCJR	ppmprtcncr.sc@judiciary.gov.ph
Family Courts	ppmpfc.sc@judiciary.gov.ph
Metropolitan Trial Courts (MeTC)	ppmpmetc.sc@judiciary.gov.ph
Municipal Trial Courts in Cities (MTCC)	ppmpmtcc.sc@judiciary.com.ph
Municipal Trial Courts (MTC)	ppmpmtc.sc@judiciary.gov.ph
Municipal Circuit Trial Courts (MCTC)	ppmpmctc.sc@judiciary.gov.ph
Shari'a Courts	ppmpsdcscc.sc@judiciary.gov.ph

5. Please review carefully your PPMPs before submitting them. To expedite the consolidation of the PPMPs and avoid confusion due to the multiple submissions of PPMPs by the same court, the first PPMP submitted shall be treated as the final PPMP.

6. Only the PPMPs sent from the official email addresses of the courts to the electronic mail addresses in item no. 4 above shall be considered as the authorized PPMPs of the courts.

7. Please observe the proper file naming convention below for the orderly monitoring of compliance and consolidation of the PPMPs:

   CourtType_Region_Province_Municipality or City_Branch No.

   Example: RTC_RegionIII_Bulacan_MalolosCity_Branch1

8. In case the PPMP is submitted through email and courier or mail, the first PPMP received by the Property Division, OAS, OCA from the court shall be deemed the official submission of the court.

9. In case copies of the PPMPs are also submitted to the OCA and other OCA offices, the PPMPs received by the Property Division, OAS, OCA from the court shall be considered the official submission of the court.

10. Please indicate an active number of the Clerk of Court, Branch Clerk of Court or the Office of the Clerk of Court in the space provided in your PPMP.

11. The PPMPs must be signed on the last page and initialed in every page by the Clerks of Courts and the Presiding Judges in the court branches and single sala courts, and the Clerks of Courts and Executive Judges in the Offices of the Clerks of Courts.

12. The PPMPs **must be received by the Property Division, OAS, OCA on or before the close of office hours of the *second Friday of August of every year*** whether submitted by mail, courier or by electronic mail. The deadline is non-extendible due to the time constraints in the preparation of the Annual Procurement Plan for the Lower Courts.

13. Courts that fail to timely submit their PPMPs shall be entitled only to the basic supplies found in Annex "B" hereof.

For your guidance and strict compliance.

July 13, 2022

RAUL B. VILLANUEVA
Court Administrator

2023 Project Procurement Management Plan

Court :

Branch :

City / Municipality :

Province :

Region :

Presiding Judge :

Clerk of Court :

Official Contact No. :

Official Email Ad :

No. of Staff :

Caseload :

Court Designation :

With MOOE Budget :

A.Basic Office Supplies with Procurement Service															
A.	**Basic Office Supplies with Procurement Service**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Battery (for DVR)	Unit													
2	Carbon Film - A4	Box													
3	Carbon Film - Legal Size	Box													
4	Clip Backfold, 25mm	Box													
5	Clip Backfold, 32mm	Box													
6	Clip Backfold, 50mm	Box													
7	Correction Tape	Piece													
8	Cutter Blade	Tube													
9	Cutter Knife	Piece													
10	Envelope, documentary, legal	Box													
11	Envelope, Expanding, Legal	Box													
12	Envelope, Mailing	Box													
13	Fastener	Box													
14	Folder with Tab, A4	Pack													
15	Folder with Tab, Legal Size	Pack													
16	Glue	Jar													
17	Looseleaf Cover	Bundle													
18	Marker, Flourescent	Pack													
19	Marker, Permanent	Piece													
20	Marker, Whiteboard	Piece													

2023 Project Procurement Management Plan

A.	Basic Office Supplies with Procurement Service	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
21	Notepad, Stick-on	Box													
22	Pad Paper, Ruled	Pad													
23	Paper Clip, 33mm	Box													
24	Paper, Multipurpose, A4 size	Ream													
25	Paper, Multipurpose, Legal size	Ream													
26	Pencil, Lead with eraser	Box													
27	Record Book, 500 Pages	Book													
28	Rubber Band	Box													
29	Scissors	Piece													
30	Sign Pen	Piece													
31	Stamp Pad Ink	Bottle													
32	Stamp Pad Felt	Pad													
33	Staple Wire, Standard	Box													
34	Staple Wire Remover	Piece													
35	Tape Dispenser, Table top	Piece													
36	Tape, Masking 48mm	Roll													
37	Tape, Packaging 48mm	Roll													
38	Tape, Transparent 24mm	Roll													
39	Twine, Plastic	Roll													
40	Battery (Dry Cell)	Unit													
41	Clearbook	Book													
42	Philippine Flag	Piece													
43	Plastic Cover / Acetate	Roll													
44	Ruler	Piece													
45	Steno Pads (Stenotype Pads)	Pad													
46	Thermal Paper	Roll													

2023 Project Procurement Management Plan

B. Basic Office Supplies for Bidding																
B.	**Basic Office Supplies for Bidding**		UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Expediente Cover (250sheets/Pack)		Pack													
2	Stitching Needle		Piece													
3	Thread, Cotton		Roll													
4	Ballpen (50pcs/Box)	Black	Box													
	Ballpen (50pcs/Box)	Blue	Box													
	Ballpen (50pcs/Box)	Red	Box													
5	Onion Skin, Paper, Legal		Ream													
6	Mimeograph Paper (Whitewove)		Ream													
7	Ribbon for Manual Typewriter		Roll													
8	Colored Bond Paper, Legal	Green	Ream													
	Colored Bond Paper, Legal	Yellow														
	Colored Bond Paper, Legal	Blue														
	Colored Bond Paper, Legal	Pink														
9	Bank Notes		Pad													
10	Barcode Scanner Ribbon		Roll													
11	Barcode Scanner Sticker		Pad													
12	Bookend		Unit													
13	Calculator Ribbon		Roll													
14	Card Catalogue with hole		Pak													
15	Cartolina		Roll													
16	CD/DVD		Disc													
17	Facsimile Consumables		Cart													
18	Index Card		Pack													
19	Ink Refill for Sign Pen (for Judges)		Bottle													
20	Judicial Gown		Piece													
21	Mimeograph Paper		Ream													
22	Paper tape (for calculator w/tape)		Roll													
23	Pencil Eraser		Piece													

2023 Project Procurement Management Plan

B.	Basic Office Supplies for Bidding	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
24	Photo Paper	Pack													
25	Stapler wire for heavy duty stapler	Box													
26	Steno Ink	Cart													
27	Steno Ribbon	Roll													
28	Sticker Paper	Pad													
29	Waste Basket	Unit													

2023 Project Procurement Management Plan

C. Furniture and Equipment															
C.	**Furniture**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Senior Executive Table (For Judge)	Unit													
2	Senior Executive Chair (For Judge)	Unit													
3	Junior Executive Table (For CoC)	Unit													
4	Junior Executive Chair (For CoC)	Unit													
5	Clerical Table	Unit													
6	Clerical Chair w/ armrest	Unit													
7	Long Table	Unit													
8	Gang Chair (3 seaters)	Unit													
9	Visitors Chair	Unit													
10	Sofa	Unit													
11	Filing Cabinet (4 drawers)	Unit													
12	Storage Cabinet	Unit													
13	Open Type Steel Rack	Unit													
14	Book shelf	Unit													
15	Index Card Cabinet	Unit													
16	Card Catalog Cabinet	Unit													
17	Vault (for regular size evidence, cash an	Unit													
18	Safe File	Unit													
19	Vault (for long firearms, handguns)	Unit													
20	Clerical Chair without Armrest	Unit													
21	Computer Table	Unit													
22	Filing Cabinet - 2 Drawers	Unit													
23	Typing Table	Unit													

2023 Project Procurement Management Plan

C. Equipment															
C.	**Equipment**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Electric Fan, Industrial	Unit													
2	Electric Fan, Orbit	Unit													
3	Electric Fan, Stand	Unit													
4	Electric Fan, Wall	Unit													
5	Cash Counter	Unit													
6	Facsimile Machine (Fax Machine)	Unit													
7	Manual Typewriter	Unit													
8	Rechargeable Batteries	Unit													
9	Rechargeable Electric Fan	Unit													
10	Charger for Rechargeable Batteries	Unit													

2023 Project Procurement Management Plan

D. Others (I.T. Equipment)															
D.	**Others**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Biometric	Unit													
2	Desktop Computer	Unit													
3	Printer, 3-1 Laser printer	Unit													
4	Printer, Dot Matrix	Unit													
5	Laptop (for Judges only)	Unit													
6	Uninterrupted Power Supply	Unit													

2023 Project Procurement Management Plan

E. Office Device															
E.	**Office Device**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Binding and Punching Machine	Unit													
2	Calculator w/ paper tape	Unit													
3	Dating and Stamping Machine	Unit													
4	Digital Voice Recorder (for CS)	Unit													
5	Dry Seal	Unit													
6	Emergency Light	Unit													
7	External Hard Drive*	Unit													
8	Gavel and Mallet	Unit													
9	Money Detector Machine	Unit													
10	Monobloc Chair	Unit													
11	Numbering Machine, Six (6) digits	Unit													
12	Numbering Machine, Eight (8) digits	Unit													
13	Pencil Sharpener	Unit													
14	Puncher	Unit													
15	Receiving Machine	Unit													
16	Stapler, Ordinary	Unit													
17	Calculator ordinary (12 digits)	Unit													
18	Cash Box	Unit													
19	Extension Wire (with plug and outlet)	Wire													
20	File Organizer (Chipboard, etc.)	Unit													
21	Filing Tray	Unit													
22	Headphone for DVR	Unit													
23	Keyboard	Unit													
24	Money Organizer	Unit													
25	Mouse	Unit													
26	Power Bank for DVR (20000mAH)	Unit													
27	SD Card (32gb)	Card													
28	Stapler, heavy duty	Unit													
29	USB/Flash Drive	Unit													

* ***For PJ, BCoC and CoC-OCC only***

2023 Project Procurement Management Plan

F. Consumables for printers														
F. Consumables for printers			January	February	March	April	May	June	July	August	September	October	November	December	Total
Make															
HP Toners															
CF 226 X/XC		Piece													
CF 280 X/XC		Piece													
CF 230 X/XC		Piece													
76A		Piece													
Brother Toners															
TN2380		Piece													
TN2480		Piece													
TN3448		Piece													
Brother Drumkit															
DR2355		Piece													
DR2455		Piece													
DR3455		Piece													
Epson Ribbon															
LQ300		Piece													
LQ310		Piece													
LX300		Piece													
LX310		Piece													
Others (Pls indicate if donated)															

2023 Project Procurement Management Plan

G. Airconditioning Unit															
G.	**Airconditioning Unit**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	1 HP Window Type	Unit													
2	2 HP Window Type	Unit													
3	2.5 HP High Wall (Split Type)	Unit													
4	2.5 HP Floor Mounted	Unit													

2023 Project Procurement Management Plan

H. Videoconferencing Requirements*															
H.	**Videoconferencing Requirements**	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Projector	Unit													
2	Sound System	Unit													
3	Smart Television	Unit													

2023 Project Procurement Management Plan

I. Items not included in the PPMP 2023**															
I.	**Items not included in the PPMP 2023****	UoM	January	February	March	April	May	June	July	August	September	October	November	December	Total
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

***** Additional sheet/s may be used, if necessary.***

Accomplished by

Name: _____

Position: _____

Date: _____

Signature: _____

Noted by

Name: _____

Position: _____

Date: _____

Signature: _____

	Title	Author	Copyright	Type	Request
1	Agrarian Reform Law Compendium	Aquino	2018	CB	
2	2009 DARAB Rules of Procedure Annotated	Aquino	2018	CB	
3	Rev. Guidelines for Continuous Trial of Criminal Cases Annotated	Aquino	2018	CB	
4	Easement 2011 ed.	Aralar	2011	CB	
5	Proceedings in Administrative & Quasi-Judicial Bodies	Barte	2016	CB	
6	Full Text of the Customs Modernization & Tariff Act (RA 10863)	Nague	2019	CB	
7	"Special Penal Laws" Concepts and Jurisprudence.	Nojara F.M	2019	CB	
8	Disquisition and Jurisprudence on Remedial Law	Luna	2019	CB	
9	General Principles of Evidence'Including Medical Evidence.	Montemayor, J.C.Jr.	2019	CB	
10	Handbook in Insurance Law (RA10607)'	Tambasacan	2019	PB	
11	Family Code of the Philippines	Albano	2020	CB	
12	Obligations and Contracts	Balane	2020	CB	
13	The Philippine Negotiable Instruments	Macalino	2020	CB	
14	Question and Answer on the Revised Corporation Code	Divina	2020	CB	
15	Law on Cybercrimes in the Philippines	Deslate	2020	CB	
16	Post-Conviction Relief: Probation	Tagupa	2020	CB	
17	Judicial Writs	Aquino, H.	2020	CB	
18	2019 Amendments Revised Rules on Evidence	Bathan	2020	CB	
19	The Revised Rules on Evidence as Amended with Comments and Relevant Jurisprudence	Lopez	2020	CB	
20	The Prerogative Writs on Habeas Data	Montemayor, J.C.Jr.	2020	CB	
21	Partnership, Agency and Trust	Albano	2021	CB	
22	Laws on Easement Road Right-of-Way & Building Setback	Claridades	2021	CB	
23	Guidelines and Procedures in Land Titles and Deeds	Mogelio	2021	CB	
24	Divorce Law	Montemayor	2021	CB	
25	Civil Law Land Titles and Deeds	Montemayor	2021	CB	
26	Partnership, Agency and Trust	Albano	2021	CB	
27	The WAR ON DRUGS: Understanding R.A. 6165	Abundiente	2021	CB	
28	TOKHANG and the Philippines' Drug War	Montemayor	2021	CB	
29	Child Abuse	Montemayor	2021	CB	
30	The Handbook of Local Government Law in the Philippines	Madrona	2021	CB	
31	2019 Amendments to the 1997 Rules of Civil Procedure	Bathan	2021	PB	
32	Rules of Civil Procedure Annotated	Gubat, M.	2021	CB	
33	Philippine Taxation Laws (Pocket size)	CBSI	2021	CB	
34	Statutory and Judicial Quick Guide to Local Government and Real Property Taxation	Dimaampao	2021	CB	

	Title	Author	Copyright	Type	Request
35	Income Taxation	Montemayor	2021	CB	
36	Family Code of the Philippines	Albano	2022	CB	
37	Civil Code of the Philippines Pocket Size	CBSI	2022	CB	
38	Obligations and Contracts	Flores	2022	CB	
39	Insurance and Pre-Need 555	Balmes	2022	pb	
40	Philippine Fire Insurance Law	Martirez	2022	CB	
41	Corporation and Basic Securities Law	Tambasacan	2022	CB	
42	Closed Corporation	Viray	2022	CB	
43	Treatise on Sexual Harassment	Baldos & Tagupa	2022	CB	
44	Defining Legal Insanity	Tagupa	2022	CB	
45	Philippines Government and Constitution	Albano	2022	PB	
46	Constitutional Law of the Philippines (Pocket Size)	CBSI	2022	CB	
47	CONSTITUTIONAL LAW: The Fundamental of Powers of the State and Bill Rights	Gabato	2022	CB	
48	Conflicts of Law	Montemayor	2022	PB	
49	Remedial Law Reviewer Vol. 1	Albano	2022	CB	
50	Remedial Law Reviewer Vol. 2	Albano	2022	CB	
51	Remedial Law of the Philippines Lawyer's Edition	CBSI	2022	CB	
52	Remedial Law Vol. 1 The 1997 Civil Procedure	Mogello	2022	CB	
53	Remedial Law Vol. 4 The Revised Rules on Evidence	Mogello	2022	CB	
54	Remedial Law Excerpts of the 2019 Amendments to the 1997 Rules of Civil Procedure (A.M. No. 19-10-20-SC)	Mogello	2022	CB	
55	Forcible Entry and Unlawful Detainer	Montemayor	2022	PB	
56	Basic Evidence	Tabingan	2022	CB	
57	Customs, Maritime and International Trade	Nague	2022	CB	
58	The Law on Dissolution of Marriage : Rules of Disengagement	JIM LOPEZ	2019	PB	
59	Civil Code of the Phils. Annotated Vol.I	PARAS	2016	CB	
60	Obligations and Constracts	RABUYA	2019	CB	
61	Civil Code IV (Obligation and Contracts)	PARAS	2016	CB	
62	Civil Code of the Philippines Annotated Vol. II (Property)	PARAS	2016	CB	
63	Property Registration Decree and Related Laws	AGCAOILI	2018	CB	
64	Comments and Cases on Credit Transaction	DE LEON	2016	CB	
65	Essentials of Credit Transactions and Banking Laws	AQUINO	2015	CB	
66	Agency & Trust, Partnerships & Joint Ventures	VILLANUEVA, ET AL.	2018	CB	
67	Trust, Partnership and Agency	LUCERES	2016	PB	
68	Comments and Cases on Succession	DE LEON, ET AL.	2017	CB	
69	Civil Code of the Philippines Annotated Vol. V (Special Contracts)	PARAS	2016	CB	

	Title	Author	Copyright	Type	Request
70	Philippine Constitutional Law Vol. 1 (Principles and Cases)	DE LEON ET Al.	2017	CB	
71	Philippine Constitutional Law Vol.2 (Principles and Cases)	DE LEON, ET AL.	2017	CB	
72	Constitutional Law Text and Cases Vol. II	DEFENSOR SANTIAGO	2016	CB	
73	Outline Introduction to Public International Law	NACHURA ET AL.	2017	PB	
74	Administrative Law: Text and Cases	DE LEON, ET AL.	2016	CB	
75	Philippine Commercial Laws Vol. I (The Insurance Code and Financial.....)	PEREZ	2019	CB	
76	Essential of Intellectual Property Law : (A guidebook on R.A.No 8293 Amended ...)	SALAO	2019	PB	
77	Revised Corporation Code of the Philippines	AQUINO ET AL.	2019	PB	
78	The Government Auditing Code of the Philippines	GUANZON ET AL.	2019	PB	
79	Handbook on the Rules on Continuous Trial in Criminal Cases, Judical Affidavit ...)	TAN	2019	PB	
80	Criminal Procedure (The Bar Lectures Series)	RIANO	2016	CB	
81	Evidence (A Compendium for the Bench and the Bar)	TAN	2019	CB	
82	NIRC and other Tax Laws	CASASOLA	2019	PB	
83	Statutory Construction : Concepts and Cases	PILARES	2019	CB	
84	Law on Natural Resources & Rules of Procedure for Environmental Cases	AGCAOILI	2016	CB	
85	The Government Procurement Reform Act (Principles and Practices)	L. VILLANUEVA	2018	CB	
86	Insights on Evidence	PERALTA & PERALTA, JR.	2020	CB	
87	The Revised Penal Code Book I A Revolutionized Edition (With Updates in Special Laws & Jurisprudence)	C.B. CATRAL, JR.	2020	CB	
88	Practitioner's Guide On Probation Law	GARCIA	2020	CB	
89	Essentials of Transportation and Public Utilities Law	AQUINO AND HERNANDO	2020	CB	
90	Civil Procedure: A Guide for the Bench and the Bar Book I	TAN	2020	CB	
91	Labor Law 1 (The Law on Labor Standards)	UNGOS, ET AL.	2020	CB	
92	Labor Law 2 (The Law on Labor Relations)	UNGOS, JR., ET AL.	2020	CB	
93	NIRC of the Philippines As Amended: Annotated 6th Ed.	DASCIL	2020	PB	
94	Philippine Commercial Laws Vol. III (Revised Corporation Code, The Securities Regulation Code and Related Laws)	PEREZ	2020	CB	
95	Rules of Court (P/S)	RBSI EDITORIAL STAFF	2020	CB	
96	Real Property: Ownership and Registration	Mamalateo	2021	CB	
97	The Civil Code of the Philippines Annotated Volume III (Wills and Succession)	Paras	2021	CB	
98	Constitutional Law 1	Duka	2021	CB	
99	The Revised Penal Code Book One	Reyes	2021	CB	
100	The Personal Property Security Act and the Related Laws and Jurisprudence on Credit,	Valenton	2021	CB	
	Insolvency, Property and Procedure				
101	The Fundamentals of Civil Procedure	Salazar	2021	CB	
102	Basic Approach to Income Taxation	Dimaampao	2021	PB	
103	Tax Principles and Remedies	Dimaampao	2021	PB	
104	Family Code of the Philippines	Albano	2022	CB	

	Title	Author	Copyright	Type	Request
105	Civil Code of the Philippines Pocket Size	CBSI	2022	CB	
106	Obligations and Contracts	Flores	2022	CB	
107	Insurance and Pre-Need 555	Balmes	2022	PB	
108	Philippine Fire Insurance Law	Martirez	2022	CB	
109	Corporation and Basic Securities Law	Tambasacan	2022	CB	
110	Closed Corporation	Viray	2022	CB	
111	Treatise on Sexual Harassment	Baldos & Tagupa	2022	CB	
112	Defining Legal Insanity	Tagupa	2022	CB	
113	Labor Relations	Duano	2022	CB	
114	Labor Standards	Duano	2022	CB	
115	The Filipino Migrant Workers (OFWs)	Montemayor	2022	PB	
116	Philippines Government and Constitution	Albano	2022	PB	
117	Constitutional Law of the Philippines (Pocket Size)	CBSI	2022	CB	
118	CONSTITUTIONAL LAW: The Fundamental of Powers of the State and Bill Rights	Gabato	2022	CB	
119	Conflicts of Law	Montemayor	2022	PB	
120	Remedial Law Reviewer Vol. 1	Albano	2022	CB	
121	Remedial Law Reviewer Vol. 2	Albano	2022	CB	
122	Remedial Law of the Philippines Lawyer's Edition	CBSI	2022	CB	
123	Remedial Law Vol. 1 The 1997 Civil Procedure	Mogello	2022	CB	
124	Remedial Law Vol. 4 The Revised Rules on Evidence	Mogello	2022	CB	
125	Remedial Law Excerpts of the 2019 Amendments to the 1997 Rules of Civil Procedure (A.M. No. 19-10-20-SC)	Mogello	2022	CB	
126	Forcible Entry and Unlawful Detainer	Montemayor	2022	PB	
127	Basic Evidence	Tabingan	2022	CB	
128	Customs, Maritime and International Trade	Nague	2022	CB	

Name and Signature of Presiding Judge

Court/Station/Branch

Date

ANNEX "B"

ANNUAL BASIC SUPPLIES FOR LOWER COURTS WITHOUT PPMP

A.Basic Office Supplies with Procurement Service			
A.	**Basic Office Supplies with Procurement Service**	**UoM**	**Per branch**
1	Clip Backfold, 25mm	Box	1
2	Clip Backfold, 32mm	Box	1
3	Clip Backfold, 50mm	Box	1
4	Correction Tape	Piece	4
5	Envelope, documentary, legal	Box	1
6	Envelope, Expanding, Legal	Box	1
7	Envelope, Mailing	Box	1
8	Fastener	Box	1
9	Folder with Tab, A4	Pack	1
10	Folder with Tab, Legal Size	Pack	1
11	Glue	Jar	1
12	Looseleaf Cover	Bundle	1
13	Marker, Flourescent	Pack	1
14	Marker, Permanent	Piece	4
15	Notepad, Stick-on	Box	1
16	Pad Paper, Ruled	Pad	4
17	Paper Clip, 33mm	Box	1
18	Paper, Multipurpose, A4 size	Ream	20
19	Paper, Multipurpose, Legal size	Ream	20
20	Pencil, Lead with eraser	Box	1
21	Record Book, 500 Pages	Book	2
22	Rubber Band	Box	1
23	Sign Pen	Piece	4
24	Tape, Masking 48mm	Roll	4
25	Tape, Packaging 48mm	Roll	4
26	Tape, Transparent 24mm	Roll	4
27	Twine, Plastic	Roll	1

B. Basic Office Supplies for Bidding				
B.	**Basic Office Supplies for Bidding**		**UoM**	**Per branch**
1	Expediente Cover (250sheets/Pack)		Pack	1
2	Stitching Needle		Piece	4
3	Thread, Cotton		Roll	4
4	Ballpen (50pcs/Box)	Black	Box	1
		Blue	Box	
		Red	Box	
7	Ribbon for Manual Typewriter		Roll	4
8	Colored Bond Paper, Legal	Green	Ream	1
		Yellow		1
		Blue		1
		Pink		1