

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: City Agricultural Office					Regular	Contingency	Total	Date Submitted: January, 2016					
Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	OFFICE SUPPLIES												
001	Ballpen, HD, Black	piece	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
002	Ballpen, HD, Blue	piece	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
004	Ballpen, HD, Red	piece	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
005	Ballpen, Ordinary, Black	piece	5.00	8	40.00	2	10.00	2	10.00	2	10.00	2	10.00
006	Ballpen, Ordinary, Blue	piece	5.00	8	40.00	2	10.00	2	10.00	2	10.00	2	10.00
008	Ballpen, Ordinary, Red	piece	5.00	8	40.00	2	10.00	2	10.00	2	10.00	2	10.00
011	Board Paper, Long, 100's	ream	450.00	8	3,600.00	2	900.00	2	900.00	2	900.00	2	900.00
012	Board Paper, Short, 100's	ream	350.00	8	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
015	Carbon Film, Long, Permafilm	box	550.00	8	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00
017	Copy Paper, Long, 70gsm	ream	150.00	8	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
018	Copy Paper, Short, 70gsm	ream	140.00	8	1,120.00	2	280.00	2	280.00	2	280.00	2	280.00
022	Duct Tape, HD	roll	550.00	20	11,000.00	5	2,750.00	5	2,750.00	5	2,750.00	5	2,750.00
026	Folder, Ordinary, White, Long, 14 Pts.	piece	4.00	20	80.00	5	20.00	5	20.00	5	20.00	5	20.00
027	Folder, Ordinary, White, Short, 14 Pts.	piece	3.50	20	70.00	5	17.50	5	17.50	5	17.50	5	17.50
028	Glue, All Purpose, White, 130g	piece	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
031	Log Book, 200 pages	piece	285.00	4	1,140.00	1	285.00	1	285.00	1	285.00	1	285.00
032	Log Book, 300 pages	piece	300.00	4	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
033	Log Book, 500 pages	piece	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
034	Marker, Permanent, Black	piece	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00
049	Plastic Cover	roll	850.00	1	850.00	1	850.00	0	-	0	-	0	-
					-		-		-		-		-
					-		-		-		-		-
	SUB-TOTAL		4,172.50		29,980.00		8,132.50		7,282.50		7,282.50		7,282.50

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
DBM-003	Alcohol, Ethyl, 70 %	bottle	55.00	20	1,100.00	10	550.00		-		-	10	550.00
DBM-027	Correction Tape	piece	55.00	20	1,100.00	10	550.00		-		-	10	550.00
DBM-028	Cutter, HD	piece	30.00	4	120.00	4	120.00		-		-	0	-
DBM-031	DVD, Recordable	piece	20.00	20	400.00	10	200.00		-		-	10	200.00
DBM-032	DVD, Rewritable	piece	35.00	20	700.00	10	350.00		-		-	10	350.00
DBM-033	Envelope, Brown, Long	piece	1.50	100	150.00	50	75.00		-		-	50	75.00
DBM-034	Envelope, Brown, Short	piece	1.20	100	120.00	50	60.00		-		-	50	60.00
DBM-035	Envelope, Expanding, Long	piece	13.00	40	520.00	20	260.00		-		-	20	260.00
DBM-036	Envelope, Expanding, Short	piece	11.00	40	440.00	20	220.00		-		-	20	220.00
DBM-039	Fastener, Plastic	box	25.00	40	1,000.00	20	500.00		-		-	20	500.00
DBM-040	Flash Drive, USB, 16 GB	piece	450.00	6	2,700.00	6	2,700.00		-		-	0	-
DBM-041	Folder, Expanding, Long	piece	15.00	40	600.00	20	300.00		-		-	20	300.00
DBM-042	Folder, Expanding, Short	piece	14.00	40	560.00	20	280.00		-		-	20	280.00
DBM-045	Glue, All Purpose, White, 40g	piece	40.00	10	400.00	5	200.00		-		-	5	200.00
DBM-046	Index Card, 4"x6, 500's	pack	125.00	4	500.00	2	250.00		-		-	2	250.00
DBM-047	Index Card, 5"x8, 500's	pack	170.00	4	680.00	2	340.00		-		-	2	340.00
DBM-090	Marker, Fluorescent	piece	40.00	40	1,600.00	20	800.00		-		-	20	800.00
DBM-097	Paper Clip, Jumbo	box	18.00	4	72.00	2	36.00		-		-	2	36.00
DBM-098	Paper Clip, Small	box	12.00	4	48.00	2	24.00		-		-	2	24.00
DBM-101	Paper, Pad, Yellow	pad	30.00	20	600.00	10	300.00		-		-	10	300.00
DBM-105	Pencil, Mechanical, 0.5, ordinary	piece	25.00	8	200.00	4	100.00		-		-	4	100.00
DBM-106	Puncher	unit	130.00	4	520.00	2	260.00		-		-	2	260.00
DBM-107	Push Pin, Flat Head	box	30.00	8	240.00	4	120.00		-		-	4	120.00
	SUB-TOTAL		1,345.70		14,370.00		8,595.00		-		-		5,775.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	OTHER SUPPLIES												
087	Alcohol 500 ml	bottles	67.00	20	1,340.00	10	670.00		-		-	10	670.00
122	Hand sanitizer dispenser	pcs	480.00	4	1,920.00	2	960.00		-		-	2	960.00
123	Hand sanitizer refill	gals	590.00	8	4,720.00	4	2,360.00		-		-	4	2,360.00
128	Masking Tape	rolls	25.00	20	500.00	10	250.00		-		-	10	250.00
141	Pliers	pcs	350.00	6	2,100.00	6	2,100.00		-		-	0	-
149	Powdered soap 80 g/pack	sack	1,490.00	2	2,980.00	2	2,980.00		-		-	0	-
153	Rain boots	pairs	395.00	8	3,160.00	8	3,160.00		-		-	0	-
154	Raincoat	pcs	420.00	8	3,360.00	8	3,360.00		-		-	0	-
158	Rubber Gloves	pairs	90.00	24	2,160.00	24	2,160.00		-		-	0	-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
	SUB-TOTAL		3,907.00		22,240.00		18,000.00		-		-		4,240.00
	GRAND TOTAL		10,610.20		75,400.00		40,307.50		7,282.50		7,282.50		20,527.50

This is to certify that the above procrement plan is in accordance with the objective of this Office.

PREPARED BY:

BASIL B. SISON, DVM

Name of Department Head/Office

indnjc