

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: City Budget 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
013	Book Paper, Long		175.00	120	21,000.00	30	5,250.00	30	5,250.00	30	5,250.00	30	5,250.00
014	Book Paper, Short		165.00	100	16,500.00	25	4,125.00	25	4,125.00	25	4,125.00	25	4,125.00
	Calculator/Adding Machine Tape		10.00	40	400.00	20	200.00	0	-	20	200.00	0	-
DBM-123	Sign Pen, Blue		50.00	48	2,400.00	12	600.00	12	600.00	12	600.00	12	600.00
005	Ballpen, Ordinary, Black		5.00	48	240.00	12	60.00	12	60.00	12	60.00	12	60.00
006	Ballpen, Ordinary, Blue		5.00	48	240.00	12	60.00	12	60.00	12	60.00	12	60.00
DBM-112	Ribbon, for Adding Machine		15.00	48	720.00	12	180.00	12	180.00	12	180.00	12	180.00
	Ribbon, for Manual Typewriter		20.00	8	160.00	4	80.00	0	-	4	80.00	0	-
026	Folder, Ordinary, White, Long, 14 Pts.		4.00	100	400.00	50	200.00	0	-	50	200.00	0	-
027	Folder, Ordinary, White, Short, 14 Pts.		3.50	200	700.00	50	175.00	50	175.00	50	175.00	50	175.00
DBM-033	Envelope, Brown, Long		1.50	50	75.00	25	37.50	0	-	25	37.50	0	-
DBM-034	Envelope, Brown, Short		1.20	50	60.00	25	30.00	0	-	25	30.00	0	-
DBM-041	Folder, Expanding, Long		15.00	50	750.00	25	375.00	0	-	25	375.00	0	-
DBM-092	Note Pad, Stick-on, 2"x2"		45.00	12	540.00	6	270.00	0	-	6	270.00	0	-
DBM-065	Ink Cartridge, HP 27, Black		950.00	80	76,000.00	20	19,000.00	20	19,000.00	20	19,000.00	20	19,000.00
DBM-066	Ink Cartridge, HP 28, Tri-color		1,100.00	40	44,000.00	10	11,000.00	10	11,000.00	10	11,000.00	10	11,000.00
DBM-129	Staple Wire, #35		35.00	40	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
033	Log Book, 500 pages		350.00	2	700.00	2	700.00	0	-	0	-	0	-
032	Log Book, 300 pages		300.00	2	600.00	2	600.00	0	-	0	-	0	-
	Journal Record Book 500 pgs./PC.		350.00	2	700.00	2	700.00	0	-	0	-	0	-
	Journal Record Book 300 pgs./PC.		300.00	1	300.00	1	300.00	0	-	0	-	0	-
	Journal Record Book 200 pgs./PC.		200.00	1	200.00	1	200.00	0	-	0	-	0	-
DBM-101	Paper, Pad, Yellow		30.00	4	120.00	4	120.00	0	-	0	-	0	-
	SUB-TOTAL		4,130.20		168,205.00		44,612.50		40,800.00		41,992.50		40,800.00

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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
DBM-142	Tape, Transparent, 48mm x 50m		35.00	48	1,680.00	12	420.00	12	420.00	12	420.00	12	420.00
	Plastic Cover/ROLLS		20.00	4	80.00	1	20.00	1	20.00	1	20.00	1	20.00
	Pilot Pentel Pen/DOZENS		540.00	4	2,160.00	2	1,080.00	0	-	2	1,080.00	0	-
	Stabilo Highlighter/DOZENS		420.00	1	420.00	1	420.00	0	-	0	-	0	-
DBM-027	Correction Tape		55.00	48	2,640.00	12	660.00	12	660.00	12	660.00	12	660.00
047	Photo Paper, Glossy, 220gsm, 10's		55.00	8	440.00	2	110.00	2	110.00	2	110.00	2	110.00
DBM-001	Acetate		700.00	1	700.00	1	700.00	0	-	0	-	0	-
DBM-118	Rubber Band, Flat, Big		150.00	2	300.00	1	150.00	0	-	1	150.00	0	-
055	Rubber band, Small		160.00	2	320.00	1	160.00	0	-	1	160.00	0	-
DBM-040	Flash Drive, USB, 16 GB		450.00	2	900.00	1	450.00	0	-	1	450.00	0	-
DBM-013	Clip, Backfold, 25mm		20.00	20	400.00	10	200.00	0	-	10	200.00	0	-
DBM-116	Ring Binder, 22mm, 10's		125.00	4	500.00	2	250.00	0	-	2	250.00	0	-
	HP Inkjet Cartridge 35 A		2,800.00	16	44,800.00	4	11,200.00	4	11,200.00	4	11,200.00	4	11,200.00
DBM-039	Fastener, Plastic		25.00	2	50.00	1	25.00	0	-	1	25.00	0	-
DBM-136	Tape, Double Adhesive		45.00	2	90.00	1	45.00	0	-	1	45.00	0	-
DBM-026	Correction Pen		75.00	24	1,800.00	12	900.00	0	-	12	900.00	0	-
	Paper Board WHITE/PACKS Shorts, 10's		35.00	2	70.00	2	70.00	0	-	0	-	0	-
DBM-103	Paper, Thermal		30.00	24	720.00	12	360.00	0	-	12	360.00	0	-
DBM-091	Mouse, Optical, USB		250.00	4	1,000.00	4	1,000.00	0	-	0	-	0	-
DBM-104	Pencil #2, 12's		72.00	2	144.00	2	144.00	0	-	0	-	0	-
DBM-035	Envelope, Expanding, Long		13.00	40	520.00	20	260.00	0	-	20	260.00	0	-
				0	-		-		-		-		-
				0	-		-		-		-		-
	SUB-TOTAL		6,075.00		59,734.00		18,624.00		12,410.00		16,290.00		12,410.00

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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	
	OTHER SUPPLIES			0	-		-		-		-		-	
170	Tissue Paper Small		20.00	48	960.00	12	240.00	12	240.00	12	240.00	12	240.00	
101	Dishwashing Liquid		85.00	24	2,040.00	6	510.00	6	510.00	6	510.00	6	510.00	
086	Air freshener, spray, 320 ml		230.00	8	1,840.00	2	460.00	2	460.00	2	460.00	2	460.00	
	FAX MACHINE		3,600.00	1	3,600.00	1	3,600.00	0	-	0	-	0	-	
	HP PRINTER P 1102		4,775.00	1	4,775.00	1	4,775.00	0	-	0	-	0	-	
087	Alcohol 500 ml		67.00	48	3,216.00	12	804.00	12	804.00	12	804.00	12	804.00	
	Moisturizer/PC.		100.00	6	600.00	6	600.00	0	-	0	-	0	-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
	SUB-TOTAL		8,877.00		17,031.00		10,989.00		2,014.00		2,014.00		2,014.00	
	GRAND TOTAL		19,082.20		244,970.00		74,225.50		55,224.00		60,296.50		55,224.00	

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

PREPARED BY:

PIA FEBES P. AQUINO

Name of Department Head/Office

indnjc