

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: Office of the Mayor - Zoning 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			0	-		-		-		-		-
001	Ballpen, HD, Black	piece	25.00	48	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
002	Ballpen, HD, Blue	piece	25.00	48	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
011	Board Paper, Long, 100's	ream	450.00	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00
012	Board Paper, Short, 100's	ream	350.00	80	28,000.00	20	7,000.00	20	7,000.00	20	7,000.00	20	7,000.00
015	Carbon Film, Long, Permafilm	box	550.00	1	550.00	1	550.00		-		-		-
016	Carbon Film, Short, Permafilm	box	500.00	2	1,000.00	1	500.00		-		-	1	500.00
026	Folder, Ordinary, White, Long, 14 Pts.	piece	4.00	200	800.00	100	400.00		-	100	400.00		-
027	Folder, Ordinary, White, Short, 14 Pts.	piece	3.50	50	175.00	25	87.50		-	25	87.50		-
032	Log Book, 300 pages	piece	300.00	4	1,200.00		-	2	600.00		-	2	600.00
033	Log Book, 500 pages	piece	350.00	10	3,500.00		-	5	1,750.00	5	1,750.00		-
034	Marker, Permanent, Black	piece	45.00	24	1,080.00	12	540.00		-	12	540.00		-
035	Marker, Permanent, Blue	piece	45.00	24	1,080.00	12	540.00		-	12	540.00		-
057	Self-Inking Stamp, S530	piece	975.00	4	3,900.00		-	2	1,950.00	1	975.00	1	975.00
070	Toner for Gestetner Copier, MP1500	piece	2,800.00	4	11,200.00	2	5,600.00	2	5,600.00		-		-
073	Trodat Ink, Black	bottle	150.00	2	300.00		-		-	2	300.00		-
DBM-027	Correction Tape	piece	55.00	40	2,200.00	10	550.00	10	550.00	10	550.00	10	550.00
DBM-029	Data File Box	piece	85.00	50	4,250.00	10	850.00	10	850.00	20	1,700.00	10	850.00
DBM-033	Envelope, Brown, Long	piece	1.50	50	75.00		-	50	75.00		-		-
DBM-034	Envelope, Brown, Short	piece	1.20	20	24.00		-	20	24.00		-		-
DBM-035	Envelope, Expanding, Long	piece	13.00	50	650.00		-	50	650.00		-		-
DBM-039	Fastener, Plastic	box	25.00	4	100.00		-		-	4	100.00		-
DBM-091	Mouse, Optical, USB	unit	250.00	5	1,250.00		-		-	4	1,000.00	1	250.00
	SUB-TOTAL		7,003.20		72,734.00		19,467.50		21,899.00		17,792.50		13,575.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
DBM-097	Paper Clip, Jumbo	box	18.00	4	72.00		-		-	4	72.00		-
DBM-104	Pencil #2, 12's	box	72.00	2	144.00		-	1	72.00		-	1	72.00
DBM-109	Ribbon Cartridge for Epson LX310	cart	100.00	20	2,000.00	10	1,000.00		-	10	1,000.00		-
DBM-110	Ribbon Cartridge for Epson LX300	cart	110.00	20	2,200.00	10	1,100.00		-	10	1,100.00		-
DBM-118	Rubber Band, Flat, Big	box	150.00	6	900.00	3	450.00		-	3	450.00		-
DBM-122	Sign Pen, Black	piece	50.00	12	600.00		-	12	600.00		-		-
DBM-123	Sign Pen, Blue	piece	50.00	12	600.00		-	12	600.00		-		-
DBM-129	Staple Wire, #35	box	35.00	6	210.00	6	210.00		-		-		-
DBM-132	Stapler, Standard Type	piece	150.00	6	900.00		-		-	6	900.00		-
DBM-138	Tape, Masking, 24mm x 50m	roll	60.00	4	240.00	2	120.00		-	1	60.00	1	60.00
DBM-141	Tape, Transparent, 24mm x 50m	roll	20.00	8	160.00	3	60.00		-	2	40.00	3	60.00
	Letterhead, English, Long		780.00	4	3,120.00		-	2	1,560.00		-	2	1,560.00
	Letterhead, English, Short		680.00	4	2,720.00		-	2	1,360.00		-	2	1,360.00
	Yellow Pad Paper		30.00	10	300.00	3	90.00	2	60.00	2	60.00	3	90.00
	Pencil Lead, 0.70mm		55.00	1	55.00	1	55.00		-		-		-
	Scientific Calculator		420.00	4	1,680.00	2	840.00		-	2	840.00		-
	CAPITAL OUTLAY			0	-		-		-		-		-
	Clerical Revolving Chair		3,000.00	2	6,000.00	2	6,000.00		-		-		-
	Clerical Table		7,680.00	2	15,360.00	2	15,360.00		-		-		-
	Digital Camera		10,000.00	1	10,000.00	1	10,000.00		-		-		-
	Lateral Filling Cabinet, 4 Drawers		13,485.00	2	26,970.00		-	2	26,970.00		-		-
	Laser Range Meter		7,850.00	1	7,850.00	1	7,850.00		-		-		-
	Vertical Filling Cabinet, 4 Drawers		8,500.00	2	17,000.00		-	2	17,000.00		-		-
	SUB-TOTAL		53,295.00		99,081.00		43,135.00		48,222.00		4,522.00		3,202.00

