

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the Senior Citizens Affairs					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
	Ballpen HD Black		25.00	50	1,250.00	25	625.00		-	25	625.00		-
	Ballpen HD Red		20.00	20	400.00	10	200.00		-	10	200.00		-
	Battery, Rechargeable AA 2's		585.00	16	9,360.00	8	4,680.00		-	8	4,680.00		-
	Copy Paper, Long 70gsm		150.00	100	15,000.00	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00
	Copy Paper, Short 70gsm		140.00	120	16,800.00	30	4,200.00	30	4,200.00	30	4,200.00	30	4,200.00
	Copy Printer Ink CP17		1,120.00	10	11,200.00	3	3,360.00	2	2,240.00	3	3,360.00	2	2,240.00
	Folder Ordinary, White Long 14 pts		4.00	150	600.00	50	200.00	30	120.00	30	120.00	40	160.00
	Folder Ordinary, White Short 14 pts		3.50	100	350.00	30	105.00	20	70.00	30	105.00	20	70.00
	Glue, All Purpose, White 130g		50.00	30	1,500.00	10	500.00	5	250.00	10	500.00	5	250.00
	Log Book, 500 pages		350.00	35	12,250.00	15	5,250.00	5	1,750.00	15	5,250.00		-
	Marker Permanent, Black		45.00	35	1,575.00	15	675.00	10	450.00	10	450.00		-
	Marker White Board Black		45.00	35	1,575.00	15	675.00	10	450.00	10	450.00		-
	Mouse, Optical, USB		250.00	4	1,000.00	2	500.00		-	2	500.00		-
	Photo Paper, Glossy, 220gsm, 10s		55.00	25	1,375.00	10	550.00	5	275.00	10	550.00		-
	Rubber Band, Small		160.00	2	320.00	1	160.00		-	1	160.00		-
	Trodat Ink, Black		150.00	2	300.00	1	150.00		-	1	150.00		-
	Masking Tape		25.00	8	200.00	3	75.00	3	75.00	2	50.00		-
	Rags, Round		45.00	20	900.00	10	450.00		-	10	450.00		-
	Tissue Paper Small		20.00	40	800.00	15	300.00	10	200.00	15	300.00		-
	Waste Can Plastic		175.00	2	350.00	2	350.00		-		-		-
	Paper, Multicopy, A4, 80gsm		150.00	9	1,350.00	2	300.00	2	300.00	3	450.00	2	300.00
	Alcohol, Ethyl, 70%		55.00	40	2,200.00	15	825.00	5	275.00	15	825.00	5	275.00
	Battery, AA 2's		25.00	16	400.00	8	200.00		-	8	200.00		-
	SUB-TOTAL		3,647.50		81,055.00		28,080.00		14,405.00		27,325.00		11,245.00

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: Office of the Senior Citizens Affairs					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
	Correction Fluid		30.00	15	450.00	5	150.00	5	150.00	5	150.00		-
	Correction Pen		75.00	30	2,250.00	10	750.00	5	375.00	10	750.00	5	375.00
	Correction Tape		55.00	20	1,100.00	10	550.00	5	275.00	5	275.00		-
	Envelope, Brown, Long		1.50	60	90.00	50	75.00		-	10	15.00		-
	Envelope, Brown, Short		1.20	80	96.00	30	36.00		-	50	60.00		-
	Envelope, Expanding Long		13.00	150	1,950.00	150	1,950.00		-		-		-
	Fasterner, Plastic		25.00	5	125.00	3	75.00		-	2	50.00		-
	Flash Drive, USB, 16GB		450.00	3	1,350.00	2	900.00		-	1	450.00		-
	Ink Cartridge, Epson T6641 Black		300.00	40	12,000.00	10	3,000.00	5	1,500.00	15	4,500.00	10	3,000.00
	Ink Cartridge, Epson T6642 Cyan		300.00	30	9,000.00	5	1,500.00	5	1,500.00	10	3,000.00	10	3,000.00
	Ink Cartridge, Epson T6643 Magenta		300.00	30	9,000.00	5	1,500.00	5	1,500.00	10	3,000.00	10	3,000.00
	Ink Cartridge, Epson T6644 Yellow		300.00	30	9,000.00	5	1,500.00	5	1,500.00	10	3,000.00	10	3,000.00
	Notebook, Stenographer's		15.00	150	2,250.00	150	2,250.00		-		-		-
	Paper Clip, Small		12.00	12	144.00	3	36.00	3	36.00	3	36.00	3	36.00
	Paper, Yellow Pad		30.00	25	750.00	10	300.00	5	150.00	10	300.00		-
	Paper, Parchment		250.00	15	3,750.00	15	3,750.00		-		-		-
	Pencil #2, 12's		72.00	10	720.00	10	720.00		-		-		-
	Ribbon Cartridge for Epson LX300		110.00	20	2,200.00	5	550.00	5	550.00	5	550.00	5	550.00
	Ribbon for Manual Typewriter		20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00
	Ruler, Plastic, 12's		10.00	4	40.00	2	20.00		-	2	20.00		-
	Sharpener		195.00	1	195.00	1	195.00		-		-		-
	Sign Pen Black		50.00	60	3,000.00	30	1,500.00		-	30	1,500.00		-
	Sign Pen Red		50.00	20	1,000.00	10	500.00		-	10	500.00		-
	SUB-TOTAL		2,664.70		60,860.00		21,907.00		7,636.00		18,256.00		13,061.00

