

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: City Accounting 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		25.00	60	1,500.00	15	375.00	15	375.00	15	375.00	15	375.00
002	Ballpen, HD Blue		25.00	40	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
003	Ballpen, HD Red		25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
004	Ballpen, HD Green		25.00	408	10,200.00	102	2,550.00	102	2,550.00	102	2,550.00	102	2,550.00
005	Ballpen, Ordinary Black		5.00	17	85.00	17	85.00		-		-		-
006	Ballpen, Ordinary Blue		5.00	17	85.00	17	85.00		-		-		-
007	Bookpaper, Long		175.00	424	74,200.00	106	18,550.00	106	18,550.00	106	18,550.00	106	18,550.00
008	Bookpaper, Short		165.00	104	17,160.00	26	4,290.00	26	4,290.00	26	4,290.00	26	4,290.00
009	Duct Tape, HD		550.00	4	2,200.00	2	1,100.00		-	2	1,100.00		-
010	Eraser, Rubber, Staedtler		25.00	50	1,250.00	20	500.00	10	250.00	10	250.00	10	250.00
011	Flash Drive, USB, 8GB		375.00	8	3,000.00	2	750.00	2	750.00	2	750.00	2	750.00
012	Folder, Ordinary, White, Long		4.00	400	1,600.00	100	400.00	100	400.00	100	400.00	100	400.00
013	Folder, Ordinary, White, Short		3.50	200	700.00	50	175.00	50	175.00	50	175.00	50	175.00
014	Glue, All Purpose, White, 130g		55.00	4	220.00	2	110.00		-	2	110.00		-
015	Keyboard, USB		450.00	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00
016	Logbook, 300 pages		300.00	60	18,000.00	15	4,500.00	15	4,500.00	15	4,500.00	15	4,500.00
017	Marker, Permanent, Black		45.00	24	1,080.00	6	270.00	6	270.00	6	270.00	6	270.00
018	Marker, Permanent, Blue		45.00	8	360.00	2	90.00	2	90.00	2	90.00	2	90.00
019	Mouse, Optical, USB		250.00	20	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
020	Toner, Mita DC 2360		2,900.00	16	46,400.00	4	11,600.00	4	11,600.00	4	11,600.00	4	11,600.00
021	Trodat Ink, Black		150.00	26	3,900.00	11	1,650.00	5	750.00	5	750.00	5	750.00
022	Trodat Ink, Purple		150.00	8	1,200.00	4	600.00		-	4	600.00		-
	SUB-TOTAL		5,752.50		198,440.00		51,505.00		48,375.00		50,185.00		48,375.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
023	Fax Machine, Paper		55.00	4	220.00	2	110.00	0	-	2	110.00	0	-
024	Magazine File Rack, Vertical		800.00	4	3,200.00	2	1,600.00	0	-	2	1,600.00	0	-
	OTHER SUPPLIES			0	-		-		-		-		-
001	Air Freshener, Spray 320ml		230.00	29	6,670.00	20	4,600.00	0	-	9	2,070.00	0	-
002	Alcohol 500ml		67.00	134	8,978.00	67	4,489.00	0	-	67	4,489.00	0	-
003	Diswashing Liquid		85.00	12	1,020.00	6	510.00	0	-	6	510.00	0	-
004	Garbage Bag-XL x 100pcs		41.00	12	492.00	6	246.00	0	-	6	246.00	0	-
005	Insect Spray, Big		320.00	8	2,560.00	4	1,280.00	0	-	4	1,280.00	0	-
006	Masking Tape		25.00	12	300.00	6	150.00	0	-	6	150.00	0	-
007	Plastic Straw		60.00	16	960.00	4	240.00	4	240.00	4	240.00	4	240.00
008	Pledge 300ml		325.00	17	5,525.00	17	5,525.00	0	-	0	-	0	-
009	Rags, round		45.00	16	720.00	8	360.00	0	-	8	360.00	0	-
010	Tissue Paper, Small		20.00	80	1,600.00	40	800.00	0	-	40	800.00	0	-
011	Wastecan Plastic		175.00	12	2,100.00	3	525.00	3	525.00	3	525.00	3	525.00
012	Disinfectant, Lysol Spray 500ml		395.00	12	4,740.00	6	2,370.00	0	-	6	2,370.00	0	-
013	Fingertip Moistener-Wax		25.00	8	200.00	4	100.00	0	-	4	100.00	0	-
014	Conv. Outlet w/cord&socket 4s, 5m		650.00	10	6,500.00	5	3,250.00	0	-	5	3,250.00	0	-
015	White Sacks-XL		25.00	40	1,000.00	20	500.00	0	-	20	500.00	0	-
016	Mouse Pad		25.00	40	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
017	External Harddisk 1TB		3,500.00	12	42,000.00	3	10,500.00	3	10,500.00	3	10,500.00	3	10,500.00
018	Hard Disc Drive 1TB		3,400.00	1	3,400.00	1	3,400.00	0	-	0	-	0	-
019	Fax Machine		3,500.00	1	3,500.00	1	3,500.00	0	-	0	-	0	-
020	UPS		2,000.00	4	8,000.00	2	4,000.00	0	-	2	4,000.00	0	-
	SUB-TOTAL		15,768.00		104,685.00		48,305.00		11,515.00		33,350.00		11,515.00

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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
021	Round Table (4 Seater) + 4 chairs		22,300.00	1	22,300.00	1	22,300.00	0	-	0	-	0	-
022	Newspaper (Inquirer)		20.00	264	5,280.00	66	1,320.00	66	1,320.00	66	1,320.00	66	1,320.00
	DBM			0	-		-		-		-		-
001	Battery, AAA, 2's, ordinary		20.00	4	80.00	2	40.00	0	-	2	40.00	0	-
002	Clip, Backfold, 50mm		55.00	8	440.00	4	220.00	0	-	4	220.00	0	-
003	Clip, Backfold, 25mm		20.00	8	160.00	4	80.00	0	-	4	80.00	0	-
004	Clip, Backfold, 32mm		25.00	8	200.00	4	100.00	0	-	4	100.00	0	-
005	Columnar Notebook, 8 Columns		25.00	40	1,000.00	20	500.00	0	-	20	500.00	0	-
006	Cont. Form, Carbonless 2 Ply, Short		785.00	200	157,000.00	50	39,250.00	50	39,250.00	50	39,250.00	50	39,250.00
007	Cont. Form, Carbonless 2 Ply, Long		1,150.00	12	13,800.00	3	3,450.00	3	3,450.00	3	3,450.00	3	3,450.00
008	Cont. Form, Carbonless 3 Ply, Short		600.00	12	7,200.00	3	1,800.00	3	1,800.00	3	1,800.00	3	1,800.00
009	Correction Fluid		30.00	20	600.00	10	300.00	0	-	10	300.00	0	-
010	Correction Pen		75.00	34	2,550.00	17	1,275.00	0	-	17	1,275.00	0	-
011	Correction Tape		55.00	120	6,600.00	60	3,300.00	0	-	60	3,300.00	0	-
012	Cutter, HD		30.00	1	30.00	1	30.00	0	-	0	-	0	-
013	Data File Box (Corrugated Box)		85.00	2,000	170,000.00	500	42,500.00	500	42,500.00	500	42,500.00	500	42,500.00
014	Data Folder-HB 3x9x15-Red		95.00	2,000	190,000.00	500	47,500.00	500	47,500.00	500	47,500.00	500	47,500.00
015	Data Folder-HB 3x9x15-Green		120.00	12	1,440.00	6	720.00	0	-	6	720.00	0	-
016	Data Folder-HB 3x9x15-Blue		120.00	12	1,440.00	6	720.00	0	-	6	720.00	0	-
017	Envelope, Brown, Long		1.50	50	75.00	50	75.00	0	-	0	-	0	-
018	Envelope, Brown, Short		1.20	50	60.00	50	60.00	0	-	0	-	0	-
019	Envelope, Expanding, Long		13.00	50	650.00	50	650.00	0	-	0	-	0	-
020	Envelope, Expanding, Short		11.00	50	550.00	50	550.00	0	-	0	-	0	-
	SUB-TOTAL		25,636.70		581,455.00		166,740.00		135,820.00		143,075.00		135,820.00

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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
021	Envelope, Mailing, White, Long		185.00	1	185.00	1	185.00	0	-	0	-	0	-
022	Fastener, Plastic		25.00	44	1,100.00	14	350.00	10	250.00	10	250.00	10	250.00
023	Flash Drive, USB, 16GB		450.00	8	3,600.00	2	900.00	2	900.00	2	900.00	2	900.00
024	Folder, Expanding, Long		15.00	100	1,500.00	100	1,500.00	0	-	0	-	0	-
025	Folder, Expanding, Short		14.00	20	280.00	20	280.00	0	-	0	-	0	-
026	Index Card, 5"x8, 500's		170.00	6	1,020.00	4	680.00	0	-	2	340.00	0	-
027	Ink Cartridge, HP 27, Black		950.00	20	19,000.00	10	9,500.00	0	-	10	9,500.00	0	-
028	Ink Cartridge, HP 28, Colored		1,100.00	20	22,000.00	10	11,000.00	0	-	10	11,000.00	0	-
029	Ink Cartridge, HP 15, Black		1,300.00	4	5,200.00	4	5,200.00	0	-	0	-	0	-
030	Ink Cartridge, HP 17, Colored		1,400.00	4	5,600.00	4	5,600.00	0	-	0	-	0	-
031	Lead, for Mechanical Pencil, 0.5		15.00	40	600.00	20	300.00	0	-	20	300.00	0	-
032	Marker, Flourescent		40.00	60	2,400.00	60	2,400.00	0	-	0	-	0	-
033	Mouse, Optical, USB		250.00	20	5,000.00	10	2,500.00	0	-	10	2,500.00	0	-
034	Note Pad, Stick-on, 2"x3"		50.00	20	1,000.00	20	1,000.00	0	-	0	-	0	-
035	Paper Clip, Jumbo		18.00	24	432.00	12	216.00	0	-	12	216.00	0	-
036	Paper Clip, Small		12.00	12	144.00	6	72.00	0	-	6	72.00	0	-
037	Pad Paper, Yellow		30.00	6	180.00	6	180.00	0	-	0	-	0	-
038	Pencil No. 2, 12's		72.00	24	1,728.00	24	1,728.00	0	-	0	-	0	-
039	Pencil Mechanical, 0.5, Ordinary		25.00	24	600.00	24	600.00	0	-	0	-	0	-
040	Puncher		130.00	4	520.00	2	260.00	0	-	2	260.00	0	-
041	Rag, Cotton		45.00	8	360.00	4	180.00	0	-	4	180.00	0	-
042	Ribbon Cartridge for EPSON LX300		110.00	120	13,200.00	60	6,600.00	0	-	60	6,600.00	0	-
043	Ribbon Cartridge for EPSON LQ2190		750.00	20	15,000.00	10	7,500.00	0	-	10	7,500.00	0	-
SUB-TOTAL			7,156.00		100,649.00		58,731.00		1,150.00		39,618.00		1,150.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
044	Ribbon, Adding Machine		15.00	40	600.00	40	600.00	0	-	0	-	0	-
045	Ribbon, for Manual Typewriter		20.00	3	60.00	3	60.00	0	-	0	-	0	-
046	Rubber Band, Flat, Big		150.00	20	3,000.00	20	3,000.00	0	-	0	-	0	-
047	Ruler, Plastic, 12"		10.00	24	240.00	12	120.00	0	-	12	120.00	0	-
048	Scissors		25.00	12	300.00	12	300.00	0	-	0	-	0	-
049	Sharpener		195.00	4	780.00	2	390.00	0	-	2	390.00	0	-
050	Sign Pen, Black		50.00	48	2,400.00	24	1,200.00	0	-	24	1,200.00	0	-
051	Sign Pen, Blue		50.00	48	2,400.00	24	1,200.00	0	-	24	1,200.00	0	-
052	Sign Pen, Green		50.00	80	4,000.00	80	4,000.00	0	-	0	-	0	-
053	Stamping, Dater		450.00	2	900.00	1	450.00	0	-	1	450.00	0	-
054	Staple Wire, No. 35		35.00	125	4,375.00	75	2,625.00	0	-	50	1,750.00	0	-
055	Staple Wire, No. 23/10 (3/8)		50.00	20	1,000.00	20	1,000.00	0	-	0	-	0	-
056	Stapler, Standard Type		150.00	20	3,000.00	10	1,500.00	0	-	10	1,500.00	0	-
057	Tape, Adding Machine		10.00	400	4,000.00	100	1,000.00	100	1,000.00	100	1,000.00	100	1,000.00
058	Tape, Masking 48mm x 50m		115.00	20	2,300.00	10	1,150.00	0	-	10	1,150.00	0	-
059	Tape, Packaging, 48mm x 50m		40.00	12	480.00	6	240.00	0	-	6	240.00	0	-
060	Tape, Transparent, 48mm x 50m		35.00	20	700.00	10	350.00	0	-	10	350.00	0	-
061	Toilet Tissue, 12's		85.00	30	2,550.00	30	2,550.00	0	-	0	-	0	-
062	Toner Cartridge, HP Laserjet4050		4,300.00	48	206,400.00	12	51,600.00	12	51,600.00	12	51,600.00	12	51,600.00
063	Toner Cartridge, HP Laserjet4300N		4,300.00	12	51,600.00	3	12,900.00	3	12,900.00	3	12,900.00	3	12,900.00
064	Fastener-Long (8 inches)		35.00	6	210.00	6	210.00	0	-	0	-	0	-
065	Printing Calculator, Desktop		1,975.00	8	15,800.00	2	3,950.00	2	3,950.00	2	3,950.00	2	3,950.00
066	Blank Form for SL		1.50	8,000	12,000.00	4,000	6,000.00	0	-	4,000	6,000.00	0	-
	SUB-TOTAL		12,146.50		319,095.00		96,395.00		69,450.00		83,800.00		69,450.00

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						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
067	Cont. Form, Carbonless 2 Ply, 11x14 7/8		975.00	30	29,250.00	10	9,750.00	5	4,875.00	5	4,875.00	10	9,750.00
	ISUZU CROSSWIND		890,000.00	1	890,000.00	1	890,000.00		-		-		-
	DESKTOP COMPUTER SET 18.5"		34,000.00	3	102,000.00	3	102,000.00		-		-		-
	DESKTOP COMPUTER SET 18.5"		34,000.00	2	68,000.00	2	68,000.00		-		-		-
	COMPUTER MONITOR 18.5"		5,450.00	2	10,900.00	2	10,900.00		-		-		-
	EPSON PRINTER (L210)		7,650.00	1	7,650.00	1	7,650.00		-		-		-
	PRINTER LX300+		5,800.00	1	5,800.00	1	5,800.00		-		-		-
	PRINTER LX300+II		5,850.00	1	5,850.00	1	5,850.00		-		-		-
	LAPTOP		50,000.00	1	50,000.00	1	50,000.00		-		-		-
	CHAIRS		2,950.00	10	29,500.00	10	29,500.00		-		-		-
	CHAIRS		2,950.00	4	11,800.00	4	11,800.00		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
	SUB-TOTAL		1,039,625.00		1,210,750.00		1,191,250.00		4,875.00		4,875.00		9,750.00
	GRAND TOTAL		1,106,084.70		2,515,074.00		1,612,926.00		271,185.00		354,903.00		276,060.00

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

PREPARED BY:

ARNALDO R. PABLO, CPA

Name of Department Head/Office

indnjc