

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

| Plan Control No. | | | | | Planned Amount | | | | | Page <u>1</u> of <u>2</u> pages | | | |
|--------------------------------------|--------------------------|-----------|----------|-------|----------------|--------------|-----------|-------------|-----------|---------------------------------|-----------|-------------|-----------|
| Department/Office: Accounting Office | | | | | Regular | Contingency | | Total | | Date Submitted: | | | |
| Item No. | Description | Unit Cost | Quantity | | Total Cost | DISTRIBUTION | | | | | | | |
| | | | | | | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| | | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| 1 | bond paper- short | 279.50 | 200 | reams | 55,900.00 | 50 | 13,975.00 | 50 | 13,975.00 | 50 | 13,975.00 | 50 | 13,975.00 |
| 2 | bond paper- long | 259.50 | 100 | reams | 25,950.00 | 25 | 6,487.50 | 25 | 6,487.50 | 25 | 6,487.50 | 25 | 6,487.50 |
| 3 | brown envelope- short | 4.00 | 100 | pcs | 400.00 | 25 | 100.00 | 25 | 100.00 | 25 | 100.00 | 25 | 100.00 |
| 4 | brown envelope- long | 3.00 | 100 | pcs | 300.00 | 25 | 75.00 | 25 | 75.00 | 25 | 75.00 | 25 | 75.00 |
| 5 | expanded envelope- short | 19.80 | 100 | pcs | 1,980.00 | 25 | 495.00 | 25 | 495.00 | 25 | 495.00 | 25 | 495.00 |
| 6 | expanded envelope- long | 18.00 | 100 | pcs | 1,800.00 | 25 | 450.00 | 25 | 450.00 | 25 | 450.00 | 25 | 450.00 |
| 7 | sliding folder- short | 10.50 | 40 | pcs | 420.00 | 10 | 105.00 | 10 | 105.00 | 10 | 105.00 | 10 | 105.00 |
| 8 | sliding folder- long | 12.50 | 40 | pcs | 500.00 | 10 | 125.00 | 10 | 125.00 | 10 | 125.00 | 10 | 125.00 |
| 9 | folder-white- short | 7.00 | 200 | pcs | 1,400.00 | 50 | 350.00 | 50 | 350.00 | 50 | 350.00 | 50 | 350.00 |
| 10 | folder-white-long | 6.00 | 300 | pcs | 1,800.00 | 75 | 450.00 | 75 | 450.00 | 75 | 450.00 | 75 | 450.00 |
| 11 | mailing envelope | 550.00 | 1 | box | 550.00 | 1 | 550.00 | | | | | | |
| 12 | sign pen (gel) -black | 68.00 | 8 | box | 476.00 | 2 | 136.00 | 2 | 136.00 | 2 | 136.00 | 2 | 136.00 |
| 13 | sign pen (gel) -blue | 68.00 | 8 | box | 476.00 | 2 | 136.00 | 2 | 136.00 | 2 | 136.00 | 2 | 136.00 |
| 14 | BHW ballpen- red | 68.00 | 4 | box | 272.00 | 1 | 68.00 | 1 | 68.00 | 1 | 68.00 | 1 | 68.00 |
| 15 | pentel- black | 481.00 | 4 | box | 1,924.00 | 1 | 481.00 | 1 | 481.00 | 1 | 481.00 | 1 | 481.00 |
| 16 | pentel- red | 481.00 | 4 | box | 1,924.00 | 1 | 481.00 | 1 | 481.00 | 1 | 481.00 | 1 | 481.00 |
| 17 | stabilo- assorted colors | 36.75 | 12 | pcs | 441.00 | 3 | 110.25 | 3 | 110.25 | 3 | 110.25 | 3 | 110.25 |
| 18 | pencil | 92.40 | 4 | box | 369.60 | 1 | 92.40 | 1 | 92.40 | 1 | 92.40 | 1 | 92.40 |
| 19 | paper clips- small | 23.00 | 12 | box | 276.00 | 3 | 69.00 | 3 | 69.00 | 3 | 69.00 | 3 | 69.00 |
| 20 | paper clips- big | 10.00 | 12 | box | 120.00 | 3 | 30.00 | 3 | 30.00 | 3 | 30.00 | 3 | 30.00 |
| 21 | yellow pad | 33.00 | 8 | pads | 264.00 | 2 | 66.00 | 2 | 66.00 | 2 | 66.00 | 2 | 66.00 |
| 22 | columnar pad (12 colums) | 55.00 | 24 | pads | 1,320.00 | 6 | 330.00 | 6 | 330.00 | 6 | 330.00 | 6 | 330.00 |
| 23 | log book (500 pages) | 30.00 | 4 | pcs | 120.00 | 1 | 30.00 | 1 | 30.00 | 1 | 30.00 | 1 | 30.00 |
| 24 | post it (3x3,2x2,1x1) | 35.00 | 24 | pads | 840.00 | 6 | 210.00 | 6 | 210.00 | 6 | 210.00 | 6 | 210.00 |
| 25 | correction tape | 64.80 | 24 | pcs | 1,555.20 | 6 | 388.80 | 6 | 388.80 | 6 | 388.80 | 6 | 388.80 |
| 26 | masking tape | 25.30 | 12 | rolls | 303.60 | 3 | 75.90 | 3 | 75.90 | 3 | 75.90 | 3 | 75.90 |
| 27 | scotch tape | 22.50 | 24 | rolls | 540.00 | 6 | 135.00 | 6 | 135.00 | 6 | 135.00 | 6 | 135.00 |
| 28 | packing tape | 25.00 | 12 | rolls | 300.00 | 3 | 75.00 | 3 | 75.00 | 3 | 75.00 | 3 | 75.00 |
| 29 | duct tape | 260.00 | 4 | rolls | 1,040.00 | 1 | 260.00 | 1 | 260.00 | 1 | 260.00 | 1 | 260.00 |
| 30 | fastener- plastic | 45.00 | 48 | box | 2,160.00 | 12 | 540.00 | 12 | 540.00 | 12 | 540.00 | 12 | 540.00 |
| 31 | specialty paper | 49.50 | 4 | pack | 198.00 | 1 | 49.50 | 1 | 49.50 | 1 | 49.50 | 1 | 49.50 |
| 32 | specialty board | 66.00 | 4 | pack | 264.00 | 1 | 66.00 | 1 | 66.00 | 1 | 66.00 | 1 | 66.00 |
| 33 | rubber bands | 17.00 | 12 | box | 204.00 | 3 | 51.00 | 3 | 51.00 | 3 | 51.00 | 3 | 51.00 |

| | | | | | | | | | | | | | |
|--------------------|---------------------------|-----------|-----|-----|-------------------|----|------------------|----|-------------------|----|------------------|----|------------------|
| 34 | staple wire #35 | 40.00 | 12 | box | 480.00 | 3 | 120.00 | 3 | 120.00 | 3 | 120.00 | 3 | 120.00 |
| 35 | stapler- heavy duty (MAX) | 150.00 | 4 | pcs | 600.00 | 1 | 150.00 | 1 | 150.00 | 1 | 150.00 | 1 | 150.00 |
| 36 | punchers (MAX) | 172.00 | 4 | pcs | 688.00 | 1 | 172.00 | 1 | 172.00 | 1 | 172.00 | 1 | 172.00 |
| 37 | scissors | 88.00 | 8 | pcs | 704.00 | 2 | 176.00 | 2 | 176.00 | 2 | 176.00 | 2 | 176.00 |
| 38 | voucher boxes | 110.00 | 300 | pcs | 33,000.00 | 75 | 8,250.00 | 75 | 8,250.00 | 75 | 8,250.00 | 75 | 8,250.00 |
| 39 | computer mouse | 200.00 | 8 | pcs | 1,600.00 | 2 | 400.00 | 2 | 400.00 | 2 | 400.00 | 2 | 400.00 |
| 40 | computer keyboard | 200.00 | 8 | pcs | 1,600.00 | 2 | 400.00 | 2 | 400.00 | 2 | 400.00 | 2 | 400.00 |
| 41 | USB | 900.00 | 8 | pcs | 7,200.00 | 2 | 1,800.00 | 2 | 1,800.00 | 2 | 1,800.00 | 2 | 1,800.00 |
| 42 | CD RW | 20.00 | 16 | pcs | 320.00 | 4 | 80.00 | 4 | 80.00 | 4 | 80.00 | 4 | 80.00 |
| 43 | HP 12A | 4,160.00 | 24 | pcs | 99,840.00 | 6 | 24,960.00 | 6 | 24,960.00 | 6 | 24,960.00 | 6 | 24,960.00 |
| 44 | HP 85A | 3,600.00 | 12 | pcs | 43,200.00 | 3 | 10,800.00 | 3 | 10,800.00 | 3 | 10,800.00 | 3 | 10,800.00 |
| 45 | Canon 810- Black | 1,500.00 | 12 | pcs | 18,000.00 | 3 | 4,500.00 | 3 | 4,500.00 | 3 | 4,500.00 | 3 | 4,500.00 |
| 46 | Canon 810- Colored | 1,500.00 | 12 | pcs | 18,000.00 | 3 | 4,500.00 | 3 | 4,500.00 | 3 | 4,500.00 | 3 | 4,500.00 |
| 47 | binder folder | 150.00 | 12 | pcs | 1,800.00 | 3 | 450.00 | 3 | 450.00 | 3 | 450.00 | 3 | 450.00 |
| 48 | sets of computer | 20,000.00 | 5 | set | 100,000.00 | | | | 100,000.00 | | | | |
| 49 | printers | 10,000.00 | 5 | set | 50,000.00 | | | | 50,000.00 | | | | |
| 51 | executive table | 15,000.00 | 1 | pc | 15,000.00 | | | | 15,000.00 | | | | |
| 52 | office table | 5,000.00 | 6 | pcs | 30,000.00 | | | | 30,000.00 | | | | |
| 53 | office chairs | 5,000.00 | 6 | pcs | 30,000.00 | | | | 30,000.00 | | | | |
| 54 | filing cabinet | 15,000.00 | 1 | pc | 15,000.00 | | | | 15,000.00 | | | | |
| GRAND TOTAL | | | | | 573,419.40 | | 83,801.35 | | 308,251.35 | | 83,251.35 | | 83,251.35 |

T. Jose

Prepared by:

Ma. Teresa V. Jose
Municipal Accountant