

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality :Guiguinto, Bulacan

Plan Control No.				Planned Amount						Page_1_ of _2 Pages			
Department/Office: Municipal Health 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	60 reams	16,770.00	15	4,192.50	15	4,192.50	15	4,192.50	15	4,192.50	
2	Bond paper - long	279.50	60 reams	16,770.00	15	4,192.50	15	4,192.50	15	4,192.50	15	4,192.50	
3	brown envelope - short	3.00	200 pcs	600.00	50	150.00	50	150.00	50	150.00	50	150.00	
4	bron envelope - long	4.00	200 pcs	800.00	50	200.00	50	200.00	50	200.00	50	200.00	
5	folder long	7.00	300 pcs	2,100.00	75	525.00	75	525.00	75	525.00	75	525.00	
6	folder short	6.00	300 pcs	1,800.00	75	450.00	75	450.00	75	450.00	75	450.00	
7	computer ink epson L350 black	383.50	24 pcs	9,204.00	6	2,301.00	6	2,301.00	6	2,301.00	6	2,301.00	
8	computer ink epson L350 cyan	383.50	24 pcs	9,204.00	6	2,301.00	6	2,301.00	6	2,301.00	6	2,301.00	
9	computer ink epson L350 magenta	383.50	24 pcs	9,204.00	6	2,301.00	6	2,301.00	6	2,301.00	6	2,301.00	
10	computer ink epson L350 yellow	383.50	24 pcs	9,204.00	6	2,301.00	6	2,301.00	6	2,301.00	6	2,301.00	
11	ballpen black	350.00	24 boxes	8,400.00	6	2,100.00	6	2,100.00	6	2,100.00	6	2,100.00	
12	pentel pen black	85.00	20 pcs	1,700.00	5	425.00	5	425.00	5	425.00	5	425.00	
13	pencil	88.00	8 boxes	704.00	2	176.00	2	176.00	2	176.00	2	176.00	
14	sign pen (Black)	85.00	24 pcs	2,040.00	6	510.00	6	510.00	6	510.00	6	510.00	
15	correction w/ dispenser	65.00	80 pcs	5,200.00	20	1,300.00	20	1,300.00	20	1,300.00	20	1,300.00	
16	stapler w/ remover	350.00	16 pcs	5,600.00	4	1,400.00	4	1,400.00	4	1,400.00	4	1,400.00	
17	staple wire	65.00	20 boxes	1,300.00	5	325.00	5	325.00	5	325.00	5	325.00	
18	yellow pad	33.00	16 pads	528.00	4	132.00	4	132.00	4	132.00	4	132.00	
19	record book 300 pages	80.00	40 pcs	3,200.00	10	800.00	10	800.00	10	800.00	10	800.00	
20	stabilo (assorted)	45.50	40 pcs	1,820.00	10	455.00	10	455.00	10	455.00	10	455.00	
21	scotch tape	28.00	20	560.00	5	140.00	5	140.00	5	140.00	5	140.00	
22	masking tape	48.00	20	960.00	5	240.00	5	240.00	5	240.00	5	240.00	
23	packing tape	50.00	20	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00	
<b>SUB TOTAL</b>				<b>108,668.00</b>		<b>27,167.00</b>		<b>27,167.00</b>		<b>27,167.00</b>		<b>27,167.00</b>	

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Plan Control No.				Planned Amount						Page_2_ of _2 Pages			
Department/Office: Municipal Health 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	

24	sliding folder long	350.00	60	pcs	21,000.00	15	5,250.00	15	5,250.00	15	5,250.00	15	5,250.00
25	sliding folder short	100.00	60	pcs	6,000.00	15	1,500.00	15	1,500.00	15	1,500.00	15	1,500.00
26	elmer's glue	75.00	12	bottles	900.00	3	225.00	3	225.00	3	225.00	3	225.00
27	plastic cover	255.00	2	rolls	510.00	1	255.00		-	1		0.5	
28	clear book long	3.75	50	pcs	187.50	12.5	46.88	12.5	46.88	12.5	46.88	12.5	46.88
29	USB 32 gig	1,000.00	4	pcs	4,000.00	2	2,000.00		-	2	2,000.00	0	-
30	cutter	80.00	4	pcs	320.00	2	160.00			2	160.00		
31	gloves	100.00	100	boxes	10,000.00	25	2,500.00	25	2,500.00	25	2,500.00	25	2,500.00
32	needle destroyer	500.00	8	pcs	4,000.00	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00
33	ring binder	5,000.00	2	unit	10,000.00	2	10,000.00						
34	computer set	40,000.00	2	pcs	80,000.00	2	80,000.00						
35	shredding machine	13,000.00	2	btls	26,000.00	2	26,000.00						
36	fax machine	10,000.00	2	pcs	20,000.00	2	20,000.00						
37	riso mcachine	50,000.00	1	pcs	50,000.00	1	50,000.00						
38	calculator	600.00	4	pcs	2,400.00	2	1,200.00			2	1,200.00		
<b>SUB TOTAL</b>					235,317.50		200,136.88		10,521.88		13,881.88		10,521.88
<b>TOTAL</b>					<b>343,985.50</b>		<b>227,303.88</b>		<b>37,688.88</b>		<b>41,048.88</b>		<b>37,688.88</b>

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

Approved by:

Prima Lea L. Chua, MD.