

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.					Planned Amount			Page 1 of 1 pages					
Department/Office: MPDO					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	brown envelop (long)	3.75	200	pcs	750.00	50	187.50	50	187.50	50	187.50	50	187.50
2	brown envelop (short)	3.00	200	pcs	600.00	50	150.00	50	150.00	50	150.00	50	150.00
3	calculator	700.00	2	pcs	1,400.00	1	700.00		-	1	700.00		-
4	correction tape	75.00	40	pcs	3,000.00	10	750.00	10	750.00	10	750.00	10	750.00
5	eraser	50.00	4	pcs	200.00	1	50.00	1	50.00	1	50.00	1	50.00
6	fastener plastic	40.00	20	boxes	800.00	5	200.00	5	200.00	5	200.00	5	200.00
7	file box (double)	420.00	20	pcs	8,400.00	5	2,100.00	5	2,100.00	5	2,100.00	5	2,100.00
8	file box (single)	208.00	10	pcs	2,080.00	3	624.00	2	416.00	3	624.00	2	416.00
9	folder (long)	6.00	500	pcs	3,000.00	125	750.00	125	750.00	125	750.00	125	750.00
10	folder (short)	5.50	500	pcs	2,750.00	125	687.50	125	687.50	125	687.50	125	687.50
11	g-tech pilot sign pen	85.00	120	pcs	10,200.00	30	2,550.00	30	2,550.00	30	2,550.00	30	2,550.00
12	masking tape	48.00	12	rolls	576.00	3	144.00	3	144.00	3	144.00	3	144.00
13	paper clip (big)	28.00	20	pcs	560.00	5	140.00	5	140.00	5	140.00	5	140.00
14	pencil	88.00	30	boxes	2,640.00	8	704.00	8	704.00	7	616.00	7	616.00
15	pentel pen (black fine)	650.00	4	boxes	2,600.00	1	650.00	1	650.00	1	650.00	1	650.00
16	pentel pen (red fine)	650.00	4	boxes	2,600.00	1	650.00	1	650.00	1	650.00	1	650.00
17	ring binder (small)	60.00	80	pcs	4,800.00	20	1,200.00	20	1,200.00	20	1,200.00	20	1,200.00
18	ring binder (medium)	40.00	80	pcs	3,200.00	20	800.00	20	800.00	20	800.00	20	800.00
19	scissors	200.00	12	pcs	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
20	scotch tape	28.00	40	rolls	1,120.00	10	280.00	10	280.00	10	280.00	10	280.00
21	staple wire #35	65.00	40	boxes	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
22	usb 32gb	1,200.00	8	pcs	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
23	printer ink t6641 black	383.50	40	bottles	15,340.00	10	3,835.00	10	3,835.00	10	3,835.00	10	3,835.00
24	printer ink t6642 cyan	383.50	20	bottles	7,670.00	5	1,917.50	5	1,917.50	5	1,917.50	5	1,917.50
25	printer ink t6643 magenta	383.50	20	bottles	7,670.00	5	1,917.50	5	1,917.50	5	1,917.50	5	1,917.50
26	printer ink t6644 yellow	383.50	20	bottles	7,670.00	5	1,917.50	5	1,917.50	5	1,917.50	5	1,917.50
27	bond paper (short)	280.00	50	reams	14,000.00	13	3,640.00	12	3,360.00	13	3,640.00	12	3,360.00
28	bond paper (long)	255.00	50	reams	12,750.00	13	3,315.00	12	3,060.00	13	3,315.00	12	3,060.00
29	banker's document	160.00	100	pcs	16,000.00	25	4,000.00	25	4,000.00	25	4,000.00	25	4,000.00
GRANDTOTAL		6,882.25	2,246.00	0.00	146,976.00	564.00	37,509.50	560.00	36,066.50	563.00	37,421.50	559.00	35,978.50

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

Approved by:



Lucila J. Punongbayan