

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.				Planned Amount				Page_1_of_3 Pages				
Department/Office: MSWD				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	copy paper long	205.00	40 reams	8,200.00	10	2,050.00	10	2,050.00	10	2,050.00	10	2,050.00
2	copy paper short	175.00	40 reams	7,000.00	10	1,750.00	10	1,750.00	10	1,750.00	10	1,750.00
3	folder w/ plastic long	15.00	80 pcs	1,200.00	20	300.00	20	300.00	20	300.00	20	300.00
4	folder w/ plastic short	10.00	80 pcs	800.00	20	200.00	20	200.00	20	200.00	20	200.00
5	white envelope long	300.00	16 boxes	4,800.00	4	1,200.00	4	1,200.00	4	1,200.00	4	1,200.00
6	ink epson L360 black	1,000.00	4 bottle	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
7	ink epson L360 cyan	1,000.00	4 bottle	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
8	ink epson L360 magenta	1,000.00	4 bottle	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
9	ink epson L360 yellow	1,000.00	4 bottle	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
10	sign pen	1,300.00	4 boxes	5,200.00	1	1,300.00	1	1,300.00	1	1,300.00	1	1,300.00
11	colored fastener	35.00	4 boxes	140.00	1	35.00	1	35.00	1	35.00	1	35.00
12	staple wire	40.00	12 boxes	480.00	3	120.00	3	120.00	3	120.00	3	120.00
13	log book 300 pages	50.00	12 pcs	600.00	3	150.00	3	150.00	3	150.00	3	150.00
14	tape dispenser	300.00	2 pcs	600.00	1	300.00		-	1	300.00		-
15	puncher heavy duty	350.00	2 pcs	700.00	1	350.00		-	1	350.00		-
16	scissors heavy duty	80.00	10 pcs	800.00	3	240.00	2	160.00	3	240.00	2	160.00
17	ball pen pilot (black)	400.00	8 boxes	3,200.00	2	800.00	2	800.00	2	800.00	2	800.00
18	red stone paste	50.00	8 pcs	400.00	2	100.00	2	100.00	2	100.00	2	100.00
19	scotch tape	25.00	12 pcs	300.00	3	75.00	3	75.00	3	75.00	3	75.00
20	pentel pen	450.00	4 boxes	1,800.00	1	450.00	1	450.00	1	450.00	1	450.00
SUB-TOTAL				52,220.00		13,420.00		12,690.00		13,420.00		12,690.00

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Plan Control No.				Planned Amount				Page_2_of_3 Pages				
Department/Office: MSWD				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
21	sticker paper	45.00	12 boxes	540.00	3	135.00	3	135.00	3	135.00	3	135.00
22	typewriter ribbon	30.00	4 boxes	120.00	1	30.00	1	30.00	1	30.00	1	30.00
23	correction tape	65.00	40 pads	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
24	office chair	5,000.00	10 pads	50,000.00	3	15,000.00	3	15,000.00	2	10,000.00	2	10,000.00

25	filing cabinet (wood)	12,000.00	2	boxes	24,000.00	1	12,000.00		-	1	12,000.00		-
26	typewriter-olympia	15,000.00	1	boxes	15,000.00	1	15,000.00		-		-		-
27	computer keyboard	500.00	5	boxes	2,500.00	3	1,500.00		-	2	1,000.00		-
28	computer mouse	300.00	5	pcs	1,500.00	3	900.00		-	2	600.00		-
29	computer mouse pad	100.00	5	pcs	500.00	3	300.00		-	2	200.00		-
30	brown envelope long	5.00	80	boxes	400.00	20	100.00	20	100.00	20	100.00	20	100.00
31	brown envelope short	4.00	80	pcs	320.00	20	80.00	20	80.00	20	80.00	20	80.00
32	pencil	88.00	4	pcs	352.00	1	88.00	4	88.00	1	88.00	1	88.00
33	calculator 14 digits	600.00	4	pcs	2,400.00	1	600.00	1	600.00	1	600.00	1	600.00
34	stapler w/ remover	250.00	10	boxes	2,500.00	3	750.00	2	500.00	3	750.00	2	500.00
35	masking tape big	27.00	8	boxes	216.00	2	54.00	2	54.00	2	54.00	2	54.00
36	duct tape	650.00	4	reams	2,600.00	1	650.00	1	650.00	1	650.00	1	650.00
37	clear book long	95.00	4	reams	380.00	2	190.00		-	2	190.00		-
38	specialty paper (board)	115.00	16	reams	1,840.00	4	460.00	4	460.00	4	460.00	4	460.00
39	cd rewritable	55.00	12	pcs	660.00	3	165.00	3	165.00	3	165.00	3	165.00
40	stamp pad	40.00	4	pcs	160.00	1	40.00	1	40.00	1	40.00	1	40.00
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
SUB-TOTAL					108,588.00		48,692.00		18,552.00		27,792.00		13,552.00

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ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

Province, City or Municipality : Municipality of Guiguinto, Bulacan

Plan Control No.		Planned Amount						Page_3_of_3 Pages				
Department/Office: MSWD 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
41	stamp pad ink	100.00	4 pcs	400.00	2	200.00		-	2	200.00		-
42	usb 16 gig	900.00	6 pcs	5,400.00	2	1,800.00	2	1,800.00	2	1,800.00		-
43	top glass for ofc table	1,000.00	2 pcs	2,000.00	2	2,000.00		-		-		-
44	printer	10,000.00	1 unit	10,000.00	1	10,000.00		-		-		-
45	ACU	30,000.00	1 unit	30,000.00	1	30,000.00		-		-		-
46	floor mop	150.00	2 pcs	300.00	1	150.00		-	1	150.00		-
47	powder detergent	150.00	12 kgs	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
48	hand soap	50.00	12 pcs	600.00	3	150.00	3	150.00	3	150.00	3	150.00
49	diswashing paste	70.00	12 pcs	840.00	3	210.00	3	210.00	3	210.00	3	210.00
50	diswashing liquid	200.00	12 bottles	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
51	tissue paper	20.00	55 rolls	1,100.00	15	300.00	15	300.00	15	300.00	10	200.00
52	alcohol	100.00	40 bottles	4,000.00	10	1,000.00	10	1,000.00	10	1,000.00	10	1,000.00
53	air freshener	200.00	12 bottles	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00
54	mineral water	50.00	96 gallon	4,800.00	24	1,200.00	24	1,200.00	24	1,200.00	24	1,200.00
55	ruler	20.00	10 pcs	200.00	5	100.00		-	5	100.00		-
56	paper cutter big	1,000.00	1 pcs	1,000.00	1	1,000.00		-		-		-
57	battery AA	35.00	12 pcs	420.00	3	105.00	3	105.00	3	105.00	3	105.00
58	paper clip big	180.00	4 boxes	720.00	1	180.00	1	180.00	1	180.00	1	180.00

59	paper clip small	14.00	4	boxes	56.00	1	14.00	1	14.00	1	14.00	1	14.00
60	visitor's chair	2,000.00	7	boxes	14,000.00	4	8,000.00		-	3	6,000.00		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
SUB-TOTAL					82,436.00		58,059.00		6,609.00		13,059.00		4,709.00
GRAND TOTAL					243,244.00		120,171.00		37,851.00		54,271.00		30,951.00

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

Approved by:



Merlyn A. Salonga, RSW