



Item No.	Description	Unit Cost	Quantity		Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	Epson C T6642	383.50	5	bot	1,917.50	2	767.00	1	383.50	1	383.50	1	383.50
25	Epson M T6643	383.50	5	bot	1,917.50	2	767.00	1	383.50	1	383.50	1	383.50
26	Epson Y T6644	383.50	5	bot	1,917.50	2	767.00	1	383.50	1	383.50	1	383.50
27	Epson BK T6641	383.50	5	bot	1,917.50	2	767.00	1	383.50	1	383.50	1	383.50
28	Fastener (Plastic)	40.00	25	bxs	1,000.00	7	280.00	6	240.00	5	200.00	7	280.00
29	Filing Box (Hard Bound)	420.00	24	pcs	10,080.00	6	2,520.00	6	2,520.00	6	2,520.00	6	2,520.00
30	Folder (EXPANDED-LONG)	35.00	100	pcs	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
31	Folder (EXPANDED-SHORT)	33.00	100	pcs	3,300.00	25	825.00	25	825.00	25	825.00	25	825.00
32	Folder (SLIDING-SHORT)	20.00	100	pcs	2,000.00	25	500.00	25	500.00	25	500.00	25	500.00
33	Folder (SLIDING-LONG)	21.00	100	pcs	2,100.00	25	525.00	25	525.00	25	525.00	25	525.00
34	Folder (PLASTIC SLIDING-SHOR)	23.50	100	pcs	2,350.00	25	587.50	25	587.50	25	587.50	25	587.50
35	Folder (PLASTIC SLIDING-LONG)	20.50	100	pcs	2,050.00	25	512.50	25	512.50	25	512.50	25	512.50
36	HP Deskjet 704(BLACK)	520.00	10	pcs	5,200.00	3	1,560.00	2	1,040.00	2	1,040.00	3	1,560.00
37	HP Deskjet 704(COLOR)	520.00	10	pcs	5,200.00	3	1,560.00	2	1,040.00	2	1,040.00	3	1,560.00
38	HP Inkjet 21 (BLACK)	820.00	10	pcs	8,200.00	3	2,460.00	2	1,640.00	3	2,460.00	2	1,640.00
39	HP Inkjet 22 (COLOR)	950.00	10	pcs	9,500.00	3	2,850.00	2	1,900.00	3	2,850.00	2	1,900.00
40	Magazine Box (Single)	150.00	30	pcs	4,500.00	15	2,250.00	5	750.00	5	750.00	5	750.00
41	Mailing Envelop (white)	1,165.00	10	bxs	11,650.00	2	2,330.00	3	3,495.00	2	2,330.00	3	3,495.00
42	Masking Tape 1" (3M)	48.00	20	pcs	960.00	5	240.00	5	240.00	5	240.00	5	240.00
43	Mouse Pad	85.00	10	pcs	850.00	10	850.00		-		-		-
44	Paper Clip (Big)	28.00	24	bxs	672.00	6	168.00	6	168.00	6	168.00	6	168.00
45	Paper Clip (small)	14.00	24	bxs	336.00	6	84.00	6	84.00	6	84.00	6	84.00
<b>SUB-TOTAL</b>					<b>81,118.00</b>		<b>24,045.00</b>		<b>18,476.00</b>		<b>19,041.00</b>		<b>19,556.00</b>

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.					Planned Amount						Page <u>3</u> of <u>4</u> pages					
					Regular		Contingency		Total		Date Submitted:					
Department/Office: Treasurer's Office																
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			
46	Paste (Big)	46.00	5	pcs	230.00	2	92.00	1	46.00	1	46.00	1	46.00			
47	Pencil (mongol)	88.00	12	bxs	1,056.00	3	264.00	3	264.00	3	264.00	3	264.00			
48	Pencil Sharpener	25.00	4	pcs	100.00	1	25.00	1	25.00	1	25.00	1	25.00			
49	Pentel Pen (Pilot - Black)	30.00	50	pcs	1,500.00	20	600.00	10	300.00	10	300.00	10	300.00			
50	Pentel Pen (Pilot - Blue)	30.00	20	pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00			
51	Pentel Pen (Pilot - Red)	30.00	20	pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00			

52	Plastic Cover	150.00	5	meters	750.00	2	300.00	1	150.00	1	150.00	1	150.00
53	Post-It	75.00	20	pads	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
54	Puncher No. 75(Carl)	350.00	5	pcs	1,750.00	2	700.00	1	350.00	1	350.00	1	350.00
55	Puncher (heavy duty)	650.00	5	pcs	3,250.00	2	1,300.00	1	650.00	1	650.00	1	650.00
56	Push Pins	45.00	3	bxs	135.00	1	45.00	1	45.00	1	45.00		-
57	Record Book (Merit) 300 pages	80.00	24	pcs	1,920.00	6	480.00	6	480.00	6	480.00	6	480.00
58	Record Book (Merit) 500 pages	110.00	24	pcs	2,640.00	6	660.00	6	660.00	6	660.00	6	660.00
59	Rubber Band (Big)	375.00	10	bxs	3,750.00	4	1,500.00	2	750.00	2	750.00	2	750.00
60	Rubber Band (Small)	280.00	10	bxs	2,800.00	4	1,120.00	2	560.00	2	560.00	2	560.00
61	Rubber Eraser (staedtler)	50.00	12	bxs	600.00	3	150.00	3	150.00	3	150.00	3	150.00
62	Ruler (staedtler)	40.00	10	pcs	400.00	10	400.00		-		-		-
63	Scissor (big)	200.00	5	pcs	1,000.00	2	400.00	1	200.00	1	200.00	1	200.00
64	Scotch tape 1"	28.00	30	pcs	840.00	8	224.00	7	196.00	7	196.00	8	224.00
65	Sharp 12-Digit Printer Calculator	3,500.00	5	units	17,500.00	2	7,000.00	1	3,500.00	1	3,500.00	1	3,500.00
66	Sign Pen (Black-Pilot)	85.00	30	pcs	2,550.00	10	850.00	8	680.00	6	510.00	6	510.00
67	Sign Pen (Green-Pilot)	85.00	30	pcs	2,550.00	10	850.00	8	680.00	6	510.00	6	510.00
68	Stabilo Boss	45.50	24	pcs	1,092.00	10	455.00	6	273.00	4	182.00	4	182.00
69	Stamp Pad	85.00	10	pcs	850.00	4	340.00	2	170.00	2	170.00	2	170.00
<b>SUB-TOTAL</b>					<b>49,963.00</b>		<b>18,430.00</b>		<b>10,804.00</b>		<b>10,373.00</b>		<b>10,356.00</b>

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

<b>Plan Control No.</b>				<b>Planned Amount</b>						<b>Page 4 of 4 pages</b>			
<b>Department/Office: Treasurer's Office</b>				<b>Regular</b>		<b>Contingency</b>		<b>Total</b>		<b>Date Submitted:</b>			
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
70	Stamp Pad Ink	40.00	10	bot	400.00	4	160.00	2	80.00	2	80.00	2	80.00
71	Stapler Big (Max HD 50/50R)	350.00	10	pcs	3,500.00	4	1,400.00	2	700.00	2	700.00	2	700.00
72	Staple Remover	50.00	10	pcs	500.00	4	200.00	2	100.00	2	100.00	2	100.00
73	Staple Wire (Big)	65.00	100	bxs	6,500.00	25	1,625.00	25	1,625.00	25	1,625.00	25	1,625.00
74	Tape Dispenser	300.00	4	pcs	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
75	Typewriter ribbon (best buy)	90.00	12	pcs	1,080.00	3	270.00	3	270.00	3	270.00	3	270.00
76	Yellow Paper	40.00	25	pads	1,000.00	7	280.00	6	240.00	6	240.00	6	240.00
77	Alcohol	50.00	60	bot	3,000.00	15	750.00	15	750.00	15	750.00	15	750.00
78	Accountable Forms	-	-	pads	365,000.00		150,000.00	15	70,000.00	15	75,000.00	15	70,000.00
<b>SUB-TOTAL</b>					<b>382,180.00</b>		<b>154,985.00</b>		<b>74,065.00</b>		<b>79,065.00</b>		<b>74,065.00</b>
<b>TOTAL - SUPPLIES (MOOE)</b>					<b>653,339.50</b>		<b>247,885.00</b>		<b>131,219.50</b>		<b>136,353.50</b>		<b>137,881.50</b>

<b><u>CAPITAL OUTLAY</u></b>												
79	Coffee Table (Taxpayers' Lounge)	8,000.00	1	unit	8,000.00	1	8,000.00		-		-	-
80	Computer Printer	9,950.00	9	units	89,550.00	9	89,550.00		-		-	-
81	Desktop Computer Set	#####	9	units	270,000.00	9	270,000.00		-		-	-
82	Filing Steel Cabinet	#####	2	units	20,000.00	2	20,000.00		-		-	-
83	Flat Screen TV Set (Taxpayers' Lounge)	#####	1	unit	50,000.00	1	50,000.00		-		-	-
84	Office Chair	5,000.00	14	pcs	70,000.00	14	70,000.00		-		-	-
85	Office Table	6,000.00	8	pcs	48,000.00	8	48,000.00		-		-	-
86	Visitor's Chair	1,000.00	20	pcs	20,000.00	20	20,000.00		-		-	-
87	Water Dispenser (Taxpayers' Lounge)	6,000.00	1	unit	6,000.00	1	6,000.00		-		-	-
<b>SUB TOTAL - CAPITAL OUTLAY</b>					<b>581,550.00</b>		<b>581,550.00</b>		-		-	-
<b>GRANDTOTAL</b>					<b>1,234,889.50</b>		<b>829,435.00</b>		<b>131,219.50</b>		<b>136,353.50</b>	<b>137,881.50</b>

Prepared by:



**GUILLERMA DL. GARRIDO**  
ICO - Municipal Treasurer

Approved by:



**HON. AMBROSIO C. CRUZ, JR.**  
Municipal Mayor