

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.					Planned Amount					Page <u>1</u> of <u>5</u> pages			
Department/Office: Budget 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	Ballpen Black retractable fine	1,020.00	6	boxes	6,120.00	2	2,040.00	2	2,040.00	1	1,020.00	1	1,020.00
2	pencil	88.00	6	boxes	528.00	2	176.00	2	176.00	1	88.00	1	88.00
3	Columnnar (16 col.)	65.00	3	pads	195.00	1	65.00	1	65.00	1	65.00	0	-
4	Yellow pad	30.00	8	pads	240.00	2	60.00	2	60.00	2	60.00	2	60.00
5	Sign pen 0.7 black	1,300.00	20	boxes	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
6	Sign pen 0.7 blue	1,300.00	20	boxes	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
7	Sign pen 0.7 red	1,300.00	4	boxes	5,200.00	1	1,300.00	1	1,300.00	1	1,300.00	1	1,300.00
8	battery AA	35.00	32	pcs	1,120.00	8	280.00	8	280.00	8	280.00	8	280.00
9	battery AAA	30.00	32	pcs	960.00	8	240.00	8	240.00	8	240.00	8	240.00
10	Fastener plastic	35.00	10	boxes	350.00	3	105.00	2	70.00	3	105.00	2	70.00
11	Ink toner 85A	4,000.00	10	pcs	40,000.00	3	12,000.00	2	8,000.00	3	12,000.00	2	8,000.00
12	HP-60 black	1,300.00	20	pcs	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
13	HP-60 colored	1,200.00	20	pcs	24,000.00	5	6,000.00	5	6,000.00	5	6,000.00	5	6,000.00
14	Carbon paper long blue permafilm	700.00	5	boxes	3,500.00	2	1,400.00	1	700.00	1	700.00	1	700.00
15	Typewriter ribbon	30.00	10	boxes	300.00	3	90.00	3	90.00	2	60.00	2	60.00
16	Copy paper long	205.00	50	reams	10,250.00	10	2,050.00	10	2,050.00	10	2,050.00	20	4,100.00
17	Copy paper short	175.00	50	reams	8,750.00	10	1,750.00	10	1,750.00	10	1,750.00	20	3,500.00
18	Copy paper A4	920.00	20	reams	18,400.00	5	4,600.00	5	4,600.00	5	4,600.00	5	4,600.00
19	Calculator 14 digits	600.00	5	pcs	3,000.00	2	1,200.00	1	600.00	1	600.00	1	600.00
20	Stapler w/ remover	250.00	10	pcs	2,500.00	3	750.00	5	1,250.00	1	250.00	1	250.00
21	Staple wire #35	40.00	10	boxes	400.00	5	200.00	2	80.00	1	40.00	2	80.00
22	Folder long w/ plastic	15.00	100	pcs	1,500.00	20	300.00	20	300.00	20	300.00	40	600.00
23	Folder short w/ plastic	10.00	100	pcs	1,000.00	20	200.00	20	200.00	20	200.00	40	400.00
24	Correction tape dispenser	65.00	15	pcs	975.00	5	325.00	5	325.00	3	195.00	2	130.00
25	Scotch tape	25.00	10	rolls	250.00	3	75.00	3	75.00	2	50.00	2	50.00
<b>SUB-TOTAL</b>		<b>14,738.00</b>	<b>576</b>		<b>207,538.00</b>	<b>138</b>	<b>54,706.00</b>	<b>133</b>	<b>49,751.00</b>	<b>124</b>	<b>51,453.00</b>	<b>181</b>	<b>51,628.00</b>

207,538.00

576

Plan Control No.					Planned Amount					Page <u>2</u> of <u>5</u> pages			
Department/Office: Budget 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
26	Masking tape	27.00	10	rolls	270.00	3	81.00	2	54.00	3	81.00	2	54.00
27	duct tape	650.00	5	rolls	3,250.00	2	1,300.00	1	650.00	1	650.00	1	650.00

28	double tape	60.00	10	rolls	600.00	3	180.00	2	120.00	3	180.00	2	120.00
29	Clear book-long	95.00	30	pcs	2,850.00	5	475.00	5	475.00	10	950.00	10	950.00
30	Clear book-short	85.00	30	pcs	2,550.00	5	425.00	5	425.00	10	850.00	10	850.00
31	Paper clip (big)	25.00	5	boxes	125.00	2	50.00	1	25.00	1	25.00	1	25.00
32	Paper clip (small)	10.00	5	boxes	50.00	2	20.00	1	10.00	1	10.00	1	10.00
33	Sticker paper matt	45.00	10	packs	450.00	3	135.00	2	90.00	3	135.00	2	90.00
34	specialty paper long	115.00	10	packs	1,150.00	3	345.00	2	230.00	3	345.00	2	230.00
35	specialty paper short	125.00	10	packs	1,250.00	3	375.00	2	250.00	3	375.00	2	250.00
36	photo paper	320.00	10	packs	3,200.00	3	960.00	2	640.00	3	960.00	2	640.00
37	White envelop long	300.00	3	box	900.00	1	300.00	1	300.00	1	300.00	0	-
38	Logbook 300pgs.	50.00	10	pcs	500.00	3	150.00	2	100.00	3	150.00	2	100.00
39	Whiteboard marker	450.00	5	box	2,250.00	2	900.00	1	450.00	1	450.00	1	450.00
40	Pentel pen	450.00	5	box	2,250.00	2	900.00	1	450.00	1	450.00	1	450.00
41	Plastic cover	400.00	1	roll	400.00	1	400.00	0	-	0	-	0	-
42	Scissors heavy duty	80.00	5	pcs	400.00	2	160.00	1	80.00	1	80.00	1	80.00
43	Push pin	60.00	5	box	300.00	2	120.00	1	60.00	1	60.00	1	60.00
44	Brown envelop-long	5.00	100	pcs	500.00	30	150.00	30	150.00	20	100.00	20	100.00
45	Brown envelop-short	4.00	100	pcs	400.00	30	120.00	30	120.00	20	80.00	20	80.00
46	post it	30.00	20	packs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
47	Glue big	40.00	5	pcs	200.00	2	80.00	1	40.00	1	40.00	1	40.00
48	cd rewritable	55.00	20	pcs	1,100.00	5	275.00	5	275.00	5	275.00	5	275.00
49	Stamp pad	40.00	5	pcs	200.00	2	80.00	1	40.00	1	40.00	1	40.00
50	Expanded Folder long	35.00	50	pcs	1,750.00	10	350.00	20	700.00	10	350.00	10	350.00
51	Epson L350 ink (T6641-Black)	1,000.00	10	btls	10,000.00	3	3,000.00	2	2,000.00	3	3,000.00	2	2,000.00
52	Epson L350 ink (T6642-Cyan)	1,000.00	10	btls	10,000.00	3	3,000.00	2	2,000.00	3	3,000.00	2	2,000.00
53	Epson L350 ink (T6643-Magenta)	1,000.00	10	btls	10,000.00	3	3,000.00	2	2,000.00	3	3,000.00	2	2,000.00
54	Epson L350 ink (T6644-Yellow)	1,000.00	10	btls	10,000.00	3	3,000.00	2	2,000.00	3	3,000.00	2	2,000.00
55	water dispenser	3,000.00	4	unit	12,000.00	1	3,000.00	1	3,000.00	1	3,000.00	1	3,000.00
<b>SUB-TOTAL</b>		<b>10,556.00</b>	<b>513</b>		<b>79,495.00</b>	<b>144</b>	<b>23,481.00</b>	<b>133</b>	<b>16,884.00</b>	<b>124</b>	<b>22,086.00</b>	<b>112</b>	<b>17,044.00</b>

79,495.00

513

<b>Plan Control No.</b>				<b>Planned Amount</b>						<b>Page 3 of 5 pages</b>			
<b>Department/Office: Budget Office</b>				<b>Regular</b>		<b>Contingency</b>		<b>Total</b>		<b>Date Submitted:</b>			
<b>Item No.</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Quantity</b>		<b>Total Cost</b>	<b>DISTRIBUTION</b>							
						<b>1st Quarter</b>		<b>2nd Quarter</b>		<b>3rd Quarter</b>		<b>4th Quarter</b>	
						<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>
51	Expanded Folder short	33.00	50	pcs	1,650.00	20	660.00	10	330.00	10	330.00	10	330.00
52	Expanded envelop long plastic	50.00	30	pcs	1,500.00	10	500.00	5	250.00	10	500.00	5	250.00
53	Expanded envelop long w/ handle	100.00	30	pcs	3,000.00	10	1,000.00	5	500.00	10	1,000.00	5	500.00
54	plastic folder long	20.00	50	pcs	1,000.00	20	400.00	10	200.00	10	200.00	10	200.00
55	plastic folder short	20.00	50	pcs	1,000.00	20	400.00	10	200.00	10	200.00	10	200.00
56	marker	360.00	2	boxes	720.00	1	360.00	0	-	1	360.00	0	-
57	Index card	60.00	2	packs	120.00	2	120.00	0	-	0	-	0	-
58	staple wire remover	35.00	5	pcs	175.00	5	175.00	0	-	0	-	0	-

59	USB 16gig	900.00	5	pcs	4,500.00	2	1,800.00	1	900.00	1	900.00	1	900.00
60	eraser big	30.00	5	pcs	150.00	5	150.00	0	-	0	-	0	-
61	tape despenser big	300.00	1	pc	300.00	1	300.00	0	-	0	-	0	-
62	fax machine paper	110.00	10	rolls	1,100.00	3	330.00	2	220.00	3	330.00	2	220.00
63	mouse pad	55.00	5	pcs	275.00	5	275.00	0	-	0	-	0	-
64	oslo paper	2.50	200	pcs	500.00	50	125.00	50	125.00	50	125.00	50	125.00
65	paper clam small	85.00	10	boxes	850.00	3	255.00	2	170.00	3	255.00	2	170.00
66	paper clam medium	120.00	10	boxes	1,200.00	3	360.00	2	240.00	3	360.00	2	240.00
67	paper clam large	180.00	10	boxes	1,800.00	3	540.00	2	360.00	3	540.00	2	360.00
68	paper clip small	14.00	10	boxes	140.00	3	42.00	2	28.00	3	42.00	2	28.00
69	paper clip big	28.00	10	boxes	280.00	3	84.00	2	56.00	3	84.00	2	56.00
70	puncher heavy duty	350.00	1	pcs	350.00	1	350.00	0	-	0	-	0	-
71	computer keyboard	500.00	10	pcs	5,000.00	3	1,500.00	2	1,000.00	3	1,500.00	2	1,000.00
72	computer mouse	300.00	10	pcs	3,000.00	3	900.00	2	600.00	3	900.00	2	600.00
73	printer	10,000.00	4	unit	40,000.00	1	10,000.00	1	10,000.00	1	10,000.00	1	10,000.00
74	computer speaker	500.00	5	pcs	2,500.00	2	1,000.00	1	500.00	1	500.00	1	500.00
75	external hard drive 1T	5,000.00	2	pcs	10,000.00	1	5,000.00	0	-	1	5,000.00	0	-
76	computer set	25,000.00	6	units	150,000.00	2	50,000.00	2	50,000.00	1	25,000.00	1	25,000.00
77	office chair	5,000.00	4	pcs	20,000.00	4	20,000.00	0	-	0	-	0	-
78	office table	10,000.00	4	pcs	40,000.00	4	40,000.00	0	-	0	-	0	-
79	cabinet	5,000.00	4	pcs	20,000.00	2	10,000.00	1	5,000.00	1	5,000.00	0	-
80	avr	1,000.00	4	unit	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
<b>SUB-TOTAL</b>		<b>65,152.50</b>	<b>549</b>		<b>315,110.00</b>	<b>193</b>	<b>147,626.00</b>	<b>113</b>	<b>71,679.00</b>	<b>132</b>	<b>54,126.00</b>	<b>111</b>	<b>41,679.00</b>

315,110.00

549

<b>Plan Control No.</b>				<b>Planned Amount</b>						<b>Page 4 of 5 pages</b>			
<b>Department/Office: Budget Office</b>				<b>Regular</b>		<b>Contingency</b>		<b>Total</b>		<b>Date Submitted:</b>			
<b>Item No</b>	<b>Description</b>		<b>Quantity</b>	<b>Total Cost</b>	<b>DISTRIBUTION</b>								
					<b>1st Quarter</b>		<b>2nd Quarter</b>		<b>3rd Quarter</b>		<b>4th Quarter</b>		
					<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	
81	floor map	150.00	8 pcs	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00	
82	powder detergent	150.00	10 kilo	1,500.00	3	450.00	2	300.00	3	450.00	2	300.00	
83	hand soap	50.00	20 pcs	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00	
84	dishwashing paste	70.00	10 pcs	700.00	3	210.00	2	140.00	3	210.00	2	140.00	
85	dishwashing liquid	200.00	10 liter	2,000.00	3	600.00	2	400.00	3	600.00	2	400.00	
86	tissue paper	20.00	20 pcs	400.00	5	100.00	5	100.00	5	100.00	5	100.00	
87	alcohol	100.00	20 liter	2,000.00	5	500.00	5	500.00	5	500.00	5	500.00	
88	dehumidifier	100.00	12 pcs	1,200.00	3	300.00	3	300.00	3	300.00	3	300.00	
89	oil perfume	1,000.00	15 btls	15,000.00	4	4,000.00	4	4,000.00	4	4,000.00	3	3,000.00	
90	router	4,000.00	4 units	16,000.00	1	4,000.00	1	4,000.00	1	4,000.00	1	4,000.00	
91	hub	2,500.00	4 units	10,000.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00	
92	sharpener	200.00	4 pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00	
93	white board	500.00	4 pcs	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00	
94	stamp pad ink	100.00	4 pcs	400.00	1	100.00	1	100.00	1	100.00	1	100.00	

95	filing box	150.00	8	pcs	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
96	gasoline	50.00	1000	liter	50,000.00	250	12,500.00	250	12,500.00	250	12,500.00	250	12,500.00
97	mineral water	50.00	240	gallon	12,000.00	60	3,000.00	60	3,000.00	60	3,000.00	60	3,000.00
98	aircon	30,000.00	4	units	120,000.00	1	30,000.00	1	30,000.00	1	30,000.00	1	30,000.00
99	electric fan	2,000.00	4	units	8,000.00	1	2,000.00	1	2,000.00	1	2,000.00	1	2,000.00
100	table sign	1,500.00	4	pcs	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00
101	frames	1,000.00	4	pcs	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
102	door knob	300.00	8	pcs	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00
103	wall clock	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
104	telephone unit	1,500.00	4	unit	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00
105	bookbinder	10,000.00	2	unit	20,000.00	1	10,000.00	0	-	1	10,000.00	0	-
106	3 ring binder	300.00	20	pcs	6,000.00	5	1,500.00	5	1,500.00	5	1,500.00	5	1,500.00
107	plastic ring binder	50.00	40	pcs	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
108	ruler	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
109	fax machine	8,000.00	2	unit	16,000.00	1	8,000.00	0	-	1	8,000.00	0	0
110	wireless phone	1,500.00	2	unit	3,000.00	1	1,500.00	0	-	1	1,500.00	0	0
<b>SUB-TOTAL</b>		<b>65,760.00</b>	<b>1499</b>		<b>311,760.00</b>	<b>378</b>	<b>88,150.00</b>	<b>372</b>	<b>68,230.00</b>	<b>378</b>	<b>88,150.00</b>	<b>371</b>	<b>67,230.00</b>

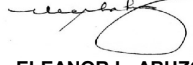
311,760.00 1499

<b>Plan Control No.</b>					<b>Planned Amount</b>					<b>Page 5 of 5 pages</b>			
<b>Department/Office: Budget Office</b>					<b>Regular</b>		<b>Contingency</b>		<b>Total</b>	<b>Date Submitted:</b>			
<b>Item No</b>	<b>Description</b>		<b>Quantity</b>		<b>Total Cost</b>	<b>DISTRIBUTION</b>							
						<b>1st Quarter</b>		<b>2nd Quarter</b>		<b>3rd Quarter</b>		<b>4th Quarter</b>	
						<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>	<b>Qty.</b>	<b>Amount</b>
111	glue gun	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
112	glue stick	10.00	20	pcs	200.00	5	50.00	5	50.00	5	50.00	5	50.00
113	illustration board half	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
114	paste	50.00	8	pcs	400.00	2	100.00	2	100.00	2	100.00	2	100.00
115	paper cutter big	1,000.00	2	pcs	2,000.00	1	1,000.00	0	-	1	1,000.00	0	-
116	cutter	50.00	4	pcs	200.00	1	50.00	1	50.00	1	50.00	1	50.00
<b>SUB-TOTAL</b>		<b>1,330.00</b>	<b>42</b>		<b>3,680.00</b>	<b>11</b>	<b>1,420.00</b>	<b>10</b>	<b>420.00</b>	<b>11</b>	<b>1,420.00</b>	<b>10</b>	<b>420.00</b>
<b>GRANDTOTAL</b>		<b>157,536.50</b>	<b>3179</b>		<b>917,583.00</b>	<b>864</b>	<b>315,383.00</b>	<b>761</b>	<b>206,964.00</b>	<b>769</b>	<b>217,235.00</b>	<b>785</b>	<b>178,001.00</b>

3,680.00 42  
917,583.00 3179

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

Prepared by:

  
**ELEANOR L. ABUZO**  
Municipal Budget Officer