

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No. _____				Planned Amount				Page <u>1</u> of <u>4</u> pages				
Department/ Office: <u>Mayor's Office</u>				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	ALCOHOL	50.00	40 btls	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
2	BALLPEN BLACK	350.00	100 boxes	35,000.00	25	8,750.00	25	8,750.00	25	8,750.00	25	8,750.00
3	BALLPEN RED	350.00	20 boxes	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
4	BATTERY AA	80.00	12 packs	960.00	3	240.00	3	240.00	3	240.00	3	240.00
5	BOND PAPER LONG	280.00	400 reams	112,000.00	100	28,000.00	100	28,000.00	100	28,000.00	100	28,000.00
6	BOND PAPER SHORT	255.00	400 reams	102,000.00	100	25,500.00	100	25,500.00	100	25,500.00	100	25,500.00
7	BROWN ENVELOP LONG	3.75	1000 pcs	3,750.00	250	937.50	250	937.50	250	937.50	250	937.50
8	BROWN ENVELOP SHORT	3.00	1000 pcs	3,000.00	250	750.00	250	750.00	250	750.00	250	750.00
9	CALCULATOR	750.00	8 pcs	6,000.00	2	1,500.00	2	1,500.00	2	1,500.00	2	1,500.00
10	COLORED PAPER	115.00	6 packs	690.00	2	230.00	1	115.00	2	230.00	1	115.00
11	CORRECTION FLUID	75.00	20 pcs	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
12	CORRECTION TAPE W DISPENSER	60.00	100 pcs	6,000.00	25	1,500.00	25	1,500.00	25	1,500.00	25	1,500.00
13	CUTTER	47.50	9 pcs	427.50	3	142.50	2	95.00	2	95.00	2	95.00
14	DOUBLE SIDED	60.00	8 rolls	480.00	2	120.00	2	120.00	2	120.00	2	120.00
15	DUCT TAPE	650.00	10 rolls	6,500.00	3	1,950.00	2	1,300.00	3	1,950.00	2	1,300.00
16	ELMER'S GLUE	75.00	24 btls	1,800.00	6	450.00	6	450.00	6	450.00	6	450.00
17	ELECTRICAL TAPE	40.00	8 rolls	320.00	2	80.00	2	80.00	2	80.00	2	80.00
18	T6641	383.50	50 btls	19,175.00	15	5,752.50	10	3,835.00	15	5,752.50	10	3,835.00
19	T6642	383.50	40 btls	15,340.00	10	3,835.00	10	3,835.00	10	3,835.00	10	3,835.00
20	T6643	383.50	40 btls	15,340.00	10	3,835.00	10	3,835.00	10	3,835.00	10	3,835.00
21	T6644	383.50	40 btls	15,340.00	10	3,835.00	10	3,835.00	10	3,835.00	10	3,835.00
22	ERASER	50.00	40 pcs	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
23	EXPANDED ENVELOP LONG	50.00	1000 pcs	50,000.00	250	12,500.00	250	12,500.00	250	12,500.00	250	12,500.00
24	EXPANDED FOLDER LONG	35.00	1000 pcs	35,000.00	250	8,750.00	250	8,750.00	250	8,750.00	250	8,750.00
SUBTOTAL		4,913.25	5375	441,622.50	1348	111,782.50	1340	109,052.50	1347	111,735.00	1340	109,052.50

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Province, City or Municipality : Guiguinto, Bulacan

Plan Control No. _____				Planned Amount				Page <u>2</u> of <u>4</u> pages				
Department/ Office: <u>Mayor's Office</u>				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
25	EXPANDED FOLDER SHORT	33.00	1000 pcs	33,000.00	250	8,250.00	250	8,250.00	250	8,250.00	250	8,250.00
26	FASTENER PLASTIC	40.00	200 boxes	8,000.00	50	2,000.00	50	2,000.00	50	2,000.00	50	2,000.00

27	FILE BOX DOULE	420.00	30	pcs	12,600.00	8	3,360.00	7	2,940.00	8	3,360.00	7	2,940.00
28	FILE BOX SINGLE	208.00	30	pcs	6,240.00	8	1,664.00	7	1,456.00	8	1,664.00	7	1,456.00
29	FOLDER LONG	6.00	1500	pcs	9,000.00	375	2,250.00	375	2,250.00	375	2,250.00	375	2,250.00
30	FOLDER SHORT	5.50	1500	pcs	8,250.00	375	2,062.50	375	2,062.50	375	2,062.50	375	2,062.50
31	FOLDER W/ PLASTIC LONG	16.00	300	pcs	4,800.00	75	1,200.00	75	1,200.00	75	1,200.00	75	1,200.00
32	FOLDER W/ PLASTIC SHORT	17.00	300	pcs	5,100.00	75	1,275.00	75	1,275.00	75	1,275.00	75	1,275.00
33	HP 703 BLACK	510.00	8	pcs	4,080.00	2	1,020.00	2	1,020.00	2	1,020.00	2	1,020.00
34	HP 703 COLORED	710.00	8	pcs	5,680.00	2	1,420.00	2	1,420.00	2	1,420.00	2	1,420.00
35	HP 704 BLCK	520.00	4	pcs	2,080.00	1	520.00	1	520.00	1	520.00	1	520.00
36	HP 704 COLORED	520.00	3	pcs	1,560.00	1	520.00		-	1	520.00	1	520.00
37	HP 21 BLCK	820.00	10	pcs	8,200.00	3	2,460.00	2	1,640.00	3	2,460.00	2	1,640.00
38	HP 22 COLORED	950.00	10	pcs	9,500.00	3	2,850.00	2	1,900.00	3	2,850.00	2	1,900.00
39	HP 685 BLCK	1,200.00	8	pcs	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
40	HP 685 CYAN	1,200.00	8	pcs	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
41	HP 685 MAGENTA	1,200.00	8	pcs	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
42	HP 685 YELLOW	1,200.00	8	pcs	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
43	ILLUSTRATION BOARD HALF	20.00	2	pcs	40.00	1	20.00		-	1	20.00		-
44	MASKING TAPE	48.00	30	rolls	1,440.00	8	384.00	7	336.00	8	384.00	7	336.00
45	MECHANICAL SHARPENER	560.00	6	pcs	3,360.00	1	560.00	2	1,120.00	1	560.00	2	1,120.00
46	MONGOL PENCIL	88.00	80	boxes	7,040.00	20	1,760.00	20	1,760.00	20	1,760.00	20	1,760.00
47	PACKING TAPE	50.00	20	rolls	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00
48	PAPER CLIP BIG	35.00	25	boxes	875.00	7	245.00	5	175.00	8	280.00	5	175.00
SUBTOTAL		10,376.50	5098		170,245.00	1278	43,670.50	1270	41,174.50	1279	43,705.50	1271	41,694.50

FDP Form 4a - Annual Procurement Plan or Procurement List

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Province, City or Municipality : Guiguinto, Bulacan

Plan Control No. _____				Planned Amount					Page <u>3</u> of <u>4</u> pages				
Department/ Office: Mayor's 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	
49	PASTE REDSTONE	46.00	4	btls	184.00	1	46.00	1	46.00	1	46.00	1	46.00
50	PAPER CLIP SMALL	25.00	20	boxes	500.00	5	125.00	5	125.00	5	125.00	5	125.00
51	PENTEL PEN BLCK BROAD	650.00	30	boxes	19,500.00	8	5,200.00	7	4,550.00	8	5,200.00	7	4,550.00
52	PHOTO PAPER	320.00	2	packs	640.00	1	320.00		-	1	320.00		-
53	PLASTIC FOLDER LONG	20.00	20	pcs	400.00	5	100.00	5	100.00	5	100.00	5	100.00
54	PLASTIC FOLDER SHORT	20.00	20	pcs	400.00	5	100.00	5	100.00	5	100.00	5	100.00
55	POST-IT	75.00	80	packs	6,000.00	20	1,500.00	20	1,500.00	20	1,500.00	20	1,500.00
56	PUSH PIN	45.00	6	packs	270.00	2	90.00	1	45.00	2	90.00	1	45.00
57	RECORD BOOK 300PAGES	80.00	80	pcs	6,400.00	20	1,600.00	20	1,600.00	20	1,600.00	20	1,600.00
58	RUBBER BAND BIG	250.00	8	boxes	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
59	RUBBER BAND SMALL	150.00	8	boxes	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
60	RULER HARD	40.00	8	pcs	320.00	2	80.00	2	80.00	2	80.00	2	80.00
61	SCISSORS	200.00	15	pcs	3,000.00	5	1,000.00	3	600.00	4	800.00	3	600.00

62	SCOTCH TAPE	28.00	100	rolls	2,800.00	25	700.00	25	700.00	25	700.00	25	700.00
63	SIGN PEN BLCK	85.00	150	pcs	12,750.00	38	3,230.00	37	3,145.00	38	3,230.00	37	3,145.00
64	SIGN PEN RED	85.00	60	pcs	5,100.00	15	1,275.00	15	1,275.00	15	1,275.00	15	1,275.00
65	SIGN PEN BLUE	85.00	20	pcs	1,700.00	5	425.00	5	425.00	5	425.00	5	425.00
66	SIGN PEN GREEN	85.00	20	pcs	1,700.00	5	425.00	5	425.00	5	425.00	5	425.00
67	SLIDING FOLDER LONG	21.00	30	pcs	630.00	8	168.00	7	147.00	8	168.00	7	147.00
68	SLIDING FOLDER SHORT	17.50	30	pcs	525.00	8	140.00	7	122.50	8	140.00	7	122.50
69	SPECIAL PAPER	48.00	40	packs	1,920.00	10	480.00	10	480.00	10	480.00	10	480.00
70	STABILO	45.50	40	pcs	1,820.00	10	455.00	10	455.00	10	455.00	10	455.00
71	STAMP PAD	85.00	6	pcs	510.00	2	170.00	1	85.00	2	170.00	1	85.00
72	STAMP INK	40.00	8	btls	320.00	2	80.00	2	80.00	2	80.00	2	80.00
SUBTOTAL		2,546.00	805		70,589.00	206	18,509.00	197	16,885.50	205	18,309.00	197	16,885.50

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FOR THE YEAR 2017**

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Plan Control No. _____				Planned Amount				Page <u>4</u> of <u>4</u> pages					
Department/ Office: Mayor's 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	
73	STAPLE WIRE	65.00	50	boxes	3,250.00	13	845.00	12	780.00	13	845.00	12	780.00
74	STAPLER	350.00	20	pcs	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
75	STICKER PAPER	170.00	20	packs	3,400.00	5	850.00	5	850.00	5	850.00	5	850.00
76	TAPE DISPENSER	300.00	4	pcs	1,200.00	1	300.00	1	300.00	1	300.00	1	300.00
78	TIME CARD	350.00	2	packs	700.00	1	350.00		-	1	350.00		-
79	TONER 85A	3,700.00	22	pcs	81,400.00	5	18,500.00	6	22,200.00	5	18,500.00	6	22,200.00
80	WHITE BOARD ERASER	50.00	2	pcs	100.00	2	100.00		-		-		-
81	WHITE BOARD MARKER	660.00	6	boxes	3,960.00	2	1,320.00	1	660.00	2	1,320.00	1	660.00
82	MAILING ENVELOP LONG	1,165.00	7	boxes	8,155.00	3	3,495.00	1	1,165.00	2	2,330.00	1	1,165.00
83	MAILING ENVELOP SHORT	1,100.00	7	boxes	7,700.00	3	3,300.00	1	1,100.00	2	2,200.00	1	1,100.00
84	YELLOW PAPER	40.00	8	pads	320.00	2	80.00	2	80.00	2	80.00	2	80.00
SUBTOTAL		7,950.00	148		117,185.00	42	30,890.00	34	28,885.00	38	28,525.00	34	28,885.00

TOTAL		25,785.75	11426		799,641.50	2874	204,852.00	2841	195,997.50	2869	202,274.50	2842	196,517.50
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This is to certify that the above procurement plan is in accordance with the objective of this Office

Approved by:

Ambrosio C. Cruz, Jr.