

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : **Guiguinto, Bulacan**

Plan Control No. _____				Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department/ Office: Administrator Office				Regular	Contingency	Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ALCOHOL	50.00	8 btls	400.00	2	100.00	2	100.00	2	100.00	2	100.00
2	BALLPEN BLACK	350.00	8 boxes	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
3	BOND PAPER LONG	185.00	40 reams	7,400.00	10	1,850.00	10	1,850.00	10	1,850.00	10	1,850.00
4	BOND PAPER SHORT	168.00	40 reams	6,720.00	10	1,680.00	10	1,680.00	10	1,680.00	10	1,680.00
5	BROWN ENVELOP LONG	5.00	100 pcs	500.00	25	125.00	25	125.00	25	125.00	25	125.00
6	BROWN ENVELOP SHORT	4.00	100 pcs	400.00	25	100.00	25	100.00	25	100.00	25	100.00
7	CORRECTION TAPE	75.00	20 pcs	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
8	FOLDER LONG	8.00	200 pcs	1,600.00	50	400.00	50	400.00	50	400.00	50	400.00
9	FOLDER SHORT	6.00	200 pcs	1,200.00	50	300.00	50	300.00	50	300.00	50	300.00
10	PENCIL	88.00	10 boxes	880.00	3	264.00	2	176.00	3	264.00	2	176.00
11	POST-IT	75.00	20 packs	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
12	RECORD BOOK 300PAGES	80.00	40 pcs	3,200.00	10	800.00	10	800.00	10	800.00	10	800.00
13	SCISSORS	150.00	4 pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
14	SCOOTH TAPE	28.00	30 rolls	840.00	8	224.00	7	196.00	8	224.00	7	196.00
15	SIGN PEN BLACK	85.00	48 pcs	4,080.00	12	1,020.00	12	1,020.00	12	1,020.00	12	1,020.00
16	DUCT TAPE	350.00	8	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
17	TONER 85A	3,900.00	8	31,200.00	2	7,800.00	2	7,800.00	2	7,800.00	2	7,800.00
18	EPSON INK 3 IN 1	1,880.00	8	15,040.00	2	3,760.00	2	3,760.00	2	3,760.00	2	3,760.00
19	TAPE DISPENCER	280.00	2	560.00	1	280.00		-	1	280.00		-
20	STAPLER HEAVY DUTY	350.00	8	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
21	STICKER PAPER	100.00	12	1,200.00	3	300.00	3	300.00	3	300.00	3	300.00
22	USB 32GB	1,000.00	4	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
23	PENTEL PEN BROAD BLACK	624.00	4	2,496.00	1	624.00	1	624.00	1	624.00	1	624.00
TOTAL		9,841.00	922	93,716.00	232	23,627.00	229	23,231.00	232	23,627.00	229	23,231.00

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

Prepared by:



 Agatha Paula Cruz-Reyes