

**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: Legal 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
	A3 x 17 bond paper	778.00	10	7,780.00	3	2,334.00	2	1,556.00	3	2,334.00	2	1,556.00
	alcohol	50.00	8	400.00	2	100.00	2	100.00	2	100.00	2	100.00
	ballpen pilot black	350.00	10	3,500.00	3	1,050.00	2	700.00	3	1,050.00	2	700.00
	battery AA	80.00	4	320.00	1	80.00	1	80.00	1	80.00	1	80.00
	bond paper long	280.00	60	16,800.00	15	4,200.00	15	4,200.00	15	4,200.00	15	4,200.00
	bond paper short	255.00	60	15,300.00	15	3,825.00	15	3,825.00	15	3,825.00	15	3,825.00
	brown envelop long	3.75	100	375.00	25	93.75	25	93.75	25	93.75	25	93.75
	correction tape w/ dispencer	75.00	30	2,250.00	8	600.00	7	525.00	8	600.00	7	525.00
	cutter	47.50	2	95.00	1	47.50		-	1	47.50		-
	daily time record DTR (100pcs)	350.00	2	700.00	1	350.00		-	1	350.00		-
	duct tape	650.00	8	5,200.00	2	1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
	DVD-R	50.00	50	2,500.00	15	750.00	10	500.00	15	750.00	10	500.00
	elmers glue	75.00	4	300.00	1	75.00	1	75.00	1	75.00	1	75.00
	fastener plastic	40.00	8	320.00	2	80.00	2	80.00	2	80.00	2	80.00
	folder short w/ plastic	17.00	100	1,700.00	25	425.00	25	425.00	25	425.00	25	425.00
	hp 703 colored	710.00	8	5,680.00	2	1,420.00	2	1,420.00	2	1,420.00	2	1,420.00
	masking tape	48.00	12	576.00	3	144.00	3	144.00	3	144.00	3	144.00
	paper clip big	28.00	15	420.00	4	112.00	3	84.00	5	140.00	3	84.00
	paper clip small	14.00	15	210.00	4	56.00	3	42.00	5	70.00	3	42.00
	pentel pen black broad	650.00	8	5,200.00	2	1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
	post-it	75.00	60	4,500.00	15	1,125.00	15	1,125.00	15	1,125.00	15	1,125.00
	push pins	45.00	8	360.00	2	90.00	2	90.00	2	90.00	2	90.00
	ruler hard	40.00	8	320.00	2	80.00	2	80.00	2	80.00	2	80.00
	scissor	200.00	8	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
SUB TOTAL		4,911.25	598	76,406.00	155	20,037.25	143	18,144.75	157	20,079.25	143	18,144.75

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2015**

