

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

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

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>2</u> pages				
Department/ Office: Assessor's Office				Regular	Contingency	Total	Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION						
					1st Quarter		2nd Quarter		3rd Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	bondpaper long	280.00	200 reams	56,000.00	50	14,000.00	50	14,000.00	50	14,000.00	
2	bond paper short	255.00	150 reams	38,250.00	38	9,690.00	38	9,690.00	38	9,690.00	
3	ballpen black	350.00	12 boxes	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	
4	brown envelope long	3.75	300 pcs	1,125.00	75	281.25	75	281.25	75	281.25	
5	brown envelope short	3.00	100 pcs	300.00	25	75.00	25	75.00	25	75.00	
6	clip binder small	50.00	50 boxes	2,500.00	13	650.00	13	650.00	13	650.00	
7	clip binder big	85.00	50 boxes	4,250.00	13	1,105.00	13	1,105.00	13	1,105.00	
8	correction tape	60.00	24 pcs	1,440.00	6	360.00	6	360.00	6	360.00	
9	cutter big	80.00	10 pcs	800.00	3	240.00	3	240.00	3	240.00	
10	filling box single	208.00	12 pcs	2,496.00	3	624.00	3	624.00	3	624.00	
11	folder long	6.00	100 pcs	600.00	25	150.00	25	150.00	25	150.00	
12	folder short	5.50	50 pcs	275.00	13	71.50	13	71.50	13	71.50	
13	mailing envelope white	1,165.00	1 boxes	1,165.00	1	1,165.00	0	-	0	-	
14	pencil	88.00	20 boxes	1,760.00	5	440.00	5	440.00	5	440.00	
15	packaging tape	50.00	10 rolls	500.00	3	150.00	3	150.00	3	150.00	
16	paper clip big	35.00	12 boxes	420.00	3	105.00	3	105.00	3	105.00	
17	paper clip small	25.00	12 boxes	300.00	3	75.00	3	75.00	3	75.00	
18	paste big	46.00	2 pcs	92.00	1	46.00	0	-	1	46.00	
19	pentel pen black	650.00	12 boxes	7,800.00	3	1,950.00	3	1,950.00	3	1,950.00	
20	rechargeable battery double AA	350.00	8 pcs	2,800.00	2	700.00	2	700.00	2	700.00	
21	rubber band big	250.00	6 boxes	1,500.00	2	500.00	2	500.00	2	500.00	
22	rubber band small	150.00	12 boxes	1,800.00	3	450.00	3	450.00	3	450.00	
23	ruler	40.00	10 pcs	400.00	3	120.00	3	120.00	3	120.00	
24	scissor	200.00	8 pcs	1,600.00	2	400.00	2	400.00	2	400.00	
TOTAL		4,435.25	1171	132,373.00	298	34,397.75	296	33,186.75	297	33,232.75	


Province, City or Municipality : Guiguinto, Bulacan

Plan Control No. _____ Page 2 of 2 pages
 Department/ Office: Assessor's Office Regular Contingency Total Date Submitted:

Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION					
					1st Quarter		2nd Quarter		3rd Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount
25	scotch tape	28.00	12 rolls	336.00	3	84.00	3	84.00	3	84.00
26	signpen black	85.00	5 pcs	425.00	2	170.00	1	85.00	1	85.00
27	stabillo boss	45.50	10 pcs	455.00	3	136.50	3	136.50	3	136.50
28	stapler with staple remover	350.00	8 pcs	2,800.00	2	700.00	2	700.00	2	700.00
29	staple wire	65.00	12 boxes	780.00	3	195.00	3	195.00	3	195.00
30	sharpener	560.00	4 pcs	2,240.00	1	560.00	1	560.00	1	560.00
31	usb 32gb	1,000.00	4 pcs	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00
32	measuring tape(50m)	500.00	2 pcs	1,000.00	1	500.00	0	-	1	500.00
33	adjustable puncher big	400.00	1 pcs	400.00	1	400.00	0	-	0	-
34	hardbound book cover	350.00	100 pcs	35,000.00	25	8,750.00	25	8,750.00	25	8,750.00
35	toner HP laserjet 90A	8,500.00	12 cart	102,000.00	3	25,500.00	3	25,500.00	3	25,500.00
36	toner HP laserjet CC364A	3,900.00	12 cart	46,800.00	3	11,700.00	3	11,700.00	3	11,700.00
37	document box	160.00	20 pcs	3,200.00	5	800.00	5	800.00	5	800.00
38	epson l210 ink cyan	383.50	16 btls	6,136.00	4	1,534.00	4	1,534.00	4	1,534.00
39	epsonL210 ink yellow	383.50	16 btls	6,136.00	4	1,534.00	4	1,534.00	4	1,534.00
40	epson l210 ink mgenta	383.50	16 btls	6,136.00	4	1,534.00	4	1,534.00	4	1,534.00
41	epson l210 ink black	383.50	16 btls	6,136.00	4	1,534.00	4	1,534.00	4	1,534.00
42	digital cam. 18 mega pixel	25,000.00	2 unit	50,000.00	2	50,000.00	0	-	0	-
43	laser meter measurer	6,000.00	3 pcs	18,000.00	3	18,000.00	0	-	0	-
44	printer double sided	101,000.00	1 unit	101,000.00	1	101,000.00	0	-	0	-
45	external harddisk	3,500.00	1 unit	3,500.00	1	3,500.00	0	-	0	-
46	computer set core i5	60,000.00	1 unit	60,000.00	1	60,000.00	0	-	0	-
47	office table	5,000.00	8 unit	40,000.00	8		0	-	0	-
48	printer table	5,000.00	2 unit	10,000.00	2		0	-	0	-
		222,977.50		456,480.00		289,131.50		55,646.50		56,146.50
TOTAL		227,412.75	1171	588,853.00	298	323,529.25	296	88,833.25	297	89,379.25

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

Approved by:



Arch. Crisanto H. Bondoc

4th Quarter	
Qty.	Amount
50	14,000.00
36	9,180.00
3	1,050.00
75	281.25
25	75.00
11	550.00
11	935.00
6	360.00
1	80.00
3	624.00
25	150.00
11	60.50
0	-
5	440.00
1	50.00
3	105.00
3	75.00
0	-
3	1,950.00
2	700.00
0	-
3	450.00
1	40.00
2	400.00
280	31,555.75

4th Quarter	
Qty.	Amount
3	84.00
1	85.00
1	45.50
2	700.00
3	195.00
1	560.00
1	1,000.00
0	-
0	-
25	8,750.00
3	25,500.00
3	11,700.00
5	800.00
4	1,534.00
4	1,534.00
4	1,534.00
4	1,534.00
0	-
0	-
0	-
0	-
0	-
0	-
0	-
0	-
	55,555.50
280	87,111.25