

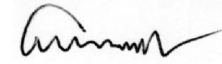
**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

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

| Plan Control No. Department/Office: Municipal Civil Registrar Office | | | | | Planned Amount | | | Page <u>1</u> of <u>2</u> pages | | | | | |
|--|-------------------------------------|-----------|----------|-------|-------------------|--------------|-----------|---------------------------------|----------|-------------|----------|-------------|----------|
| | | | | | 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 (PILOT) | 300.00 | 6 | boxes | 1,800.00 | 2 | 600.00 | 2 | 600.00 | 1 | 300.00 | 1 | 300.00 |
| 2 | BALLPEN RED (PILOT) | 350.00 | 2 | boxes | 700.00 | 1 | 350.00 | | | 1 | 350.00 | | |
| 3 | BOND PAPER LONG | 185.00 | 20 | reams | 3,700.00 | 5 | 925.00 | 5 | 925.00 | 5 | 925.00 | 5 | 925.00 |
| 4 | BOND PAPER SHORT | 168.00 | 20 | reams | 3,360.00 | 5 | 840.00 | 5 | 840.00 | 5 | 840.00 | 5 | 840.00 |
| 5 | BOOKBINDER BLUE | 300.00 | 20 | pcs | 6,000.00 | 5 | 1,500.00 | 5 | 1,500.00 | 5 | 1,500.00 | 5 | 1,500.00 |
| 6 | BOOKBINDER RED | 300.00 | 50 | pcs | 15,000.00 | 20 | 6,000.00 | 10 | 3,000.00 | 10 | 3,000.00 | 10 | 3,000.00 |
| 7 | BOOKBINDER GREEN | 300.00 | 100 | pcs | 30,000.00 | 25 | 7,500.00 | 25 | 7,500.00 | 25 | 7,500.00 | 25 | 7,500.00 |
| 8 | BROWN ENVELOPE LONG | 5.00 | 100 | pcs | 500.00 | 25 | 125.00 | 25 | 125.00 | 25 | 125.00 | 25 | 125.00 |
| 9 | BROWN ENVELOPE SHORT | 4.00 | 50 | pcs | 200.00 | 20 | 80.00 | 10 | 40.00 | 10 | 40.00 | 10 | 40.00 |
| 10 | CARBON PAPER BLACK LONG (PERMALINK) | 780.00 | 4 | boxes | 3,120.00 | 1 | 780.00 | 1 | 780.00 | 1 | 780.00 | 1 | 780.00 |
| 11 | CORRECTION FLUID | 60.00 | 10 | pcs | 600.00 | 3 | 180.00 | 3 | 180.00 | 2 | 120.00 | 2 | 120.00 |
| 12 | CORRECTION TAPE | 75.00 | 30 | pcs | 2,250.00 | 10 | 750.00 | 10 | 750.00 | 5 | 375.00 | 5 | 375.00 |
| 13 | EPSON LX-300-II (CARTRIDGE) | 120.00 | 7 | pcs | 840.00 | 2 | 240.00 | 2 | 240.00 | 2 | 240.00 | 1 | 120.00 |
| 14 | FASTENER PLASTIC | 40.00 | 20 | pcs | 800.00 | 5 | 200.00 | 5 | 200.00 | 5 | 200.00 | 5 | 200.00 |
| 15 | FOLDER LONG (red) | 10.00 | 100 | pcs | 1,000.00 | 25 | 250.00 | 25 | 250.00 | 25 | 250.00 | 25 | 250.00 |
| 16 | FOLDER SHORT (red) | 8.00 | 30 | pcs | 240.00 | 10 | 80.00 | 10 | 80.00 | 5 | 40.00 | 5 | 40.00 |
| 17 | HP 702 BLACK | 1,000.00 | 6 | pcs | 6,000.00 | 2 | 2,000.00 | 2 | 2,000.00 | 1 | 1,000.00 | 1 | 1,000.00 |
| 18 | HP 22 COLORED | 1,100.00 | 4 | pcs | 4,400.00 | 1 | 1,100.00 | 1 | 1,100.00 | 1 | 1,100.00 | 1 | 1,100.00 |
| 19 | MONGOL PENCIL | 88.00 | 4 | boxes | 352.00 | 1 | 88.00 | 1 | 88.00 | 1 | 88.00 | 1 | 88.00 |
| 20 | RUBBER BAND BIG | 250.00 | 2 | boxes | 500.00 | 1 | 250.00 | | | 1 | 250.00 | | |
| 21 | AIRCON | 50,000.00 | 1 | pc | 50,000.00 | 1 | 50,000.00 | | | | | | |
| 22 | STORAGE CABINET | 50,000.00 | 1 | pc | 50,000.00 | 1 | 50,000.00 | | | | | | |
| 23 | VISITORS CHAIR | 7,000.00 | 5 | pcs | 35,000.00 | 5 | 35,000.00 | | | | | | |
| 24 | COMPUTER | 20,000.00 | 3 | pcs | 60,000.00 | 3 | 60,000.00 | | | | | | |
| 25 | PAPER CLIP BIG | 28.00 | 6 | boxes | 168.00 | 2 | 56.00 | 2 | 56.00 | 1 | 28.00 | 1 | 28.00 |
| SUB-TOTAL | | | | | 276,530.00 | | | | | | | | |

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

Approved by:



Arnold R. Bacani
Municipal Civil Registrar