

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.					Planned Amount					Page <u>1</u> of <u>5</u> pages			
Department/Office: MDRRM 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
1	Sign pen 0.7 black	1,300.00	10	boxes	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
2	Sign pen 0.7 green	1,300.00	10	boxes	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
3	Sign pen 0.7 violet	1,300.00	30	boxes	39,000.00	10	13,000.00	10	13,000.00	5	6,500.00	5	6,500.00
4	Ballpen Black retractable fine	1,020.00	8	boxes	8,160.00	2	2,040.00	2	2,040.00	2	2,040.00	2	2,040.00
5	Whiteboard marker	450.00	5	box	2,250.00	2	900.00	1	450.00	1	450.00	1	450.00
6	Pentel pen (BLACK)	450.00	15	box	6,750.00	2	900.00	5	2,250.00	3	1,350.00	5	2,250.00
7	Pentel pen (BLUE)	450.00	5	box	2,250.00	1	450.00	2	900.00	1	450.00	1	450.00
8	Pentel pen (RED)	450.00	5	box	2,250.00	1	450.00	2	900.00	1	450.00	1	450.00
9	marker (neon green)	360.00	2	boxes	720.00	1	360.00	0	-	1	360.00	0	-
10	marker (orange)	360.00	2	boxes	720.00	0	-	1	360.00	0	-	1	360.00
11	Copy paper long	205.00	50	reams	10,250.00	15	3,075.00	10	2,050.00	15	3,075.00	10	2,050.00
12	Copy paper short	175.00	50	reams	8,750.00	15	2,625.00	10	1,750.00	15	2,625.00	10	1,750.00
13	Copy paper A4	920.00	20	reams	18,400.00	5	4,600.00	5	4,600.00	5	4,600.00	5	4,600.00
14	Logbook 300pgs.	50.00	25	pcs	1,250.00	5	250.00	5	250.00	10	500.00	5	250.00
15	Folder long w/ plastic	15.00	100	pcs	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
16	Folder short w/ plastic	10.00	100	pcs	1,000.00	25	250.00	25	250.00	25	250.00	25	250.00
17	Expanded Folder long	35.00	50	pcs	1,750.00	10	350.00	15	525.00	15	525.00	10	350.00
18	Expanded Folder short	33.00	50	pcs	1,650.00	10	330.00	15	495.00	15	495.00	10	330.00
19	Expanded envelop long plastic	50.00	30	pcs	1,500.00	10	500.00	5	250.00	10	500.00	5	250.00
20	Clear book-long	95.00	30	pcs	2,850.00	10	950.00	5	475.00	10	950.00	5	475.00
21	Clear book-short	85.00	30	pcs	2,550.00	10	850.00	5	425.00	10	850.00	5	425.00
22	Expanded envelop long w/ handle	100.00	30	pcs	3,000.00	10	1,000.00	5	500.00	10	1,000.00	5	500.00
23	plastic folder long	20.00	50	pcs	1,000.00	15	300.00	15	300.00	10	200.00	10	200.00
24	plastic folder short	20.00	50	pcs	1,000.00	15	300.00	15	300.00	10	200.00	10	200.00
25					-		-		-		-		-
SUB-TOTAL		9,253.00	757		170,550.00	209	46,855.00	193	45,445.00	209	40,745.00	166	37,505.00

Plan Control No.					Planned Amount					Page <u>2</u> of <u>5</u> pages			
Department/Office: MDRRM 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
26	specialty paper long	115.00	10	packs	1,150.00	5	575.00	0	-	5	575.00	0	-
27	specialty paper short	125.00	10	packs	1,250.00	5	625.00	0	-	5	625.00	0	-
28	photo paper	320.00	10	packs	3,200.00	5	1,600.00	0	-	5	1,600.00	0	-
29	Sticker paper matt	45.00	10	packs	450.00	5	225.00	0	-	5	225.00	0	-
30	Index card	60.00	2	packs	120.00	0	-	1	60.00	1	60.00	0	-
31	Brown envelop-long	5.00	100	pcs	500.00	25	125.00	25	125.00	25	125.00	25	125.00

32	Brown envelop-short	4.00	100	pcs	400.00	25	100.00	25	100.00	25	100.00	25	100.00
33	post it	30.00	20	packs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
34	White envelope long	300.00	3	box	900.00	1	300.00	0	-	1	300.00	1	300.00
35	Paper clip (big)	28.00	5	boxes	140.00	2	56.00	1	28.00	1	28.00	1	28.00
36	Paper clip (small)	14.00	5	boxes	70.00	2	28.00	1	14.00	1	14.00	1	14.00
37	paper clam small	85.00	10	boxes	850.00	2	170.00	3	255.00	3	255.00	2	170.00
38	paper clam medium	120.00	10	boxes	1,200.00	2	240.00	3	360.00	3	360.00	2	240.00
39	paper clam large	180.00	10	boxes	1,800.00	2	360.00	3	540.00	3	540.00	2	360.00
40	USB 16gig	900.00	5	pcs	4,500.00	2	1,800.00	2	1,800.00	1	900.00	0	-
41	Calculator 14 digits	600.00	4	pcs	2,400.00	2	1,200.00	1	600.00	1	600.00	0	-
42	Stapler w/ remover	250.00	10	pcs	2,500.00	2	500.00	3	750.00	3	750.00	2	500.00
43	Staple wire #35	40.00	10	boxes	400.00	2	80.00	3	120.00	3	120.00	2	80.00
44	staple wire remover	35.00	5	pcs	175.00	2	70.00	1	35.00	1	35.00	1	35.00
45	Scissors heavy duty	80.00	6	pcs	480.00	1	80.00	2	160.00	2	160.00	1	80.00
46	puncher heavy duty	350.00	2	pcs	700.00	1	350.00	0	-	1	350.00	0	-
47	tape dispenser big	300.00	1	pc	300.00	1	300.00	0	-	0	-	0	-
48	Glue big	40.00	5	pcs	200.00	2	80.00	1	40.00	1	40.00	1	40.00
49	Masking tape	27.00	10	rolls	270.00	2	54.00	3	81.00	3	81.00	2	54.00
50	duct tape	650.00	5	rolls	3,250.00	2	1,300.00	1	650.00	2	1,300.00	0	-
51	Push pin	60.00	10	box	600.00	2	120.00	3	180.00	3	180.00	2	120.00
52	sharpener	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
53	stamp pad ink	100.00	4	pcs	500.00	1	100.00	1	100.00	2	200.00	1	100.00
54	cutter	50.00	4	pcs	200.00	1	50.00	2	100.00	1	50.00	0	-
55	filing box	250.00	8	pcs	2,000.00	2	500.00	3	750.00	2	500.00	1	250.00
SUB-TOTAL		5,363.00	398		31,905.00	112	11,338.00	94	7,198.00	115	10,423.00	78	2,946.00

Plan Control No.					Planned Amount					Page 3 of 5 pages				
Department/Office: MDRRM 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
51	bookbinder	10,000.00	2	unit	20,000.00	1	10,000.00	0	-	1	10,000.00	0	-
52	3 ring binder	300.00	20	pcs	7,500.00	10	3,000.00	5	1,500.00	5	1,500.00	5	1,500.00
53	plastic ring binder	50.00	40	pcs	2,000.00	15	750.00	10	500.00	10	500.00	5	250.00
54	ruler	20.00	8	pcs	200.00	2	40.00	3	60.00	3	60.00	2	40.00
55	white board	1,000.00	4	pcs	4,000.00	2	2,000.00	2	2,000.00	0	-	0	-
56	illustration board half	20.00	4	pcs	80.00	2	40.00	2	40.00	0	-	0	-
57	Epson L350 ink (T6641-Black)	1,000.00	30	btls	30,000.00	10	10,000.00	10	10,000.00	5	5,000.00	5	5,000.00
58	Epson L350 ink (T6642-Cyan)	1,000.00	30	btls	30,000.00	10	10,000.00	10	10,000.00	5	5,000.00	5	5,000.00
59	Epson L350 ink (T6643-Magenta)	1,000.00	30	btls	30,000.00	10	10,000.00	10	10,000.00	5	5,000.00	5	5,000.00
60	Epson L350 ink (T6644-Yellow)	1,000.00	30	btls	30,000.00	10	10,000.00	10	10,000.00	5	5,000.00	5	5,000.00
61	router	4,000.00	4	pcs	16,000.00	1	4,000.00	2	8,000.00	1	4,000.00	0	-
62	hub	2,500.00	4	pcs	10,000.00	1	2,500.00	2	5,000.00	1	2,500.00	0	-
63	mouse pad	55.00	5	pcs	275.00	2	110.00	2	110.00	1	55.00	0	-
64	computer keyboard	500.00	10	pcs	5,000.00	4	2,000.00	2	1,000.00	2	1,000.00	2	1,000.00
65	computer mouse	300.00	10	pcs	3,000.00	4	1,200.00	2	600.00	2	600.00	2	600.00
66	computer speaker	500.00	5	pcs	2,500.00	2	1,000.00	2	1,000.00	1	500.00	0	-
67	external hard drive 1T	5,000.00	2	pcs	10,000.00	2	10,000.00	0	-	0	-	0	-
68	computer set	35,000.00	4	units	140,000.00	1	35,000.00	2	70,000.00	1	35,000.00	0	-


69	printer	10,000.00	4	unit	40,000.00	1	10,000.00	2	20,000.00	1	10,000.00	0	-
70	avr	1,000.00	4	unit	4,000.00	1	1,000.00	2	2,000.00	1	1,000.00	0	-
71	cd rewritable	55.00	20	pcs	1,100.00	5	275.00	5	275.00	10	550.00	0	-
72	telephone unit	1,500.00	4	unit	6,000.00	2	3,000.00	1	1,500.00	1	1,500.00	0	-
73	fax machine paper	110.00	10	rolls	1,100.00	3	330.00	3	330.00	2	220.00	2	220.00
74	fax machine	8,000.00	2	unit	16,000.00	1	8,000.00	1	8,000.00	0	-	0	-
75	wireless phone	1,500.00	2	unit	3,000.00	1	1,500.00	1	1,500.00	0	-	0	-
76	water dispenser	3,000.00	4	unit	12,000.00	2	6,000.00	1	3,000.00	1	3,000.00	0	-
77	glue gun	200.00	4	pcs	800.00	2	400.00	1	200.00	1	200.00	0	-
78	glue stick	10.00	20	pcs	200.00	10	100.00	5	50.00	5	50.00	0	-
79	paste	50.00	8	pcs	400.00	2	100.00	2	100.00	2	100.00	2	100.00
80	paper cutter big	1,000.00	2	pcs	2,000.00	1	1,000.00	1	1,000.00	0	-	0	-
SUB-TOTAL		89,670.00	326		427,155.00	120	143,345.00	101	167,765.00	72	92,335.00	40	23,710.00

Plan Control No. _____ Planned Amount _____ Page 4 of 5 pages
Department/Office: MDRRM Office Regular _____ Contingency _____ Total _____ Date Submitted: _____

Item No.	Description	Quantity	Total Cost	DISTRIBUTION								
				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
				Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
81	table sign	1,500.00	4 pcs	6,000.00	1	1,500.00	1	1,500.00	2	3,000.00	0	-
82	aircon	30,000.00	4 units	120,000.00	1	30,000.00	1	30,000.00	2	60,000.00	0	-
83	electric fan	2,000.00	4 units	8,000.00	1	2,000.00	1	2,000.00	2	4,000.00	0	-
84	office chair	5,000.00	4 pcs	20,000.00	1	5,000.00	1	5,000.00	2	10,000.00	0	-
85	office table	10,000.00	4 pcs	40,000.00	1	10,000.00	1	10,000.00	2	20,000.00	0	-
86	cabinet	5,000.00	4 pcs	20,000.00	1	5,000.00	1	5,000.00	2	10,000.00	0	-
87	frames	1,000.00	4 pcs	4,000.00	1	1,000.00	1	1,000.00	2	2,000.00	0	-
88	door knob	300.00	8 pcs	2,400.00	2	600.00	3	900.00	2	600.00	1	300.00
89	wall clock	200.00	4 pcs	800.00	1	200.00	2	400.00	1	200.00	0	-
90	mineral water	50.00	240 gallon	12,000.00	60	3,000.00	60	3,000.00	60	3,000.00	60	3,000.00
91	water dispenser	3,000.00	4 unit	12,000.00	1	3,000.00	2	6,000.00	1	3,000.00	0	-
92	floor map	150.00	8 pcs	1,200.00	2	300.00	3	450.00	3	450.00	0	-
93	powder detergent	150.00	10 kilo	1,500.00	2	300.00	3	450.00	3	450.00	2	300.00
94	hand soap	50.00	20 pcs	1,000.00	5	250.00	10	500.00	3	150.00	2	100.00
95	dishwashing paste	70.00	10 pcs	700.00	2	140.00	4	280.00	3	210.00	1	70.00
96	dishwashing liquid	200.00	10 liter	2,000.00	2	400.00	4	800.00	3	600.00	1	200.00
97	tissue paper	20.00	20 pcs	400.00	5	100.00	5	100.00	8	160.00	2	40.00
98	alcohol	100.00	20 liter	2,000.00	5	500.00	10	1,000.00	4	400.00	1	100.00
99	dehumidifier	100.00	12 pcs	1,200.00	2	200.00	5	500.00	4	400.00	1	100.00
100	oil perfume	1,000.00	15 btls	15,000.00	5	5,000.00	5	5,000.00	3	3,000.00	2	2,000.00
SUB-TOTAL		59,890.00	409	270,200.00	101	68,490.00	123	73,880.00	112	121,620.00	73	6,210.00
GRANDTOTAL		164,176.00	1890	899,810.00	542	270,028.00	511	294,288.00	508	265,123.00	357	70,371.00

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

Prepared by:


PETER JOHN T. VISTAN
LDRRM Officer III / MDRRMO Head