

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2017**

Province, City or Municipality : Guiguinto, Bulacan

Plan Control No.				Planned Amount						Page 1 of 2 Pages			
Department/Office: MUNICIPAL AGRICULTURE 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	cutter big	47.50	12 pcs	570.00	3	142.50	3	142.50	3	142.50	3	142.50	
2	ballpen pilot black	350.00	20 box	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00	
3	carbon paper	780.00	4 box	3,120.00	1	780.00	1	780.00	1	780.00	1	780.00	
4	alcohol big	50.00	20 btls	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00	
5	bond paper long	280.00	24 reams	6,720.00	6	1,680.00	6	1,680.00	6	1,680.00	6	1,680.00	
6	bond paper short	255.00	24 reams	6,120.00	6	1,530.00	6	1,530.00	6	1,530.00	6	1,530.00	
7	brown envelop long	3.20	400 pcs	1,280.00	100	320.00	100	320.00	100	320.00	100	320.00	
8	brown envelop short	2.75	400 pcs	1,100.00	100	275.00	100	275.00	100	275.00	100	275.00	
9	folder long	6.00	400 pcs	2,400.00	100	600.00	100	600.00	100	600.00	100	600.00	
10	folder short	5.50	400 pcs	2,200.00	100	550.00	100	550.00	100	550.00	100	550.00	
11	logbook (500 pages)	110.00	20 pcs	2,200.00	5	550.00	5	550.00	5	550.00	5	550.00	
12	mailing envelop white	1,165.00	4 box	4,660.00	1	1,165.00	1	1,165.00	1	1,165.00	1	1,165.00	
13	mongol pencil no.2	88.00	20 box	1,760.00	5	440.00	5	440.00	5	440.00	5	440.00	
14	clip board	150.00	8 pcs	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00	
15	paste big	46.00	10 can	460.00	3	138.00	2	92.00	2	92.00	3	138.00	
16	pentel pen	85.00	60 pcs	5,100.00	15	1,275.00	15	1,275.00	15	1,275.00	15	1,275.00	
17	plastic fastener	40.00	35 box	1,400.00	10	400.00	5	200.00	5	200.00	15	600.00	
18	rubber band big	250.00	12 box	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00	
19	rubber band small	150.00	12 box	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00	
20	scissor big	200.00	12 pcs	2,400.00	3	600.00	3	600.00	3	600.00	3	600.00	
21	scotch tape	28.00	20 rolls	560.00	5	140.00	5	140.00	5	140.00	5	140.00	
22	masking tape	48.00	20 rolls	960.00	5	240.00	5	240.00	5	240.00	5	240.00	
23	double adhesive tape	60.00	12 pcs	720.00	3	180.00	3	180.00	3	180.00	3	180.00	
24	sharpener big	560.00	4 pcs	2,240.00	1	560.00	1	560.00	1	560.00	1	560.00	
SUB-TOTAL				59,970.00		15,065.50		14,819.50		14,819.50		15,265.50	

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Department/Office: MUNICIPAL AGRICULTURE 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	

					QTY.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
25	sign pen black	1,020.00	16	box		16,320.00	4	4,080.00	4	4,080.00	4	4,080.00
26	stabilo	45.00	20	pcs		900.00	5	225.00	5	225.00	5	225.00
27	staple wire #5	65.00	20	box		1,300.00	5	325.00	5	325.00	5	325.00
26	stamp pad	85.00	8	pcs		680.00	2	170.00	2	170.00	2	170.00
27	stamp pad ink	40.00	8	pcs		320.00	2	80.00	2	80.00	2	80.00
28	white board marker	55.00	8	pcs		440.00	2	110.00	2	110.00	2	110.00
29	white board eraser	50.00	4	pcs		200.00	5	250.00	15	750.00	15	750.00
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SUB-TOTAL						20,160.00		5,240.00		5,740.00		5,740.00
GRAND TOTAL						80,130.00		20,305.50		20,559.50		21,005.50

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

Approved by:



Eduardo P. Jose