

ANNUAL PROCUREMENT PLAN
For the year **2014**

City of VALENZUELA

Plan Control Number: _____		Planned Amount: Php		Page 1 of 1 pages									
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE		Regular -	Contingency	Total									
Item No.	DESCRIPTION	Unit	Unit Cost	QTY.	Total Cost	D I S T R I B U T I O N							
						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
PRINTING AND BINDING													
1	Continuous paper TSF-TSP 11x91/2												
	3-ply carbonless 500 sets per box	box	1,000.00	150	150,000.00	38	38,000.00	38	38,000.00	38	38,000.00	38	38,000.00
2	Continuous paper TSF-TSP 13x91/2												
	3-ply carbonless 500 sets per box	box	1,200.00	10	12,000.00	3	3,600.00	3	3,600.00	2	2,400.00	2	2,400.00
3	Payslip; 1 ply												
	2,000 per box	box	750.00	23	17,250.00	6	4,500.00	6	4,500.00	6	4,500.00	5	3,750.00
4	General payroll form												
	17x15; 3-ply carbonless												
	500 sets per box	box	2,980.00	73	217,540.00	19	56,620.00	18	53,640.00	18	53,640.00	18	53,640.00
TOTAL							102,720.00		99,740.00		98,540.00		97,790.00

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

PREPARED BY:

FLOCERFIDA D. VILLAMAR

Name of Department Head/Office

indnjc

ANNUAL PROCUREMENT PLAN

For the year 2014

City of VALENZUELA

Plan Control Number: _____		Planned Amount: PhP15,000.00		Page 1 of 1 page									
Department/Office: CITY BUDGET OFFICE			Regular -		Contingency								
			Total		Date Submitted: January, 2014								
Item No.	DESCRIPTION	Unit	Unit Cost	QTY.	Total Cost	FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	OTHER SUPPLIES EXPENSE External Hard drive	piece	4,800.00	1	4,800.00	1	4,800.00	-	-	-	-	-	-
2	For contingency expenses												
TOTAL													

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

PREPARED BY:

PIA FEBES P. AQUINO

Name of Department Head/Office