

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the City Mayor - Barangay Based Feeding Program					Regular	Contingency	Total	Date Submitted: January, 2016					
Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	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
	OFFICE SUPPLIES			0	-		-		-		-		-
001	Ballpen, HD, Black		25.00	100	2,500.00	50	1,250.00		-	50	1,250.00		-
002	Ballpen, HD, Blue		25.00	100	2,500.00	50	1,250.00		-	50	1,250.00		-
005	Ballpen, Ordinary, Black		5.00	100	500.00	50	250.00		-	50	250.00		-
006	Ballpen, Ordinary, Blue		5.00	100	500.00	50	250.00		-	50	250.00		-
008	Ballpen, Ordinary, Red		5.00	20	100.00	10	50.00		-	10	50.00		-
017	Copy Paper, Long, 70gsm		150.00	60	9,000.00	30	4,500.00		-	30	4,500.00		-
018	Copy Paper, Short, 70gsm		140.00	60	8,400.00	30	4,200.00		-	30	4,200.00		-
019	Copy Printer Ink Cpi10		1,085.00	8	8,680.00	4	4,340.00		-	4	4,340.00		-
024	Eraser, Rubber, Staedtler		25.00	20	500.00	10	250.00		-	10	250.00		-
026	Folder, Ordinary, White, Long 14pts		4.00	400	1,600.00	200	800.00		-	200	800.00		-
027	Folder, Ordinary, White, Short 14pts		3.50	400	1,400.00	200	700.00		-	200	700.00		-
028	Glue, All Purpose, White, 130g		55.00	20	1,100.00	10	550.00		-	10	550.00		-
030	Keyboard, USB		450.00	4	1,800.00	2	900.00		-	2	900.00		-
034	Marker, Permanent, Black		45.00	24	1,080.00	12	540.00		-	12	540.00		-
038	Marker, Whiteboard, Blue		45.00	24	1,080.00	12	540.00		-	12	540.00		-
044	Mouse, Optical, USB		250.00	4	1,000.00	2	500.00		-	2	500.00		-
047	Photo Paper, Glossy, 220gsm, 10's		55.00	20	1,100.00	10	550.00		-	10	550.00		-
055	Rubber band, Small		160.00	4	640.00	2	320.00		-	2	320.00		-
	OTHER SUPPLIES			0	-		-		-		-		-
086	Air freshener, spray, 320 ml		230.00	12	2,760.00	6	1,380.00		-	6	1,380.00		-
087	Alcohol 500 ml		67.00	40	2,680.00	20	1,340.00		-	20	1,340.00		-
088	Bath soap 100 grams		20.00	200	4,000.00	100	2,000.00		-	100	2,000.00		-
	SUB-TOTAL		2,849.50		52,920.00		26,460.00		-		26,460.00		-

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
097	Cutter		350.00	4	1,400.00	2	700.00		-	2	700.00		-
101	Dishwashing Liquid		85.00	10	850.00	5	425.00		-	5	425.00		-
106	Dust pan		75.00	4	300.00	2	150.00		-	2	150.00		-
113	Garbage Bag-Xlarge x 100pcs		41.00	10	410.00	5	205.00		-	5	205.00		-
124	Hand towel tissue paper 6's		1,980.00	40	79,200.00	20	39,600.00		-	20	39,600.00		-
125	Insect Spray, big		320.00	12	3,840.00	6	1,920.00		-	6	1,920.00		-
126	Liquid Hand Soap		199.00	4	796.00	2	398.00		-	2	398.00		-
128	Masking Tape		25.00	60	1,500.00	30	750.00		-	30	750.00		-
130	Mop SQUEEZER		2,999.00	2	5,998.00	1	2,999.00		-	1	2,999.00		-
131	Mop stick & head		375.00	4	1,500.00	2	750.00		-	2	750.00		-
139	Plastic straw		60.00	10	600.00	5	300.00		-	5	300.00		-
141	Pliers		350.00	2	700.00	1	350.00		-	1	350.00		-
149	Powdered Soap 80g/pack		1,490.00	2	2,980.00	1	1,490.00		-	1	1,490.00		-
152	Rags, round		45.00	40	1,800.00	20	900.00		-	20	900.00		-
153	Rain boots		395.00	6	2,370.00	3	1,185.00		-	3	1,185.00		-
154	Raincoat		420.00	6	2,520.00	3	1,260.00		-	3	1,260.00		-
158	Rubber Gloves		90.00	10	900.00	5	450.00		-	5	450.00		-
163	Soft broom, thick		145.00	4	580.00	2	290.00		-	2	290.00		-
	DBM			0	-		-		-		-		-
DBM-007	Calculator, 12 digit		185.00	4	740.00	2	370.00		-	2	370.00		-
DBM-026	Correction Pen		75.00	30	2,250.00	15	1,125.00		-	15	1,125.00		-
DBM-027	Correction Tape		55.00	30	1,650.00	15	825.00		-	15	825.00		-
DBM-028	Cutter, HD		30.00	20	600.00	10	300.00		-	10	300.00		-
	SUB-TOTAL		9,789.00		113,484.00		56,742.00		-		56,742.00		-

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Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	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
DBM-033	Envelope, Brown, Long		1.50	400	600.00	200	300.00		-	200	300.00		-
DBM-034	Envelope, Brown, Short		1.20	400	480.00	200	240.00		-	200	240.00		-
DBM-035	Envelope, Expanding, Long		13.00	100	1,300.00	50	650.00		-	50	650.00		-
DBM-037	Envelope, Mailing, White Long		185.00	400	74,000.00	200	37,000.00		-	200	37,000.00		-
DBM-039	Fastener, Plastic		25.00	20	500.00	10	250.00		-	10	250.00		-
DBM-040	Flash Drive, USB, 16 GB		450.00	4	1,800.00	2	900.00		-	2	900.00		-
DBM-046	Index Card, 4"x6, 500's		125.00	10	1,250.00	5	625.00		-	5	625.00		-
DBM-094	Note Pad, Stick-on, 3"x3		55.00	40	2,200.00	20	1,100.00		-	20	1,100.00		-
DBM-095	Note Pad, Stick-on, 3"x4		60.00	40	2,400.00	20	1,200.00		-	20	1,200.00		-
DBM-097	Paper Clip, Jumbo		18.00	10	180.00	5	90.00		-	5	90.00		-
DBM-098	Paper Clip, Small		12.00	10	120.00	5	60.00		-	5	60.00		-
DBM-099	Paper, Multicopy, A4, 80gsm		150.00	10	1,500.00	5	750.00		-	5	750.00		-
DBM-100	Paper, Multicopy, Legal, 80gsm		165.00	10	1,650.00	5	825.00		-	5	825.00		-
DBM-101	Paper, Pad, Yellow		30.00	20	600.00	10	300.00		-	10	300.00		-
DBM-104	Pencil #2, 12's		72.00	10	720.00	5	360.00		-	5	360.00		-
DBM-106	Puncher		130.00	2	260.00	1	130.00		-	1	130.00		-
DBM-118	Rubber Band, Flat, Big		150.00	4	600.00	2	300.00		-	2	300.00		-
DBM-119	Ruler, Plastic, 12"		10.00	4	40.00	2	20.00		-	2	20.00		-
DBM-120	Scissors		25.00	10	250.00	5	125.00		-	5	125.00		-
DBM-121	Sharpener		195.00	2	390.00	1	195.00		-	1	195.00		-
DBM-122	Sign Pen, Black		50.00	40	2,000.00	20	1,000.00		-	20	1,000.00		-
DBM-123	Sign Pen, Blue		50.00	40	2,000.00	20	1,000.00		-	20	1,000.00		-
DBM-124	Sign Pen, Red		50.00	40	2,000.00	20	1,000.00		-	20	1,000.00		-
	<b>SUB-TOTAL</b>		2,022.70		96,840.00		48,420.00		-		48,420.00		-

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City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: Office of the City Mayor - Barangay Based Feeding Program					Regular		Contingency		Total		Date Submitted: January, 2016		
Item No.	DESCRIPTION	Unit	Unit Cost	Quantity	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
DBM-125	Stamp Pad Ink, Purple, 50ml		25.00	2	50.00	1	25.00		-	1	25.00		-
DBM-126	Stamp Pad, Felt Pad		45.00	2	90.00	1	45.00		-	1	45.00		-
DBM-129	Staple Wire, #35		35.00	20	700.00	10	350.00		-	10	350.00		-
DBM-132	Stapler, Standard Type		150.00	10	1,500.00	5	750.00		-	5	750.00		-
DBM-133	Tape Dispenser, Handheld		35.00	4	140.00	2	70.00		-	2	70.00		-
DBM-134	Tape Dispenser, Tabletop		55.00	4	220.00	2	110.00		-	2	110.00		-
DBM-136	Tape, Double Adhesive		45.00	40	1,800.00	20	900.00		-	20	900.00		-
DBM-138	Tape, Masking, 24mm x 50m		60.00	100	6,000.00	50	3,000.00		-	50	3,000.00		-
DBM-140	Tape, Packaging, 48mm x 50m		40.00	400	16,000.00	200	8,000.00		-	200	8,000.00		-
DBM-141	Tape, Transparent, 24mm x 50m		20.00	100	2,000.00	50	1,000.00		-	50	1,000.00		-
DBM-142	Tape, Transparent, 48mm x 50m		35.00	400	14,000.00	200	7,000.00		-	200	7,000.00		-
DBM-144	Toilet Tissue, 12's		85.00	20	1,700.00	10	850.00		-	10	850.00		-
170	Tissue Paper Small		20.00	40	800.00	20	400.00		-	20	400.00		-
172	Toilet paper 12's		744.00	40	29,760.00	20	14,880.00		-	20	14,880.00		-
				0	-		-		-		-		-
	SUB-TOTAL		1,394.00		74,760.00		37,380.00		-		37,380.00		-
	GRAND TOTAL		16,055.20		338,004.00		169,002.00		-		169,002.00		-

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

PREPARED BY:

JANINA BAUTISTA

Name of Department Head/Office

indnjc