

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Housing & Resettlement Office					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
D-002	Air Freshener 280 ml		100.00	6	600.00	6	600.00		-		-		-
D-003	Alcohol, Ethyl, 70%		55.00	24	1,320.00	6	330.00	6	330.00	6	330.00	6	330.00
D-004	Battery, AA, 2's			0	-		-		-		-		-
D-007	Calculator, 12 digit		185.00	2	370.00	2	370.00		-		-		-
D-009	CD-Rewritable		25.00	20	500.00	10	250.00		-	10	250.00		-
D-025	Correction Fluid		30.00	10	300.00	10	300.00		-		-		-
D-026	Correction Pen			0	-		-		-		-		-
D-027	Correction Tape		55.00	60	3,300.00	30	1,650.00		-	30	1,650.00		-
D-028	Cutter, HD			0	-		-		-		-		-
D-029	Data File Box		85.00	20	1,700.00	10	850.00		-	10	850.00		-
D-030	Data Folder			0	-		-		-		-		-
D-032	DVD, Rewritable		35.00	20	700.00	10	350.00		-	10	350.00		-
D-033	Envelope, Brown, Long		1.50	200	300.00	50	75.00	50	75.00	50	75.00	50	75.00
D-034	Envelope, Brown, Short		1.20	200	240.00	50	60.00	50	60.00	50	60.00	50	60.00
D-039	Fastener, Plastic		25.00	50	1,250.00	35	875.00	5	125.00	5	125.00	5	125.00
D-040	Flash Drive, USB, 16 GB		450.00	4	1,800.00	2	900.00		-	2	900.00		-
D-041	Folder, Expanding, Long		15.00	20	300.00	10	150.00		-	10	150.00		-
D-042	Folder, Expanding, Short		14.00	20	280.00	10	140.00		-	10	140.00		-
D-045	Glue, All Purpose, White, 40g		40.00	10	400.00	5	200.00		-	5	200.00		-
D-074	Ink Cartridge, HP 703, Black		400.00	12	4,800.00	12	4,800.00		-		-		-
D-075	Ink Cartridge, HP 703, Tri-color		400.00	9	3,600.00	9	3,600.00		-		-		-
D-089	Manila Paper, 10's		30.00	4	120.00	2	60.00		-	2	60.00		-
D-090	Marker, Fluorescent		40.00	40	1,600.00	20	800.00		-	20	800.00		-
	SUB-TOTAL		1,986.70		23,480.00		16,360.00		590.00		5,940.00		590.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
D-091	Mouse, Optical, USB		250.00	4	1,000.00	2	500.00		-	2	500.00		-
D-093	Note Pad, Stick-on, 2"x3"		50.00	6	300.00	3	150.00		-	3	150.00		-
D-094	Note Pad, Stick-on, 3"x3"		55.00	6	330.00	3	165.00		-	3	165.00		-
D-097	Paper Clip, Jumbo		18.00	50	900.00	30	540.00		-	20	360.00		-
D-098	Paper Clip, Small		12.00	40	480.00	20	240.00		-	20	240.00		-
D-101	Paper, Pad, Yellow		30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
D-102	Paper, Parchment		250.00	2	500.00	1	250.00		-	1	250.00		-
D-103	Paper, Thermal			0	-		-		-		-		-
D-104	Pencil #2, 12's		72.00	24	1,728.00	6	432.00	6	432.00	6	432.00	6	432.00
D-106	Puncher			0	-		-		-		-		-
D-108	Rag, cotton		45.00	16	720.00	4	180.00	4	180.00	4	180.00	4	180.00
D-113	Ribbon, for Manual Typewriter			0	-		-		-		-		-
D-114	Ring Binder, 12.7mm, 10's			0	-		-		-		-		-
D-115	Ring Binder, 19mm, 10's			0	-		-		-		-		-
D-116	Ring Binder, 22mm, 10's			0	-		-		-		-		-
D-117	Ring Binder, 25mm, 10's			0	-		-		-		-		-
D-118	Rubber Band, Flat, Big			0	-		-		-		-		-
D-119	Ruler, Plastic, 12"		10.00	10	100.00	10	100.00		-		-		-
D-120	Scissors		25.00	4	100.00	2	50.00		-	2	50.00		-
D-121	Sharpener			0	-		-		-		-		-
D-122	Sign Pen, Black		50.00	20	1,000.00	10	500.00		-	10	500.00		-
D-125	Stamp Pad Ink, Purple, 50ml			0	-		-		-		-		-
D-129	Staple Wire, #35		35.00	50	1,750.00	35	1,225.00		-	15	525.00		-
SUB-TOTAL			902.00		9,268.00		4,422.00		702.00		3,442.00		702.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
D-132	Stapler, Standard Type		150.00	6	900.00	3	450.00		-	3	450.00		-
D-136	Tape, Double Adhesive		45.00	6	270.00	6	270.00		-		-		-
D-138	Tape, Masking, 24mm x 50m		60.00	6	360.00	6	360.00		-		-		-
D-141	Tape, Transparent, 24mm x 50m		20.00	70	1,400.00	45	900.00		-	25	500.00		-
D-142	Tape, Transparent, 48mm x 50m			0	-		-		-		-		-
D-144	Toilet Tissue, 12's		85.00	16	1,360.00	4	340.00	4	340.00	4	340.00	4	340.00
1	Ballpen, HD, Black		25.00	40	1,000.00	10	250.00	10	250.00	10	250.00	10	250.00
5	Ballpen, Ordinary, Black		5.00	160	800.00	40	200.00	40	200.00	40	200.00	40	200.00
8	Ballpen, Ordinary, Red		5.00	10	50.00	10	50.00		-		-		-
9	Battery, Rechargeable, AA, 2's			0	-		-		-		-		-
10	Battery, Rechargeable, AAA, 2's			0	-		-		-		-		-
11	Board Paper, Long, 100's		450.00	1	450.00	1	450.00		-		-		-
12	Board Paper, Short, 100's		350.00	1	350.00	1	350.00		-		-		-
15	Carbon Film, Long, Permafilm			0	-		-		-		-		-
16	Carbon Film, Short, Permafilm			0	-		-		-		-		-
17	Copy Paper, Long, 70gsm		150.00	50	7,500.00	50	7,500.00		-		-		-
18	Copy Paper, Short, 70gsm		140.00	50	7,000.00	50	7,000.00		-		-		-
22	Duct Tape, HD		550.00	4	2,200.00	1	550.00	1	550.00	1	550.00	1	550.00
24	Eraser, Rubber, Staedtler		25.00	10	250.00	10	250.00		-		-		-
25	Flash Drive, USB, 8 GB		375.00	4	1,500.00	2	750.00		-	2	750.00		-
26	Folder, Ordinary, White, Long, 14 Pts.		4.00	635	2,540.00	635	2,540.00		-		-		-
27	Folder, Ordinary, White, Short, 14 Pts.		3.50	500	1,750.00	500	1,750.00		-		-		-
29	Illustration Board, 30"x40"			0	-		-		-		-		-
SUB-TOTAL			2,442.50		29,680.00		23,960.00		1,340.00		3,040.00		1,340.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
30	Keyboard, USB		450.00	4	1,800.00	2	900.00		-	2	900.00		-
31	Log Book, 200 pages		285.00	10	2,850.00	10	2,850.00		-		-		-
34	Marker, Permanent, Black		45.00	30	1,350.00	15	675.00		-	15	675.00		-
37	Marker, Whiteboard, Black		45.00	20	900.00	10	450.00		-	10	450.00		-
47	Photo Paper, Glossy, 220gsm, 10's			0	-		-		-		-		-
49	Plastic Cover			0	-		-		-		-		-
68	Specialty Paper, short			0	-		-		-		-		-
69	Sticker Paper			0	-		-		-		-		-
73	Trodat Ink, Black		150.00	4	600.00	1	150.00	1	150.00	1	150.00	1	150.00
121	Gun Tucker			0	-		-		-		-		-
	Toner Cartridge, Sharp AR-153E			0	-		-		-		-		-
	Other Supplies Expn.(Tarpaulin, etc.)		30,000.00	1	30,000.00	1	30,000.00		-		-		-
	Computer Set			0	-		-		-		-		-
	Representation Expns. (food)			0	-		-		-		-		-
	Printing & Binding (handbook)			0	-		-		-		-		-
	SUB-TOTAL		30,975.00		37,500.00		35,025.00		150.00		2,175.00		150.00
	GRAND TOTAL		36,306.20		99,928.00		79,767.00		2,782.00		14,597.00		2,782.00

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

PREPARED BY:

ELENITA M. REYES

Name of Department Head/Office

indnjc