

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the City Mayor - Task Force Disiplina					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	120	3,000.00	30	750.00	30	750.00	30	750.00	30	750.00
002	Ballpen, HD, Blue		25.00	120	3,000.00	30	750.00	30	750.00	30	750.00	30	750.00
005	Ballpen, Ordinary, Black		5.00	100	500.00	25	125.00	25	125.00	25	125.00	25	125.00
017	Copy Paper, Long, 70gsm		150.00	20	3,000.00	5	750.00	5	750.00	5	750.00	5	750.00
018	Copy Paper, Short, 70gsm		140.00	40	5,600.00	10	1,400.00	10	1,400.00	10	1,400.00	10	1,400.00
022	Duct Tape, HD		550.00	2	1,100.00	1	550.00		-	1	550.00		-
026	Folder, Ordinary, White, Long 14pts		4.00	100	400.00	25	100.00	25	100.00	25	100.00	25	100.00
027	Folder, Ordinary, White, Short 14pts		3.50	100	350.00	25	87.50	25	87.50	25	87.50	25	87.50
028	Glue, All Purpose, White, 130g		55.00	4	220.00	2	110.00		-	2	110.00		-
034	Marker, Permanent, Black		45.00	10	450.00	5	225.00		-	5	225.00		-
035	Marker, Permanent, Blue		45.00	10	450.00	5	225.00		-	5	225.00		-
037	Marker, Whiteboard, Black		45.00	10	450.00	5	225.00		-	5	225.00		-
038	Marker, Whiteboard, Blue		45.00	10	450.00	5	225.00		-	5	225.00		-
047	Photo Paper, Glossy, 220gsm, 10's		55.00	4	220.00	2	110.00		-	2	110.00		-
075	Unlimited Ink, Canon 287/237		2,500.00	12	30,000.00	3	7,500.00	3	7,500.00	3	7,500.00	3	7,500.00
	OTHER SUPPLIES			0	-		-		-		-		-
086	Air Freshner, spray, 320ml		230.00	10	2,300.00	5	1,150.00		-	5	1,150.00		-
087	Alcohol 500ml		67.00	100	6,700.00	25	1,675.00	25	1,675.00	25	1,675.00	25	1,675.00
097	Cutter		350.00	2	700.00	2	700.00		-		-		-
106	Dust Pan		75.00	2	150.00	1	75.00		-	1	75.00		-
128	Masking Tape		25.00	10	250.00	5	125.00		-	5	125.00		-
131	Mop Stick & Head		375.00	2	750.00	1	375.00		-	1	375.00		-
	SUB-TOTAL		4,814.50		60,040.00		17,232.50		13,137.50		16,532.50		13,137.50

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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
140	Pledge 300ml		325.00	12	3,900.00	3	975.00	3	975.00	3	975.00	3	975.00
152	Rags, Round		45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
163	Soft Broom, thick		145.00	4	580.00	2	290.00		-	2	290.00		-
	OFFICE SUPPLIES			0	-		-		-		-		-
DBM-004	Battery, AA, 2's		25.00	24	600.00	6	150.00	6	150.00	6	150.00	6	150.00
DBM-007	Calculator, 12 digit		185.00	4	740.00	4	740.00		-		-		-
DBM-027	Correction Tape		55.00	24	1,320.00	6	330.00	6	330.00	6	330.00	6	330.00
DBM-034	Envelope, Brown, Short		1.20	60	72.00	30	36.00		-		-	30	36.00
DBM-035	Envelope, Expanding, Long		13.00	60	780.00	30	390.00		-		-	30	390.00
DBM-036	Envelope, Expanding, Short		11.00	40	440.00	20	220.00		-		-	20	220.00
DBM-037	Envelope, Mailing, White, Long		185.00	40	7,400.00	20	3,700.00		-	20	3,700.00		-
DBM-039	Fastener, Plastic		25.00	4	100.00	2	50.00		-	2	50.00		-
DBM-040	Flash Drive, USB, 16GB		450.00	4	1,800.00	2	900.00		-	2	900.00		-
DBM-041	Folder, Expanding , Long		15.00	40	600.00	20	300.00		-	20	300.00		-
DBM-042	Folder, Expanding , Short		14.00	40	560.00	20	280.00		-	20	280.00		-
DBM-090	Marker, Flourescent		40.00	20	800.00	10	400.00		-	10	400.00		-
DBM-093	Note Pad, Stick on 2" x 3"		50.00	10	500.00	5	250.00		-	5	250.00		-
DBM-095	Note Pad, Stick on 3" x 4"		60.00	4	240.00	2	120.00		-	2	120.00		-
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	40	6,000.00	10	1,500.00	10	1,500.00	10	1,500.00	10	1,500.00
DBM-107	Push Pin, Flat Head		30.00	4	120.00	2	60.00		-	2	60.00		-
DBM-117	Ring Binder, 25mm, 10's		185.00	10	1,850.00	5	925.00		-	5	925.00		-
	SUB-TOTAL		2,039.20		29,242.00		11,901.00		3,090.00		10,515.00		3,736.00

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City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP									
Department/Office: Office of the City Mayor - Task Force Disiplina					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-120	Scissors		25.00	4	100.00	4	100.00		-		-		-	
DBM-122	Sign Pen, Black		50.00	20	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00	
DBM-123	Sign Pen, Blue		50.00	20	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00	
DBM-125	Stamp Pad Ink, Purple, 50ml		25.00	2	50.00	1	25.00		-	1	25.00		-	
DBM-129	Staple Wire, #35		35.00	10	350.00	5	175.00		-	5	175.00		-	
DBM-134	Tape Dispenser, Tabletop		55.00	1	55.00	1	55.00		-		-		-	
DBM-136	Tape, Double Adhesive		45.00	5	225.00	5	225.00		-		-		-	
DBM-141	Tape, Transparent, 24mm x 50m		20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00	
DBM-142	Tape, Transparent, 48mm x 50m		35.00	10	350.00	5	175.00		-	5	175.00		-	
DBM-144	Toilet Tissue, 12's		85.00	12	1,020.00	3	255.00	3	255.00	3	255.00	3	255.00	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
				0	-		-		-		-		-	
	SUB-TOTAL		425.00		4,550.00		1,610.00		855.00		1,230.00		855.00	
	GRAND TOTAL		7,278.70		93,832.00		30,743.50		17,082.50		28,277.50		17,728.50	

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

PREPARED BY:

EDUARDO FAUSTINO

Name of Department Head/Office

indnjc