FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
For the year 2014

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP					Page 1 of 1 pages			
Department/Office: CITY ASSESSOR'S OFFICE					Regular -	Contingency		Total		Date Submitted: January, 2014			
Item	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	
No.						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
	PRINTING EXPENSES												
1	Field sheet												
	short bond; blank ink	reams	450.00	20	9,000.00	10	4,500.00	10	4,500.00				
2	Office letterhead												
	short	reams	850.00	10	8,500.00	5	4,250.00	5	4,250.00				
3	Office letterhead												
	long	reams	950.00	10	9,500.00	5	4,750.00	5	4,750.00				
TOTAL					27,000.00								

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

PREPARED BY: **ATTY. CECILYNNE R. ANDRADE**

Name of Department Head/Office