

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Office of the Mayor - Political Affairs 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
1	Staple wire #35	boxes	20.00	20	400.00	5	100.00	5	100.00	5	100.00	5	100.00
2	Log book	pcs.	285.00	8	2,280.00	2	570.00	2	570.00	2	570.00	2	570.00
3	Paper clip (big)	boxes	10.00	20	200.00	5	50.00	5	50.00	5	50.00	5	50.00
4	Bond Paper (short)	reams	165.00	40	6,600.00	10	1,650.00	10	1,650.00	10	1,650.00	10	1,650.00
5	Bond Paper (long)	reams	175.00	40	7,000.00	10	1,750.00	10	1,750.00	10	1,750.00	10	1,750.00
6	Pilot sign pen (black)	boxes	250.00	8	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
7	Pilot sign pen (blue)	boxes	250.00	8	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
8	Photo paper 230 gsm	pack	55.00	8	440.00	2	110.00	2	110.00	2	110.00	2	110.00
9	Folder long	pcs.	4.00	400	1,600.00	100	400.00	100	400.00	100	400.00	100	400.00
10	folder short	pcs.	3.00	400	1,200.00	100	300.00	100	300.00	100	300.00	100	300.00
11	Brown envelope (long)	pcs.	4.00	400	1,600.00	100	400.00	100	400.00	100	400.00	100	400.00
12	Brown envelope (short)	pcs.	3.00	400	1,200.00	100	300.00	100	300.00	100	300.00	100	300.00
13	computer Ink #21	pcs.	400.00	60	24,000.00	15	6,000.00	15	6,000.00	15	6,000.00	15	6,000.00
14	computer Ink #22	pcs.	350.00	60	21,000.00	15	5,250.00	15	5,250.00	15	5,250.00	15	5,250.00
15	Trodat Ink	piece	150.00	4	600.00	1	150.00	1	150.00	1	150.00	1	150.00
16	Glue	pcs.	55.00	20	1,100.00	5	275.00	5	275.00	5	275.00	5	275.00
17	Cutter	pcs.	25.00	20	500.00	5	125.00	5	125.00	5	125.00	5	125.00
18	Correction tape	pcs.	20.00	80	1,600.00	20	400.00	20	400.00	20	400.00	20	400.00
19	Pentel Pen (Black)	pcs.	45.00	80	3,600.00	20	900.00	20	900.00	20	900.00	20	900.00
20	Pentel Pen (Blue)	pcs.	45.00	80	3,600.00	20	900.00	20	900.00	20	900.00	20	900.00
21	Scotch tape	pcs.	20.00	80	1,600.00	20	400.00	20	400.00	20	400.00	20	400.00
22	Plastic Envelope	pcs.	5.00	100	500.00	25	125.00	25	125.00	25	125.00	25	125.00
23	Ball Pen (black)	pcs.	5.00	200	1,000.00	50	250.00	50	250.00	50	250.00	50	250.00
SUB-TOTAL			2,344.00		85,620.00		21,405.00		21,405.00		21,405.00		21,405.00

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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	
24	Ball Pen (blue)	Pcs.	5.00	200	1,000.00	50	250.00	50	250.00	50	250.00	50	250.00	
25	Filling Rack	Pcs.	150.00	4	600.00	1	150.00	1	150.00	1	150.00	1	150.00	
26	Pencil	Pcs.	5.00	120	600.00	30	150.00	30	150.00	30	150.00	30	150.00	
27	Alcohol	Pcs.	30.00	20	600.00	5	150.00	5	150.00	5	150.00	5	150.00	
28	Sticker Paper	Pcs.	3.50	80	280.00	20	70.00	20	70.00	20	70.00	20	70.00	
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				0	-		-		-		-		-	
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				0	-		-		-		-		-	
				0	-		-		-		-		-	
	SUB-TOTAL		193.50		3,080.00		770.00		770.00		770.00		770.00	
	GRAND TOTAL		2,537.50		88,700.00		22,175.00		22,175.00		22,175.00		22,175.00	
<p>This is to certify that the above procrement plan is in accordance with the objective of this Office.</p> <p style="margin-top: 20px;">PREPARED BY: _____</p> <p style="margin-left: 400px; margin-top: 0px;">EVELYN M. HERNANDEZ</p> <p style="margin-left: 400px; margin-top: 0px;">Name of Department Head/Office</p>														
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