

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: Office of the Mayor - Dr. Pio Scholarship					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
	Bond Paper, Long	ream		30	-	30	-		-		-		-
	Bond Paper, Short	ream		15	-	15	-		-		-		-
	Correction Tape			20	-	20	-		-		-		-
	Epson L120 Continuous Ink			1	-	1	-		-		-		-
	Data File Box, Long with Cover			20	-	20	-		-		-		-
	Fastener, Plastic Coated	box		4	-	4	-		-		-		-
	Folder, Expanded Long			40	-	40	-		-		-		-
	Folder, Expanded Short			20	-	20	-		-		-		-
	Folder, Ordinary Long			30	-	30	-		-		-		-
	Logbook, 300 Pages, HD Veco			4	-	4	-		-		-		-
	Permanent Marker, Blue Broad			4	-	4	-		-		-		-
	Sign Pen, Pilot V5 Blue	box		1	-	1	-		-		-		-
	Specialty Paper, Long, Beige Cambric	dozen		12	-	6	-		-	6	-		-
	Specialty Paper, Short, Beige Cambric	dozen		12	-	6	-		-	6	-		-
	Staple Wire #35, HD Max			8	-	8	-		-		-		-
	Sticker Paper, Matte	piece		12	-	12	-		-		-		-
	Scotch Tape, Transparent 1"			12	-	12	-		-		-		-
	Toner for Gestetner Copier MP1500			6	-	6	-		-		-		-
	<b>GRAND TOTAL</b>				-		-		-		-		-

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

PREPARED BY:

DR. NEDEÑA C. TORRALBA

Name of Department Head/Office