

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: People's Law Enforcement Board					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												
001	Ballpen, HD, Black	piece	25.00	240	6,000.00		-	120		0	-	120	3,000.00
004	Ballpen, HD, Red	piece	25.00	72	1,800.00		-	36	900.00	0	-	36	900.00
005	Ballpen, Ordinary, Black	piece	5.00	120	600.00		-	60	300.00	0	-	60	300.00
011	Board Paper, Long, 100's	ream	450.00	30	13,500.00		-	15	6,750.00	0	-	15	6,750.00
012	Board Paper, Short, 100's	ream	350.00	30	10,500.00		-	15	5,250.00	0	-	15	5,250.00
026	Folder, Ordinary, White, Long, 14 Pts.	piece	4.00	400	1,600.00		-	200	800.00	0	-	200	800.00
027	Folder, Ordinary, White, Short, 14 Pts.	piece	3.50	400	1,400.00		-	200	700.00	0	-	200	700.00
028	Glue, All Purpose, White, 130g	piece	55.00	10	550.00		-	5	275.00	0	-	5	275.00
030	Keyboard, USB	unit	450.00	2	900.00		-	2	900.00	0	-	0	-
033	Log Book, 500 pages	piece	350.00	10	3,500.00		-	10	3,500.00	0	-		-
034	Marker, Permanent, Black	piece	45.00	5	225.00		-	5	225.00	0	-	0	-
035	Marker, Permanent, Blue	piece	45.00	5	225.00		-	5	225.00	0	-	0	-
036	Marker, Permanent, Red	piece	45.00	5	225.00		-	5	225.00	0	-	0	-
037	Marker, Whiteboard, Black	piece	45.00	10	450.00		-	5	225.00	0	-	5	225.00
038	Marker, Whiteboard, Blue	piece	45.00	5	225.00		-	5	225.00	0	-	0	-
039	Marker, Whiteboard, Red	piece	45.00	10	450.00		-	5	225.00	0	-	5	225.00
044	Mouse, Optical, USB	unit	250.00	2	500.00		-	2	500.00	0	-	0	-
049	Plastic Cover	roll	850.00	1	850.00		-	1	850.00	0	-	0	-
052	PVC Cover, Long	piece	5.00	400	2,000.00		-	200	1,000.00	0	-	200	1,000.00
053	PVC Cover, Short	piece	4.00	400	1,600.00		-	200	800.00	0	-	200	800.00
070	Toner for Gestetner Copier, MP1500	piece	2,800.00	3	8,400.00		-	3	8,400.00	0	-	0	-
DBM-040	Flash Drive, USB, 16 GB	piece	450.00	2	900.00		-	1	450.00		-	1	450.00
	SUB-TOTAL		6,346.50		56,400.00		-		32,725.00		-		20,675.00

### ANNUAL PROCUREMENT PLAN For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: People's Law Enforcement Board					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-091	Mouse, Optical, USB	unit	250.00	2	500.00		-	1	250.00		-	1	250.00
DBM-101	Paper, Pad, Yellow	pad	30.00	20	600.00		-	10	300.00		-	10	300.00
DBM-120	Scissors	pair	25.00	2	50.00		-	2	50.00		-	0	-
	OTHER SUPPLIES			0	-		-		-		-		-
086	Air freshener, spray, 320 ml	cans	230.00	2	460.00		-	1	230.00		-	1	230.00
087	Alcohol 500 ml	bottles	67.00	40	2,680.00		-	20	1,340.00		-	20	1,340.00
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
	SUB-TOTAL		602.00		4,290.00		-		2,170.00		-		2,120.00
	GRAND TOTAL		6,948.50		60,690.00		-		34,895.00		-		22,795.00

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

PREPARED BY:

HON. FLORO P. ALEJO

Name of Department Head/Office

indnjc