

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Public Employment Service 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
	OFFICE SUPPLIES												
1	Air Freshener	can	100.00	8	800.00	2	200.00	2	200.00	2	200.00	2	200.00
2	Alcohol, Ethyl, 70 %	bottle	60.00	8	480.00	2	120.00	2	120.00	2	120.00	2	120.00
6	Ballpen, Ordinary, Black	piece	5.00	128	640.00	32	160.00	32	160.00	32	160.00	32	160.00
7	Ballpen, Ordinary, Blue	piece	5.00	128	640.00	32	160.00	32	160.00	32	160.00	32	160.00
8	Ballpen, Ordinary, Red	piece	5.00	128	640.00	32	160.00	32	160.00	32	160.00	32	160.00
9	Battery, Rechargeable, AAA, 2's	pack	650.00	2	1,300.00	1	650.00	0	-	1	650.00	0	-
10	Bond Paper, Long, Substance 20	ream	140.00	400	56,000.00	100	14,000.00	100	14,000.00	100	14,000.00	100	14,000.00
11	Bond Paper, Short, Substance 20	ream	130.00	200	26,000.00	50	6,500.00	50	6,500.00	50	6,500.00	50	6,500.00
12	Calculator, 12 digit	unit	185.00	2	370.00	1	185.00	0	-	1	185.00	0	-
13	Clip Backfold, 50mm	box	60.00	12	720.00	3	180.00	3	180.00	3	180.00	3	180.00
14	Clip, Backfold, 25mm	box	20.00	12	240.00	3	60.00	3	60.00	3	60.00	3	60.00
15	Clip, Backfold, 32mm	box	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
16	Copy Printer Ink Cpi10	piece	1,085.00	12	13,020.00	3	3,255.00	3	3,255.00	3	3,255.00	3	3,255.00
17	Correction Fluid	piece	30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
18	Correction Pen	piece	75.00	12	900.00	3	225.00	3	225.00	3	225.00	3	225.00
19	Cutter, HD	piece	35.00	12	420.00	3	105.00	3	105.00	3	105.00	3	105.00
20	DVD, Recordable	piece	15.00	60	900.00	15	225.00	15	225.00	15	225.00	15	225.00
21	Envelope, Brown, Long	piece	1.50	800	1,200.00	200	300.00	200	300.00	200	300.00	200	300.00
24	Fastener, Plastic	box	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
25	Flash Drive, USB, 16 GB	piece	500.00	2	1,000.00	1	500.00	0	-	1	500.00	0	-
26	Folder, Ordinary, White, Long	piece	4.00	800	3,200.00	200	800.00	200	800.00	200	800.00	200	800.00
27	Glue, All Purpose, White, 40g	piece	30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
	SUB-TOTAL		3,185.50		109,790.00		28,115.00		26,780.00		28,115.00		26,780.00

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PHP								
Department/Office: Public Employment Service 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
28	Ink Cartridge, HP 703, Black	cart	450.00	60	27,000.00	15	6,750.00	15	6,750.00	15	6,750.00	15	6,750.00
29	Ink Cartridge, HP 703, Tri-color	cart	450.00	60	27,000.00	15	6,750.00	15	6,750.00	15	6,750.00	15	6,750.00
33	Paper Clip, Jumbo	box	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
34	Paper Clip, Small	box	10.00	12	120.00	3	30.00	3	30.00	3	30.00	3	30.00
35	Paper, Pad, Yellow	pad	30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
36	Pencil #2, 12's	box	72.00	12	864.00	3	216.00	3	216.00	3	216.00	3	216.00
37	Photo Paper, Glossy, 220gsm, 10's	pack	55.00	4	220.00	1	55.00	1	55.00	1	55.00	1	55.00
38	Puncher	unit	125.00	2	250.00	1	125.00	0	-	1	125.00	0	-
39	Ring Binder, 12.7mm, 10's	bundle	65.00	24	1,560.00	6	390.00	6	390.00	6	390.00	6	390.00
40	Ring Binder, 22mm, 10's	bundle	125.00	24	3,000.00	6	750.00	6	750.00	6	750.00	6	750.00
41	Rubber Band, Flat, Big	box	150.00	12	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
42	Ruler, Plastic, 12"	piece	10.00	8	80.00	2	20.00	2	20.00	2	20.00	2	20.00
43	Scissors	pair	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
44	Sharpener	piece	195.00	2	390.00	1	195.00	0	-	1	195.00	0	-
45	Sign Pen, Black	piece	50.00	48	2,400.00	12	600.00	12	600.00	12	600.00	12	600.00
46	Sign Pen, Blue	piece	50.00	48	2,400.00	12	600.00	12	600.00	12	600.00	12	600.00
47	Sign Pen, Red	piece	50.00	48	2,400.00	12	600.00	12	600.00	12	600.00	12	600.00
48	Stamp Pad, Felt Pad	piece	45.00	2	90.00	1	45.00	1	45.00	1	45.00	0	-
49	Staple Wire, #35	box	35.00	24	840.00	6	210.00	6	210.00	6	210.00	6	210.00
50	Sticker Paper	piece	3.50	100	350.00	25	87.50	25	87.50	25	87.50	25	87.50
51	Tape Dispenser, Handheld	unit	45.00	2	90.00	1	45.00	0	-	1	45.00	0	-
52	Tape Dispenser, Tabletop	unit	65.00	2	130.00	1	65.00	0	-	1	65.00	0	-
53	Tape, Double Adhesive	roll	45.00	24	1,080.00	6	270.00	6	270.00	6	270.00	6	270.00
	SUB-TOTAL		2,165.50		72,804.00		18,438.50		18,008.50		18,438.50		17,963.50

