

ANNUAL PROCUREMENT PLAN
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: Worker's 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
	OFFICE SUPPLIES												
005	Ballpen, Ordinary, Black	piece	5.00	1,500	7,500.00	500	2,500.00	500	2,500.00	250	1,250.00	250	1,250.00
006	Ballpen, Ordinary, Blue	piece	5.00	1,500	7,500.00	500	2,500.00	500	2,500.00	250	1,250.00	250	1,250.00
015	Carbon Film, Long, Permafilm	box	550.00	4	2,200.00	1	550.00	1	550.00	1	550.00	1	550.00
016	Carbon Film, Short, Permafilm	box	500.00	4	2,000.00	1	500.00	1	500.00	1	500.00	1	500.00
	Clip Board, Long	piece	150.00	8	1,200.00	4	600.00	4	600.00				
017	Copy Paper, Long, 70gsm	ream	150.00	100	15,000.00	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00
018	Copy Paper, Short, 70gsm	ream	140.00	100	14,000.00	25	3,500.00	25	3,500.00	25	3,500.00	25	3,500.00
021	Copy Printer Ink Cpi7	piece	1,120.00	6	6,720.00	2	2,240.00	2	2,240.00	1	1,120.00	1	1,120.00
024	Eraser, Rubber, Staedtler	piece	25.00	20	500.00	5	125.00	5	125.00	5	125.00	5	125.00
025	Flash Drive, USB, 8 GB	piece	375.00	10	3,750.00	5	1,875.00	5	1,875.00	0	-	0	-
026	Folder, Ordinary, White, Long, 14 Pts.	piece	4.00	1,000	4,000.00	250	1,000.00	250	1,000.00	250	1,000.00	250	1,000.00
027	Folder, Ordinary, White, Short, 14 Pts.	piece	3.50	500	1,750.00	150	525.00	150	525.00	100	350.00	100	350.00
028	Glue, All Purpose, White, 130g	piece	55.00	20	1,100.00	5	275.00	5	275.00	5	275.00	5	275.00
032	Log Book, 300 pages	piece	300.00	12	3,600.00	3	900.00	3	900.00	3	900.00	3	900.00
033	Log Book, 500 pages	piece	350.00	20	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
034	Marker, Permanent, Black	piece	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
035	Marker, Permanent, Blue	piece	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
037	Marker, Whiteboard, Black	piece	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
038	Marker, Whiteboard, Blue	piece	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
047	Photo Paper, Glossy, 220gsm, 10's	pack	55.00	2	110.00	1	55.00	1	55.00	0	-	0	-
048	Photo Paper, Matte, 130gsm, 20's	box	185.00	2	370.00	1	185.00	1	185.00	0	-	0	-
055	Rubber band, Small	box	160.00	1	160.00	1	160.00	0	-	0	-	0	-
	SUB-TOTAL		4,312.50		85,660.00		24,790.00		24,630.00		18,120.00		18,120.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
069	Sticker Paper	piece	3.50	0	-	1	3.50	1	3.50	0	-	0	-
072	Toner, Kyocera Mita	piece	2,900.00	4	11,600.00	2	5,800.00	1	2,900.00	1	2,900.00		-
DBM-004	Battery, AA, 2's	pack	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00
DBM-005	Battery, AAA, 2's	pack	20.00	12	240.00	3	60.00	3	60.00	3	60.00	3	60.00
DBM-007	Calculator, 12 digit	unit	185.00	7	1,295.00	4	740.00	3	555.00		-		-
DBM-009	CD-Rewritable	piece	25.00	1,000	25,000.00	250	6,250.00	250	6,250.00	250	6,250.00	250	6,250.00
DBM-014	Clip, Backfold, 32mm	box	25.00	2	50.00	1	25.00	1	25.00		-		-
DBM-012	Clip Backfold, 50mm	box	55.00	2	110.00	1	55.00	1	55.00		-		-
DBM-026	Correction Pen	piece	75.00	5	375.00	3	225.00	2	150.00		-	0	-
DBM-027	Correction Tape	piece	55.00	100	5,500.00	25	1,375.00	25	1,375.00	25	1,375.00	25	1,375.00
DBM-028	Cutter, HD	piece	30.00	6	180.00	3	90.00	3	90.00		-	0	-
DBM-029	Data File Box	piece	85.00	10	850.00	5	425.00	5	425.00		-		-
DBM-033	Envelope, Brown, Long	piece	1.50	1,000	1,500.00	250	375.00	250	375.00	250	375.00	250	375.00
DBM-034	Envelope, Brown, Short	piece	1.20	1,000	1,200.00	250	300.00	250	300.00	250	300.00	250	300.00
DBM-035	Envelope, Expanding, Long	piece	13.00	100	1,300.00	25	325.00	25	325.00	25	325.00	25	325.00
DBM-036	Envelope, Expanding, Short	piece	11.00	100	1,100.00	25	275.00	25	275.00	25	275.00	25	275.00
DBM-039	Fastener, Plastic	box	25.00	20	500.00	5	125.00	5	125.00	5	125.00	5	125.00
DBM-040	Flash Drive, USB, 16 GB	piece	450.00	4	1,800.00	2	900.00	2	900.00		-	0	-
DBM-041	Folder, Expanding, Long	piece	15.00	100	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
DBM-042	Folder, Expanding, Short	piece	14.00	100	1,400.00	25	350.00	25	350.00	25	350.00	25	350.00
DBM-050	Ink Cartridge, Epson, T6641, Black	cart	300.00	20	6,000.00	5	1,500.00	5	1,500.00	5	1,500.00	5	1,500.00
DBM-051	Ink Cartridge, Epson, T6642, Cyan	cart	300.00	10	3,000.00	3	900.00	3	900.00	3	900.00	1	300.00
DBM-052	Ink Cartridge, Epson, T6643, Magenta	cart	300.00	10	3,000.00	3	900.00	3	900.00	3	900.00	1	300.00
	SUB-TOTAL		4,914.20		67,800.00		21,448.50		18,288.50		16,085.00		11,985.00

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						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
DBM-053	Ink Cartridge, Epson, T6644, Yellow	cart	300.00	10	3,000.00	3	900.00	3	900.00	3	900.00	1	300.00
DBM-076	Ink Cartridge, HP 704, Black	cart	400.00	15	6,000.00	4	1,600.00	4	1,600.00	4	1,600.00	3	1,200.00
DBM-077	Ink Cartridge, HP 704, Tri-color	cart	400.00	15	6,000.00	4	1,600.00	4	1,600.00	4	1,600.00	3	1,200.00
DBM-089	Manila Paper, 10's	pack	30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
DBM-094	Note Pad, Stick-on, 3"x3	pad	55.00	20	1,100.00	5	275.00	5	275.00	5	275.00	5	275.00
DBM-095	Note Pad, Stick-on, 3"x4	pad	60.00	20	1,200.00	5	300.00	5	300.00	5	300.00	5	300.00
DBM-097	Paper Clip, Jumbo	box	18.00	12	216.00	3	54.00	3	54.00	3	54.00	3	54.00
DBM-098	Paper Clip, Small	box	12.00	13	156.00	4	48.00	3	36.00	3	36.00	4	48.00
DBM-102	Paper, Parchment	pack	250.00	20	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
DBM-104	Pencil #2, 12's	box	72.00	4	288.00	1	72.00	1	72.00	1	72.00	1	72.00
DBM-106	Puncher	unit	130.00	5	650.00	2	260.00	2	260.00	1	130.00	0	-
DBM-113	Ribbon, for Manual Typewriter	spool	20.00	50	1,000.00	14	280.00	12	240.00	12	240.00	12	240.00
DBM-119	Ruler, Plastic, 12"	piece	10.00	8	80.00	2	20.00	2	20.00	2	20.00	2	20.00
DBM-120	Scissors	pair	25.00	4	100.00	2	50.00	2	50.00		-	2	50.00
DBM-122	Sign Pen, Black	piece	50.00	100	5,000.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00
DBM-123	Sign Pen, Blue	piece	50.00	100	5,000.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00
DBM-124	Sign Pen, Red	piece	50.00	40	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
DBM-126	Stamp Pad, Felt Pad	piece	45.00	5	225.00	5	225.00		-		-		-
DBM-125	Stamp Pad Ink, Purple, 50ml	bottle	25.00	5	125.00	5	125.00		-		-		-
DBM-129	Staple Wire, #35	box	35.00	20	700.00	5	175.00	5	175.00	5	175.00	5	175.00
DBM-134	Tape Dispenser, Tabletop	unit	55.00	10	550.00	3	165.00	3	165.00	2	110.00	2	110.00
DBM-136	Tape, Double Adhesive	roll	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
DBM-138	Tape, Masking, 24mm x 50m	roll	60.00	20	1,200.00	5	300.00	5	300.00	5	300.00	5	300.00
	SUB-TOTAL		2,197.00		40,490.00		10,924.00		10,522.00		10,287.00		8,819.00

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						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
DBM-140	Tape, Packaging, 48mm x 50m	roll	40.00	20	800.00	10	400.00	10	400.00		-		-
DBM-141	Tape, Transparent, 24mm x 50m	roll	20.00	50	1,000.00	15	300.00	15	300.00	10	200.00	10	200.00
DBM-144	Toilet Tissue, 12's	pack	85.00	50	4,250.00	13	1,105.00	13	1,105.00	12	1,020.00	12	1,020.00
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
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	SUB-TOTAL		145.00		6,050.00		1,805.00		1,805.00		1,220.00		1,220.00

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						FIRST QUARTER		SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER		
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	OTHER SUPPLIES													
087	Alcohol 500 ml	bottles	67.00	50	3,350.00	15	1,005.00	15	1,005.00	10	670.00	10	670.00	
097	Cutter	pcs	350.00	2	700.00	2	700.00	0	-	0	-	0	-	
113	Garbage bag - Xlarge x 100 pcs	packs	41.00	30	1,230.00	13	533.00	13	533.00	12	492.00	12	492.00	
170	Tissue Paper Small	rolls	20.00	200	4,000.00	50	1,000.00	50	1,000.00	50	1,000.00	50	1,000.00	
	Paper Cutter Metal Base A4 Size	Piece	1,200.00	2	2,400.00	1	1,200.00			1	1,200.00			
	Portable Hard Drive 2 TB	Piece	6,000.00	1	6,000.00	1	6,000.00							
	Uniform	Piece	300.00	300	90,000.00	300	90,000.00							
	Postage Stamp	Piece	10.00	2,000	20,000.00	500	5,000.00	500	5,000.00	500	5,000.00	500	5,000.00	
	Postage Stamp	Piece	5.00	2,000	10,000.00	500	2,500.00	500	2,500.00	500	2,500.00	500	2,500.00	
	Coffee, Nescafe 3 in 1, 36's	packs	180.00	20	3,600.00	5	900.00	5	900.00	5	900.00	5	900.00	
	Coffee, Great Taste White, 3 in 1, 36's	packs	180.00	20	3,600.00	5	900.00	5	900.00	5	900.00	5	900.00	
	Tarpaulin, Variety				140,000.00		30,000.00		30,000.00		30,000.00		20,000.00	
	Certificate Frame A4	Piece	150.00	100	15,000.00	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00	
				0	-		-		-		-		-	
	SUB-TOTAL		8,503.00		299,880.00		143,488.00		45,588.00		46,412.00		35,212.00	
	GRAND TOTAL		20,071.70		499,880.00		202,455.50		100,833.50		92,124.00		75,356.00	

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

PREPARED BY:

HON. ANTONIO R. ESPIRITU

Name of Department Head/Office

indnjc