

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP								
Department/Office: City Assessor's 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												
001	Ballpen, HD, Black	piece	25.00	72	1,800.00	24	600.00	24	600.00	24	600.00	24	600.00
002	Ballpen, HD, Blue	piece	25.00	72	1,800.00	24	600.00	24	600.00	24	600.00	24	600.00
009	Battery, Rechargeable, AA, 2's	pack	585.00	20	11,700.00	10	5,850.00	10	5,850.00		-		-
010	Battery, Rechargeable, AAA, 2's	pack	650.00	20	13,000.00	10	6,500.00	10	6,500.00		-		-
017	Copy Paper, Long, 70gsm	ream	150.00	1,030	154,500.00	400	60,000.00	300	45,000.00	200	30,000.00	130	19,500.00
018	Copy Paper, Short, 70gsm	ream	140.00	1,030	144,200.00	400	56,000.00	300	42,000.00	200	28,000.00	130	18,200.00
021	Copy Printer Ink Cpi7	piece	1,120.00	4	4,480.00	1	1,120.00	1	1,120.00	1	1,120.00	1	1,120.00
022	Duct Tape, HD	roll	550.00	6	3,300.00	3	1,650.00		-	3	1,650.00		-
024	Eraser, Rubber, Staedtler	piece	25.00	20	500.00	10	250.00		-	10	250.00		-
026	Folder, Ordinary, White, Long, 14 Pts.	piece	4.00	250	1,000.00	100	400.00	100	400.00	50	200.00		-
027	Folder, Ordinary, White, Short, 14 Pts.	piece	3.50	150	525.00	50	175.00	50	175.00	50	175.00		-
028	Glue, All Purpose, White, 130g	piece	55.00	50	2,750.00	25	1,375.00		-	25	1,375.00		-
031	Log Book, 200 pages	piece	285.00	12	3,420.00	6	1,710.00		-	6	1,710.00		-
032	Log Book, 300 pages	piece	300.00	12	3,600.00	6	1,800.00		-	6	1,800.00		-
034	Marker, Permanent, Black	piece	45.00	48	2,160.00	12	540.00	12	540.00	12	540.00	12	540.00
035	Marker, Permanent, Blue	piece	45.00	48	2,160.00	12	540.00	12	540.00	12	540.00	12	540.00
037	Marker, Whiteboard, Black	piece	45.00	48	2,160.00	12	540.00	12	540.00	12	540.00	12	540.00
038	Marker, Whiteboard, Blue	piece	45.00	48	2,160.00	12	540.00	12	540.00	12	540.00	12	540.00
040	Master Roll, CPMT17	roll	5,460.00	1	5,460.00	1	5,460.00		-		-		-
044	Mouse, Optical, USB	unit	250.00	10	2,500.00	5	1,250.00	5	1,250.00		-		-
069	Sticker Paper	piece	3.50	50	175.00	25	87.50		-	25	87.50		-
073	Trodat Ink, Black	bottle	150.00	5	750.00	2	300.00	2	300.00	1	150.00		-
	SUB-TOTAL		9,961.00		364,100.00		147,287.50		105,955.00		69,877.50		42,180.00

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: Php								
Department/Office: City Assessor's 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
075	Unlimited Ink, Canon 287/237	sets	2,500.00	2	5,000.00	8	20,000.00	8	20,000.00	8	20,000.00	8	20,000.00
076	Unlimited Ink, Brother, J3720	sets	4,100.00	1	4,100.00	4	16,400.00	4	16,400.00	4	16,400.00	4	16,400.00
077	Unlimited Ink, Brother, J430W	sets	2,800.00	3	8,400.00	9	25,200.00	9	25,200.00	9	25,200.00	9	25,200.00
	BOND PAPER, SHORT BLUE 80 GSM	REAM	295.00	200	59,000.00	150	44,250.00	50	14,750.00		-		-
	BOND PAPER, SHORT PINK 80 GSM	REAM	295.00	200	59,000.00	150	44,250.00	50	14,750.00		-		-
	BOND PAPER, SHORT WHITE 80 GSM	REAM	189.00	200	37,800.00	150	28,350.00	50	9,450.00		-		-
	BOOK COVER BLUE 3" X 10" X 12"	PIECE	120.00	150	18,000.00	50	6,000.00	50	6,000.00	50	6,000.00		-
	BOOK COVER VIOLET 3" X 10" X 12"	PIECE	120.00	25	3,000.00	25	3,000.00		-		-		-
	BROWN ENVELOPE , LONG	PIECE	1.75	200	350.00	100	175.00		-	100	175.00		-
	BROWN ENVELOPE , SHORT	PIECE	1.25	100	125.00	50	62.50		-	50	62.50		-
	CORRECTION PEN	PIECE	20.00	40	800.00	20	400.00		-	20	400.00		-
	DATER , SMALL	PIECE	650.00	4	2,600.00	2	1,300.00		-	2	1,300.00		-
	EXPANDABLE ENVELOPE , PLASTIC	PIECE	23.50	100	2,350.00	25	587.50	25	587.50	25	587.50	25	587.50
	INK , PRINTER HP DESKJET 510 (Plotter) Black		2,400.00	5	12,000.00	3	7,200.00	2	4,800.00		-		-
	INK , PRINTER HP DESKJET 510 (Plotter) Cyan		1,900.00	5	9,500.00	3	5,700.00	2	3,800.00		-		-
	INK , PRINTER HP DESKJET 510 (Plotter) Magenta		1,900.00	5	9,500.00	3	5,700.00	2	3,800.00		-		-
	INK , PRINTER HP DESKJET 510 (Plotter) Yellow		1,900.00	5	9,500.00	3	5,700.00	2	3,800.00		-		-
	MUSKING TAPE 1"	ROLL	100.00	20	2,000.00	5	500.00	5	500.00	5	500.00	5	500.00
	MUSKING TAPE 2"	ROLL	100.00	20	2,000.00	5	500.00	5	500.00	5	500.00	5	500.00
	PAPER CLIP BIG	PIECE	30.00	30	900.00	10	300.00	10	300.00	5	150.00	5	150.00
	PENCIL , MONGOL	PIECE	5.00	96	480.00	24	120.00	24	120.00	24	120.00	24	120.00
	PUNCHER , 2 HOLES HEAVY DUTY	PIECE	215.00	2	430.00	1	215.00		-	1	215.00		-
	RUBBER BAND BIG	BOX	60.00	10	600.00	4	240.00	3	180.00	3	180.00		-
	SUB-TOTAL		19,725.50		247,435.00		216,150.00		124,937.50		71,790.00		63,457.50

**ANNUAL PROCUREMENT PLAN**  
For the year 2016

City of VALENZUELA

Plan Control Number: _____					Planned Amount: Php								
Department/Office: City Assessor's 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
	RUBBING ALCOHOL, 1000ML	PIECE	70.00	60	4,200.00	30	2,100.00		-	30	2,100.00		-
	SCOTCH TAPE 1"	PIECE	40.00	40	1,600.00	20	800.00	10	400.00	10	400.00		-
	SCOTCH TAPE 2"	PIECE	60.00	40	2,400.00	20	1,200.00	10	600.00	10	600.00		-
	SIGN PEN , PILOT BLACK 0.5	PIECE	40.00	144	5,760.00	36	1,440.00	36	1,440.00	36	1,440.00	36	1,440.00
	SIGN PEN , PILOT BLUE 0.5	PIECE	40.00	96	3,840.00	24	960.00	24	960.00	24	960.00	24	960.00
	SIGN PEN, PILOT BLUE 1.0	PIECE	50.00	24	1,200.00	12	600.00		-	12	600.00		-
	SIGN PEN , PILOT RED 0.5	PIECE	40.00	24	960.00	12	480.00		-	12	480.00		-
	STAMPS , POST OFFICE (MAILING)	PIECE	40.00	2,000	80,000.00	500	20,000.00	500	20,000.00	500	20,000.00	500	20,000.00
	STAPLER W/ REMOVER	PIECE	110.00	12	1,320.00	5	550.00	5	550.00	2	220.00		-
	STAPLE WIRE	PIECE	22.00	100	2,200.00	50	1,100.00	30	660.00	20	440.00	20	440.00
	STORAGE BOX	PIECE	300.00	400	120,000.00	200	60,000.00	100	30,000.00	100	30,000.00		-
	STICKER PAPER	PIECE	28.75	50	1,437.50	25	718.75		-	25	718.75		-
	OFFICE CHAIR (SWIVEL)	PIECE	1,300.00	8	10,400.00	6	7,800.00		-	4	5,200.00		-
	TONER HP LASERJET 4300 N	PIECE	3,500.00	8	28,000.00	3	10,500.00	3	10,500.00	2	7,000.00		-
	TONER HP LASERJET P1600DN	PIECE	4,000.00	35	140,000.00	15	60,000.00	10	40,000.00	10	40,000.00		-
	TONER HPLI 4050	PIECE	4,500.00	40	180,000.00	10	45,000.00	10	45,000.00	10	45,000.00	10	45,000.00
	TMCR BOOKCOVER 17.5" X 12.75" (Violet)	PIECE	150.00	200	30,000.00	150	22,500.00	50	7,500.00		-		-
	TMCR PAPER A3	PIECE	5.00	3,000	15,000.00	2,000	10,000.00	500	2,500.00	500	2,500.00		-
	FOLD BACK CLIP (BIG)	PIECE	39.00	30	1,170.00	15	585.00		-	15	585.00		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
				0	-		-		-		-		-
	<b>SUB-TOTAL</b>		14,334.75		629,487.50		246,333.75		160,110.00		158,243.75		67,840.00

