

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Povince, City or Municipality Bago City, Negros Occidental

Plan Control No. _____					Planned Amount				Pages 1 of 4 pages				
Department/Office: CMO-Admin					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Bond Paper,super qlty.,short size	200.00	50	reams	10,000.00	25	5,000.00			25	5,000.00		
2	Bond Paper,prem. qlty.,long size	220.00	50	reams	11,000.00	25	5,500.00			25	5,500.00		
3	Stamping pad, inck violet, 50cc	135.00	5	botle	675.00	5	675.00						
4	Ballpen, Black	6.00	200	pcs	1,200.00	100	600.00			100	600.00		
5	Record Book, 300 pages	70.00	30	books	2,100.00	15	1,050.00			15	1,050.00		
6	Staple Wire, Big	22.50	40	boxes	900.00	20	450.00			20	450.00		
7	Parker Pen, refill	110.00	25	pcs	2,750.00	15	1,650.00			10	1,100.00		
8	Transparent Tape, 1 inch	32.00	24	rolls	768.00	12	384.00			12	384.00		
9	Packing Tape, 2 inch	60.00	24	rolls	1,440.00	12	720.00			12	720.00		
10	Masking Tape, 2 inch	65.00	24	rolls	1,560.00	12	780.00			12	780.00		
11	Correction Pen	80.00	20	pcs	1,600.00	10	800.00			10	800.00		
12	Sign Pen(energel0.5 niddle point)	65.00	50	pcs	3,250.00	25	1,625.00			25	1,625.00		
13	Clear Book,20's page (long size asstd)	65.00	30	pcs	1,950.00	15	975.00			15	975.00		
14	Fastener w/ plastic coated	38.00	30	boxes	1,140.00	15	570.00			15	570.00		
15	Paper clip,Jumbo w/ vinyl coated	26.00	30	boxes	780.00	15	390.00			15	390.00		
16	Paper clip,33mm vinyl coated	12.00	30	boxes	360.00	15	180.00			15	180.00		
17	Push Pin	38.00	30	boxes	1,140.00	15	570.00			15	570.00		
18	Mailing Envelope, Long	320.00	10	boxes	3,200.00	5	1,600.00			5	1,600.00		
19	Mailing Envelope, Short	300.00	10	boxes	3,000.00	5	1,500.00			5	1,500.00		
20	Pentel Pen,(Super color marker pen board)	40.00	30	pcs	1,200.00	15	600.00			15	600.00		
21	Scissors (HD)	110.00	5	pcs	550.00	5	550.00						
22	Pencil, Monggol 2	84.00	10	boxes	840.00	5	420.00			5	420.00		
23	Bond Paper, White, long	185.00	50	reams	9,250.00	25	4,625.00			25	4,625.00		
24	Bond Paper, White,short	175.00	50	reams	8,750.00	25	4,375.00			25	4,375.00		

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Povince, City or Municipality Bago City, Negros Occidental

Plan Control No. _____					Planned Amount					Pages 2 of 4 pages			
Department/Office: CMO-Admin					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
25	Elmer's Glue	28.00	30	bottle	840.00	15	420.00			15	420.00		
26	Glue Gun	185.00	3	pcs	555.00	3	555.00						
27	Glue Stick	75.00	30	pcs	2,250.00	15	1,125.00			15	1,125.00		
28	Thermal Paper	220.00	50	rolls	11,000.00	25	5,500.00			25	5,500.00		
29	Hardcopy Bond Paper (long)	200.00	50	reams	10,000.00	25	5,000.00			25	5,000.00		
30	Hardcopy Bond Paper (short)	180.00	50	reams	9,000.00	25	4,500.00			25	4,500.00		
31	Brown Envelope, Long	6.00	50	pcs	300.00	25	150.00			25	150.00		
32	Brown Envelope, short	5.00	50	pcs	250.00	25	125.00			25	125.00		
33	Photo Paper	55.00	50	pcs	2,750.00	25	1,375.00			25	1,375.00		
34	Special Paper	195.00	50	pcs	9,750.00	25	4,875.00			25	4,875.00		
35	Stamping Pad	450.00	3	pcs	1,350.00	3	1,350.00						
36	HP Inkjet, 704 colored	487.50	20	boxes	9,750.00	10	4,875.00			10	4,875.00		
37	HP Inkjet, 704 black	450.00	20	boxes	9,000.00	10	4,500.00			10	4,500.00		
38	Bulk Ink for Epson Stylus T13	475.00	20	boxes	9,500.00	10	4,750.00			10	4,750.00		
39	Cutter	45.00	5	pcs	225.00	5	225.00						
40	Cutter Blade	160.00	10	boxes	1,600.00	5	800.00			5	800.00		
41	HP60 Inkjet, Colored	950.00	10	boxes	9,500.00	5	4,750.00			5	4,750.00		
42	HP60 Inkjet, Black	850.00	10	boxes	8,500.00	5	4,250.00			5	4,250.00		
43	HP97 Inkjet, Colored	850.00	10	boxes	8,500.00	5	4,250.00			5	4,250.00		
44	HP96 Inkjet, Black	380.00	10	boxes	3,800.00	5	1,900.00			5	1,900.00		
45	Stapler	380.00	10	pcs	3,800.00	5	1,900.00			5	1,900.00		
46	Puncher	550.00	5	pcs	2,750.00	5	2,750.00						
47	Dater, Heavy Duty, Big	250.00	3	pcs	750.00	3	750.00						
48	USB, 8GB	500.00	3	pcs	1,500.00	3	1,500.00						

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Povince, City or Municipality Bago City, Negros Occidental

Plan Control No. _____					Planned Amount					Pages 3 of 4 pages			
Department/Office: CMO-Admin					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
49	Lazer Bond Paper (prem grade,long)	220.00	30	reams	6,600.00	15	3,300.00			15	3,300.00		
50	Lazer Bond Paper (prem grade,short)	200.00	30	reams	6,000.00	15	3,000.00			15	3,000.00		
51	Double Sided Tape	35.00	20	rolls	700.00	10	350.00			10	350.00		
52	Polythelene	25.00	150	mtrs	3,750.00	75	1,875.00			75	1,875.00		
53	Expanded Stapler	200.00	1	pcs	200.00	1	200.00						
54	Paint Enamel (red)	500.00	10	gals	5,000.00	5	2,500.00			5	2,500.00		
55	Paint Enamel (green)	500.00	10	gals	5,000.00	5	2,500.00			5	2,500.00		
	COMMON JANITORIAL SUPPLIES												
56	Bathroom Towels (assorted)	950.00	10	pcs	9,500.00	5	4,750.00			5	4,750.00		
57	Diswashing Paste	55.00	30	bottles	1,650.00	15	825.00			15	825.00		
51	Detergent Powder	80.00	20	packs	1,600.00	10	800.00			10	800.00		
52	Air Freshener (Solbac) disinfectant/antibac	195.00	20	bottles	3,900.00	10	1,950.00			10	1,950.00		
53	Furniture Cleaner	145.00	30	bottles	4,350.00	15	2,175.00			15	2,175.00		
54	Toilet Bowl Cleaner	120.00	30	bottles	3,600.00	15	1,800.00			15	1,800.00		
55	Table Napkin	55.00	20	packs	1,100.00	10	550.00			10	550.00		
56	Toilet Brush	245.00	3	pcs	735.00	3	735.00						
57	Alcohol	75.00	30	bottles	2,250.00	15	1,125.00			15	1,125.00		
58	Hand Sanitizer	80.00	20	bottles	1,600.00	10	800.00			10	800.00		
59	Hand Soap	30.00	20	packs	600.00	10	300.00			10	300.00		
60	Bathroom Rugs	65.00	10	pcs	650.00	5	325.00			5	325.00		
61	Car Freshener	250.00	30	pcs	7,500.00	15	3,750.00			15	3,750.00		
62	Albatros	25.00	20	pcs	500.00	10	250.00			10	250.00		
63	Insecticide	165.00	20	bottles	3,300.00	10	1,650.00			10	1,650.00		

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Povince, City or Municipality Bago City, Negros Occidental

Plan Control No. _____					Planned Amount				Pages 4 of 4 pages					
Department/Office: CMO-Admin					Regular		Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
TOTAL				256,708.00										

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

Prepared

YONNIE D. VARRERA

(Head of Department/Office)