

## ANNUAL PROCUREMENT PLAN -2011

Department/Local Government: City Assessor's Office, Puerto Princesa City

Plan Control No.					Planned Amount								Page 2 of 3 pages	
Department/Office					Regular	Contingency		Total				Date Submitted		
Item No.	Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
33	Mailing Envelope short - ordinary	box	550.00	2	1,000.00	-	-	1	500.00	-	-	1	500.00	
34	Elmer Multi-purpose Glue (130 gms.)	bottle	30.00	6	180.00	2	60.00	2	60.00	2	60.00	-	-	
35	Stapler Heavy Duty	pieces	268.40	6	1,598.40	3	799.20	3	799.20					
36	Scientific Calculator	pieces	345.93	5	1,729.65	-	-	2	691.86	1	345.93	2	691.86	
37	HP Ink # 21	pieces	700.00	24	16,800.00	6	4,200.00	6	4,200.00	6	4,200.00	6	4,200.00	
38	HP Ink # 22	pieces	900.00	9	8,100.00	4	3,600.00	3	2,700.00	4	3,600.00	4	3,600.00	
39	HP Ink black # 45	pieces	1,400.00	36	50,400.00	9	12,600.00	9	12,600.00	9	12,600.00	9	12,600.00	
40	HP Ink # 78	pieces	1,500.00	8	12,000.00	3	4,500.00	2	3,000.00	3	4,500.00	2	3,000.00	
41	HP Ink # 28	pieces	965.00	12	11,580.00	3	2,895.00	3	2,895.00	3	2,895.00	3	2,895.00	
42	HP Ink # 27	pieces	820.00	12	9,840.00	3	2,460.00	3	2,460.00	3	2,460.00	3	2,460.00	
43	HP Ink # 96	pieces	1,400.00	12	16,800.00	3	4,200.00	3	4,200.00	3	4,200.00	3	4,200.00	
44	HP Ink # 97	pieces	1,600.00	12	19,200.00	3	4,800.00	3	4,800.00	3	4,800.00	3	4,800.00	
45	HP Laserjet Toner Q7553A	pieces	4,380.00	8	35,040.00	3	13,140.00	3	13,140.00	3	13,140.00	3	13,140.00	
46	Copying Toner Kyocera KM-2810	pieces	3,700.00	8	29,600.00	3	44,400.00	3	44,400.00	3	44,400.00	3	44,400.00	
47	Tax Declaration Jacket	pieces	20.00	2000	40,000.00	1250	25,000.00	1250	25,000.00	1250	25,000.00	1250	25,000.00	
48	Reflectorized Decals - Assorted Colors Numbers 0 tp 9	pieces	1.50	5,000	7,500.00	1250	1,875.00	1250	1,875.00	1250	1,875.00	1250	1,875.00	
49	CD-R High Speed, 700MB/80min capac	pieces	26.00	20	520.00	5	130.00	5	130.00	5	130.00	5	130.00	
50	Flash Drive (Imation 8GB)	pieces	900.00	5	4,500.00	2	1,800.00	1	900.00	1	900.00	1	900.00	
51	Pencil Sharpener	pieces	200.00	2	400.00	-	-	1	200.00	-	-	1	200.00	
52	Pentel Permanent Marker N850	pieces	30.00	48	1,440.00	12	360.00	12	360.00	12	360.00	12	360.00	
53	Stamp Pad	pieces	30.00	3	90.00	1	30.00	1	30.00	1	30.00	-	-	
54	Laundry Soap Powder 2 kg.	bags	198.00	12	2,376.00	3	594.00	3	594.00	3	594.00	3	594.00	
55	Rubbing Alcohol 70% (big)	bottle	38.50	20	770.00	5	192.50	5	192.50	5	192.50	5	192.50	
56	Glass Cleaner w/ spray	bottle	250.00	4	3,500.00	1	250.00	1	250.00	1	250.00	1	250.00	
57	Cleanser Powder 350 gms. Gleam Brand	bag	20.00	12	240.00	3	60.00	3	60.00	3	60.00	3	60.00	
58	Scouring Pad economy size	pieces	70.00	10	700.00	3	210.00	3	210.00	3	210.00	1	70.00	
59	Paper Clamps (5 box small, 5 box medium)	pieces	100.00	10	1,000.00	3	300.00	3	300.00	3	300.00	1	100.00	
60	Air Freshner (Johnson Glade)	cans	110.00	12	1,320.00	3	330.00	3	330.00	3	330.00	3	330.00	
61	Dust Pan	pieces	55.00	3	165.00	-	-	1	55.00	1	55.00	1	55.00	
62	Walls Tambo	pieces	70.00	6	420.00	-	-	2	140.00	2	140.00	2	140.00	
63	Toilet Tissue, 150 twin ply sheets	packs	15.00	100	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00	

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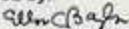
Department/Local Government: City Assessor's Office, Puerto Princesa City

Plan Control No.					Planned Amount								Page 2 of 3 pages	
Department/Office					Regular	Contingency		Total		Date Submitted				
Item No.	Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
33	Mailing Envelope short - ordinary	box	550.00	2	1,000.00	-	-	1	500.00	-	-	1	500.00	
34	Elmer Multi-purpose Glue (130 gms.)	bottle	30.00	6	180.00	2	60.00	2	60.00	2	60.00	-	-	
35	Stapler Heavy Duty	pieces	268.40	6	1,598.40	3	799.20	3	799.20					
36	Scientific Calculator	pieces	345.93	5	1,729.65	-	-	2	691.86	1	345.93	2	691.86	
37	HP Ink # 21	pieces	700.00	24	16,800.00	6	4,200.00	6	4,200.00	6	4,200.00	6	4,200.00	
38	HP Ink # 22	pieces	900.00	9	8,100.00	4	3,600.00	3	2,700.00	4	3,600.00	4	3,600.00	
39	HP Ink black # 45	pieces	1,400.00	36	50,400.00	9	12,600.00	9	12,600.00	9	12,600.00	9	12,600.00	
40	HP Ink # 78	pieces	1,500.00	8	12,000.00	3	4,500.00	2	3,000.00	3	4,500.00	2	3,000.00	
41	HP Ink # 28	pieces	965.00	12	11,580.00	3	2,895.00	3	2,895.00	3	2,895.00	3	2,895.00	
42	HP Ink # 27	pieces	820.00	12	9,840.00	3	2,460.00	3	2,460.00	3	2,460.00	3	2,460.00	
43	HP Ink # 96	pieces	1,400.00	12	16,800.00	3	4,200.00	3	4,200.00	3	4,200.00	3	4,200.00	
44	HP Ink # 97	pieces	1,600.00	12	19,200.00	3	4,800.00	3	4,800.00	3	4,800.00	3	4,800.00	
45	HP Laserjet Toner Q7553A	pieces	4,380.00	8	35,040.00	3	13,140.00	3	13,140.00	3	13,140.00	3	13,140.00	
46	Copying Toner Kyocera KM-2810	pieces	3,700.00	8	29,600.00	3	44,400.00	3	44,400.00	3	44,400.00	3	44,400.00	
47	Tax Declaration Jacket	pieces	20.00	2000	40,000.00	1250	25,000.00	1250	25,000.00	1250	25,000.00	1250	25,000.00	
48	Reffectorized Decals - Assorted	pieces	1.50	5,000	7,500.00	1250	1,875.00	1250	1,875.00	1250	1,875.00	1250	1,875.00	
	Colors Numbers 0 tp 9													
49	CD-R High Speed, 700MB/80min capac	pieces	26.00	20	520.00	5	130.00	5	130.00	5	130.00	5	130.00	
50	Flash Drive (Imation 8GB)	pieces	900.00	5	4,500.00	2	1,800.00	1	900.00	1	900.00	1	900.00	
51	Pencil Sharpener	pieces	200.00	2	400.00	-	-	1	200.00	-	-	1	200.00	
52	Pentel Permanent Marker N850	pieces	30.00	48	1,440.00	12	360.00	12	360.00	12	360.00	12	360.00	
53	Stamp Pad	pieces	30.00	3	90.00	1	30.00	1	30.00	1	30.00	-	-	
54	Laundry Soap Powder 2 kg.	bags	198.00	12	2,376.00	3	594.00	3	594.00	3	594.00	3	594.00	
55	Rubbing Alcohol 70% (big)	bottle	38.50	20	770.00	5	192.50	5	192.50	5	192.50	5	192.50	
56	Glass Cleaner w/ spray	bottle	250.00	4	3,500.00	1	250.00	1	250.00	1	250.00	1	250.00	
57	Cleanser Powder 350 gms. Gleam Brand	bag	20.00	12	240.00	3	60.00	3	60.00	3	60.00	3	60.00	
58	Scouring Pad economy size	pieces	70.00	10	700.00	3	210.00	3	210.00	3	210.00	1	70.00	
59	Paper Clamps (5 box small, 5 box medium)	pieces	100.00	10	1,000.00	3	300.00	3	300.00	3	300.00	1	100.00	
60	Air Freshner (Johnson Glade)	cans	110.00	12	1,320.00	3	330.00	3	330.00	3	330.00	3	330.00	
61	Dust Pan	pieces	55.00	3	165.00	-	-	1	55.00	1	55.00	1	55.00	
62	Walls Tambo	pieces	70.00	6	420.00	-	-	2	140.00	2	140.00	2	140.00	
63	Toilet Tissue, 150 twin ply sheets	packs	15.00	100	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00	

**ANNUAL PROCUREMENT PLAN -2011**

Department/Local Government: **City Assessor's Office, Puerto Princesa City**

Plan Control No.					Planned Amount		Contingency		Total		Date Submitted		Page 3 of 3 pages	
Department/Office					Regular									
Item No.	Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
	Repairs & Maint. Office Equipment/ IT Equipment & Softwares	ANA			50,000.00			12,500.00		12,500.00		12,500.00		12,500.00
	Repairs & Maint - Land Transport Equipment, Spareparts, Tires, Batteries, etc.	ANA			150,000.00			37,500.00		37,500.00		37,500.00		37,500.00
<b>SUMMARY:</b>														
	I. Office Supplies				300,000.00									
	II. Repair & Maint. Office Equipment/ IT Equipment & Softwares				50,000.00									
	III. Repair & Maint. Land Transport Equipment				150,000.00									
	V. Capital Outlay				1,000,000.00									

Prepared by:  
  
**ELLEN C. BAYLON**  
 Adm. Aide VI

Submitted by:  
  
**FILEMON D. REYNOSO, JR.**  
 City Assessor

ANNUAL PROCUREMENT PLAN -2011

Department/Local Government: City Assessor's Office, Puerto Princesa City

Plan Control No. Department/Office					Planned Amount								Page 1 of 3 pages				
Item No.	Description	Unit of Measure	Unit Cost	Qty	Total	Contingency		Total P1,500,000.00		Date Submitted							
						DISTRIBUTION											
						1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT				
					300,000.00												
1	Corona Bond Paper Long	ream	490.00	40	19,600.00	10	4,900.00	10	4,900.00	10	4,900.00	10	4,900.00				
2	Corona Bond Paper Short	ream	485.00	60	29,100.00	15	7,275.00	15	7,275.00	15	7,275.00	15	7,275.00				
3	Mimeo Paper long - WW subs. 20	ream	143.83	40	5,753.20	10	1,438.30	10	1,438.30	10	1,438.30	10	1,438.30				
4	Mimeo Paper short - WW subs. 20	ream	140.47	40	5,618.80	10	1,404.70	10	1,404.70	10	1,404.70	10	1,404.70				
5	Multi purpose paper hard copy short	ream	169.40	60	10,164.00	15	2,541.00	15	2,541.00	15	2,541.00	15	2,541.00				
6	Multi purpose paper hard copy long	ream	240.96	60	14,457.60	15	3,614.40	15	3,614.40	15	3,614.40	15	3,614.40				
7	Bond Paper Ordinary Short	ream	170.00	20	3,400.00	5	850.00	5	850.00	5	850.00	5	850.00				
8	Bond Paper Ordinary Long	box	175.00	20	3,500.00	5	875.00	5	875.00	5	875.00	5	875.00				
9	Carbon paper black long - Permafilm	box	380.00	10	3,800.00	3	1,140.00	3	1,140.00	2	760.00	2	760.00				
10	Paper Fastener - non rust metal	pieces	83.25	20	1,665.00	5	416.25	5	416.25	5	416.25	5	416.25				
11	Paper Clip rainbow (big)	box	11.55	30	346.50	8	92.40	8	92.40	7	80.85	7	80.85				
12	Paper Clip rainbow (small)	box	4.65	60	279.00	15	69.75	15	69.75	15	69.75	15	69.75				
13	Expanding Folder Long	pcs.	16.00	200	3,200.00	50	800.00	50	800.00	50	800.00	50	800.00				
14	Correction Pen	pcs.	45.00	60	2,700.00	15	675.00	15	675.00	15	675.00	15	675.00				
15	Touch & Go Correction Fluid	pieces	60.00	100	6,000.00	25	1,500.00	25	1,500.00	25	1,500.00	25	1,500.00				
16	Pencil lead w/eraser	dozen	28.15	8	209.20	2	52.30	2	52.30	2	52.30	2	52.30				
17	Bellpen Pilot (10 doz. Black & 2 doz. Red)	pieces	22.00	150	3,300.00	40	880.00	40	880.00	35	770.00	35	770.00				
18	Sign Pen Pilot Hi-Tech V-5 black	pcs.	40.00	50	2,000.00	13	520.00	13	520.00	12	480.00	12	480.00				
19	Pentel EnerGel	pcs.	45.00	50	2,250.00	13	585.00	13	585.00	12	585.00	12	585.00				
20	Stabilo Fluorescent Marker orange	pieces	58.00	40	2,320.00	10	580.00	10	580.00	10	580.00	10	580.00				
21	RISO RS Master B4	rolls	1,500.00	4	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00				
22	RISO KS Ink	bottle	1,500.00	4	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00				
23	Yellow Pad	pad	25.00	24	600.00	6	150.00	6	150.00	6	150.00	6	150.00				
24	Steadler Eraser (Big)	pcs.	25.00	25	625.00	7	175.00	6	150.00	6	150.00	6	150.00				
25	Acetate gauge # 3 transparent	rolls	605.00	1	605.00	1	605.00	-	-	-	-	-	-				
26	Vellium Paper 36 x 20	rolls	3,550.00	1	3,550.00	1	3,550.00	-	-	-	-	-	-				
27	Blue print paper sensitized	rolls	990.00	4	3,960.00	1	990.00	1	990.00	1	990.00	1	990.00				
28	NT Cutter Blade L-500	dozen	178.00	4	712.00	1	178.00	1	178.00	1	178.00	1	178.00				
29	Staple Wire # 25 (Standard)	box	37.00	60	2,220.00	15	555.00	15	555.00	15	555.00	15	555.00				
30	Masking Tape 1"	rolls	23.00	30	690.00	8	184.00	8	184.00	7	161.00	7	161.00				
31	Scotch Tape 1"	rolls	25.00	30	750.00	8	200.00	8	200.00	7	175.00	7	175.00				
32	Mailing Envelope long - ordinary	box	500.00	2	1,000.00	1	500.00	-	-	1	500.00	-	-				