

ANNUAL PROCUREMENT PLAN 2011

Department of Local Government Unit: City Government of Puerto Princesa

Plan Control No.: _____ Planned Amount **200,000** Page 1 of Page 3

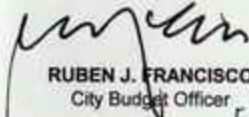
Department/Office: CITY BUDGET OFFICE

Item No.	Description	Quantity	Unit of Measure	Unit Cost	Regular:		Contingency:		Total:				
					Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY.	Amount	QTY.	Amount	QTY.	Amount	QTY.	Amount
I - OFFICE SUPPLIES													
INKS/TONERS													
1	Computer, HP # 21, black	9	cartridge	1,500.00	13,500.00	3	4,500.00	2	3,000.00	2	3,000.00	2	3,000.00
2	Computer, HP # 22, colored	5	cartridge	1,700.00	8,500.00	2	3,400.00	1	1,700.00	1	1,700.00	1	1,700.00
3	Toner HP Col.Laserjet CP1215 # CB540A	2	cartridge	4,000.00	8,000.00	1	4,000.00			1	4,000.00		
4	Toner HP Col.Laserjet CP1215 # CB541A	2	cartridge	4,000.00	8,000.00	1	4,000.00			1	4,000.00		
5	Toner HP Col.Laserjet CP1215 # CB542A	2	cartridge	4,000.00	8,000.00	1	4,000.00			1	4,000.00		
6	Toner HP Col.Laserjet CP1215 # CB543A	2	cartridge	4,000.00	8,000.00	1	4,000.00			1	4,000.00		
7	Ring Binder # 3/4"	20	pcs.	50.00	1,000.00					20	1,000.00		
8	Ring Binder # 1/2"	10	pcs.	30.00	300.00					10	300.00		
9	Ring Binder # 3/8"	10	pcs.	30.00	300.00					10	300.00		
10	Plastic Laminator 175 Microns	2	rolls	1,000.00	2,000.00					2	2,000.00		
11	Toner-KYOCERA KM 1820	6	cartridge	3,500.00	21,000.00	1	3,500.00	2	7,000.00	2	7,000.00	1	3,500.00
12	TRODAT Ink Cartridge	4	pcs.	100.00	400.00	4	400.00						
PENS:													
13	Sign Pen, 0.4, black	5	bxes (12')	900.00	4,500.00	2	1,800.00	1	900.00	1	900.00	1	900.00
14	Sign Pen, 0.5 blue	1	bxes (12)	900.00	900.00	1	900.00						
15	Sign Pen, 0.5, black	3	bxes (12)	900.00	2,700.00	1	900.00	1	900.00	1	900.00		
16	Sign Pen, 0.5, red	1	bxes (12)	360.00	360.00	1	360.00			1			
17	Sign Pen, V10Grip black	1	bxes (12)	900.00	900.00	1	900.00						
18	Ballpen, BPS, black	2	bxes(12's)	360.00	720.00	1	360.00			1	360.00		
19	Mechanical 0.7	1	bx	800.00	800.00	1	800.00						
20	Whiteboard Marker pen, black	3	pcs.	50.00	150.00	1	50.00	2	100.00				
21	Pentel Pen,broad tip	6	pcs.	40.00	240.00	3	120.00			3	120.00		
22	Rubber Stamp	4	pcs.	100.00	400.00	4	400.00						
PAPERS/RULED PADS/BOOKS													
23	Multi Copy paper, A4 8GSM	80	reams	200.00	16,000.00	10	2,000.00	10	2,000.00	10	2,000.00	50	10,000.00
24	Copy paper, subs. 20, long	20	reams	170.00	3,400.00	5	850.00	5	850.00	5	850.00	5	850.00
25	Columnar Pad 25 cols.	1	pad	100.00	100.00			1	100.00				

6	Columnar Pad, 12 cols	6	pads	80.00	480.00	6	480.00						
7	Columnar Pad 8 cols	6	pads	75.00	450.00	6	450.00						
8	Columnar Book 6 cols	6	books	45.00	270.00	6	270.00						
9	Columnar Book, 5 cols	8	books	35.00	280.00	8	280.00						
10	Columnar Pad, 20 cols	10	pad	75.00	750.00	5	375.00		5	375.00			
11	Record Book 500 leaves	10	books	110.00	1,100.00	5	550.00		5	550.00			
12	RAO Forms	3,500	pcs.	5.00	17,500.00	3,500	17,500.00						
13	Yellow Pad	12	pads	20.00	240.00	12	240.00						
	FOLDERS/ENVELOPES:												
14	Ordinary, long	5	doz.	96.00	480.00	2	192.00	2	192.00	1	96.00		
15	Ordinary, short	4	doz.	72.00	288.00	1	72.00	1	72.00	1	72.00	1	72.00
16	Expandable folder long-green	6	doz.	150.00	900.00	6	900.00						
17	Expandable folder long with tab	4	doz.	180.00	720.00	4	720.00						
18	Brown Envelope, long-ordinary	6	doz.	96.00	576.00	1	96.00	1	96.00	2	192.00	2	192.00
19	Brown Expanding envelope long	2	doz.	144.00	288.00	1	144.00			1	144.00		
20	Brown Envelope, short-ordinary	4	doz.	60.00	240.00	1	60.00	1	60.00	1	60.00	1	60.00
21	Cutter-knife Heavy duty	5	pcs.	100.00	500.00	2	200.00	1	100.00	1	100.00	1	100.00
22	Clip Heavy-duty	10	bxs	50.00	500.00	10	500.00						
23	Orion ruler	1	doz.	420.00	420.00	1	420.00						
24	Flash Drive - 16G	6	pcs.	2,000.00	12,000.00	6	12,000.00						
25	Digital Camera Canon-14 megapixed	1	unit	15,000	15,000.00			1	15,000.00				
26	Blank DVD-R	20	pcs.		300.00			20	300.00				
27	Blank DVD-RW	20	pcs.		900.00			10	900.00				
28	File Stopper	3	doz.	600.00	1,800.00	2	1,200.00	1	600.00				
29	White Board	1	pc.	400.00	400.00	1	400.00						
30	Attendance Board	1	pc.	800.00	800.00	1	800.00						
31	Frame 26x24'	4	pcs.	200.00	800.00	2	400.00	2	400.00				
	JANITORIAL SUPPLIES:												
32	Disinfectant spray	10	bots.	250.00	2,500.00	2	500.00	3	750.00	3	750.00	2	500.00
33	Insecticide Spray	6	bots.	250.00	1,500.00	2	500.00	1	250.00	2	500.00	1	250.00
34	Dishwashing liquid	12	bots.	65.00	780.00	3	195.00	3	195.00	3	195.00	3	195.00
35	Broom (tambo)	5	pcs.	150.00	750.00	2	300.00	1	150.00	1	150.00	1	150.00
36	Glass cleaner	8	pcs.	150.00	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
37	Alcohol	2	doz.	720.00	1,440.00	1	720.00			1	720.00		
38	Bathroom Tissue, 2 ply	8	doz.	216.00	1,728.00	2	432.00	2	432.00	2	432.00	2	432.00
39	Battery AA	1	doz.	840.00	840.00	1	840.00						
40	Paste	6	pcs.	50.00	300.00	2	100.00	2	100.00	2	100.00		

Car/Air Freshener	36	cans	150.00	5,400.00	12	1,800.00	12	1,800.00	12	1,800.00		
TOTAL OFFICE SUPPLIES				184,590.00		81,176.00		38,247.00		42,966.00		22,201.00
II - REPAIR & MAINTENANCE												
Office Equipment				30,000.00		30,000.00						
IT/Software				10,000.00		10,000.00						
Vehicles				125,000.00		25,000.00		25,000.00		50,000.00		25,000.00
TOTAL REPAIRS & MAINTENANCE				165,000.00		65,000.00		25,000.00		50,000.00		25,000.00

THIS TO CERTIFY that the above procurement plan is in accord



RUBEN J. FRANCISCO
City Budget Officer

ANNUAL PROCUREMENT PLAN 2011

Department of Local Government Unit: City Government of Puerto Princesa

Plan Control No.:

Planned Amount **200,000**

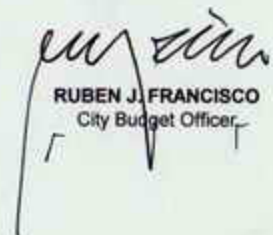
Page 1 of Page 3

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27	Blank DVD-RW	20	pcs.		900.00			10	900.00				
28	File Stopper	3	doz.	600.00	1,800.00	2	1,200.00	1	600.00				
29	White Board	1	pc.	400.00	400.00	1	400.00						
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33	Insecticide Spray	6	bots.	250.00	1,500.00	2	500.00	1	250.00	2	500.00	1	250.00
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37	Alcohol	2	doz.	720.00	1,440.00	1	720.00			1	720.00		
38	Bathroom Tissue, 2 ply	8	doz.	216.00	1,728.00	2	432.00	2	432.00	2	432.00	2	432.00
39	Battery AA	1	doz.	840.00	840.00	1	840.00						
40	Paste	6	pcs.	50.00	300.00	2	100.00	2	100.00	2	100.00		



Republic of the Philippines
CITY BUDGET OFFICE
Puerto Princesa City

du
2/23/11

2nd Floor City Hall Bldg., Sta. Monica, Puerto Princesa City Tel./Fax No. (048)433-2016

February 23, 2011

THE SECRETARIAT

BAC-GOODS/BAC-INFRA & CONSULTING SERVICES

City Legal Office

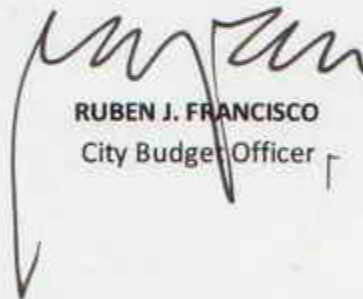
City of Puerto Princesa

Sir:

In compliance with Memorandum Circular No. 06 series of 2011, we are respectfully submitting herewith for your information and reference the Procurement Plan of City Budget Office for CY 2011.

Please acknowledge receipt hereof.

Very truly yours,



RUBEN J. FRANCISCO
City Budget Officer

Copy furnished:

City General Services Office
Puerto Princesa City