

PROCUREMENT PLAN OF FY 2011

January - December 2011

Government/Local Government: City Government of Puerto Princesa

Control No.				Planned Amount		Page 1 of 6 pages							
Department/Office: OFFICE OF THE CITY ADMINISTRATOR				Regular:	Contingency	Total:		Date Submitted:					
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
OFFICE SUPPLIES EXPENSE					145,000.00								
	Stationary with ISO Logo (1/2) - City Administrator	pad	175.00	10	1,750.00	-	-	10	1,750.00	-	-	-	-
	Stationary with ISO Logo (1/4) - City Administrator/Asst. City Administrator	pad	150.00	20	3,000.00	20	3,000.00	-	-	-	-	-	-
	Routing Slip Form (1/4)	pad	150.00	10	1,500.00	10	1,500.00	-	-	-	-	-	-
	Bond Paper Subs. 20 - Long	ream	420.00	20	8,400.00	5	2,100.00	5	2,100.00	5	2,100.00	5	2,100.00
	Bond Paper Subs. 20 - Short	ream	380.00	20	7,600.00	5	1,900.00	5	1,900.00	5	1,900.00	5	1,900.00
	Computer Ink Hp No. 27 - Black	piece	2,150.00	3	6,450.00	1	2,150.00	1	2,150.00	1	2,150.00	-	-
	Computer Ink HP No. 28 - Colored	piece	2,250.00	3	6,750.00	1	2,250.00	1	2,250.00	1	2,250.00	-	-
	Computer Ink No. 60 - Black	piece	1,500.00	3	4,500.00	1	1,500.00	1	1,500.00	1	1,500.00	-	-
	Toner Kit KM-1500-Kyocera	cartridge	4,800.00	4	19,200.00	1	4,800.00	1	4,800.00	1	4,800.00	1	4,800.00
	Facsimile Ink (For Fax Machine)	box	550.00	6	3,300.00	2	1,100.00	2	1,100.00	2	1,100.00	-	-
	Filing Folder - Long	dozen	120.00	10	1,200.00	3	360.00	3	360.00	2	240.00	2	240.00
Sub-Total					63,650.00								

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


ATTY. AGUSTIN M. ROCAMORA
 City Administrator
 (Head of Office)

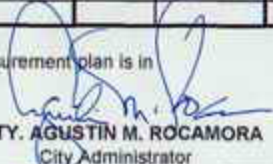
PROCUREMENT PLAN OF FY 2011

January - December 2011

Government/Local Government: City Government of Puerto Princesa

Control No. Department/Office: OFFICE OF THE CITY ADMINISTRATOR				Planned Amount			Page 2 of 6 pages					
				Regular:	Contingency	Total:	Date Submitted:					
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
Expanding Filing Folder (Green, Long)	dozen	25.00	8	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00
Signpen Refill	box	1,440.00	6	8,640.00	2	2,880.00	2	2,880.00	2	2,880.00	-	-
Adhesive Tape 1"	roll	25.00	10	250.00	3	75.00	3	75.00	2	50.00	2	50.00
Signpen V10 Grip	box	1,200.00	6	7,200.00	2	2,400.00	2	2,400.00	2	2,400.00	-	-
Powder Cleanser, 500ml	dozen	816.00	2	1,632.00	1	816.00	-	-	1	816.00	-	-
Scrubbing Pad - Big	dozen	300.00	2	600.00	1	300.00	-	-	1	300.00	-	-
Detergent Soap	bar	40.00	12	480.00	3	120.00	3	120.00	3	120.00	3	120.00
2-Ply Tissue Paper	dozen	300.00	5	1,500.00	2	600.00	1	300.00	1	300.00	1	300.00
Bleaching Liquid, 500ml	dozen	540.00	2	1,080.00	1	540.00	-	-	1	540.00	-	-
Glass Cleaner 250ml	dozen	3,480.00	2	6,960.00	6 pcs.	1,740.00	6 pcs.	1,740.00	6 pcs.	1,740.00	6 pcs.	1,740.00
Dishwashing Liquid	dozen	396.00	2	792.00	6 pcs.	132.00	6 pcs.	132.00	6 pcs.	132.00	6 pcs.	132.00
Ballpen (Blue,Black,Red)	box	98.00	6	588.00	2	196.00	2	196.00	2	196.00	-	-
				Sub-Total								

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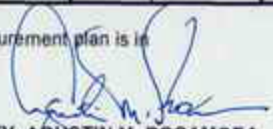
PROCUREMENT PLAN OF FY 2011

January - December 2011

Parent/Local Government: City Government of Puerto Princesa

Control No. _____ Parent/Office: OFFICE OF THE CITY ADMINISTRATOR				Planned Amount				Page 3 of 6 pages				
Description	Unit of Measure	Unit Cost	Qty.	Total	Regular:	Contingency	Total:	Date Submitted: _____				
					DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT			
Fish Pellets (Big)	pack	150.00	6	900.00	2	300.00	2	300.00	2	300.00	-	-
Pentel Pen (Black, Blue)	dozen	936.00	1	936.00	-	-	6 pcs.	468.00	-	-	6 pcs.	468.00
Brown Envelope - Long	dozen	72.00	10	720.00	3	216.00	3	216.00	2	144.00	2	144.00
Brown Envelope - Short	dozen	60.00	5	300.00	1	60.00	1	60.00	1	60.00	2	120.00
Sliding Folder - Long	dozen	216.00	5	1,080.00	1	216.00	1	216.00	1	216.00	2	432.00
Sliding Folder - Short	dozen	180.00	5	900.00	1	180.00	1	180.00	1	180.00	2	360.00
Rubbing Alcohol	dozen	936.00	3	2,808.00	1	936.00	-	-	1	936.00	1	936.00
Disinfectant Spray - Big	dozen	5,880.00	2	11,760.00	6 pcs.	2,940.00	6 pcs.	2,940.00	6 pcs.	2,940.00	6 pcs.	2,940.00
Car Freshener	dozen	2,160.00	2	4,320.00	6 pcs.	1,080.00	6 pcs.	1,080.00	6 pcs.	1,080.00	6 pcs.	1,080.00
Yellow Paper	pad	68.00	6	408.00	1	68.00	1	68.00	1	68.00	3	204.00
Plastic Paper Fastener	dozen	600.00	1	600.00	3 boxes	150.00	3 boxes	150.00	3 boxes	150.00	3 boxes	150.00
Staple Wire No. 35	dozen	456.00	1	456.00	3 boxes	114.00	3 boxes	114.00	3 boxes	114.00	3 boxes	114.00
Sub-Total				25,188.00								

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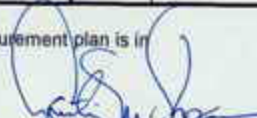
PROCUREMENT PLAN OF FY 2011

January - December 2011

ment/Local Government: City Government of Puerto Princesa

Control No. _____ ment/Office: OFFICE OF THE CITY ADMINISTRATOR					Planned Amount								Page 4 of 6 pages				
No.	Description	Unit of Measure	Unit Cost	Qty.	Total	Regular:	Contingency		Total:		Date Submitted:						
						DISTRIBUTION											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT										
	Foam Filter	dozen	660.00	1	660.00	3 pcs.	165.00	3 pcs.	165.00	3 pcs.	165.00	3 pcs.	165.00				
	Mop with Handle	piece	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00				
	Marker (Yellow, Green, Orange)	dozen	816.00	2	1,632.00	6 pcs.	408.00	6 pcs.	408.00	6 pcs.	408.00	6 pcs.	408.00				
	Logbook -500 pages	piece	450.00	7	3,150.00	4	1,800.00	-	-	3	1,350.00	-	-				
	Carbon Paper	box	880.00	2	1,760.00	1	880.00	-	-	1	880.00	-	-				
	Table Name Plate	piece	1,276.75	4	5,107.00	-	-	4	5,107.00	-	-	-	-				
	Correction Fluid	dozen	576.00	1	576.00	6 pcs.	288.00	-	-	6 pcs.	288.00	-	-				
	Typewriter Ribbon	box	38.00	6	228.00	1	38.00	1	38.00	1	38.00	2	76.00				
	Methylene Blue	bottle	55.00	2	110.00	1	55.00	-	-	1	55.00	-	-				
	Paper Clip	dozen	25.00	1	300.00	3 boxes	75.00	3 boxes	75.00	3 boxes	75.00	3 boxes	75.00				
	Stamp Pad Ink	bottle	168.00	2	336.00	1	168.00	-	-	1	168.00	-	-				
					Sub-Total		15,259.00										

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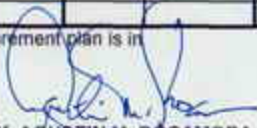
PROCUREMENT PLAN OF FY 2011

January - December 2011

Parent/Local Government: City Government of Puerto Princesa

				Planned Amount		Page 5 of 6 pages							
Control No.				Regular:		Contingency		Total:		Date Submitted:			
Parent/Office: OFFICE OF THE CITY ADMINISTRATOR													
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	
Pencil	box	98.00	2	196.00	1	98.00	-	-	1	98.00	-	-	
Office Stationary (Short Bond Paper w/ City Logo & ISO Logo)	ream	1,300.00	2	2,600.00	1	1,300.00	-	-	1	1,300.00	-	-	
Tire Black	pcs	380.00	7	2,660.00	2	760.00	2	760.00	2	760.00	1	380.00	
Car Wax Liquid	pcs	475.00	7	3,325.00	2	950.00	2	950.00	2	950.00	1	475.00	
				Sub-Total									
				GRAND TOTAL									
REPAIRS & MAINTENANCE-OFFICE EQUIPMENT													
				10,000.00									
Swivel Chairs	pcs	500.00	5	2,500.00	5	2,500.00	5	2,500.00	-	-	-	-	
Locks of Drawers/Tables	pcs	1,500.00	5	7,500.00	-	-	5	7,500.00					
				TOTAL									
				10,000.00									
REPAIRS & MAINTENANCE-IT EQUIPMENT & SOFTWARE													
				10,000.00									
2G MEMORY CARD	unit	4,000.00	1	4,000.00			1	4,000.00	-	-	-	-	
FLAT LCD MONITOR	unit	6,000.00	1	6,000.00	1	6,000.00	-	-	-	-	-	-	
				TOTAL									
				10,000.00									

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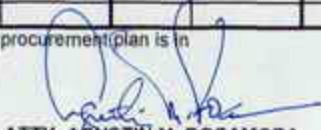
PROCUREMENT PLAN OF FY 2011

January - December 2011

Department/Local Government: City Government of Puerto Princesa

Control No. Department/Office: OFFICE OF THE CITY ADMINISTRATOR					Planned Amount		Page 6 of 6 pages										
Item No.	Description	Unit of Measure	Unit Cost	Qty.	Total	Regular:	Contingency	Total:		Date Submitted:							
						DISTRIBUTION											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT										
	REPAIRS & MAINTENANCE-MOTOR VEHICLES				150,000.00												
1	Tires and Spareparts	unit	150,000.00	3	150,000.00	3	75,000.00	3	75,000.00	-	-	-	-				
	CAPITAL OUTLAY				80,000.00												
1	Photocopying Machine	unit	80,000.00	1	80,000.00	-	-	1	80,000.00	-	-	-	-				
2	Steel Cabinet	unit	20,000.00	1	20,000.00	1	20,000.00	-	-	-	-	-	-				

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ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government: City Government of Puerto Princesa

Control No.					Planned Amount		Page 1 of 5 pages						
Department/Office: OFFICE OF THE CITY ADMINISTRATOR					Regular:	Contingency	Total:	Date Submitted:					
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
1	Stationary with ISO Logo (1/2) - City Administrator	pad	175.00	10	1,750.00	-	-	10	1,750.00	-	-	-	-
2	Stationary with ISO Logo (1/4) - City Administrator/Asst. City Administrator	pad	150.00	20	3,000.00	20	3,000.00	-	-	-	-	-	-
3	Routing Slip Form (1/4)	pad	150.00	10	1,500.00	10	1,500.00	-	-	-	-	-	-
4	Bond Paper Subs. 20 - Long	ream	420.00	20	8,400.00	5	2,100.00	5	2,100.00	5	2,100.00	5	2,100.00
5	Bond Paper Subs. 20 - Short	ream	380.00	20	7,600.00	5	1,900.00	5	1,900.00	5	1,900.00	5	1,900.00
6	Computer Ink Hp No. 27 - Black	piece	2,150.00	3	6,450.00	1	2,150.00	1	2,150.00	1	2,150.00	-	-
7	Computer Ink HP No. 28 - Colored	piece	2,250.00	3	6,750.00	1	2,250.00	1	2,250.00	1	2,250.00	-	-
8	Computer Ink No. 60 - Black	piece	1,500.00	3	4,500.00	1	1,500.00	1	1,500.00	1	1,500.00	-	-
9	Toner Kit KM-1500-Kyocera	cartridge	4,800.00	3	14,400.00	1	4,800.00	1	4,800.00	1	4,800.00	-	-
10	Facsimile Ink (For Fax Machine)	box	550.00	6	3,300.00	2	1,100.00	2	1,100.00	2	1,100.00	-	-
11	Filing Folder - Long	dozen	120.00	10	1,200.00	3	360.00	3	360.00	2	240.00	2	240.00
Sub-Total					58,850.00								

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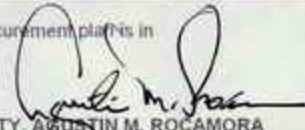

 ATTY. AGUSTIN M. ROCAMORA
 City Administrator *and*
 (Head of Office)

ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government: City Government of Puerto Princesa

Control No. _____ Department/Office: OFFICE OF THE CITY ADMINISTRATOR					Planned Amount		Page 2 of 5 pages						
No.	Description	Unit of Measure	Unit Cost	Qty.	Total	Regular:	Contingency	Total:	Date Submitted:				
						DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT				
2	Expanding Filing Folder (Green, Long)	dozen	25.00	8	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00
3	Signpen Refill	box	1,440.00	6	8,640.00	2	2,880.00	2	2,880.00	2	2,880.00	-	-
4	Adhesive Tape 1"	roll	25.00	10	250.00	3	75.00	3	75.00	2	50.00	2	50.00
5	Signpen V10 Grip	box	1,200.00	6	7,200.00	2	2,400.00	2	2,400.00	2	2,400.00	-	-
6	Powder Cleanser, 500ml	dozen	816.00	2	1,632.00	1	816.00	-	-	1	816.00	-	-
7	Scrubbing Pad - Big	dozen	300.00	2	600.00	1	300.00	-	-	1	300.00	-	-
8	Detergent Soap	bar	40.00	12	480.00	3	120.00	3	120.00	3	120.00	3	120.00
9	2-Ply Tissue Paper	dozen	300.00	5	1,500.00	2	600.00	1	300.00	1	300.00	1	300.00
10	Bleaching Liquid, 500ml	dozen	540.00	2	1,080.00	1	540.00	-	-	1	540.00	-	-
11	Glass Cleaner 250ml	dozen	3,480.00	2	6,960.00	6 pcs.	1,740.00	6 pcs.	1,740.00	6 pcs.	1,740.00	6 pcs.	1,740.00
12	Dishwashing Liquid	dozen	396.00	2	792.00	6 pcs.	132.00	6 pcs.	132.00	6 pcs.	132.00	6 pcs.	132.00
13	Ballpen (Blue, Black, Red)	box	98.00	8	588.00	2	196.00	2	196.00	2	196.00	-	-
Sub-Total					32,122.00								

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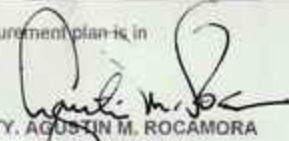

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Department/Local Government: City Government of Puerto Princesa

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT								
4	Fish Pellets (Big)	pack	150.00	6	900.00	2	300.00	2	300.00	2	300.00	-	-		
5	Pentel Pen (Black, Blue)	dozen	936.00	1	936.00	-	-	6 pcs.	468.00	-	-	6 pcs.	468.00		
6	Brown Envelope - Long	dozen	72.00	10	720.00	3	216.00	3	216.00	2	144.00	2	144.00		
7	Brown Envelope - Short	dozen	60.00	5	300.00	1	60.00	1	60.00	1	60.00	2	120.00		
8	Sliding Folder - Long	dozen	216.00	5	1,080.00	1	216.00	1	216.00	1	216.00	2	432.00		
9	Sliding Folder - Short	dozen	180.00	5	900.00	1	180.00	1	180.00	1	180.00	2	360.00		
	Rubbing Alcohol	dozen	936.00	3	2,808.00	1	936.00	-	-	1	936.00	1	936.00		
1	Disinfectant Spray - Big	dozen	5,880.00	2	11,760.00	6 pcs.	2,940.00	6 pcs.	2,940.00	6 pcs.	2,940.00	6 pcs.	2,940.00		
2	Car Freshener	dozen	2,160.00	2	4,320.00	6 pcs.	1,080.00	6 pcs.	1,080.00	6 pcs.	1,080.00	6 pcs.	1,080.00		
3	Yellow Paper	pad	68.00	6	408.00	1	68.00	1	68.00	1	68.00	3	204.00		
4	Plastic Paper Fastener	dozen	600.00	1	600.00	3 boxes	150.00	3 boxes	150.00	3 boxes	150.00	3 boxes	150.00		
5	Staple Wire No. 35	dozen	456.00	1	456.00	3 boxes	114.00	3 boxes	114.00	3 boxes	114.00	3 boxes	114.00		
					Sub-Total		25,188.00								

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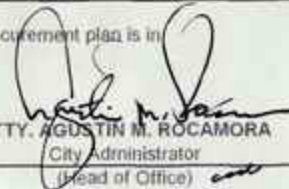

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No.	Description	Unit of Measure	Unit Cost	Qty.	Total	Regular:		Contingency		Total:		Date Submitted:					
						DISTRIBUTION											
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter					
QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT										
6	Foam Filter	dozen	660.00	1	660.00	3 pcs.	165.00	3 pcs.	165.00	3 pcs.	165.00	3 pcs.	165.00				
7	Mop with Handle	piece	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00				
8	Marker (Yellow, Green, Orange)	dozen	816.00	2	1,632.00	6 pcs.	408.00	6 pcs.	408.00	6 pcs.	408.00	6 pcs.	408.00				
9	Logbook -500 pages	piece	450.00	6	2,700.00	3	1,350.00	-	-	3	1,350.00	-	-				
0	Carbon Paper	box	880.00	2	1,760.00	1	880.00	-	-	1	880.00	-	-				
1	Table Name Plate	piece	1,200.00	5	6,000.00	-	-	5	6,000.00	-	-	-	-				
2	Correction Fluid	dozen	576.00	1	576.00	6 pcs.	288.00	-	-	6 pcs.	288.00	-	-				
3	Typewriter Ribbon	box	38.00	6	228.00	1	38.00	1	38.00	1	38.00	2	76.00				
4	Methylene Blue	bottle	55.00	2	110.00	1	55.00	-	-	1	55.00	-	-				
5	Paper Clip	dozen	25.00	1	300.00	3 boxes	75.00	3 boxes	75.00	3 boxes	75.00	3 boxes	75.00				
6	Stamp Pad Ink	bottle	168.00	2	336.00	1	168.00	-	-	1	168.00	-	-				
Sub-Total					15,702.00												

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



 ATTY. AGUSTIN M. ROCAMORA
 City Administrator
 (Head of Office)

ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government: City Government of Puerto Princesa

Control No. / Department/Office: OFFICE OF THE CITY ADMINISTRATOR					Planned Amount		Page 5 of 5 pages								
					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		
47	Pencil	box	98.00	2	196.00	1	98.00	-	-	1	98.00	-	-		
48	Office Stationary (Short Bond Paper w/ City Logo & ISO Logo)	ream	1,150.00	2	2,025.00	1	1,012.50	-	-	1	1,012.50	-	-		
49	Tire Black	pcs	380.00	8	3,040.00	2	760.00	2	760.00	2	760.00	2	760.00		
50	Car Wax Liquid	pcs	475.00	8	3,800.00	2	950.00	2	950.00	2	950.00	2	950.00		
					Sub-Total	9,061.00									
					GRAND TOTAL	140,923.00									

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


ATTY. AGUSTIN M. ROCAMORA
 City Administrator
 (Head of Office)



Republic of the Philippines
City of Puerto Princesa
OFFICE OF THE ADMINISTRATOR

March 11, 2011

BAC- GOODS/BAC-INFRA & CONSULTING SERVICES

Secretariat

City Government of Puerto Princesa
Puerto Princesa City

CITY LEGAL OFFICE
City of Puerto Princesa
RECEIVED
Date/Time: 3/11/11 1:00 PM
By: [Signature]

Sir/Madame:

Submitting herewith is the **Procurement Plan of FY 2011** of the Office of the City Administrator, in compliance with the Memorandum Circular No. 06, Series of 2011, for your reference.

Please acknowledge receipt hereof.

Very truly yours,

Cristina A. Dacuan
CRISTINA A. DACUAN
Supervising Administrative Officer

Copy furnished:

City General Services Office
City Budget Office