

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/ LOCAL GOVERNMENT UNIT

Control No.

Planned Amount:

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Department/Office

OFFICE OF THE CITY SECRETARY- ADMIN. DIVISION

Regular

Contingency

Total

Date Submitted:

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION									
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
Air Freshener Spray 280ml Asst scent	Can	210.00	9	1,890.00	3	630.00	2	420.00	2	420.00	2	420.00		
Automatic Voltage Regulator(AVR)	Unit	740.00	2	1,480.00			2	1,480.00						
Ballpen, Black, ordinary 50pcs/box	Box	420.00	2	840.00	1	420.00			1	420.00				
Ballpen Blue, ordinary 50pcs/pack	Box	420.00	2	840.00	1	420.00			1	420.00				
Ballpen, Red, ordinary 50pcs/pack	Box	420.00	1	420.00	1	420.00								
Blade, Cutter big 10pcs/pack	Pack	5.25	4	21.00			2	10.50			2	10.50		
Broom, Soft (tambo)	Pcs	33.00	4	132.00			2	66.00			2	66.00		
Broom, sticks (tingting)	Pcs.	17.05	2	34.10					2	34.10				
Bleach, zonrox 250ml	bot	9.90	10	99.00	3	29.70	2	19.80	3	29.70	2	19.80		
Carbon film	bx	371.70	5	1,858.50	3	1,115.10			2	743.40				
Cartolina, asst. colored	pack	77.00	1	77.00			1	77.00						
Compact Disk Recordable 650mb	Pcs.	23.10	10	231.00	5	115.50			5	115.50				
Compact Disk Rewritable	pcs	41.80	10	418.00			5	209.00			5	209.00		
Correction Fluid 15ml	bots	12.35	25	308.75	10	123.50			15	185.25				
SUB - TOTAL				8,649.35		3,273.80		2,282.30		2,367.95		725.30		

THIS IS TO CERTIFY that the above procurement plan is in accordance with the objectives of this Office

Prepared by:

Wilma L. Paredes
WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:

Samson A. Negosa
SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/LOCAL GOVERNMENT UNIT

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Department/Office

OFFICE OF THE CITY SECRETARY- ADMIN. DIVISION

Regular

Contingency

Total

Date Submitted

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Cleanser, 350gms	Can	19.75	96	1,896.00	24	474.00	24	474.00	24	474.00	24	474.00
Developer, SHARP	Pack	4,500.00	2	9,000.00	1	4,500.00			1	4,500.00		
Detergent bar	bars	19.35	20	387.00	10	193.50	10	193.50				
Detergent powder	pouch	31.70	20	634.00			10	317.00		317.00		
Dust pan (large)	Pcs	26.40	3	79.20					3	79.20		
Disinfectant spray asstd. Scent (425 grms)	can	156.20	3	468.60	1	156.20	1	156.20			1	156.20
Envelop, Expanding, legal 100pcs./box	box	635.80	2	1,271.60	1	635.80			1	635.80		
Envelop Expanding, short 100pcs./box	box	575.00		575.00	1	575.00						
Envelop Brown long	Pcs	2.75	100	275.00	25	68.75	25	68.75	25	68.75	25	68.75
Envelop Brown short	Pcs	2.50	50	125.00	25	62.50			25	62.50		
Epson Convertible black 100ml	bot	120.00	10	1,200.00	4	480.00	2	240.00	2	240.00	2	240.00
Epson Convertible colored blue	bot	150.00	5	750.00	2	300.00	1	150.00	1	150.00	1	150.00
Epson Convertible colored cyan	bot	150.00	3	450.00	1	150.00	1	150.00	1	150.00		
Epson Convertible colored yellow	bot	150.00	3	450.00	1	150.00	1	150.00	1	150.00		
Epson Convertible colored magenta	bot	150.00	3	450.00	1	150.00	1	150.00	1	150.00		
SUB - TOTAL				18,011.40		7,895.75		2,049.45		6,977.25		1,088.95

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Prepared by:

WILMA L. PAREDES
Local Legislative Staff Asst. III

Approved by:

SAMSON A. NEGOSA
City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/ LOCAL GOVERNMENT UNIT

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Division/Office

OFFICE OF THE CITY SECRETARY-ADMIN. DIVISION

Regular

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DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION									
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
Eraser, rubber	Pcs.	5.40	35	189.00			20	108.00			15	81.00		
Folder, tag board legal 100pcs/pack	pack	264.00	2	528.00	1	264.00			1	264.00				
Folder, tagboard, A4 100pcs/pack	pack	293.60	1	293.60	1	293.60								
Folder, Pressboard, plain, legal 100 pcs/pack	pack	778.80	2	1,557.60	1	778.80			1	778.80				
Folder, Pressboard, plain, short 100pcs/pack	pack	690.00	1	690.00			1	690.00						
Flourescent sticker, asstd. color	pack	90.00	1	90.00			1	90.00						
Flourescent Tube 40w	Pcs.	37.25	6	223.50			3	111.75			3	111.75		
Marker Pen, Permanent, black	Pcs.	28.50	15	427.50	10	285.00			5	142.50				
Marker Pen, Permanent, blue	Pcs.	28.50	15	427.50			10	285.00			5	142.50		
Marker, Flourescent 3 colors/set	Pcs.	94.50	10	945.00	5	472.50			5	472.50				
Mop Head	Pcs.	47.30	10	473.00	5	236.50			5	236.50				
Noted pad 3x4	pad	22.00	10	220.00			5	110.00			5	110.00		
Oil, singer	Bot.	47.00	1	47.00			1	47.00						
Optical mouse	Pcs.	165.00	4	660.00	2	330.00			2	330.00				
SUB - TOTAL				6,771.70		2,660.40		1,441.75		2,224.30		445.25		

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Prepared by:


WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:


SAMSON A. NIGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

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Department/Office

OFFICE OF THE CITY SECRETARY- ADMIN. DIVISION

Regular

Contingency

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Date Submitted:

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Paper, Multicopy legal	ream	206.80	380	78,584.00	95	19,646.00	95	19,646.00	95	19,646.00	95	19,646.00
Paper, Multicopy, A4	ream	184.45	75	13,833.75	20	3,689.00	20	3,689.00	20	3,689.00	15	2,766.75
Paper, Mimeo, legal 70GSM	ream	162.00	35	5,670.00	10	1,620.00	10	1,620.00	10	1,620.00	5	810.00
Paper Mimeo A4 70GSM	ream	131.40	20	2,628.00	10	1,314.00			10	1,314.00		
Paper, Ruled Pad 216mmx330mm	pad	22.75	25	568.75	13	295.75			12	273.00		
Pencil, w/ eraser 12's/box	dozen	36.20	5	181.00	3	108.60			2	72.40		
Paper fastener	boxes	83.25	10	832.50	5	416.25	5	416.25				
Paper clip small	boxes	12.75	25	318.75	10	127.50	10	127.50	5	63.75		
Paper clip jumbo	boxes	14.30	25	357.50	10	143.00			10	143.00	5	71.50
Paste, solid 200 gms	Bot.	18.55	3	55.65			3	55.65				
Push pin, hammer head type	Boxes	15.40	1	15.40			1	15.40				
Puncher, heavy duty	Pcs.	82.40	2	164.80	2	164.80						
Keyboard	pcs	165.30	2	330.60			2	330.60				
Record Book 500 pages	pcs	100.00	8	800.00	8	800.00						
SUB - TOTAL				104,340.70		28,324.90		25,900.40		26,821.15		23,294.25

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Prepared by:

W. Paredes
WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:

Samson A. Negosa
SAMSON A. NEGOSA
 City Secretary

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DEPARTMENT/ LOCAL GOVERNMENT UNIT

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Department/Office

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Contingency

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OFFICE OF THE CITY SECRETARY - ADMIN. DIVISION

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION									
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
Record Book 300 pages	Pcs.	74.45	10	744.50	10	744.50								
Record Book 200 pages	Pcs.	53.00	14	742.00	14	742.00								
Rubber Band #18, 400 gms	boxes	35.00	4	140.00	2	70.00			2	70.00				
Ruler Plastic 18"	Pcs.	11.25	3	33.75			3	33.75						
Ruler Plastic 12"	Pcs.	2.05	5	10.25			5	10.25						
Ring Binder 11x9.12	Pcs.	34.40	12	412.80					12	412.80				
Ring Binder 11x14, 7/8	Pcs.	36.25	12	435.00					12	435.00				
Stencil paper, Gestetner	boxes	750.00	1	750.00	1	750.00								
Stencil Ink, Gestetner #217 400ml	tube	360.70	7	2,524.90	3	1,082.10	2	721.40	1	360.70	1	360.70		360.70
Signpen blue 0.5	Pcs.	44.70	20	894.00	10	447.00	5	223.50	5	223.50				
Signpen black 0.5	Pcs.	44.70	20	894.00	10	447.00	5	223.50	5	223.50				
Signpen black V-2000 1.0	pcs	89.00	48	4,272.00	12	1,068.00	12	1,068.00	12	1,068.00	12	1,068.00		1,068.00
Stamp pad ink, violet 50ml	bots	23.55	3	70.65			3	70.65						
Staple wire #25	boxes	37.30	15	559.50			10	373.00	5	186.50				
Scouring pad, economy size, 5pcs/pack	Packs	69.30	35	2,425.50	15	1,039.50	10	693.00	10	693.00				
Toner, SHARP SF234-ST	pcs	4,000.00	4	16,000.00	1	4,000.00	1	4,000.00	1	4,000.00	1	4,000.00		4,000.00
Toner, KYOCERA, KM1500	boxes	3,374.70	8	26,997.60	2	6,749.40	2	6,749.40	2	6,749.40	2	6,749.40		6,749.40
Tape, transparent 1"	roll	15.30	22	336.60	12	183.60			10	153.00				
SUB - TOTAL				58,243.05		17,323.10		14,166.45		14,575.40				12,178.10

THIS IS TO CERTIFY that the above procurement plan is in accordance with the objectives of this office

Prepared by:

Wilma L. Paredes
WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:

Samson A. Negosa
SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/ LOCAL GOVERNMENT UNIT

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Department/Office

OFFICE OF THE CITY SECRETARY- ADMIN. DIVISION

Regular

Contingency

Total

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DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Tape, masking 1"	roll	18.50	15	277.50			10	185.00	5	92.50		
Tape, masking 2"	roll	57.20	10	572.00	5	286.00			5	286.00		
Type, electrical 1"	roll	75.00	2	150.00	2	150.00						
Toilet bowel cleaner 900ml	bot	97.00	4	388.00	1	97.00	1	97.00	1	97.00	1	97.00
Albatross 3pcs/box	box	28.25	30	847.50			10	282.50	10	282.50	10	282.50
Toilet bowl cleaner	bot	97.00	4	388.00	1	97.00	1	97.00	1	97.00	1	97.00
Toner KYOCERA TS-720	pc	5,200.00	1	5,200.00	1	5,200.00						
SUB - TOTAL				7,823.00		5,830.00		661.50		855.00		476.50
GRAND TOTAL				203,780.20		65,307.95		46,501.85		53,821.05		38,208.35

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Prepared by:


WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:


SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/LOCAL GOVERNMENT UNIT

Control No.

Planned Amount:

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Department/Office

OFFICE OF THE CITY SECRETARY- JOURNAL & MINUTES

Regular

Contingency

Total

Date Submitted:

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Audio cassette tape C-90	Each	16.50	800	13,200.00	200	3,300.00	200	3,300.00	200	3,300.00	200	3,300.00
Air freshener, spray 280ml asstd. Scent	Can	210.00	4	840.00	1	210.00	1	210.00	1	210.00	1	210.00
Battery, AAA, Alkaline 2 pcs/pack	Pack	73.70	230	16,951.00	60	4,422.00	60	4,422.00	60	4,422.00	50	3,685.00
Battery, AA, Alkaline, 2 pcs/pack	Pack	43.90	500	21,950.00	150	6,585.00	150	6,585.00	100	4,390.00	100	4,390.00
Battery D (50's)	Box	1,050.00	1	1,050.00	1	1,050.00						
Ballpen ordinary, black 50 pcs/box	Box	420.00	3	1,260.00	1	420.00	1	420.00	1	420.00		
Ballpen, ordinary, blue 50 pcs/box	Box	420.00	3	1,260.00	1	420.00	1	420.00	1	420.00		
Compact disk recordable 650mb	Pcs	23.10	10	231.00			10	231.00				
Correction fluid	Bots	12.35	24	296.40	12	148.20			12	148.20		
Cutter, heavy duty, L500	Pc	23.65	1	23.65			1	23.65				
Digital MP3 player/recorder	Unit	1,500.00	2	3,000.00	1	1,500.00			1	1,500.00		
Envelop, Expanding, legal 100 pcs/box	Box	635.80	1	635.80	1	635.80						
Envelop, brown long	Pcs	2.75	50	137.50			25	68.75			25	68.75
Eraser, rubber	Pcs	5.40	25	135.00	13	70.20			12	64.80		
Folder, plain, ordinary, long 100pcs/pack	Pack	778.80	1	778.80			1	778.80				
SUB - TOTAL				61,749.15		18,761.20		16,459.20		14,875.00		11,653.75

THIS IS TO CERTIFY that the above procurement plan is in accordance with the objectives of this office

Prepared by:


WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:


SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/LOCAL GOVERNMENT UNIT

Control No.

Planned Amount

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Department/Office

OFFICE OF THE CITY SECRETARY- JOURNAL & MINUTES

Regular

Contingency

Total

Date Submitted

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION								
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
Folder, presboard plain, legal 100pcs/pack	Pack	778.80	1	778.80	1	778.80							
Marker pen, permanent, black	pcs	28.50	6	171.00	6	171.00							
Marker pen, permanent, blue	pcs	28.50	5	142.50			5	142.50					
Marker fluorescent 3 colors/set	Set	94.50	10	945.00	10	945.00							
Paper, multicopy legal	Ream	206.80	140	28,952.00	35	7,238.00	35	7,238.00	35	7,238.00	35	7,238.00	
Paper, multicopy A4	Ream	184.45	4	737.80	2	368.90			2	368.90			
Paper, mimeo, legal, groundwood	Ream	89.10	48	4,276.80	12	1,069.20	12	1,069.20	12	1,069.20	12	1,069.20	
Paper, ruled pad 210mmx330mm	Pad	22.75	15	341.25	10	227.50			5	113.75			
Pencil with eraser 12's/box	Box	36.30	5	181.50			5	181.50					
Paper fastener	Box	83.25	8	666.00			8	666.00					
Paper clip small	Box	12.75	20	255.00	10	127.50			10	127.50			
Paper clip jumbo	Box	14.30	20	286.00			10	143.00			10	143.00	
Record book 500 pages	Pcs	100.00	5	500.00	5	500.00							
Record book 200 pages	Pcs	53.00	5	265.00	5	265.00							
Rubber band #18, 400 gms	Box	35.00	3	105.00			3	105.00					
Ruler, plastic 12"	Pcs	2.05	2	4.10	2	4.10							
Signpen, black 0.5	Pcs	44.70	5	223.50	5	223.50							
Staple wire #35	Box	37.30	10	373.00	5	186.50			5	186.50			
Tape, transparent 1"	roll	15.30	9	137.70	3	45.90	3	45.90	3	45.90			
SUB TOTAL				39,341.95		12,150.90		9,591.10		9,149.75		8,450.20	

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Prepared by:


WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:


SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT OF LOCAL GOVERNMENT UNIT

Control No.

Planned Amount

Page 10 of 13 Pages

Department/Office

OFFICE OF THE CITY SECRETARY - ORD. & RESOLUTION

Regular

Contingency

Total

Date Submitted:

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Air freshener spray 280ml	Can	210.00	10	2,100.00	3	630.00	3	630.00	2	420.00	2	420.00
Ballpen ordinary, black	Box	420.00	4	1,680.00	1	420.00	1	420.00	1	420.00	1	420.00
50pcs/box												
Ballpen ordinary, blue	Box	420.00	4	1,680.00	1	420.00	1	420.00	1	420.00	1	420.00
50pcs/box												
Ballpen ordinary red 50pcs/box	Box	420.00	2	840.00	1	420.00	1	420.00				
Blade cutter big 10 pcs/pack	Pack	5.25	2	10.50	1	5.25			1	5.25		
Compact disk rewritable	Pcs	41.80	20	836.00	5	209.00	5	209.00	5	209.00	5	209.00
Correction fluid	Bots	12.35	20	247.00	10	123.50			10	123.50		
Envelop, expanding legal	Box	635.80	3	1,907.40	1	635.80	1	635.80	1	635.80		
100pcs/box												
Envelop, brown long	Pcs	2.75	50	137.50	25	68.75			25	68.75		
Envelop, brown short	Pcs	2.50	50	125.00			25	62.50			25	62.50
Envelop, mailing, white, long, 500 pcs/box	Box	169.50	2	339.00	1	169.50			1	169.50		
Envelop, mailing, airmail, long 500 pcs/box	Box	410.00	1	410.00	1	410.00						
Eraser, rubber	pcs	5.40	25	135.00			25	135.00				
SUB - TOTAL				10,447.40		3,511.80		2,932.30		2,471.80		1,531.50

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WILMA L. PAREDES
 Local Legislative Staff Asst. III

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SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

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 Department/Office
OFFICE OF THE CITY SECRETARY- JOURNAL & MINUTES

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DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION								
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
Folder, plain ordinary long 100pcs/pack (white)	Pack	778.80	4	3,115.20	1	778.80	1	778.80	1	778.80	1	778.80	
Folder, plain ordinary short 100pcs/pack	Pack	166.40	1	166.40	1	166.40							
Folder, pressbook, plain, legal 100pcs/pack	Pack	778.80	2	1,557.60	1	778.80			1	778.80			
Ink cartridge HP#21 black	pcs	819.50	24	19,668.00	12	9,834.00	6	4,917.00	6	4,917.00			
Ink cartridge HP#22 colored	Pcs	804.10	10	8,041.00	6	4,824.60			4	3,216.40			
Ink cartridge EPSON T0-61	Pcs	478.50	24	11,484.00	12	5,742.00	6	2,871.00	6	2,871.00			
Ink cartridge EPSON T0-72	Pcs	748.80	12	8,985.60	6	4,492.80			6	4,492.80			
Ink cartridge EPSON T0-73	Pcs	748.80	10	7,488.00	5	3,744.00			5	3,744.00			
Ink cartridge EPSON T0-74	Pcs	748.80	10	7,488.00	5	3,744.00	5	3,744.00					
Marker pen, permanent black	Pcs	28.50	15	427.50	10	285.00			5	142.50			
Marker pen, permanent blue	pcs	28.50	15	427.50	10	285.00			5	142.50			
Marker fluorescent 3 colors/set	Set	94.50	15	1,417.50	10	945.00			5	472.50			
Paper multicopy, legal	Ream	206.80	100	20,680.00	25	5,170.00	25	5,170.00	25	5,170.00	25	5,170.00	
Paper multicopy A4	Ream	184.45	50	9,222.50	10	1,844.50	15	2,766.75	10	1,844.50	15	2,766.75	
Paper mimeo legal 70gsm	Ream	162.00	15	2,430.00	10	1,620.00	5	810.00					
Paper mimeo A4 70gsm	ream	131.40	15	1,971.00	10	1,314.00	5	657.00					
SUB TOTAL				104,569.80		45,568.90		21,714.55		28,570.80		8,715.55	

THIS IS TO CERTIFY that the above procurement plan is in accordance with the objectives of this Office

Prepared by:


WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:


SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT/ LOCAL GOVERNMENT UNIT

Item No.

Planned Amount:

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Department/Office
OFFICE OF THE CITY SECRETARY- ORD. & RESOLUTION

Regular Contingency Total Date Submitted:

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
Paper ruled pad, 216mmx330mm	Pad	22.75	50	1,137.50	10	227.50	10	227.50	15	341.25	15	341.25
Pencil with eraser 12's/box	Box	36.20	5	181.00	3	108.60			2	72.40		
Paper fastener	Box	83.25	10	832.50	5	416.25			5	416.25		
Paper clip, small	Box	12.75	25	318.75	15	191.25			10	127.50		
Paper clip jumbo	Box	14.30	25	357.50	15	214.50			10	143.00		
Paste, solid 200grms	Bot	18.55	3	55.65			3	55.65				
Record book 500 pages	Pcs	100.00	40	4,000.00	20	2,000.00	10	1,000.00	10	1,000.00		
Record book 300 pages	Pcs	74.45	20	1,489.00	20	1,489.00						
Record book 200 pages	Pcs	53.00	20	1,060.00	20	1,060.00						
Rubber band #18 400grms	Box	35.00	5	175.00	2	70.00	1	35.00	1	35.00	1	35.00
Signpen blue 0.5	Pcs	44.70	20	894.00	10	447.00	10	447.00	10	447.00		
Signpen black 0.5	Pcs	44.70	30	2,235.00	15	670.50	15	670.50	10	447.00	10	447.00
Staple wire #35	Box	37.30	10	373.00	5	186.50			5	186.50		
Tape transparent 1"	Roll	15.30	15	229.50	10	153.00			5	76.50		
Tape, masking 1"	Roll	18.50	10	185.00			10	185.00				
Ink cartridge HP#60 black	Pcs	1,150.00	30	34,500.00	10	11,500.00	10	11,500.00	10	11,500.00		
Ink cartridge HP#60, colored	pcs	1,250.00	23	28,750.00	12	15,000.00	11	13,750.00				
SUB - TOTAL				76,773.40		33,734.10		27,423.65		14,792.40		823.25

THIS IS TO CERTIFY that the above procurement plan is in accordance with the objectives of this Office

Prepared by:

Wilma L. Paredes
WILMA L. PAREDES
 Local Legislative Staff Asst. III

Approved by:

Samson A. Negosa
SAMSON A. NEGOSA
 City Secretary

ANNUAL PROCUREMENT PLAN 2011

DEPARTMENT / LOCAL GOVERNMENT UNIT

Control No.

Planned Amount:

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Department/Office

OFFICE OF THE CITY SECRETARY- ORD. & RESOLUTION

Regular

Contingency

Total

Date Submitted

DESCRIPTION	Unit Measurement	Unit Cost	Quantity	TOTAL COST	DISTRIBUTION									
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount		
Expanding envelop (plastic) long	Pcs	69.30	50	3,465.00	25	1,732.50			25	1,732.50				
Epson convertible black	Bot	120.00	10	1,200.00	5	600.00	5	600.00						
Epson convertible cyan	Bot	150.00	5	750.00	5	750.00								
Epson convertible magenta	Bot	150.00	5	750.00	5	750.00								
Epson convertible yellow	Bot	150.00	5	750.00	5	750.00								
SUB - TOTAL				6,915.00	4,582.50		600.00		1,732.50					
GRAND TOTAL		<i>P. 600, 200.90</i>		198,705.60	87,397.30		52,670.50		47,567.50				11,070.30	

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Prepared by: *W. L. Paredes*

WILMA L. PAREDES
Local Legislative Staff Asst. III

Approved by:

SAMSON A. NEGOSA
City Secretary

ADMINISTRATIVE DIVISION - P203,339.20
 JOURNAL & MINUTES DIVISION - P197,556.10
 ORDINANCES & RESOLUTION - P198,705.60
P600,200.90