



Republic of the Philippines  
City of Puerto Princesa

OFFICE OF THE CITY CIVIL REGISTRAR

February 28, 2011

HON. EDWARD S. HAGEDORN  
City Mayor  
City of Puerto Princesa

**Thru :** BAC-GOODS/BAC-INFRA & CONSULTING SERVICES Secretariat  
City Legal Office

Sir:

In compliance with Memorandum Circular No. 06 series of 2011, we are respectfully submitting herewith the Annual Procurement Plan of this office for Fiscal Year 2011.

Please acknowledge receipt hereof.

Very truly yours,



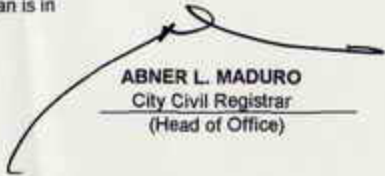
*[Signature]*  
ABNER L. MADURO  
City Civil Registrar

## ANNUAL PROCEUREMENT PLAN - 2011

Department/Local Government: OFFICE OF THE CITY CIVIL REGISTRAR

Plan Control No. Department/Office					Planned Amount								Page 1 of 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	
1	Xerox Paper (Long)	ream	206.80	50	10,340.00	15	3,102.00	10	2,068.00	15	3,102.00	10	2,068.00	
2	Xerox Paper (Short)	ream	184.45	50	9,222.50	15	2,766.75	10	1,844.50	15	2,766.75	10	1,844.50	
3	Onion Skin (Short)	ream	175.00	10	1,750.00	5	875.00	-	-	5	875.00	-	-	
4	Computer Ink HP27	pc	819.50	4	3,278.00	1	819.50	1	819.50	2	819.50	1	819.50	
5	Computer Ink HP28	pc	962.50	2	1,925.00	1	962.50	-	-	1	962.50	-	-	
6	Toner KM 1600	tube	2900.00	8	23,200.00	2	5,800.00	2	5,800.00	2	5,800.00	2	5,800.00	
7	Diskette	pc	52.40	20	1,048.00	10	524.00	-	-	10	524.00	-	-	
8	Pencil	box	36.20	8	289.60	2	72.40	2	72.40	2	72.40	2	72.40	
9	Paste	bottle	18.55	4	74.20	1	18.55	1	18.55	1	18.55	1	18.55	
10	Paper Fastener	box	83.25	12	999.00	3	249.75	3	249.75	3	249.75	3	249.75	
11	Paper Clip	box	4.65	12	55.80	3	13.95	3	13.95	3	13.95	3	13.95	
12	Folder (Long)	pack	257.40	4	1,029.60	1	257.40	1	257.40	1	257.40	1	257.40	
13	Typewriter Ribbon	spools	15.95	48	765.60	12	191.40	12	191.40	12	191.40	12	191.40	
14	Carbon Paper (Long)	box	371.70	30	11,151.00	8	2,973.60	8	2,973.60	8	2,973.60	6	2,230.20	
15	Sign Pen	pc	44.20	24	1,060.80	6	265.20	6	265.20	6	265.20	6	265.20	
16	Ballpen (Red)	pc	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00	
17	Ballpen (Black)	pc	15.00	72	1,080.00	18	270.00	18	270.00	18	270.00	18	270.00	
18	Stamp Pad Ink	bottle	23.55	4	94.20	1	23.55	1	23.55	1	23.55	1	23.55	
19	Marking Pen (Black)	pc	28.50	8	228.00	2	57.00	2	57.00	2	57.00	2	57.00	
20	White Board Marker (Black)	pc	27.40	4	109.60	1	27.40	1	27.40	1	27.40	1	27.40	
21	Mailing Envelope	box	169.15	4	676.60	1	169.15	1	169.15	1	169.15	1	169.15	
<b>TOTAL</b>					<b>68,557.50</b>	<b>19,484.10</b>	<b>15,166.35</b>	<b>19,484.10</b>	<b>14,422.95</b>					

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

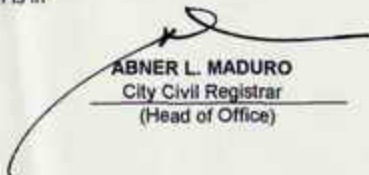
  
**ABNER L. MADURO**  
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 (Head of Office)

**ANNUAL PROCEUREMENT PLAN - 2011**

Department/Local Government: OFFICE OF THE CITY CIVIL REGISTRAR

Plan Control No.					Planned Amount				Page 1 of Pages				
Department/Office					Regular	Contingency	Total:		Date Submitted				
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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
	Total brought forward				68,557.50		19,484.10		15,166.35		19,484.10		14,422.95
22	Staple Wire #35	box	37.30	36	1,342.80	9	335.70	9	335.70	9	335.70	9	335.70
23	Tape, Transparent 2"	roll	14.45	8	115.60	2	28.90	2	28.90	2	28.90	2	28.90
24	Tape, Transparent 1"	roll	15.30	8	122.40	2	30.60	2	30.60	2	30.60	2	30.60
25	Correction Fluid	bottle	12.35	24	296.40	6	74.10	6	74.10	6	74.10	6	74.10
26	Flash Drive 1GB	pc	296.35	2	592.70	1	296.35	-	-	1	296.35	-	-
27	Brown Envelop (Long)	pc	10.00	100	1,000.00	50	500.00	-	-	50	500.00	-	-
28	Eraser, Rubber	pc	5.40	24	129.60	6	32.40	6	32.40	6	32.40	6	32.40
29	Toilet Tissue	pack	85.20	18	1,533.60	5	426.00	5	426.00	5	436.00	3	255.60
30	Rubbing Alcohol	bottle	52.60	32	1,683.20	8	420.80	8	420.80	8	420.80	8	420.80
31	Air Freshener	can	121.00	8	968.00	2	242.00	2	242.00	2	242.00	2	242.00
32	Detergent Powder	pouch	31.70	8	253.60	2	63.40	2	63.40	2	63.40	2	63.40
33	Computer ink HP60 (black)	pc	819.50	10	8,195.00	3	2,458.50	2	1,639.00	3	2,458.50	2	1,639.00
34	Computer ink HP60 (colored)	pc	962.50	2	1,925.00	1	962.50	-	-	1	962.50	-	-
	<b>TOTAL</b>				<b>87,482.20</b>		<b>25,610.95</b>		<b>18,714.85</b>		<b>25,610.95</b>		<b>17,545.45</b>

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

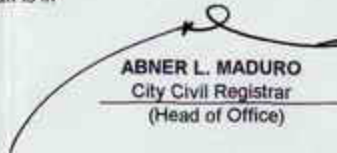
  
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Department/Local Government: OFFICE OF THE CITY CIVIL REGISTRAR

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						QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	
1	Xerox Paper (Long)	ream	206.80	50	10,340.00	15	3,102.00	10	2,068.00	15	3,102.00	10	2,068.00	
2	Xerox Paper (Short)	ream	184.45	50	9,222.50	15	2,766.75	10	1,844.50	15	2,766.75	10	1,844.50	
3	Onion Skin (Short)	ream	175.00	10	1,750.00	5	875.00	-	-	5	875.00	-	-	
4	Computer Ink HP27	pc	819.50	4	3,278.00	1	819.50	1	819.50	2	819.50	1	819.50	
5	Computer Ink HP28	pc	962.50	2	1,925.00	1	962.50	-	-	1	962.50	-	-	
6	Toner KM 1600	tube	2900.00	8	23,200.00	2	5,800.00	2	5,800.00	2	5,800.00	2	5,800.00	
7	Diskette	pc	52.40	20	1,048.00	10	524.00	-	-	10	524.00	-	-	
8	Pencil	box	36.20	8	289.60	2	72.40	2	72.40	2	72.40	2	72.40	
9	Paste	bottle	18.55	4	74.20	1	18.55	1	18.55	1	18.55	1	18.55	
10	Paper Fastener	box	83.25	12	999.00	3	249.75	3	249.75	3	249.75	3	249.75	
11	Paper Clip	box	4.65	12	55.80	3	13.95	3	13.95	3	13.95	3	13.95	
12	Folder (Long)	pack	257.40	4	1,029.60	1	257.40	1	257.40	1	257.40	1	257.40	
13	Typewriter Ribbon	spools	15.95	48	765.60	12	191.40	12	191.40	12	191.40	12	191.40	
14	Carbon Paper (Long)	box	371.70	30	11,151.00	8	2,973.60	8	2,973.60	8	2,973.60	6	2,230.20	
15	Sign Pen	pc	44.20	24	1,060.80	6	265.20	6	265.20	6	265.20	6	265.20	
16	Ballpen (Red)	pc	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00	
17	Ballpen (Black)	pc	15.00	72	1,080.00	18	270.00	18	270.00	18	270.00	18	270.00	
18	Stamp Pad Ink	bottle	23.55	4	94.20	1	23.55	1	23.55	1	23.55	1	23.55	
19	Marking Pen (Black)	pc	28.50	8	228.00	2	57.00	2	57.00	2	57.00	2	57.00	
20	White Board Marker (Black)	pc	27.40	4	109.60	1	27.40	1	27.40	1	27.40	1	27.40	
21	Mailing Envelope	box	169.15	4	676.60	1	169.15	1	169.15	1	169.15	1	169.15	
<b>TOTAL</b>					<b>68,557.50</b>	<b>19,484.10</b>	<b>15,166.35</b>	<b>19,484.10</b>	<b>14,422.95</b>					

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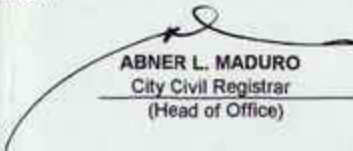
  
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	Total brought forward				68,557.50		19,484.10		15,166.35		19,484.10		14,422.95		
22	Staple Wire #35	box	37.30	36	1,342.80	9	335.70	9	335.70	9	335.70	9	335.70		
23	Tape, Transparent 2"	roll	14.45	8	115.60	2	28.90	2	28.90	2	28.90	2	28.90		
24	Tape, Transparent 1"	roll	15.30	8	122.40	2	30.60	2	30.60	2	30.60	2	30.60		
25	Correction Fluid	bottle	12.35	24	296.40	6	74.10	6	74.10	6	74.10	6	74.10		
26	Flash Drive 1GB	pc	296.35	2	592.70	1	296.35	-	-	1	296.35	-	-		
27	Brown Envelop (Long)	pc	10.00	100	1,000.00	50	500.00	-	-	50	500.00	-	-		
28	Eraser, Rubber	pc	5.40	24	129.60	6	32.40	6	32.40	6	32.40	6	32.40		
29	Toilet Tissue	pack	85.20	12	1,022.40	3	255.60	3	255.60	3	255.60	3	255.60		
30	Rubbing Alcohol	bottle	52.60	32	1,683.20	8	420.80	8	420.80	8	420.80	8	420.80		
31	Air Freshener	can	121.00	8	968.00	2	242.00	2	242.00	2	242.00	2	242.00		
32	Detergent Powder	pouch	31.70	8	253.60	2	63.40	2	63.40	2	63.40	2	63.40		
33	Computer ink HP60 (black)	pc	819.50	10	8,195.00	3	2,458.50	2	1,639.00	3	2,458.50	2	1,639.00		
34	Computer ink HP60 (colored)	pc	962.50	2	1,925.00	1	962.50	-	-	1	962.50	-	-		
	<b>TOTAL</b>				<b>56,204.20</b>		<b>25,184.95</b>		<b>18,288.85</b>		<b>25,184.95</b>		<b>17,545.45</b>		
					-104.761										

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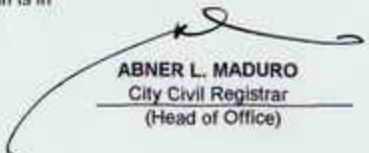
  
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5	Computer Ink HP28	pc	962.50	2	1,925.00	1	962.50	-	-	1	962.50	-	-
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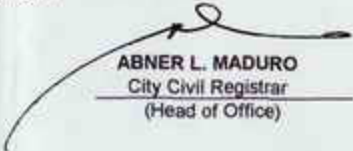
  
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26	Flash Drive 1GB	pc	296.35	2	592.70	1	296.35	-	-	1	296.35	-	-	
27	Brown Envelop (Long)	pc	10.00	100	1,000.00	50	500.00	-	-	50	500.00	-	-	
28	Eraser, Rubber	pc	5.40	24	129.60	6	32.40	6	32.40	6	32.40	6	32.40	
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	<b>TOTAL</b>				<b>56,204.20</b>		<b>25,184.95</b>		<b>18,288.85</b>		<b>25,184.95</b>		<b>17,545.45</b>	
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