

ANNUAL PROCUREMENT PLAN

Department/Local Government

Page 1 Of 2

Plan Control No.		Plan Amount										Date Submitted:	
Department/Office: CRS-DAYCARE SERVICES PROGRAM		Regular:		Contingency		Total:							
Item No.	DESCRIPTION OF ARTICLES	Unit of Measure	Unit cost	Quantity	Total	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Cert. of Grad. For Daycare children	pcs	P25.00	2,500	62,500.00	2.5	62,500.00						
2	Cert. for Active Parents	pcs	P25.00	1,400	35,000.00	1,400	35,000.00						
3	Ribbons for Graduates	pcs	P15.00	2,500	37,500.00	2,500	37,500.00						
4	Ribbons for Parents	pcs	P15.00	2,500	37,500.00	2,500	37,500.00						
5	Personalized Medal	pcs	p75.00	450	33,750.00	450	33,750.00						
6	Program	pcs	P30.00	150	4,500.00	150	4,500.00						
7	Coupon Bond long	reams	P193.55	60	11,613.00	15	2,903.25	15	2,903.25	15	2,903.25	15	2,903.25
8	Coupon Bond Short	reams	P169.40	60	10,164.00	15	2,541.00	15	2,541.00	15	2,541.00	15	2,541.00
9	Computer Ink Black # 60	pcs	P1,300.00	20	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
10	Computer Ink Colored # 60	pcs	P1,400.00	20	28,000.00	5	7,000.00	5	7,000.00	5	7,000.00	5	7,000.00
11	Toilet tissue	pack	P69.50	4	278	1	69.5	1	69.5	1	69.5	1	69.5
12	Carbon Paper	Box	P72.60	4	290.4	1	72.6	1	72.6	1	72.6	1	72.6
13	Alcohol	bottle	P38.20	6	229.2	2	76.4	2	76.4	2	76.4	2	76.4
14	Disinfectant Spray	can	P156.20	3	486.6	1	156.2	1	156.2	1	156.2	1	156.2
15	Correction fluid	bottle	P12.45	6	74.7	2	24.9	2	24.9	2	24.9	2	24.9
16	Sign Pen black	each	P44.70	80	3,576.00	10	447	10	447	10	447	10	447
17	Marking pen	each	P18.70	36	673.2	9	168.3	9	168.3	9	168.3	9	168.3
18	Masking tape	roll	P38.17	3	114.51	1	38.17	1	38.17	1	38.17	1	38.17
19	Transparent tape	roll	P15.30	2	30.6	1	15.3	1	15.3				
20	Folder long	pcs	P2.65	150	397.5	50	132.5	50	132.5	50	132.5	50	132.5
21	Parchment paper	ream	P148.50	1	148.5	1	148.5						
22	Battery AA	packet	P16.30	12	195.6	3	48.9	3	48.9	3	48.9	3	48.9
23	Typewriters ribbon	spool	P16.80	4	67.2	1	16.8	1	16.8	1	16.8	1	16.8
24	staple wire	box	P37.50	4	150	1	37.5	1	37.5	1	37.5	1	37.5

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

EDWIN J. JAVAREZ
Executive Assistant I
Day Care Program In-charge
Head of Office

ANNUAL PROCUREMENT PLAN

Department/Local Government

Plan Control No.		Plan Amount				Page 1 Of 2							
Department/Office: OMC- DAYCARE SERVICE PROGRAM		Regular:		Contingency		Total:		Date Submitted:					
Item No.	DESCRIPTION OF ARTICLES	Unit of	Unit cost	Quantity	Total	DISTRIBUTION							
		Measure				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Cartolina	pack	P77.00	4	308.00	1	77.00	1	77.00	1	77.00	1	77.00
2	Manila Paper	roll	P97.00	4	388.00	1	97.00	1	97.00	1	97.00	1	97.00
3	Paper Fastener	box	P83.25	2	166.50	1	83.25	1	83.25				
4	Marking pen	each	P27.40	60	1,644.00	15	411.00	15	411.00	15	411.00	15	411.00
5	Ruled paper pad	pad	P21.00	4	84.00	1	21.00	1	21.00	1	21.00	1	21.00
6	Stamp Pad	each	P28.00	2	56.00	1	28.00	1	28.00				
7	Labor Payroll	pads	P155.00	8	1,240.00	2	310.00	2	310.00	2	310.00	2	310.00
8	Summary of Payroll	pad	P100.00	2	200.00	1	100.00	1	100.00				
9	Paper clip	box	P5.00	2	10.00	1	5.00	1	5.00				
10	White board	piece	P1000.00	1	1,000.00	1	1,000.00						
11	Alobs Form	pad	P120.00	8	960.00	2	240.00	2	240.00	2	240.00	2	240.00
12	Pencil	Dozen	P36.20	2	72.40	1	36.20	1	36.20				
13	Record book	book	P99.00	4	396.00	1	99.00	1	99.00	1	99.00	1	99.00
14	Calculator	Unit	P150.00	2	300.00	1	150.00	1	150.00				
15	Flash drive	piece	P300.00	2	600.00	1	300.00	1	300.00				
					7,044.00								
					10,044.00								

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 Executive Assistant I
 Day care program In-charge
 Head of Office