

ANNUAL PROCUREMENT PLAN

Department / Local Government : City Government of Puerto Princesa

Control No.					Planned Amount : Php950,000.00			Page 1 of 2					
Department / Office : E-Governance Division, Office of the City Mayor					Regular:	Contingency:	Total:	Date Submitted: September 17, 2010					
ITEM NO.	DESCRIPTION OF ARTICLES	Unit of Measure	Unit Cost	Quantity	Total	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY.	Amount	QTY.	Amount	QTY.	Amount	QTY.	Amount
1	8.27 X 11.69 BOND PAPER	REAMS	197.00	15	2,955.00	2	1,329.00	0	0	0	1,626.00	0	0
2	8.4 X 13 BOND PAPER	REAMS	197.00	12	2,364.00	4	1,182.00	0	0	5	1,181.00	0	0
3	BALLPEN	PCS	12.00	200	2,400.00	100	1,200.00	0	0	100	1,200.00	0	0
4	PENCIL	PCS	7.00	200	1,400.00	100	700.00	0	0	100	700.00	0	0
5	STAMPEN	PCS	40.00	50	2,000.00	25	1,000.00	0	0	25	1,000.00	0	0
6	MOUSE	PCS	300.00	10	3,000.00	5	1,500.00	0	0	5	1,500.00	0	0
7	TISSUE	PACK	87.00	24	2,088.00	12	1,044.00	0	0	12	1,044.00	0	0
8	CD-RW	PCS	12.00	20	240.00	10	120.00	0	0	10	120.00	0	0
9	DVD - RE WRITABLE	PCS	50.00	42	2,100.00	21	1,050.00	0	0	21	1,050.00	0	0
13	ALCOHOL	PCS	54.00	34	2,316.00	27	1,458.00	0	0	27	1,458.00	0	0
14	AIR FRESHNER - SPRAY	BOX	121.00	106	12,826.00	53	6,413.00	0	0	53	6,413.00	0	0
15	EXTENSION WIRE	PCS	250.00	4	1,000.00	2	500.00	0	0	2	500.00	0	0
16	HIGH/LIGHTER MARK	PCS	95.00	12	1,140.00	6	570.00	0	0	6	570.00	0	0
17	PUSH PIN	BOX	16.00	10	160.00	5	80.00	0	0	5	80.00	0	0
18	WYTEBOARD MARKER	DOZ	28.00	15	420.00	7	196.00	0	0	8	224.00	0	0
19	MASKING TAPE	ROLL	58.00	10	580.00	5	290.00	0	0	5	290.00	0	0
20	ELECTRICAL TAPE	RAD	56.00	5	280.00	2	112.00	0	0	3	168.00	0	0
21	FOLDER LONG	PCS	7.00	100	700.00	50	350.00	0	0	50	350.00	0	0
22	FOLDER SHORT	PCS	7.00	100	700.00	50	350.00	0	0	50	350.00	0	0
23	YELLOW PAPER	PCS	28.00	10	280.00	5	140.00	0	0	5	140.00	0	0
24	COMPUTER CHAIRS	PCS	1,500.00	3	7,500.00	3	4,500.00	0	0	3	3,000.00	0	0
25	FASTENER	BOX	55.00	4	220.00	2	110.00	0	0	2	110.00	0	0
26	TONER CARTRIDGE	BOX	4,473.00	3	13,419.00	1	4,473.00	0	0	2	8,946.00	0	0
27	SCOTCH TAPE	PCS	28.00	10	280.00	5	140.00	0	0	5	140.00	0	0

