



Republic of the Philippines
GENERAL SERVICES OFFICE
2nd Floor BJT Building, PPLTT, San Jose
Puerto Princesa, City
Tel. Nos. 434-5228

February 18, 2011,

ATTY. AGUSTIN M. ROCAMORA
City Administrator
Puerto Princesa City

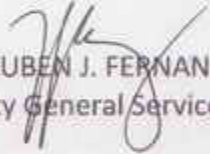
Thru: Mr. RUBEN J. FRANCISCO
City Budget Officer

Sir:

Submitting herewith is our Annual Procurement Plan for the Year 2011.

Thank you.

Very truly yours,


REUBEN J. FERNANDEZ
City General Services Officer

ANNUAL PROCUREMENT PLAN 2011

Department of Local Government Unit: City Government of Puerto Princesa

Plan Control No.:					Planned Amount					Page 1 of 4 Pages			
Department/Office: <u>GENERAL SERVICES OFFICE</u>					Regular:	Contingency:	Total	Date Submitted:					
Address: <u>BJT, Bgy. San Jose, Puerto Princesa City</u>													
Item No.	Description	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
1.	Copy Paper Long, subs. 20	438.00	50	rms	21,900.00	15	6,570.00	10	4,380.00	15	6,570.00	10	4,380.00
2.	Copy Paper short, subs. 20	430.00	30	rms	12,900.00	10	4,300.00	5	2,150.00	10	4,300.00	5	2,150.00
3.	Bond Paper, long, sub. 18	255.00	30	rms	7,650.00	10	2,550.00	5	1,275.00	10	2,550.00	5	1,275.00
4.	Bond Paper, short, subs. 18	240.00	30	rms	7,200.00	10	2,400.00	5	1,200.00	10	2,400.00	5	1,200.00
5.	Mimeo Paper, Long, subs. 18	359.00	70	rms	25,130.00	20	7,180.00	15	5,385.00	20	7,180.00	15	5,385.00
6.	Mimeo Paper, short, subs. 18	346.00	60	rms	20,760.00	20	6,920.00	10	3,460.00	10	3,460.00	10	3,460.00
7.	Toner Panasonic	8,500.00	12	tubes	102,000.00	3	25,500.00	3	25,500.00	3	25,500.00	3	25,500.00
8.	RISO Ink	3,500.00	12	tubes	42,000.00	3	10,500.00	3	10,500.00	3	10,500.00	3	10,500.00
9.	Yellow Ruled Pad	25.00	30	pads	750.00	10	250.00	5	125.00	10	250.00	5	125.00
10.	Expanding Envelop	30.00	500	pcs	15,000.00	200	6,000.00	100	3,000.00	100	3,000.00	100	3,000.00
11.	Folder, Long, ordinary 14 pts.	8.50	500	pcs	4,250.00	200	1,700.00	100	850.00	100	850.00	100	850.00
12.	Folder, short, ord., 14 pts.	7.00	200	pcs	1,400.00	50	350.00	50	350.00	50	350.00	50	350.00
13.	Mailing Envelop, long, ord.	500.00	2	box	1,000.00	1	500.00	1	500.00		0.00		0.00
14.	Mailing Envelop, long, airmail	650.00	2	box	1,300.00	1	650.00	1	650.00		0.00		0.00
15.	Record Book (Valco) 300 leaves	180.00	50	pcs	9,000.00	20	3,600.00	10	1,800.00	10	1,800.00	10	1,800.00
16.	Ballpen (Pilot) Black, blue	300.00	50	doz.	15,000.00	15	4,500.00	10	3,000.00	15	4,500.00	10	3,000.00
17.	Sign Pen V-Pilot (Black)	900.00	50	doz.	45,000.00	15	13,500.00	10	9,000.00	15	13,500.00	10	9,000.00
18.	Pencil, Mongol #2	8.00	25	box	200.00	10	80.00	5	40.00	5	40.00	5	40.00
19.	White Board Marker (Black)	78.00	25	pcs	1,950.00	10	780.00	5	390.00	5	390.00	5	390.00
20.	Paper Fastener, plastic	85.00	50	pcs	4,250.00	15	1,275.00	10	850.00	15	1,275.00	10	850.00
21.	Staple wire #35	48.00	50	box	2,400.00	15	720.00	10	480.00	15	720.00	10	480.00
22.	Scotch Tape 1"	26.00	25	pcs	650.00	10	260.00	5	130.00	5	130.00	5	130.00
TOTALS					341,690.00								

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

Prepared By:

REUBEN J. FERNANDEZ
City Gen. Services Officer

ANNUAL PROCUREMENT PLAN 2011

Department of Local Government Unit; City Government of Puerto Princesa

Page 2 of 4 Pages

Plan Control No.:				Planned Amount						Page 2 of 4 Pages			
Department/Office: <u>General Services Office</u>				Regular:		Contingency:		Total		Date Submitted:			
Address: <u>BJT, Bgy. San Jose, Pto. Princesa City</u>				DISTRIBUTION									
Item No.	Description	Unit Cost	QTY	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
23.	Packing Tape 2"	68.00	30	pcs	2,040.00	10	680.00	5	340.00	10	680.00	5	340.00
24.	Touch & Go	65.00	48	pcs	3,120.00	18	1,170.00	10	650.00	10	650.00	10	650.00
25.	Paper Clip, coated big	25.00	70	bxes	1,750.00	20	500.00	15	375.00	20	500.00	15	375.00
26.	Stabilo Marker	68.00	40	pcs	2,720.00	15	1,020.00	10	680.00	10	680.00	5	340.00
27.	Paste, Redstone, Big	48.00	25	pcs	1,200.00	10	480.00	5	240.00	5	240.00	5	240.00
28.	Rubbing Alcohol 70 %	85.00	500	bot'l's	42,500.00	200	17,000.00	100	8,500.00	100	8,500.00	100	8,500.00
29.	Air Freshener (can)	165.00	336	can	55,440.00	84	13,860.00	84	13,860.00	84	13,860.00	84	13,860.00
30.	Carbon Paper Long (Permafilm)	850.00	35	bxes	29,750.00	15	12,750.00	5	4,250.00	10	8,500.00	5	4,250.00
31.	Typewriter Ribbon	48.00	144	pcs	6,912.00	36	1,728.00	36	1,728.00	36	1,728.00	36	1,728.00
32.	Ruler Big	30.00	12	pcs	360.00	4	120.00	3	90.00	3	90.00	2	60.00
33.	Telephone Deodorizer	158.00	24	pcs	3,792.00	12	1,896.00	6	948.00	6	948.00		
34.	Eraser	25.00	36	pcs	900.00	12	300.00	12	300.00	12	300.00		
35.	Staple Remover	50.00	36	pcs	1,800.00	12	600.00	12	600.00	12	600.00		
36.	HP Inkjet #21 Black	1,450.00	10	pcs	14,500.00	5	7,250.00	3	4,350.00	2	2,900.00	2	2,900.00
37.	HP Inkjet #22 Tri-color	1,250.00	20	pcs	25,000.00	5	6,250.00	5	6,250.00	5	6,250.00	5	6,250.00
38.	Writeable CD	15.00	15	pcs	225.00	5	75.00	5	75.00	5	75.00		
39.	Riso Master	3,800.00	8	tubes	30,400.00	2	7,600.00	2	7,600.00	2	7,600.00	2	7,600.00
40.	scissor big	85.00	12	pcs	1,020.00	7	595.00	2	170.00	2	170.00	1	85.00
41.	Calculator Scientific	1,025.00	6	rms	6,150.00	2	2,050.00	2	2,050.00	2	2,050.00		
42.	Tissue, one ply	20.00	600	pcs	12,000.00	200	4,000.00	100	2,000.00	200	4,000.00	100	2,000.00
43.	Hand Prayer	25.00	50	pcs	1,250.00	15	375.00	10	250.00	15	375.00	10	250.00
44.	Ajax Cleanser big 500 gms.	108.00	600	pcs	64,800.00	200	21,600.00	100	10,800.00	200	21,600.00	100	10,800.00
TOTALS					307,629.00								

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REUBEN J. FERNANDEZ
City Gen. Services Office

ANNUAL PROCUREMENT PLAN 2011

Department of Local Government Unit: City Government of Puerto Princesa

Plan Control No.:				Planned Amount				Page 3 of 4 Pages					
Department/Office:				Regular:		Contingency:		Total		Date Submitted:			
Address:													
Item No.	Description	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
45.	Scotch Brite Big	78.00	240	pcs	18,720.00	100	7,800.00	50	3,900.00	50	3,900.00	40	4,000.00
47.	Floorwax red (liquid)	650.00	60	gals	39,000.00	20	13,000.00	10	6,500.00	20	13,000.00	10	200.00
48.	Floorwax White (Liquid)	650.00	50	gls	32,500.00	15	9,750.00	10	6,500.00	15	9,750.00	10	6,500.00
49.	Albatros	900.00	72	doz	64,800.00	18	16,200.00	18	16,200.00	18	16,200.00	18	16,200.00
50.	Tide Bar Soap jumbo	35.00	100	bar	3,500.00	50	1,750.00	20	700.00	20	700.00	10	350.00
51.	Tide Powder 200 gms	40.00	100	pcs	4,000.00	30	1,200.00	20	800.00	30	1,200.00	20	800.00
52.	Table Rags	120.00	72	kls	8,640.00	20	2,400.00	20	2,400.00	20	2,400.00	12	1,440.00
53.	Mop Head	150.00	50	pcs	7,500.00	15	2,250.00	10	1,500.00	15	2,250.00	10	1,500.00
53.	Mop handle	175.00	50	pcs	8,750.00	15	2,625.00	10	1,750.00	15	2,625.00	10	1,750.00
54.	Muriatic Acid	350.00	60	gals	21,000.00	15	5,250.00	15	5,250.00	15	5,250.00	15	5,250.00
55.	Glade Air Freshener	750.00	60	gals	45,000.00	15	11,250.00	15	11,250.00	15	11,250.00	15	11,250.00
56.	Dust Pan	90.00	24	pcs	2,160.00	10	900.00	10	900.00	4	360.00		
57.	Doormat	70.00	200	pcs	14,000.00	50	3,500.00	50	3,500.00	50	3,500.00	50	3,500.00
58.	Toilet Bowl Cleaner	750.00	60	gals	45,000.00	20	15,000.00	20	15,000.00	10	7,500.00	10	7,500.00
59.	Rubber Mat	85.00	50	pcs	4,250.00	15	1,275.00	10	850.00	15	1,275.00	10	850.00
60.	Garbage Bag 12" x 18"	30.00	2000	pcs	60,000.00	500	15,000.00	500	15,000.00	500	15,000.00	500	15,000.00
61.	Trash Can	125.00	24	pcs	3,000.00	6	750.00	6	750.00	6	750.00	6	750.00
62.	Glass Cleaner	750.00	20	gals	15,000.00	5	3,750.00	5	3,750.00	5	3,750.00	5	3,750.00
63.	Adding Tape	38.00	50	pcs	1,900.00	15	570.00	10	380.00	15	570.00	10	380.00
64.	Philippine Flag 4' x 8'	1,200.00	48	pcs	57,600.00	18	21,600.00	10	12,000.00	10	12,000.00	10	12,000.00
65.	Stamp Pad	35.00	24	pcs	840.00	6	210.00	6	210.00	6	210.00	6	210.00
66.	Walis tingting	35.00	100	pcs	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
TOTALS					460,660.00								

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REUBEN J. FERNANDEZ
City Gen. Services Officer

