



Republic of the Philippines  
City Government of Puerto Princesa  
**HUMAN RESOURCE MANAGEMENT OFFICE**  
New City Hall, Sta. Monica, Puerto Princesa City 5300 Philippines



February 22, 2011

**The Secretariat**  
BAC-GOODS/BAC – INFRA & CONSULTING SERVICES  
City Legal Office  
Puerto Princesa City

**CITY LEGAL OFFICE**  
City of Puerto Princesa  
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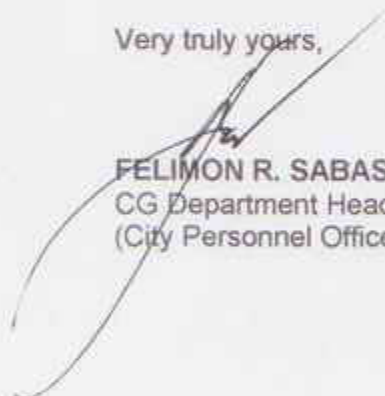
**SUBJECT:** Preparation of Project Procurement Management Plan for the First Semester (January 1 – June 30, 2011) of FY 2011

**Sir:**

In compliance with Memorandum Circular No. 06, s.2011 relative to the aforementioned subject matter, we are respectfully submitting herewith for your information and reference the Procurement Plan of HRMO for the first semester of FY 2011.

Thank you.

Very truly yours,

  
**FELIMON R. SABAS**  
CG Department Head II  
(City Personnel Officer)

cc:  
- City General Services Office  
Puerto Princesa City  
  
- City Budget Office  
Puerto Princesa City

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011

Department/Local Government Unit: City Government of Puerto Princessa

Control No				Planned Amount: P 400,000.00		Page 1 of 7 pages		
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency: P 40,000.00	Total: -		
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty	Amount	Qty	Amount
<b>I. Supplies and Materials</b>								
Boot cover for RJ45 plug	piece	10.00	30	300.00	30	300.00		
Broom, soft, tambo	piece	80.00	2	160.00	2	160.00		
Card reader	piece	250.00	1	250.00	1	250.00		
Call 5	piece	50.00	10	500.00	10	500.00		
Cleanser, powder	peck	22.00	10	220.00	10	220.00		
Computer ink # 21	piece	880.00	125	85,000.00	45	30,600.00	40	27,200.00
Computer ink # 22	piece	785.00	88	53,380.00	25	19,625.00	25	19,625.00
Crimping tool	piece	700.00	1	700.00	1	700.00		
Detergent powder, surf calamansi	peck	35.00	5	175.00	3	105.00	2	70.00
Dust pen, large	piece	30.00	1	30.00	1	30.00		
DVD, blank RW, 50 pc/box	box	1,250.00	1	1,250.00	1	1,250.00		
Envelope, mailing, long ordinary, white	box	300.00	1	300.00	1	300.00		
External Hard drive	piece	9,000.00	3	27,000.00	3	27,000.00		
Flash drive, 4GB	piece	500.00	10	5,000.00	5	2,500.00	5	2,500.00
Folder, expanding, long, 285 gem	piece	20.00	1000	20,000.00	1000	20,000.00		
Folder, long, ordinary	piece	5.00	1000	5,000.00	500	2,500.00	500	2,500.00
Ghostick	tube	50.00	8	400.00	4	200.00	4	200.00
Headset w/ microphone	piece	200.00	1	200.00	1	200.00		
Marker, original, Stabilo Boss (assorted colors)	piece	30.00	30	900.00	15	450.00	15	450.00
Marker, whiteboard	box	150.00	2	300.00	1	150.00	1	150.00
Marking pen, pentel, bullet tip (black)	piece	30.00	35	1,050.00	25	750.00	10	300.00
Marking pen, pentel, broad point (black)	piece	30.00	35	1,050.00	25	750.00	10	300.00
Maghead	piece	50.00	1	50.00	1	50.00		
Floor Mat	piece	300.00	2	600.00	1	300.00	1	300.00
Paper clip, gem type, vinyl, big	box	15.00	15	225.00	10	150.00	5	75.00
Paper clip, gem type, vinyl, small	box	10.00	15	150.00	10	100.00	5	50.00
Paper clip, bulldog	piece	10.00	100	1,000.00	50	500.00	50	500.00
Paper fastener, plastic	box	50.00	10	500.00	10	500.00		
Paper multicopy, A4, 80 gem	ream	200.00	150	30,000.00	100	20,000.00	50	10,000.00
<b>SUB-TOTAL</b>				<b>235,390.00</b>		<b>129,840.00</b>		<b>64,220.00</b>

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount			Page 2 of 7 pages	
Department/Office: <b>HUMAN RESOURCE MANAGEMENT OFFICE</b>				Regular	Contingency	Total		
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty	Amount	Qty	Amount
Paper multicopy, long, sub 24	ream	210.00	150	31,500.00	50	10,500.00	50	10,500.00
Paper Mimeo, Whiteworn, legal	ream	165.00	30	4,950.00		-	30	4,950.00
Paper, ruled pad	pad	25.00	15	375.00	10	250.00	5	125.00
Paste w/ spreader, big	bottle	20.00	2	40.00		-	2	40.00
Pan stand, black	piece	35.00	26	980.00	26	980.00		-
Pencil, lead # 2	box of 12's	80.00	8	640.00	4	240.00		-
Office Record Book, 500 pages	box of 5's	100.00	1	100.00		-	1	100.00
Ring binder 12mm, black	piece	5.50	30	165.00	30	165.00		-
Ring binder 19mm, black	piece	9.50	30	285.00	30	285.00		-
Ring binder 24mm, black	piece	14.00	30	420.00	30	420.00		-
Ring binder 48mm, black	piece	35.00	30	1,050.00	30	1,050.00		-
RJ45 plug	piece	5.00	30	150.00	30	150.00		-
Sign pen, black	piece	30.00	25	1,500.00	25	750.00	25	750.00
Sign pen, blue	piece	30.00	20	600.00	10	300.00	10	300.00
Rubber band, Arrow	box	150.00	1	150.00	1	150.00		-
Salary index card, 6 5x3-5	piece	7.00	1000	7,000.00	1000	7,000.00		-
Scouring pad, economy size	pack	70.00	10	700.00	10	700.00		-
Specialty board, assorted color, 210 gm legal	pack	50.00	50	2,500.00	50	2,500.00		-
Specialty board, assorted color, 210 gm, A4	pack	55.00	30	1,650.00	30	1,650.00		-
Specialty board, pastel color, 210 gm, legal	pack	70.00	20	1,400.00	20	1,400.00		-
Specialty board, pastel color, 210 gm, A4	pack	55.00	20	1,100.00	20	1,100.00		-
Staple wire # 35	box	25.00	10	250.00	10	250.00		-
Cleaner	can	10.00	25	250.00	25	250.00		-
Masking tape, 2"	roll	58.00	4	232.00	2	116.00	2	116.00
Packing tape, 2"	roll	18.00	4	72.00	4	72.00		-
Scotch tape, 2"	roll	18.00	4	72.00	4	72.00		-
Scotch tape, 1"	roll	16.00	9	144.00	2	32.00	2	32.00
<b>SUB-TOTAL</b>				<b>58,118.00</b>		<b>30,382.00</b>		<b>16,913.00</b>

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount			Page 3 of 7 pages	
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency	Total		
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty.	Amount	Qty.	Amount
Toner, Kyocera KM-1500	tube	3,000.00	10	30,000.00	4	12,000.00	4	12,000.00
USB extension cable	piece	100.00	5	500.00			5	500.00
Carbon paper, legal size	box	75.00	1	75.00			1	75.00
Parkier roller ball, refill, black, medium	piece	200.00	10	2,000.00	5	1,000.00	5	1,000.00
Alcohol, 70% sol., Green cross	bottle	40.00	50	2,000.00	25	1,000.00	25	1,000.00
Car freshener, lemon scent	can	125.00	20	2,500.00	10	1,250.00	10	1,250.00
Toilet paper, 2ply (pack of 12's)	pack of 12's	90.00	10	900.00			5	450.00
Mouse P/S 2	piece	140.00	5	700.00	3	420.00	2	280.00
Eraser, standard, big	piece	30.00	30	900.00	30	900.00		
Ballpen, Pilot, black	box of 12's	216.00	15	3,240.00	10	2,160.00	5	1,080.00
Ballpen, Pilot, blue	box of 12's	216.00	5	1,080.00	3	648.00	2	432.00
Photo paper	pack of 20's	200.00	12	2,400.00	4	800.00	4	800.00
Touch & go correction fluid	bottle	40.00	30	1,200.00	15	600.00		
UPS, 500 watts	each	4,500.00	4	18,000.00	4	18,000.00		
Vacuum/blower for CPU	piece	1,000.00	1	1,000.00	1	1,000.00		
<b>SUB-TOTAL</b>				<b>66,495.00</b>		<b>38,778.00</b>		<b>18,867.00</b>
<b>TOTAL</b>				<b>360,000.00</b>		<b>200,000.00</b>		<b>100,000.00</b>

**FIRST SEMESTER PROCUREMENT PLAN OF FY 2011**

Department/Local Government Unit: City Government of Puerto Princesa

Control No				Planned Amount: 10,000		Page 4 of 7 pages		
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular:	Contingency: 1,000	Total:		
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty	Amount	Qty	Amount
II. Repair & Maintenance - Office Equipment				9,000.00		2,750.00		2,750.00
<b>TOTAL</b>				9,000.00		2,750.00		2,750.00

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount: 30,000	Page 5 of 7 pages			
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency: 3,000	Total:		
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty.	Amount	Qty.	Amount
III. Repair & Maintenance - Office Equipment & Software				27,000.00		9,000.00		9,000.00
<b>TOTAL</b>				<b>27,000.00</b>		<b>9,000.00</b>		<b>9,000.00</b>

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount: 50,000		Page 6 of 7 pages		
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency: 5,000	Total:		
Description	Unit of Measure	Unit Cost	Qty	Total	<b>DISTRIBUTION</b>			
					1st Quarter		2nd Quarter	
					Qty	Amount	Qty	Amount
IV. Repair & Maintenance - Motor Vehicles				45,000.00		45,000.00		
<b>TOTAL</b>				<b>45,000.00</b>		<b>45,000.00</b>		

## FIRST SEMESTER PROCUREMENT PLAN OF FY 2011


Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount: 700,000			Page 7 of 7 pages	
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency		Total	
Description	Unit of Measure	Unit Cost	Qty	Total	DISTRIBUTION			
					1st Quarter		2nd Quarter	
					Qty	Amount	Qty	Amount
<b>V. Capital Outlay</b>								
- Four (4) units computer desktop (HRMO Computer Literacy Program)	unit	30,000.00	4	120,000.00	4	120,000.00		
- Attendance Tracking & Leave Management Systems (Biometric System)		130,000.00	1	130,000.00	1	130,000.00		
- Server for ATIMS		200,000.00	1	200,000.00	1	200,000.00		
- WAN (for 5 areas): CED Motorpool, City Health Office, GSO, Old Market & City Slaughterhouse		50,000.00	5	250,000.00	5	250,000.00		
<b>TOTAL</b>				<b>700,000.00</b>		<b>700,000.00</b>		
<b>GRAND TOTAL</b>				<b>1,141,000.00</b>		<b>956,750.00</b>		<b>111,750.00</b>

Prepared by:

Noted by:

  
**REMEDIOS D. REDOÑA**  
 Supvg. Admin. Officer  
 (HRMO IV)

  
**FELIMON R. SABAS**  
 CG Department Head II  
 (City Personnel Officer)



# ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount: <u>₱ 40,000.00</u> - -				Page 1 of 3 pages				
Department/Office: <b>HUMAN RESOURCE MANAGEMENT OFFICE</b>				Regular	Contingency	Total:		Date Submitted:				
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
Broom, soft, lambo	piece	80.00	2	160.00	2	160.00						
Cartolina, assorted colors	pack	70.00	5	350.00	5	350.00						
Cleanser, powder	pack	22.00	10	220.00	10	220.00						
Computer ink # 21	piece	680.00	200	136,000.00	100	68,000.00	100	68,000.00				
Computer ink # 22	piece	785.00	75	58,875.00	50	39,250.00	25	19,625.00				
Computer ink # 27	piece	825.00	10	8,250.00	5	4,125.00	5	4,125.00				
Computer ink # 28	piece	975.00	8	7,800.00	4	3,900.00	4	3,900.00				
Detergent powder, surf calamansi	pack	35.00	10	350.00	10	350.00						
Envelope, mailing, long ordinary, white	pack	170.00	4	680.00	2	340.00	2	340.00				
Envelope, expanding, long, 285 gam	pack	640.00	6	3,840.00	3	1,920.00	3	1,920.00				
Folder, expanding, long, 285 gam	piece	20.00	1000	20,000.00	1000	20,000.00						
Folder, long, ordinary	piece	5.00	200	1,000.00	200	1,000.00						
Marker, original, Stabilo Boss (assorted colors)	piece	30.00	24	720.00	24	720.00						
Marking pen, pentel, bullet tip (black)	piece	30.00	50	1,500.00	25	750.00	25	750.00				
Marking pen, pentel, broad point (black)	piece	30.00	50	1,500.00	25	750.00	25	750.00				
Mophead	piece	50.00	2	100.00	2	100.00						
Floor Mop (foam/head)	piece	120.00	2	240.00	2	240.00						
Paper clip, gam type, vinyl, big	box	15.00	50	750.00	25	375.00	25	375.00				
Paper clip, gam type, vinyl, small	box	10.00	50	500.00	25	250.00	25	250.00				
Paper fastener, plastic	box	50.00	10	500.00	10	500.00						
Paper multicopy, A4, 80 gam	ream	200.00	300	60,000.00	150	30,000.00	150	30,000.00				
<b>TOTAL</b>				<b>303,335.00</b>		<b>173,300.00</b>		<b>130,035.00</b>				

## ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount:					Page 2 of 3 pages			
Department/Office: <b>HUMAN RESOURCE MANAGEMENT OFFICE</b>				Regular	Contingency	Total:	Date Submitted:					
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
Paper multicopy, F4, 80 gsm	ream	210.00	200	42,000.00	150	31,500.00	100	21,000.00				
Paper Mimeo, Whitewove, legal	ream	165.00	75	12,375.00	40	6,600.00	35	5,775.00				
Paper, ruled pad	pad	25.00	50	1,250.00	25	625.00	25	625.00				
Paste w/ spreader, big	bottle	20.00	5	100.00	5	100.00						
Pencil, lead # 2	box of 12's	60.00	5	300.00	5	300.00						
Printer ribbon, refill black (Epson 1170)	spool	25.00	12	300.00	12	300.00						
Ring binder 12mm, black	piece	5.50	30	165.00	30	165.00						
Ring binder 19mm, black	piece	9.50	30	285.00	30	285.00						
Ring binder 24mm, black	piece	14.00	30	420.00	30	420.00						
Ring binder 48mm, black	piece	35.00	30	1,050.00	30	1,050.00						
Push Pin	box	16.00	10	160.00	10	160.00						
Sign pen, black	piece	30.00	48	1,440.00	48	1,440.00						
Sign pen, blue	piece	30.00	15	450.00	15	450.00						
Rubber band, Arrow	box	150.00	4	600.00	2	300.00	2	300.00				
Salary index card, 6.5x9.5	piece	7.00	500	3,500.00	500	3,500.00						
Scouring pad, economy size	pack	70.00	10	700.00	10	700.00						
Specialty board, assorted color, 230 gsm, legal	pack	50.00	50	2,500.00	50	2,500.00						
Specialty board, assorted color, 230 gsm, A4	pack	55.00	20	1,100.00	20	1,100.00						
Specialty board, pastel color, 230 gsm, legal	pack	70.00	20	1,400.00	20	1,400.00						
Specialty board, pastel color, 230 gsm, A4	pack	55.00	20	1,100.00	20	1,100.00						
Staple wire # 35	box	25.00	24	600.00	24	600.00						
Masking tape, 2"	roll	58.00	6	348.00	3	174.00	3	174.00				
Packing tape, 2"	roll	18.00	6	108.00	6	108.00						
Scotch tape, 2"	roll	18.00	6	108.00	6	108.00						
Scotch tape, 1"	roll	16.00	12	192.00	6	96.00	6	96.00				
Toner, Kyocera KM-1500	tube	3,000.00	8	24,000.00	4	12,000.00	4	12,000.00				
<b>TOTAL</b>				<b>96,551.00</b>		<b>67,081.00</b>		<b>39,970.00</b>				

## ANNUAL PROCUREMENT PLAN - 2011

Department/Local Government Unit: City Government of Puerto Princesa

Control No.				Planned Amount:				Page 3 of 3 pages				
Department/Office: HUMAN RESOURCE MANAGEMENT OFFICE				Regular	Contingency	Total:		Date Submitted:				
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
Carbon paper, legal size	box	75.00	2	150.00	1	75.00	1	75.00				
Parker, roller ball, refill, black, medium	piece	200.00	20	4,000.00	10	2,000.00	10	2,000.00				
Car freshener, lemon scent	can	125.00	30	3,750.00	20	2,500.00	10	1,250.00				
Mouse P/S 2	piece	140.00	5	700.00	5	700.00		-				
Balpen, Pilot, black	box of 12's	216.00	5	1,080.00	5	1,080.00		-				
Balpen, Pilot, blue	box of 12's	216.00	3	648.00	3	648.00		-				
Touch & go correction fluid	bottle	40.00	12	480.00	12	480.00		-				
<b>TOTAL</b>				10,808.00		7,483.00		3,325.00				
<b>GRAND TOTAL</b>												
				410,594.90		247,864.00		162,730.90				

Prepared by:

*Remedios D. Redona*  
**REMEDIOS D. REDONA**  
 Administrative Officer V

Noted by:

*Felimon R. Sabas*  
**FELIMON R. SABAS**  
 City Personnel Officer