



Republic of the Philippines  
**OFFICE OF THE CITY TREASURER**  
City of Puerto Princesa



February 21, 2011

The Honorable  
The City Mayor  
City of Puerto Princesa





THRU : The Secretariat  
BAC-GOODS/BAC-INFRA & Consulting Services  
City Legal Office  
City of Puerto Princesa

Sir:

In compliance with Memorandum Circular No. 06 dated February 11, 2011, submitted herewith is the Annual Procurement Plan for Maintenance and Other Operating Expenses (MOOE) and Capital Outlay for calendar year 2011 of the Office of the City Treasurer, this City.

Please acknowledge receipt hereof.

Very truly yours,

  
2-21-2011  
MARIA CORAZON A. ABAYARI  
Assistant City Treasurer  
In-Charge of Office 



CLEANEST  
AND  
GREENEST  
COMPONENT CITY

Hall of Fame Award

## ANNUAL PROCUREMENT PLAN

DEPARTMENT OF LOCAL GOVERNMENT UNIT:

PLAN CONTROL NO. :				PLANNED AMOUNT : P 600,000.00				PAGE 1 OF PAGES 4				
DEPARTMENT / OFFICE : OFFICE OF THE TREASURER				REGULAR	CONTINGENCY	TOTAL :		DATE SUBMITTED:				
ITEM NO.	DESCRIPTION	UNIT COST	QUANTITY/ UNIT	TOTAL COST	DISTRIBUTION							
					1ST QUARTER		2ND QUARTER		3RD QUARTER		4RT QUARTER	
					QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	Mimeo paper long s'18	145.00	300	43,500.00		10,875.00		10,875.00		10,875.00		10,875.00
2	Mimeo paper short s'18	123.00	150	18,450.00		4,612.50		4,612.50		4,612.50		4,612.50
3	Corona bond paper long	435.00	50	21,750.00		5,437.50		5,437.50		5,437.50		5,437.50
4	Corona bond paper short	395.00	50	19,750.00		4,937.50		4,937.50		4,937.50		4,937.50
5	Carbon paper long blue club	697.00	10	6,970.00		1,742.50		1,742.50		1,742.50		1,742.50
6	Onion Skin long	100.00	24	2,400.00		600.00		600.00		600.00		600.00
7	Onion Skin short	98.00	10	980.00		245.00		245.00		245.00		245.00
8	Bond paper long advance s'20	127.00	50	6,350.00		1,587.50		1,587.50		1,587.50		1,587.50
9	Bond paper short advance s'20	110.00	50	5,500.00		1,375.00		1,375.00		1,375.00		1,375.00
10	paper plastic fastener	45.00	24	1,080.00		270.00		270.00		270.00		270.00
11	folder long green ord.	6.00	100	600.00		150.00		150.00		150.00		150.00
12	folder short green ord.	5.00	50	250.00		62.50		62.50		62.50		62.50
13	Expanding folder long green w/ tab	11.00	100	1,100.00		275.00		275.00		275.00		275.00
14	Expanding folder short green w/ tab	10.00	24	240.00		60.00		60.00		60.00		60.00
15	Pilot Ballpen	252.00	10	2,520.00		630.00		630.00		630.00		630.00
16	Pilot Sign per V.07	639.00	6	3,834.00		958.50		958.50		958.50		958.50
17	Mongol Pencil # 2	66.00	10	660.00		165.00		165.00		165.00		165.00
18	Adding Tape #2"	695.00	24	16,680.00		4,170.00		4,170.00		4,170.00		4,170.00
19	Record Books 300 pgs	59.00	60	3,540.00		885.00		885.00		885.00		885.00
20	Record Books 500 pgs	74.00	60	4,440.00		1,110.00		1,110.00		1,110.00		1,110.00
21	Staple Wire # 35	35.00	60	2,100.00		525.00		525.00		525.00		525.00
22	Envelope brown long	3.00	24	72.00		18.00		18.00		18.00		18.00
23	Envelope brown short	2.00	24	48.00		12.00		12.00		12.00		12.00

24	Paste Restone	30.00	24	720.00	180.00	180.00	180.00	180.00
25	Comp. Ink HP27	900.00	10	9,000.00	2,250.00	2,250.00	2,250.00	2,250.00
26	Comp. Ink HP28	1,000.00	10	10,000.00	2,500.00	2,500.00	2,500.00	2,500.00
27	Printer Ribbon Epson 8750	95.00	100	9,500.00	2,375.00	2,375.00	2,375.00	2,375.00
28	Rubbing Alcohol big	40.00	100	4,000.00	1,000.00	1,000.00	1,000.00	1,000.00
29	Toilet paper-	15.00	100	1,500.00	400.00	400.00	400.00	400.00
30	Mailing envelope long	270.00	3	810.00	202.50	202.50	202.50	202.50
31	Typewriter ribbon	22.00	48	1,056.00	264.00	264.00	264.00	264.00
32	Snowpake/ touch & go	34.00	96	3,264.00	816.00	816.00	816.00	816.00
33	Scotchtape 1"	18.00	24	432.00	108.00	108.00	108.00	108.00
34	Masking tape 2"	38.00	24	912.00	228.00	228.00	228.00	228.00
35	Stabilo Marker	33.00	48	1,584.00	396.00	396.00	396.00	396.00
36	Pentel pen pilot	40.00	24	960.00	240.00	240.00	240.00	240.00
37	Eraser steadler big	35.00	48	1,680.00	420.00	420.00	420.00	420.00
38	Plastic paper clip	10.00	48	480.00	120.00	120.00	120.00	120.00
39	Comp. Ink HP21	697.00	6	4,182.00	1,045.50	1,045.50	1,045.50	1,045.50
40	Comp. Ink HP22	697.00	6	4,182.00	1,045.50	1,045.50	1,045.50	1,045.50
41	Ajax Cleanser big	27.00	24	648.00	162.00	162.00	162.00	162.00
42	Kiwi Glass cleaner	227.00	24	5,448.00	1,362.00	1,362.00	1,362.00	1,362.00
43	sheldan	130.00	24	3,120.00	780.00	780.00	780.00	780.00
44	Air freshener dreams	325.00	24	7,800.00	1,950.00	1,950.00	1,950.00	1,950.00
45	Waste basket	35.00	12	420.00	105.00	105.00	105.00	105.00
46	Walis Tambo	54.00	12	648.00	162.00	162.00	162.00	162.00
47	Everyday battery AA 60's	720.00	6	4,320.00	1,080.00	1,080.00	1,080.00	1,080.00
48	Gestetner Ink 621	600.00	2	1,200.00	300.00	300.00	300.00	300.00
49	Stamping pad onion	38.00	24	912.00	228.00	228.00	228.00	228.00
50	Stamping pad ink	35.00	24	840.00	210.00	210.00	210.00	210.00
51	Scissor big good quality	55.00	12	660.00	165.00	165.00	165.00	165.00
52	Printer Ribbon Epson 8755	600.00	6	3,600.00	900.00	900.00	900.00	900.00
53	White board marker	37.00	24	888.00	222.00	222.00	222.00	222.00
54	Puncher	175.00	2	350.00	87.50	87.50	87.50	87.50

55	Packing tape	45.00	6	270.00		67.50		67.50		67.50
56	Adding Machine ribbon	40.00	48	1,920.00		480.00		480.00		480.00
57	Rubber Bonds HD	40.00	24	960.00		240.00		240.00		240.00
58	Telephone Deodorizer	70.00	12	840.00		210.00		210.00		210.00
59	Cash Book 500pp	2,500.00	60	150,000.00		37,500.00		37,500.00		37,500.00
60	Ballpen Oil base	45.00	12	540.00		135.00		135.00		135.00
61	Rechargeable Battery AA	40.00	24	960.00		240.00		240.00		240.00
62	Refill ballpen pilot	257.00	12	3,084.00		771.00		771.00		771.00
63	RISO Ink	1,150.00	10	11,500.00		2,875.00		2,875.00		2,875.00
64	RISO Master	1,320.00	5	6,600.00		1,650.00		1,650.00		1,650.00
65	KYOCERA Toner KM 1635	6,048.00	2	12,096.00		3,024.00		3,024.00		3,024.00
66	KYOCERA Fuser (parts)	6,280.00	1	6,280.00		1,570.00		1,570.00		1,570.00
67	Lysol	36.00	12	432.00		108.00		108.00		108.00
68	Scotch brite	36.00	27	972.00		243.00		243.00		243.00
69	Plastic Onion ruler	27.00	12	324.00		81.00		81.00		81.00
70	Muriatic Acid	162.00	6	972.00		243.00		243.00		243.00
71	Map handles	52.00	12	624.00		156.00		156.00		156.00
72	Mop rugs	35.00	24	840.00		210.00		210.00		210.00
73	Toilet bowl cleanser	65.00	12	1,020.00		255.00		255.00		255.00
74	Doormat	55.00	12	660.00		165.00		165.00		165.00
75	Feather duster	70.00	12	840.00		210.00		210.00		210.00
76	Stationery w/ letterhead long	1,500.00	12	18,000.00		4,500.00		4,500.00		4,500.00
77	Stationery w/ letterhead short	1,200.00	12	14,400.00		3,600.00		3,600.00		3,600.00
78	Yellow pad	20.00	24	480.00		120.00		120.00		120.00
79	Stapler heavy duty	150.00	36	5,400.00		1,350.00		1,350.00		1,350.00
80	H2O	50.00	72	3,600.00		900.00		900.00		900.00
81	Finger Moistener	48.00	60	2,880.00		720.00		720.00		720.00
82	Bar Soap	24.00	4	96.00		24.00		24.00		24.00
83	Dishwashing Liquid	38.00	24	912.00		228.00		228.00		228.00
84	Columnar pad	20.00	6	120.00		30.00		30.00		30.00
85	Computer Continuous Form 3ply	530.00	48	25,440.00		6,360.00		6,360.00		6,360.00

86	Computer Continuous Form 2ply	590.00	48	28,320.00		7,080.00		7,080.00		7,080.00		7,080.00
87	Paper Cutter	24.00	48	1,152.00		288.00		288.00		288.00		288.00
88	Mechanical pen 0.5	12.00	6	72.00		18.00		18.00		18.00		18.00
89	Fax Paper standard	100.00	12	1,200.00		300.00		300.00		300.00		300.00
90	Ballpen Flair blue/black	54.00	12	648.00		162.00		162.00		162.00		162.00
91	Abstract of Colln. Form - RPT	20,000.00		20,000.00		5,000.00		5,000.00		5,000.00		5,000.00
92	Tax Account Card/Jacket - RPT	18,000.00		18,000.00		4,500.00		4,500.00		4,500.00		4,500.00
93	Index Card Colored - Bus. Tax	10,500.00		10,500.00		2,625.00		2,625.00		2,625.00		2,625.00
				600,984.00		150,246.00		150,246.00		150,246.00		150,246.00

For & in the absence of the City Treasurer:

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

Prepared by:

ARMANDO D. ABREA  
 City Treasurer

*ARMANDO D. ABREA* 2-21-2011  
 MARIA CORAZON A. ABAYARI  
 Assistant City Treasurer  
 In-charge of Office

# ANNUAL PROCUREMENT PLAN

DEPARTMENT OF LOCAL GOVERNMENT UNIT:

PLAN CONTROL NO. :				PLANNED AMOUNT : P				PAGE 1 OF PAGES					
DEPARTMENT / OFFICE : OFFICE OF THE TREASURER				REGULAR:	CONTINGENCY	TOTAL :		DATE SUBMITTED:					
ITEM NO.	DESCRIPTION	UNIT COST	QUANTITY/ UNIT	TOTAL COST	DISTRIBUTION								
					1ST QUARTER		2ND QUARTER		3RD QUARTER		4RT QUARTER		
					QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	
1	<b>MOOE :</b>												
	Repairs & Maintenance - IT			30,000.00									
	- IT Eqpt and Software							15,000.00					15,000.00
1.A	Repair & Maintenance - Motor Vehicle			300,000.00									
	- Spareparts							150,000.00					150,000.00
2	<b>CAPITAL OUTLAY :</b>			160,000.00									
	- Software for Plug-In							80,000.00					
	- Sound System - BT/RPT							100,000.00					

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

Prepared by:

ARMANDO D. ABREA  
City Treasurer

  
 GREGORAZON A. ABAYARI  
 Assistant City Treasurer  
 City Office