

ANNUAL PROCUREMENT PLAN

OPERATION OF THE CITY HOUSING OFFICE FUND

City Government of Puerto Princesa

				Planned Amount				Page 1 of 1									
Plan Control No.				Regular:		Contingency		Total:		Date Submitted:							
Department/Office: CITY URBAN DEVELOPMENT & HOUSING OFFICE																	
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				
	Bond paper, short, subs. 20	ream	170.30	30	5,109.00	5	8	1,362.40	8	1,362.40	7	1,192.10	7	1,192.10			
	Bond paper, long, subs. 20	ream	196.80	30	5,904.00	5	8	1,574.40	8	1,574.40	7	1,377.60	7	1,377.60			
	Bond paper, short, subs. 18	ream	139.25	30	4,177.50		8	1,114.00	8	1,114.00	7	974.75	7	974.75			
	Bond paper, long, subs. 18	ream	158.40	30	4,752.00		8	1,267.20	8	1,267.20	7	1,108.80	7	1,108.80			
	Computer ink hp no. 21 & 27	pc.	670.80	20	13,416.00	✓	5	3,354.00	5	3,354.00	5	3,354.00	5	3,354.00			
	Computer ink, hp no. 22	pc.	774.80	20	15,496.00	✓	5	3,874.00	5	3,874.00	5	3,874.00	5	3,874.00			
	Computer ink, Epson, T-038	pc.	478.40	6	2,870.40		2	956.80	2	956.80	1	478.40	1	478.40			
	Computer ink, Epson, T-039	pc.	748.80	6	4,492.80		2	1,497.60	2	1,497.60	1	748.80	1	748.80			
	Computer ink, refill, black	pc.	350.00	10	3,500.00		2	700.00	2	700.00	1	350.00	1	350.00			
	Computer ink, refill, colored	pc.	375.00	10	3,750.00		2	750.00	2	750.00	1	375.00	1	375.00			
	Ordinary folder, long	pc.	2.93	500	1,465.00		200	586.00	200	586.00	50	146.50	50	146.50			
	Expanding envelope, long	pc.	6.40	100	640.00		25	160.00	25	160.00	25	160.00	25	160.00			
	Expanding folder, long, green	pack	284.85	100	28,485.00	✓	25	7,121.25	25	7,121.25	25	7,121.25	25	7,121.25			
	Recordbook, 500 pages	pc.	99.00	6	594.00		2	198.00	2	198.00	1	99.00	1	99.00			
	Record book, 300 pages	pc.	67.30	6	403.80		2	134.60	2	134.60	1	67.30	1	67.30			
	Mimeopaper, white, long	ream	138.75	10	1,387.50	✓	3	416.25	2	3	416.25	3	416.25	1	138.75		
	Touch and Go, correction fluid	pc.	25.00	20	500.00		5	125.00	5	125.00	5	125.00	5	125.00			
	Eraser, rubber	pc.	5.40	10	54.00	✓	3	16.20	✓	3	16.20	✓	3	16.20	✓	1	5.40
	Paper clip, big, plastic	box	5.65	10	56.50	✓	3	16.95	2	3	16.95	3	16.95	1	5.65		
	Paper clip, small, plastic	box	4.65	10	46.50	✓	3	13.95	2	3	13.95	3	13.95	1	4.65		
	Pencil, Mongol no. 2	box	60.00	5	300.00	✓	2	120.00		1	60.00	✓	1	60.00	1	60.00	
	SUB-TOTAL				97,400.00			25,358.60		25,298.60		22,075.85		21,766.95			

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

AN
ANA C. BAYOT
 Liaison Officer

JAVIER P. QUINDOZA
 Officer-In-Charge

ANNUAL PROCUREMENT PLAN

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City Government of Puerto Princesa

Plan Control No.					Planned Amount				Page 2 of 1				
Department/Office: CITY URBAN DEVELOPMENT & HOUSING OFFICE					Regular:		Contingency		Total:		Date Submitted:		
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
	Ballpen, HBW, black	box	60.00	4	240.00	1	60.00	1	60.00	1	60.00	1	60.00
	Paper Fastener, plastic	box	83.25	5	416.25	2	166.50	1	83.25	1	83.25	1	83.25
	Scotch tape, 1"	pc.	7.45	8	59.60	2	14.90	2	14.90	2	14.90	2	14.90
	Paste, solid, 200 gms.	pc.	18.55	4	74.20	1	18.55	1	18.55	1	18.55	1	18.55
	Stapler wire no. 35	box	30.05	8	240.40	2	60.10	2	60.10	2	60.10	2	60.10
	Whiteboard marker, black	pc.	26.95	5	134.75	2	53.90	1	26.95	1	26.95	1	26.95
	Pentelpen, black	pc.	28.50	5	142.50	2	57.00	1	28.50	1	28.50	1	28.50
	Pencil lead, 0.5 mm steadler	tube	11.00	10	110.00	3	33.00	3	33.00	3	33.00	1	11.00
	Tissue paper, Nature brand	pack	75.25	12	903.00	3	225.75	3	225.75	3	225.75	3	225.75
	Rubbing Alcohol, Rhea brand, 70%	pc.	38.50	5	192.50	2	77.00	1	38.50	1	38.50	1	38.50
	Mouse, 2 button with 1 scroll	pc.	154.00	4	616.00	1	154.00	1	154.00	1	154.00	1	154.00
	Detergent powder, 480 gms.	pouch	31.70	5	158.50	2	63.40	1	31.70	1	31.70	1	31.70
	Carbon paper, long, black	box	66.35	2	132.70	1	66.35	1	66.35		-		-
	Mailing envelope, long, white	box	169.15	1	169.15	1	169.15		-		-		-
	Fax paper, UK brand	roll	39.50	4	158.00	1	39.50	1	39.50	1	39.50	1	39.50
	Stamp pad ink, violet, 50 ml.	pc.	23.55	2	47.10	1	23.55	1	23.55		-		-
	CD rewritable	pc.	26.05	20	521.00	5	130.25	5	130.25	5	130.25	5	130.25
	Staple no. 35, Max	pc.	45.00	3	135.00	1	45.00	1	45.00	1	45.00		-
	Typewriter ribbon, black	pc.	15.95	10	159.50	3	47.85	3	47.85	3	47.85	1	15.95
	Mechanical pencil, 0.5mm.	pc.	94.40	10	944.00	5	472.00	5	472.00		-		-
	SUB-TOTAL				5,554.15		1,977.75		1,599.70		1,037.80		938.90

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CA
ANA C. BAYOT
Liaison Officer

JV
JAVIER P. QUINDOZA
Officer-In-Charge

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ITEM NO.	DESCRIPTION OF ARTICLES	Unit of Measure	Unit Cost	Quantity	Regular:	Total	Contingency			DISTRIBUTION			Date Submitted:			Planned Amount	Page 3 of 1			
																		1st Quarter	2nd Quarter	3rd Quarter
							Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount						
							Total	Total	Total	Total	Total	Total								
								Marker, stabilo, assorted color	set	81.00	3	243.00	1	81.00	1			81.00	1	81.00
	Brown envelope, long	box	431.00	1	431.00	1	431.00													
	Cleanser, powder, 350 gms.	pc.	19.75	5	98.75	2	39.50	1	19.75	1	19.75	1	19.75	1	19.75		19.75			
	Sign pen, black	pc.	39.50	21	829.50	7	276.50	7	276.50	7	276.50									
	Masking tape 1"	pc.	24.20	5	121.00	2	48.40	1	24.20	1	24.20	1	24.20	1	24.20		24.20			
	Cutter heavy duty, big	pc.	23.65	5	118.25	2	47.30	1	23.65	1	23.65	1	23.65	1	23.65		23.65			
	Staple remover, UK brand	pc.	4.40	5	22.00	1	4.40	1	4.40	1	4.40	1	4.40	1	4.40		4.40			
	Scissor, 15cm (6"0), UK brand	pc.	12.00	3	36.00	1	12.00	1	12.00	1	12.00									
	Flash Drive, 2GB	pc.	352.45	2	704.90	1	352.45	1	352.45	1	352.45									
	Air Freshener, Glade brand	can	98.80	5	494.00	2	197.60	2	197.60	1	98.80									
	Oil for typewriter, 129 ml. Juki brand	pc.	16.15	2	32.30	1	16.15	1	16.15											
	Note pad 3"x 4"	pad	20.80	10	208.00	5	104.00	5	104.00											
	Tracing paper 42"x 20"	roll	536.20	1	536.20	1	536.20													
	Parchment paper	ream	109.20	1	109.20	1	109.20													
	Ink for RISOGRAPH, black	pc.	1183.75	1	1,183.75	1	1,183.75													
	SUB-TOTAL				5,167.85		3,439.45		1,111.70		540.30		72.00							
	GRAND TOTAL				108,122.00		30,775.80		28,010.00		23,653.95		22,777.85							

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ANA C. BAYOT
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