

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2016

Province, City or Municipality : MUNICIPALITY OF TUY

Plan Control No. _____				Planned Amount			Page _____ of _____ pages					
Department/ Office: _____				Regular	Contingency	Total		Date Submitted: _____				
Item No	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
A. AVAILABLE AT PROCUREMENT SERVICE STORES												
COMMON ELECTRICAL SUPPLIES												
1	BATTERY, size AA, alkaline, 2 pieces per blister pack	19.50						9	175.50			
2	TAPE, electrical	18.20						10	182.00			
COMMON OFFICE SUPPLIES												
1	AIR FRESHENER, 280mL/can	83.20						6	499.20			
2	ALCOHOL, 70%, ethyl, 500ml	47.82						42	2,008.44			
3	CARBON FILM, A4 size, 100 sheets per box	197.58						1	197.58			
4	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	202.80						3	608.40			
5	CARTOLINA, assorted color, 20 pieces per pack	64.48						2	128.96			
6	CLEARBOOK, A4 size	39.52						1	39.52			
7	DATA FILE BOX, made with chipboard, with closed ends	69.78						8	558.24			
8	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	381.54						1	381.54			
9	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	507.40						1	507.40			
10	ENVELOPE, EXPANDING, plastic	27.61						3	82.83			
11	FOLDER, Tagboard, Legal size, 100 pieces per pack	200.37						2	400.74			
12	MARKER, fluorescent, 3 colors per set	35.55						4	142.20			
13	MARKER, whiteboard, bullet type, black	11.35						2	22.70			
14	PAPER CLIP, gem type, 48mm, 100 pieces per box	12.85						6	77.10			
15	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	132.02						2	264.04			
16	PAPER, Multi-Purpose (COPY) A4, 70gsm	95.26						29	2,762.54			
17	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	114.35						43	4,917.05			
18	RECORD BOOK, 500 pages, size: 214mm x 278mm min	86.85						2	173.70			
19	RING BINDER, Plastic 50mm, 10 pieces per bundle	291.03						1	291.03			
20	RUBBER BAND, 70mm min lay flat length (#18)	93.31						1	93.31			
21	SIGN PEN, black, liquid/gel, 0.5mm tip	38.10						74	2,819.40			
22	STAMP PAD, felt pad, min 60mm x 100mm	27.66						2	55.32			
23	STAPLE WIRE, Standard	18.92						13	245.96			
24	TAPE, masking, 24mm, 50 meters length	55.12						3	165.36			
25	TAPE, masking, 48mm, 50 meters length	105.04						2	210.08			

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Planned Amount

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Regular Contingency Total

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					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
Office Supplies												
1	Adding machine ribbon	28.00										
2	Ballpen, black	8.00									2	56.00
3	Ballpen, blue	8.00									197	1,576.00
4	Ballpen, red	8.00									2	16.00
5	Binding cover, PVC, legal size (100pcs/pack)	468.00									2	16.00
6	Blade, for heavy duty cutter	20.00									1	468.00
7	Certificate frame, A4 size	100.00									2	40.00
8	Calculator, compact, 12-digit	375.00									6	600.00
9	Clip, backfold, 32mm, per dozen	40.00									5	1,875.00
10	Clip, bulldog, 3"	15.00									2	80.00
11	Clipboard, legal	48.00									5	75.00
12	Correction tape	28.00									1	48.00
13	Cutter, heavy duty	44.00									92	2,576.00
14	Double-sided tape, 24mm	35.00									5	220.00
15	DTR Form, 500 sheets/ream	240.00									11	385.00
16	Duct tape 2"	70.00									1	240.00
17	Elmer's glue, 130g	45.00									1	70.00
18	Envelope, documentary, letter	3.00									11	495.00
19	Envelope, expanding, plastic, legal	58.00									30	90.00
20	Envelope, mailing, white, 500pc/box	520.00									2	116.00
21	Eraser, rubber	8.00									3	1,560.00
22	Folder, L-type, legal, 50/pack	6.00									2	16.00
23	Folder, Tagboard, Letter	5.00									50	300.00
24	ILLUSTRATION BOARD, (30"x40")	68.00									150	750.00
25	Laminated calendar, colored	38.50									5	340.00
26	Lever arch file, legal size	170.00									2300	88,550.00
27	Marker, permanent, chisel type	48.00									10	1,700.00
28	Onion skin, legal	184.00									27	1,296.00
29	Paper fastener, plastic	44.00									2	368.00
30	Paper, multicopy, letter size	190.00									5	220.00
31	Paper clip, vinyl, 32mm	10.00									69	13,110.00
32	Pencil, lead with eraser	7.00									8	80.00
33	Philippine National Flag	150.00									65	455.00
34	Photoframe, 5R	60.00									18	2,700.00
35	Photoframe, 8R	90.00									4	240.00
36	Photopaper, premium glossy, A4 size, 20s	110.00									5	450.00
37	Push pin, flat head type, assorted colors, 100 pieces per case	32.00									11	1,210.00
38	Ribbon, for manual typewriter	17.00									3	96.00
39	Ring binder, 12mm x 1.12, 10pcs/bundle	150.00									3	51.00
											1	150.00

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40	Ring binder, 32mm	47.00									20	940.00
41	Ruler, 300mm	5.00									6	30.00
42	Sign pen, black, 0.3mm	35.00									2	70.00
43	Specialty paper, white, letter size, 110 gsm, 10s	55.00									6	330.00
44	Stamp pad ink, violet	35.00									2	70.00
45	Stapler w/ wire remover	370.00									7	2,590.00
46	Sticker paper, high glossy, A4 size, 10s	45.00									7	315.00
47	Tape, adding machine	18.00									4	72.00
48	TAPE DISPENSER, table top	120.00									3	360.00
49	Tape, transparent, 24mm	18.00									22	396.00
50	U.S. Folder, pressboard, legal, blue	28.00									10	280.00
51	Yellow ruled pad, 90 sheets/pad	45.00									23	1,035.00
Cleaning Equipment and Supplies												
1	Bathroom soap	21.35									22	469.70
2	BROOM, stick (tingting)	25.00									25	625.00
3	Detergent bar, 4pcs/bar	25.00									11	275.00
4	Detergent powder, 500g/pouch	58.00									31	1,798.00
5	Dishwashing liquid, 250ml/bottle	65.00									31	2,015.00
6	Dishwashing paste, 350g/jar	65.00									5	325.00
7	Disinfectant bleach, 1 liter	39.50									21	829.50
8	Doormat, cotton	35.00									10	350.00
9	Doormat, rubber	120.00									3	360.00
10	Dust pan, metal	110.00									4	440.00
11	Fabric conditioner	7.00									39	273.00
12	Floormop, absorbent	280.00									12	3,360.00
13	Floorwax, liquid	430.75									1	430.75
14	Glass cleaner, 500ml/bottle	129.30									16	2,068.80
15	Laundry gloves, rubber	187.00									4	748.00
16	Liquid handwash	94.75									2	189.50
17	Liquid sosa	75.65									1	75.65
18	Long brush w/ handle	130.00									8	1,040.00
19	Muriatic acid	56.10									1	56.10
20	Oil, general purpose	65.00									1	65.00
21	Pail, plastic	85.00									3	255.00
22	Raincoat, heavy duty	310.00									7	2,170.00
23	Scented gel, lemon	158.90									11	1,747.90
24	Shovel	400.00									2	800.00
25	Slippers, rubber	50.00									6	300.00
26	Sponge scrub	26.10									10	261.00

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27	Toilet bowl brush	50.00									6	300.00
28	Toilet bowl & urinal cleaner	108.25									10	1,082.50
29	Toilet deodorant cake	25.75									17	437.75
30	Trashbag, 26x32, 100pcs/pack	425.00									21	8,925.00
31	Trowel	100.00									1	100.00
32	Waste basket, with cover	60.00									2	120.00
Lighting and fixtures and accessories												
1	Fluorescent lighting fixture, 1 x 40 watts	298.00									10	2,980.00
Electrical equipment and components and supplies												
1	Battery, AA, 2pcs/pack	60.00									9	540.00
2	Battery, AAA, 2pcs/pack	80.00									1	80.00
3	Extension cord, 15 meters	550.00									1	550.00
Computer Supplies												
1	DVD Rewritable	58.00									3	174.00
2	Ink cartridge, Canon PG-811, Colored	1,045.00									5	5,225.00
3	Ink cartridge, Epson 141, black	450.00									3	1,350.00
4	INK CART, HP 932, black	1,800.00									6	10,800.00
5	Ink refill, for Canon, black	120.00									1	120.00
6	Ink refill, for Canon, cyan	120.00									1	120.00
7	Ink refill, for Canon, magenta	120.00									1	120.00
8	Ink refill, for Canon, yellow	120.00									1	120.00
9	Ink refill, universal, black, 100ml	100.00									2	200.00
10	Ribbon cartridge, Epson #7753	195.00									3	585.00
Computer Equipment and Accessories												
1	Desktop computer	22,438.00									1	22,438.00
2	Desktop computer w/ complete accessories	40,000.00									1	40,000.00
3	Epson ink-jet printer, all-in-one	8,800.00									3	26,400.00
4	Keyboard, USB connection	395.00									2	790.00
5	IT Equipment & Software - Laptop	45,935.00									1	45,935.00
6	IT Equipment & Software - Laptop	41,915.00									1	41,915.00
7	IT Equipment & Software - Laptop	41,915.00									1	41,915.00
8	IT Equipment & Software - Laptop	41,915.00									1	41,915.00
9	IT Equipment & Software - Laptop	37,500.00									1	37,500.00
10	IT Equipment & Software - Laptop	35,000.00									1	35,000.00
11	IT Equipment & Software - Laptop	45,935.00									1	45,935.00

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*Other Categories												
1	Air cooler	24,500.00								2	49,000.00	
2	Air cooler	24,000.00								3	72,000.00	
3	Door knob	240.00								2	480.00	
4	Ladder, fiber glass, 21 ft.	18,000.00								1	18,000.00	
5	Laminated Calendar	40.25								2200	88,550.00	
6	Motor vehicle	1,300,000.00								1	1,300,000.00	
7	Motorcycle	80,000.00								1	80,000.00	
8	Padlock, heavy duty	500.00								2	1,000.00	
9	Projector	15,000.00								1	15,000.00	
10	Projector	20,000.00								1	20,000.00	
11	Water Purifier/Mineralizer	22,800.00								1	22,800.00	
TOTAL											2,372,236.86	

This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

Milagros M. Perez
MILAGROS M. PEREZ

GSO Designate