

ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

Department/Bureau/Office: **Office of the Mayor-DILG**

Region: **IV-A**

Address: **Gomez St., Tuy, Batangas**

Contact Person: **Milagros M. Perez**

Position: **GSO-Designate**

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Telephone/Mobile Nos: **043-2760105**

Agency Account Code: **Y402**

Proposed Budget for Common-use supplies: **P12,500.00**

Item & Specifications	Unit of Measure	Quantity Requirement										Price Catalogue as of August 16, 2016	TOTAL AMOUNT	
		Q1	Q1 AMOUNT	Q2	Q2 AMOUNT	Q3	Q3 AMOUNT	Q4	Q4 AMOUNT	Total Quantity				
A. AVAILABLE AT PROCUREMENT SERVICE STORES														
COMMON ELECTRICAL SUPPLIES														
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	1	17.42	0	0	1	17.42	0	0	2	17.42	34.84		
COMMON OFFICE SUPPLIES														
1 AIR FRESHENER, 280mL/150g min	can	1	83.2	1	83.2	1	83.2	1	83.2	4	83.20	332.80		
2 ALCOHOL, 70%, ethyl, 500ml	bottle	2	95.64	2	95.64	2	95.64	2	95.64	8	47.82	382.56		
3 CLIP, backfold, 19mm, 12 pieces per box	box	1	7.28	0	0	1	7.28	0	0	2	7.28	14.56		
4 CLIP, backfold, 25mm, 12 pieces per box	box	1	13.5	0	0	1	13.5	0	0	2	13.50	27.00		
5 DATA FILE BOX, made with chipboard, with closed ends	box	1	69.78	1	69.78	1	69.78	1	69.78	4	69.78	279.12		
6 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	1	499.2	0	0	0	0	0	0	1	499.20	499.20		
7 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	2	229.3	1	114.7	2	229.3	1	114.7	6	114.65	687.90		
8 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	2	267.5	1	133.8	1	133.8	1	133.8	5	133.75	668.75		
9 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	1	88.4	0	0	0	0	0	0	1	88.40	88.40		
10 PENCIL, lead, w/eraser, one(1) dozen per box	box	1	19.62	0	0	0	0	0	0	1	19.62	19.62		
11 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	1	60.32	0	0	0	0	0	0	1	60.32	60.32		
12 SIGN PEN, black	piece	2	76.2	2	76.2	1	38.1	0	0	5	38.10	190.50		
13 SIGN PEN, blue	piece	0	0	2	76.2	0	0	0	0	2	38.10	76.20		
14 SIGN PEN, red	piece	2	76.2	0	0	0	0	0	0	2	38.10	76.20		
15 TAPE, transparent, 24mm, 50 meters	roll	2	34.74	1	17.37	1	17.37	1	17.37	5	17.37	86.85		
16 TOILET TISSUE, 12 rolls per pack	pack	2	135.2	1	67.6	2	135.2	1	67.6	6	67.60	405.60		
COMMON OFFICE DEVICES														
1 PENCIL SHARPENER, 1 piece in individual plastic case	piece	1	187.2	0	0	0	0	0	0	1	187.20	187.20		
													0.00	
COMMON COMPUTER SUPPLIES														
1 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	1	194.5	0	0	1	194.5	0	0	2	194.48	388.96		
2 MOUSE, optical, USB connection type	unit	1	127.8	0	0	0	0	0	0	1	127.80	127.80		
													0.00	
CONSUMABLES														
1 INK CART, EPSON C13T6664100 (T6641), Black	cart	1	254.8	1	254.8	1	254.8	1	254.8	4	254.80	1,019.20		
2 INK CART, EPSON C13T664200 (T6642), Cyan	cart	1	254.8	0	0	1	254.8	0	0	2	254.80	509.60		
3 INK CART, EPSON C13T664300 (T6643), Magenta	cart	1	254.8	0	0	1	254.8	0	0	2	254.80	509.60		
4 INK CART, EPSON C13T664400 (T6644), Yellow	cart	1	254.8	0	0	1	254.8	0	0	2	254.80	509.60		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)														
COMMON OFFICE EQUIPMENT														
1 Computer table	pc	1	2500	0	0	0	0	0	0	1	2,500.00	2,500.00		
COMMON OFFICE SUPPLIES														
1 Ballpen, black	pc	3	24	3	24	2	16	2	16	10	8.00	80.00		
2 Ballpen, red	pc	2	16	1	8	1	8	1	8	5	8.00	40.00		
3 Double-sided tape, 24mm	roll	1	35	0	0	1	35	0	0	2	35.00	70.00		

Item & Specifications	Unit of Measure	Quantity Requirement									Price Catalogue as of August 16, 2016	TOTAL AMOUNT
		Q1	Q1 AMOUNT	Q2	Q2 AMOUNT	Q3	Q3 AMOUNT	Q4	Q4 AMOUNT	Total Quantity		
Lever arch file, legal size	set	1	170	1	170	1	170	0	0	3	170.00	510.00
Paper fastener, plastic	box	1	44	0	0	1	44	0	0	2	44.00	88.00
Photopaper, premium glossy, A4 size, 20s	pack	0	0	1	110	1	110	1	110	3	110.00	330.00
Specialty paper, white, letter size, 110 gsm, 10s	pack	2	90	2	90	1	45	0	0	5	45.00	225.00
COMMON JANITORIAL SUPPLIES												
Doormat, cotton	pc	1	30	1	30	1	30	1	30	4	30.00	120.00
Glass cleaner, 500ml/bottle	bot	1	129.3	1	129.3	1	129.3	0	0	3	129.30	387.90
TOTAL (A + B):											11,533.28	
ADDITIONAL PROVISION FOR INFLATION											1,153.33	
GRAND TOTAL (C + D)											12,686.61	
APPROVED BUDGET BY THE AGENCY												
MONTHLY CASH REQUIREMENTS												
Available at Procurement Service Stores	X	3302	989	2054	837							7182.38
Other Items not available at PS but regular		3038	561	587	164							4350.9
TOTAL MONTHLY CASH REQUIREMENTS		6340	1550	2642	1001							11533.28

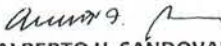
*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Approved by:


ALBERTO H. SANDOVAL
 MLGOO

JOSE JECERELL C. CERRADO
 Municipal Mayor