

**LCU Form No. 01  
ANNUAL PROCUREMENT PLAN**

**RECEIVED**  
DATE: 09-09-14  
BY: [Signature]

Name of Local Government Unit: Municipality of Mabini

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>3</u> pages				
Department/Office: <u>Accounting Office</u>				Regular	Contingency	Total	Date Submitted _____				
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION						
					1st Quarter		2nd Quarter		3rd Quarter		4th
					QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.
01	US Bond Paper (long)	205.00	20 rms.	4,100.00	6 rms.	1,230.00			4 rms.	820.00	10 rms.
02	US Bond Paper (short)	175.00	20 rms.	3,500.00	4 rms.	700.00	2 rms.	350.00	12 rms.	2,100.00	2 rms.
03	Mimeo Bond Paper (long)	149.00	20 rms.	2,980.00	6 rms.	894.00	8 rms.	1,192.00	5 rms.	745.00	1 rm.
04	Mimeo Bond Paper (short)	129.00	20 rms.	2,580.00	6 rms.	774.00	7 rms.	903.00	6 rms.	774.00	1 rm.
05	Cartolina (Yellow)	60.00	4 doz.	240.00	2 doz.	120.00			2 doz.	120.00	
06	Cactus Bond Paper (long) sub. 20	205.00	20 rms.	4,100.00	6 rms.	1,230.00	4 rms.	820.00	6 rms.	1,230.00	4 rms.
07	Cactus Bond Paper (short) sub. 20	175.00	20 rms.	3,500.00	8 rms.	1,400.00			8 rms.	1,400.00	4 rms.
08	Folder (long) white	4.25	36 pcs.	153.00	24 pcs.	102.00			12 pcs.	51.00	
09	Pilot G-Tech Ballpen Refill (black)	456.00	4 doz.	1,824.00			2 doz.	912.00			2 doz.
10	Johnson Isoprophyl (Alcohol)	68.50	12 bots.	822.00	6 bot.	411.00					6 bot.
11	Correction Pen (Papermate)	75.00	12 pcs.	900.00			6 pcs.	450.00	6 pcs.	450.00	
12	Pilot Pentel Pen (black)	34.00	3 pcs.	102.00	1 pc.	34.00	1 pc.	34.00	1 pc.	34.00	
13	Worksheet (16 columns)	51.00	4 pads	204.00			2 pads	102.00	2 pads	102.00	
14	Scotch Tape (1 inch)	15.00	3 rolls	45.00	1 pc.	15.00	1 pc.	15.00	1 pc.	15.00	
15	DTR 100's	16.00	3 packs	48.00	1 pack	16.00			2 pack	32.00	
16	Shoe Lace (36 inches)	19.50	50 pairs	975.00			25 pairs	487.50	25 pairs	487.50	
17	Moothballs	21.00	2 packs	42.00			1 pack	21.00	1 pack	21.00	
18	Glade Air Freshener	149.50	8 bots.	1,196.00	1 bot.	149.50	4 bots.	598.00	3 bots.	448.50	
19	Bathroom Tissue	12.00	4 pcs.	48.00			2 pcs.	24.00	2 pcs.	24.00	
<b>Sub-Total</b>				<b>27,359.00</b>		<b>7,075.50</b>		<b>5,908.50</b>		<b>8,854.00</b>	

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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
20	Typewriter Ribbon	25.00	4 pcs.	100.00			2 pc.	50.00	2 pc.	50.00		
21	Albatross	33.50	4 pcs.	134.00			2 pcs.	67.00	2 pcs.	67.00		
22	Fastener (plastic)	26.75	5 boxes	133.75			2 boxes	53.50	3 boxes	80.25		
23	Plastic cellophane	21.00	3 mtrs.	63.00	3 mtrs.	63.00						
24	Lead Pencil No. 05 (refill)	41.00	4 tube	164.00			2 tube	82.00	2 tube	82.00		
25	Toilet Duck	150.00	6 bots.	900.00			3 bot.	450.00	3 bot.	450.00		
26	Yellow Paper	18.50	4 pads	74.00	2 pads	37.00					2 pads	
27	Scotch Taper Holder	500.00	1 pc.	500.00	1 pc.	500.00						
28	Pilot G-Tech C4 Ballpen No. 4 (black)	63.00	18 pcs.	1,134.00	6 pcs.	378.00			6 pcs.	378.00	6 pcs.	
29	Broom (Tukog)	10.00	1 pc.	10.00			1 pc.	10.00				
30	Battery (energizer) black (AA)	104.00	4 pack	416.00	1 pack	104.00	3 packs	312.00				
31	Pilot H-Techpoint V.5	48.00	8 pcs.	384.00	2 pcs.	96.00	2 pcs.	96.00	2 pcs.	96.00	2 pcs.	
32	Trial Balance Cover	7.50	10 pcs.	75.00	10 pcs.	75.00						
33	Staple Wire #35	39.00	7 boxes	273.00	7 boxes	273.00						
34	Baguio Broom	115.00	1 pc.	115.00			1 pc.	115.00				
35	Cash Receipts Journal	4.00	500 pcs.	2,000.00	250 pcs.	1,000.00			250 pcs.	1,000.00		
36	Check Disbursement Journal	4.00	200 pcs.	800.00	100 pcs.	400.00			100 pcs.	400.00		
37	Kiwi Glass Cleaner	112.00	6 pcs.	672.00	2 pcs.	224.00			2 pcs.	224.00	2 pcs.	
38	Axion Dishwashing	52.50	6 pcs.	315.00	1 pc.	52.50	2 pcs.	105.00	3 pcs.	157.50		
<b>Sub-Total</b>				<b>8,262.75</b>		<b>3,202.50</b>		<b>1,340.50</b>		<b>2,984.75</b>		

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Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
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					QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
39	Magic Touch Correction Fluid	34.00	4 pcs.	136.00	1 pc.	34.00	1 pc.	34.00	2 pcs.	68.00		
40	Logbook	44.50	1 pc.	44.50	1 pc.	44.50						
41	Pilot G-Tech C4 Balpen No. 4 (blue)	63.00	12 pcs.	756.00	12 pcs.	756.00						
42	Pilot G-Tech C4 Balpen No. 4 (red)	63.00	3 pcs.	189.00	1 pc.	63.00	1 pc.	63.00	1 pc.	63.00		
43	USB Stick 4MB	600.00	1 pc.	600.00					1 pc.	600.00		
44	Carbon Paper (club) blue (long)	630.00	1 bx.	630.00	1 bx.	630.00						
45	Carbon Paper (club) blue (short)	630.00	1 bx.	630.00	1 bx.	630.00						
46	Stamp Pad Ink (blue)	60.00	1 bot.	60.00	1 bot.	60.00						
47	Pilot Sign Pen G-2 05	63.00	3 pcs.	189.00	1 pc.	63.00	2 pcs.	126.00				
48	HP LaserJet Ink 1020 Toner	3,089.00	2 pcs.	6,178.00							2 pcs.	
49	Tide Bar (taba)	20.00	2 bars	40.00			2 bars	40.00				
50	Miscellaneous	4,925.75		4,925.75				4,925.75				
<b>Sub-Total</b>				14,378.25		2,280.50		5,186.75		731.00		
<b>GRAND TOTAL</b>				50,000.00		12,558.50		12,437.75		12,569.75		

This is to certify that the above procurement plan is in accordance with the objectives of this office.

Prepared by: MANUEL B. BUSANO  
Head of Department/Office