


ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

Plan Control No.					Planned Amount				Page 1 of 3 pages				
Department /Office <u>MAYOR'S OFFICE</u>					Regular	Contingency		Total	Date Submitted				
Item No.	Description	Unit Cost	Unit of Issue	Quantity	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
01	Bond Paper Long subs. 20	205.00	rms	18	3,690.00	8	1,640.00	4	820.00	4	820.00	2	410.00
02	Bond Paper Short subs. 20	188.00	rms	18	3,384.00	8	1,504.00	4	752.00	4	752.00	2	376.00
03	White Wove Mimeo Short subs. 18	160.00	rms	15	2,400.00	6	960.00	3	480.00	3	480.00	3	480.00
04	White Wove Mimeo Long subs. 18	145.00	rms	15	2,175.00	6	870.00	3	435.00	3	435.00	3	435.00
05	White Envelope Long	300.00	box	1	300.00	1	300.00	0	0.00	0	0.00	0	0.00
06	Folder Long	5.00	pcs	100	500.00	50	250.00	0	0.00	50	250.00	0	0.00
07	Folder Short	4.50	pcs	48	216.00	24	108.00	0	0.00	24	108.00	0	0.00
08	Dong A My Gel Pen .05 black	20.00	pcs	12	240.00	12	240.00	0	0.00	0	0.00	0	0.00
09	Dong A My Gel Pen .07 black	20.00	pcs	12	240.00	12	240.00	0	0.00	0	0.00	0	0.00
10	Paper Fastener (plastic coated)	35.00	box	6	210.00	3	105.00	0	0.00	3	105.00	0	0.00
11	Paper Mate Correction Pen	75.00	pcs	8	600.00	4	300.00	0	0.00	4	300.00	0	0.00
12	Paper Clip (small)	30.00	box	6	180.00	3	90.00	0	0.00	3	90.00	0	0.00
13	HP Laser jet Print Cartridge 85A	3,500.00	pcs	4	14,000.00	1	3,500.00	1	3,500.00	1	3,500.00	1	3,500.00
14	HP Laser jet Print Cartridge 35A	3,500.00	pcs	4	14,000.00	1	3,500.00	1	3,500.00	1	3,500.00	1	3,500.00
15	Scotch Tape (1 inch)	35.00	roll	6	210.00	3	105.00	0	0.00	3	105.00	0	0.00
16	Masking Tape (1 inch)	30.00	roll	6	180.00	3	90.00	0	0.00	3	90.00	0	0.00
17	Whiteboard Pen	75.00	pcs	6	450.00	2	150.00	2	150.00	2	150.00	0	0.00
18	USB Flash Drive	500.00	pcs	2	1,000.00	1	500.00	0	0.00	1	500.00	0	0.00
19	Pentel Pen (fine)	48.00	pcs	4	192.00	2	96.00	0	0.00	2	96.00	0	0.00
Sub - Total		8,875.50			44,167.00		14,548.00		9,637.00		11,281.00		8,701.00

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

Prepared by:


ESTHER FOSTANES-TABIGUE, RND
 Head of Department

ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

Plan Control No. _____					Planned Amount					Page <u>2</u> of <u>3</u> pages			
Department /Office <u>MAYOR'S OFFICE</u>					Regular	Contingency		Total		Date Submitted			
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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
20	Pilot Hi tech point Sign Pen V7RT	60.00	pcs	24	1,440.00	6	360.00	6	360.00	6	360.00	6	360.00
21	Ball Pen	6.00	pcs	48	288.00	24	144.00	0	0.00	12	72.00	12	72.00
22	Epson Ink Refill (C, M, Y, Blk)	300.00	pcs	12	3,600.00	3	900.00	3	900.00	3	900.00	3	900.00
23	Log Book 500 pages	95.00	pcs	12	1,140.00	6	570.00	0	0.00	6	570.00	0	0.00
24	Photo paper non-glossy	450.00	pack	2	900.00	1	450.00	0	0.00	1	450.00	0	0.00
25	Special paper (short)	25.00	pack	75	1,875.00	50	1,250.00	0	0.00	25	625.00	0	0.00
26	Brown envelop (long)	5.00	pcs	60	300.00	40	200.00	0	0.00	20	100.00	0	0.00
27	Brown envelop (short)	3.00	pcs	48	144.00	24	72.00	0	0.00	24	72.00	0	0.00
28	Expanded Folder (long)	15.00	pcs	100	1,500.00	80	1,200.00	0	0.00	20	300.00	0	0.00
29	Ordinary Folder Biege (short)	5.00	pcs	24	120.00	12	60.00	0	0.00	12	60.00	0	0.00
30	Stapler with remover No. 35	165.00	pcs	3	495.00	1	165.00	1	165.00	0	0.00	0	0.00
31	Paper fastener plastic	45.00	box	4	180.00	2	90.00	0	0.00	2	90.00	0	0.00
32	Staple Wire #35	41.00	box	6	246.00	3	123.00	0	0.00	3	123.00	0	0.00
33	Staple Wire #10	25.00	box	2	50.00	2	50.00	0	0.00	0	0.00	0	0.00
34	Casino Rubbing Alcohol 500ml	55.00	bot	8	440.00	4	220.00	2	110.00	0	0.00	2	110.00
35	Air Freshener	165.00	bot	10	1,650.00	3	495.00	2	330.00	3	495.00	2	330.00
36	Safeguard Sopa	25.00	pcs	5	125.00	3	75.00	0	0.00	2	50.00	0	0.00
37	Elmer's Glue	35.00	bot	4	140.00	2	70.00	0	0.00	2	70.00	0	0.00
38	Medals	50.00	pcs	50	2,500.00	50	2,500.00	0	0.00	0	0.00	0	0.00
Sub - Total					17,133.00		8,994.00		1,865.00		4,502.00		1,772.00

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Prepared by:


ESTHER POSTANES-TABIGUE, RND
Head of Department

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Name of Local Government Unit: Municipality of Mabini

Plan Control No.					Planned Amount				Page 2 of 3 pages				
Department /Office <u>MAYOR'S OFFICE</u>					Regular	Contingency	Total		Date Submitted				
Item No.	Description	Unit Cost	Unit of Issue	Quantity	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
39	Floor Wax	550.00	can	4	2,200.00	2	1,100.00	0	0.00	2	1,100.00	0	0.00
40	Baguio Broom	265.00	pcs	5	1,325.00	3	795.00	0	0.00	2	530.00	0	0.00
41	Dust pan	70.00	pcs	3	210.00	2	140.00	1	70.00	0	0.00	0	0.00
42	Foot Rug (rubber)	230.00	pcs	4	920.00	2	460.00	0	0.00	2	460.00	0	0.00
43	Mailing Stamp	10.00	pcs	50	500.00	50	500.00	0	0.00	0	0.00	0	0.00
44	Daily Time Record	25.00	pack	5	125.00	3	75.00	0	0.00	2	50.00	0	0.00
45	Scissor (medium size)	75.00	pcs	3	225.00	2	150.00	0	0.00	1	75.00	0	0.00
46	Glass Cleaner	165.00	bot	8	1,320.00	4	660.00	0	0.00	4	660.00	0	0.00
47	Toilet Bowl Cleaner	200.00	bot	8	1,600.00	4	800.00	0	0.00	4	800.00	0	0.00
48	Plastic Expanded Folder	45.00	doz	6	270.00	6	270.00	0	0.00	0	0.00	0	0.00
49	Door Mat	250.00	pcs	2	500.00	2	500.00	0	0.00	0	0.00	0	0.00
50	Floor Mop	265.00	pcs	4	1,060.00	3	795.00	0	0.00	1	265.00	0	0.00
51	Pail	130.00	pcs	1	130.00	1	130.00	0	0.00	0	0.00	0	0.00
52	Dipper	50.00	pcs	1	50.00	1	50.00	0	0.00	0	0.00	0	0.00
53	UPS	5,000.00	set	1	5,000.00	1	5,000.00	0	0.00	0	0.00	0	0.00
54	Glass Tray	250.00	pcs	2	500.00	2	500.00	0	0.00	0	0.00	0	0.00
55	Toilet Deodorizer	165.00	bot	4	660.00	2	330.00	0	0.00	2	330.00	0	0.00
56	Zonrox (in gallon)	250.00	gal	3	750.00	2	500.00	0	0.00	1	250.00	0	0.00
57	Albatros	36.00	pcs	24	864.00	6	216.00	6	216.00	6	216.00	6	216.00
Sub - Total					18,209.00		12,971.00		286.00		4,736.00		216.00

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Prepared by:

[Signature]
ESTHER FOSTANES-TABIGUE, RND
Head of Department

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Plan Control No.					Planned Amount				Page 2 of 3 pages				
Department /Office <u>MAYOR'S OFFICE</u>					Regular	Contingency	Total		Date Submitted				
Item No.	Description	Unit Cost	Unit of Issue	Quantity	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
58	Powdered Soap	180.00	pack	4	720.00	3	540.00	0	0.00	1	180.00	0	0.00
59	Steel Brush	50.00	pcs	5	250.00	3	150.00	0	0.00	2	100.00	0	0.00
60	Toilet Brush	135.00	pcs	4	540.00	2	270.00	0	0.00	2	270.00	0	0.00
61	Stapler No. 10	125.00	pcs	1	125.00	1	125.00	0	0.00	0	0.00	0	0.00
62	Battery Energizer (double AA)	35.00	pcs	8	280.00	4	140.00	0	0.00	4	140.00	0	0.00
63	Push Pins	35.00	box	2	70.00	1	35.00	0	0.00	1	35.00	0	0.00
64	Axion Dishwashing Paste	65.00	bot	4	260.00	2	130.00	0	0.00	2	130.00	0	0.00
65	Bathroom Tissue	110.00	roll	3	330.00	2	220.00	0	0.00	1	110.00	0	0.00
66	Fiat Table Napkin	55.00	pack	6	330.00	3	165.00	0	0.00	3	165.00	0	0.00
67	Toner for Phtocopier (gestetner)	2,700.00	pcs	2	5,400.00	1	2,700.00	0	0.00	1	2,700.00	0	0.00
68	Master for Risograph machine	2,500.00	pcs	2	5,000.00	1	2,500.00	0	0.00	1	2,500.00	0	0.00
69	USB External CD-ROM	3,000.00	set	1	3,000.00	1	3,000.00	0	0.00	0	0.00	0	0.00
70	Rubbing Alcohol	100.00	bot	8	800.00	2	200.00	2	200.00	2	200.00	2	200.00
71	Car Shampoo	-		2	0.00	0	0.00	0	0.00	0	0.00	1	0.00
72	Rubber Bond	-		2	0.00	1	0.00	0	0.00	0	0.00	0	0.00
73	Paper Clip Jumbo	-		6	0.00	0	0.00	0	0.00	1	0.00	0	0.00
74	Trash Can	-		2	0.00	0	0.00	0	0.00	1	0.00	0	0.00
75	HP 704 Black	-		1	0.00	0	0.00	1	0.00	0	0.00	0	0.00
76	HP 705 Colored	-		1	0.00	1	0.00	0	0.00	0	0.00	0	0.00
Sub - Total					17,105.00		10,175.00		200.00		6,530.00		200.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
77	Log Book 250 pages	75.00	pack	2	150.00	1	75.00	0	0.00	1	75.00	0	0.00
78	Box Organizer		pcs	5	0.00	3	3.00	0	0.00	2	2.00	0	0.00
79	Padlock small		pcs	2	0.00	2	0.00	0	0.00	0	0.00	0	0.00
80	Door Hinges		pcs	2	0.00	2	0.00	0	0.00	0	0.00	0	0.00
81	Fish Drainer		pcs	2	0.00	2	0.00	0	0.00	0	0.00	0	0.00
82	Clerical Chairs	1,500.00	pcs	4	6,000.00	4	6,000.00	0	0.00	0	0.00	0	0.00
83	Office Tables	-	pcs	1	0.00	1	0.00	0	0.00	0	0.00	0	0.00
84	Chlorine		kl	2	0.00	0	0.00	0	0.00	0	0.00	0	0.00
85	CPU	-	Unit	2	0.00	0	0.00	0	0.00	0	0.00	0	0.00
86	Spoon	100.00	doz	3	300.00	2	200.00	0	0.00	0	0.00	1	100.00
87	Fork	100.00	pcs	3	300.00	2	200.00	0	0.00	0	0.00	1	100.00
88	HP Laserjet 1020	3,500.00	1	1	3,500.00	1	3,500.00	0	0.00	0	0.00	0	0.00
89	Camera	-	0	2	0.00	0	0.00	0	0.00	0	0.00	0	0.00
90	Digital Recorder	-		0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
91	Special Paper			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Sub - Total					10,250.00		9,978.00		0.00		77.00		200.00

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Head of Department

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Plan Control No. _____					Planned Amount					Page <u>2</u> of <u>3</u> pages			
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Item No.	Description	Unit Cost	Unit of Issue	Quantity	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
01	Calculator (big)	316.00	pcs	1	316.00	0	0.00	0	0.00	0	0.00	0	0.00
02	White Wave Memeo Long	112.00	rm	7	784.00	3	336.00	2	224.00	2	224.00	0	0.00
03	Folder Long	6.50	pcs	100	650.00	25	162.50	25	162.50	25	162.50	25	162.50
04	Log Book	68.00	pcs	10	680.00	3	204.00	3	204.00	2	136.00	2	136.00
05	Bond Paper Short	196.00	rm	3	588.00	2	392.00	1	196.00	0	0.00	0	0.00
06	Bond Paper Long	198.00	rm	3	594.00	2	396.00	1	198.00	0	0.00	0	0.00
07	Puncher Big	193.00	pcs	1	193.00	1	193.00	0	0.00	0	0.00	0	0.00
08	Scissor Big	52.00	pcs	1	52.00	0	0.00	0	0.00	0	0.00	0	0.00
09	Stapler Big	348.00	pcs	1	348.00	1	348.00	0	0.00	0	0.00	0	0.00
10	Staple Wire # 35	37.00	box	2	74.00	1	37.00	0	0.00	1	37.00	0	0.00
11	Pentel Black	46.00	pcs	2	92.00	1	46.00	1	46.00	0	0.00	0	0.00
12	Whiteboard Pentel Pen Black	72.00	pcs	2	144.00	1	72.00	1	72.00	0	0.00	0	0.00
13	USB (BGB)	522.00	pcs	1	522.00	1	522.00	0	0.00	0	0.00	0	0.00
14	Stamp pad	64.00	pcs	1	64.00	1	64.00	0	0.00	0	0.00	0	0.00
15	Index Tab (tabbings)	427.00	box	4	1,708.00	1	427.00	1	427.00	1	427.00	1	427.00
16	Bookstand-metal	85.00	pcs	1	85.00	1	85.00	0	0.00	0	0.00	0	0.00
17	Board eraser	18.00	pcs	1	18.00	1	18.00	0	0.00	0	0.00	0	0.00
18	Correction Tape	25.00	pcs	2	50.00	1	25.00	1	25.00	0	0.00	0	0.00
19	Clip board long	76.00	pcs	2	152.00	1	76.00	0	0.00	1	76.00	0	0.00
Sub - Total					7,114.00		3,403.50		1,554.50		986.50		725.50

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Prepared by: ESTHER FOSTANES-TABIGUE, RND
Head of Department

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Name of Local Government Unit: Municipality of Mabini

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
20	Plastic straw	104.00	bndl	1	104.00	1	104.00	0	0.00	0	0.00	0	0.00
21	Plastic string no. 7	10.00	m	10	100.00	10	100.00	0	0.00	0	0.00	0	0.00
22	Cartolina Red	7.50	pcs	1	7.50	0	0.00	0	0.00	0	0.00	0	0.00
23	Packing tape brown	38.00	pcs	2	76.00	1	38.00	1	38.00	0	0.00	0	0.00
24	Masking tape	19.00	pcs	2	38.00	1	19.00	1	19.00	0	0.00	0	0.00
25	Pilot Ink Black	105.00	pcs	1	105.00	1	105.00	0	0.00	0	0.00	0	0.00
26	Documents file stand/shelves	133.00	pcs	2	266.00	2	266.00	0	0.00	0	0.00	0	0.00
27	Styrofoam board	42.00	pcs	1	42.00	0	0.00	0	0.00	0	0.00	0	0.00
28	Whiteboard	1,038.00	pcs	1	1,038.00	1	1,038.00	0	0.00	0	0.00	0	0.00
29	Brown envelop long (200pc)	4.00	pcs	200	800.00	1	800.00	0	0.00	0	0.00	0	0.00
30	CD-RW	23.00	pcs	12	276.00	12	276.00	0	0.00	0	0.00	0	0.00
31	CD holder/stand	53.00	pcs	1	53.00	1	53.00	0	0.00	0	0.00	0	0.00
32	AVR(220,500-600W)w/UPS	2,002.00	pcs	1	2,002.00	1	2,002.00	0	0.00	0	0.00	0	0.00
33	Columnar book (4 columns)	29.00	pcs	1	29.00	1	29.00	0	0.00	0	0.00	0	0.00
34	Rechargeable Flashlights (imartflex HD	2,272.00	pcs	1	2,272.00	1	2,272.00	0	0.00	0	0.00	0	0.00
35	Concrete nails #4	3.50	pcs	8	28.00	8	28.00	0	0.00	0	0.00	0	0.00
36	Chrome hooks (big)	12.75	pcs	10	127.50	10	127.50	0	0.00	0	0.00	0	0.00
37	Cutter blade big	21.00	pcs	1	21.00	1	21.00	0	0.00	0	0.00	0	0.00
38	Pocket notebook	10.00	pcs	6	60.00	10	60.00	0	0.00	0	0.00	0	0.00
Sub - Total					7,445.00		7,338.50		57.00		0.00		0.00

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Head of Department

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
39	Highlighter (Lotus)-orange & blue	24.00	pcs	2	48.00	2	48.00	0	0.00	0	0.00	0	0.00
40	Staple Wire no. 10 magic	5.00	box	2	10.00	2	10.00	0	0.00	0	0.00	0	0.00
41	Puncher magic small	37.00	pcs	1	37.00	1	37.00	0	0.00	0	0.00	0	0.00
42	Stapler no. 10 joy	35.00	pcs	1	35.00	1	35.00	0	0.00	0	0.00	0	0.00
43	Magic touch correction fluid	41.00	pcs	1	41.00	1	41.00	0	0.00	0	0.00	0	0.00
44	Elmers Glue 130g	55.00	pcs	1	55.00	1	55.00	0	0.00	0	0.00	0	0.00
45	Panda Ballpen Blue	6.00	pcs	2	12.00	2	12.00	0	0.00	0	0.00	0	0.00
46	Panda Ballpen black	6.00	pcs	2	12.00	2	12.00	0	0.00	0	0.00	0	0.00
47	Panda ballpen red	6.00	pcs	2	12.00	2	12.00	0	0.00	0	0.00	0	0.00
48	Sharpener	4.00	pcs	1	4.00	1	4.00	0	0.00	0	0.00	0	0.00
49	Mongoi Pencil no. 2	7.50	pcs	2	15.00	2	15.00	0	0.00	0	0.00	0	0.00
50	Pilot pentel pen black	46.00	pcs	2	92.00	2	92.00	0	0.00	0	0.00	0	0.00
51	Scissor (small)	14.00	pcs	1	14.00	1	14.00	0	0.00	0	0.00	0	0.00
52	Fastener Plastic	1.25	pcs	100	125.00	50	62.50	0	0.00	50	62.50	0	0.00
53	Masking tape/paper tape	19.00	pcs	1	19.00	1	19.00	0	0.00	0	0.00	0	0.00
54	Packing tape brown	38.00	pcs	1	38.00	1	38.00	0	0.00	0	0.00	0	0.00
55	Paper Clip	0.50	pcs	28	14.00	28	14.00	0	0.00	0	0.00	0	0.00
56	Ruler 12 inches long	5.50	pcs	2	11.00	2	11.00	0	0.00	0	0.00	0	0.00
57	Pencil eraser	5.00	pcs	1	5.00	1	5.00	0	0.00	0	0.00	0	0.00
Sub - Total					599.00		536.50		0.00		62.50		0.00

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

Prepared by:


ESTHER FOSTANES-TABIGUE, RND
 Head of Department

ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

Plan Control No. _____					Planned Amount				Page <u>2</u> of <u>3</u> pages				
Department /Office		MAYOR'S OFFICE		BFP DEPT		Regular	Contingency	Total		Date Submitted _____			
Item No.	Description	Unit Cost	Unit of Issue	Quantity	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
58	Folder White Long	6.50	pcs	36	234.00	36	234.00	0	0.00	0	0.00	0	0.00
59	Envelope brown long	4.00	box	20	80.00	20	80.00	0	0.00	0	0.00	0	0.00
60	Cartolina skyblue	7.50	pcs	4	30.00	4	30.00	0	0.00	0	0.00	0	0.00
61	Plastic Cellophane cover	14.00	m	6	84.00	6	84.00	0	0.00	0	0.00	0	0.00
62	Thumbtacks	8.00	box	2	16.00	2	16.00	0	0.00	0	0.00	0	0.00
Sub - Total					444.00		444.00		0.00		0.00		0.00

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

Prepared by: ESTHER FOSTANES-TABIGUE, RND
Head of Department