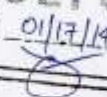


DU Form No. 1

ANNUAL PROCUREMENT PLAN

RECEIVED
 DATE: 01/17/14
 BY: 

Name of Local Government Unit: Municipality of Mabini

Plan Control No.				Planned Amount				Page 1				
Department/Office: Municipal Budget				Regular				Date Submitted: January 17, 2014				
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
1	Bond Paper Long Sub. 20	220.00	8 reams	880.00	2 reams	440.00			2 reams	440.00		
2	Bond Paper Short Sub. 20	200.00	8 reams	800.00	2 reams	400.00			2 reams	400.00		
3	Folder Long	70.00	8 doz	560.00	2 doz	140.00	2 doz.	140.00	2 doz	140.00	2 doz	140.00
4	Paper Fastener	50.00	4 boxes	200.00	1 box	50.00	1 box	50.00	1 box	50.00	1 box	50.00
5	Rubbing Alcohol 500 ml	150.00	4 bots.	600.00	1 bot	150.00	1 bot.	150.00	1 bot.	150.00	1 bot.	150.00
6	Computer Ink Refill	400.00	8 bots.	3,200.00	2 bots.	800.00	2 bots.	800.00	2 bots.	800.00	2 bots.	800.00
7	Columnar Book	50.00	8 pcs.	400.00	4 pcs	200.00					4 pcs.	200.00
8	Sign Pen	850.00	2 doz	1,700.00	1/2 doz	425.00	1/2 doz.	425.00	1/2 doz	425.00	1/2 doz.	425.00
9	Scotch Tape 1 inch	40.00	2 pcs.	80.00	1 pc.	40.00			1 pc.	40.00		
10	Air Freshener	150.00	4 pcs.	600.00	1 pc.	150.00	1 pc.	150.00	1 pc.	150.00	1 pc.	150.00
11	Staple Wire Remover	200.00	1 pc.	200.00	1 pc.	200.00						
12	Staple Wire No. 35	80.00	4 boxes	320.00	2 boxes	160.00			2 boxes	160.00		
13	Scissor	250.00	1 pc.	250.00	1 pc.	250.00						
14	Log Book	150.00	2 pcs.	300.00	1 pc.	150.00			1 pc.	150.00		
15	Correction Pen	200.00	8 pcs.	1,600.00	2 pcs.	400.00	2 pcs.	400.00	2 pcs.	400.00	2 pcs.	400.00
16	Computer Mouse	200.00	2 pcs.	400.00	1 pc.	200.00			1 pc.	200.00		
	Contingencies			2,910.00								2,910.00
Grand Total				15,000.00		4,155.00		2,115.00		3,505.00		5,225.00

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

Prepared by:


FE C. LADARAN
 Head of Department

Approved:


ESTHER F. TABIGUE, RND
 Head of Agency