

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

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Province, City or Municipality : **MABINI**

Plan Control No. _____				Planned Amount			Page 1 of 3 pages					
Department/ Office: MPDC				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
1	Cactus Bond Paper (Long)	181.50	10 rm.	1,815.00	2	363.00	3	544.50	2	363.00	3	544.50
2	Cactus Bond Paper (Short)	154.00	9 rm.	1,386.00	2	308.00	3	462.00	2	308.00	2	308.00
3	Mimeo Bond Paper (Long)	185.90	6 rm.	1,115.40	2	371.80	2	371.80	-	-	2	371.80
4	Mimeo Bond Paper (Short)	143.00	8 rm.	1,144.00	2	286.00	2	286.00	2	286.00	2	286.00
5	Elmer's Glue (small)	44.58	2 bot.	89.16			1	44.58			1	44.58
6	Plastic Folder Long (Green)	11.00	2.5 doz.	330.00	0.5	66.00	1	132.00			1	132.00
7	Casino Ethyl Alcohol 70% Sol.	69.63	2 bot.	139.26	1	69.63	1	69.63				-
8	Cartridge Black Canon #810	845.90	4 pc.	3,383.60	1	845.90	1	845.90	1	845.90	1	845.90
9	Cartridge Colored Canon #811	1,131.90	4 pc.	4,527.60	1	1,131.90	1	1,131.90	1	1,131.90	1	1,131.90
10	Cartridge Black hp #704	429.00	4 pc.	1,716.00	1	429.00	1	429.00	1	429.00	1	429.00
11	Cartridge Colored hp #704	429.00	4 pc.	1,716.00	1	429.00	1	429.00	1	429.00	1	429.00
12	Hp laserjet toner 85A	3,661.90	1 pc.	3,661.90		-		-	1	3,661.90		-
13	Glade Air Freshener Orange	179.30	4 bot.	717.20	1	179.30	1	179.30	1	179.30	1	179.30
14	My shaldan neo Orange (small)	125.40	4 can	501.60	1	125.40	1	125.40	1	125.40	1	125.40
15	Parker Sign Pen 0.5 (Black)	850.00	1 pc.	850.00	1	850.00		-		-		-
16	Parker Sign Pen Refill 0.5 (Black)	203.50	1 doz.	2,442.00	6	1,221.00					6	1,221.00
17	Ballpen (Black)	4.40	1 doz.	52.80	6	26.40					6	26.40
18	Ballpen (Blue)	4.40	1 doz.	52.80	6	26.40					6	26.40
19	White Board Pen	55.00	2 pc.	110.00	1	55.00	1	55.00				-
20	Velance Curtain	126.50	5 pc.	632.50	5	632.50		-		-		-
21	Rice Cooker	900.00	1 pc.	900.00			1	900.00				-
22	Glue Stick big	8.25	1 doz.	99.00			1	99.00				-
23	Dtr form 100's	19.80	1 pck.	19.80							1	19.80
24	Scotch tape 1 inch	24.20	2 roll	48.40			1	24.20			1	24.20
25	Bathroom Tissue 2 ply (12's)	94.99	1 pck.	94.99			1	94.99				-
26	Toilet Bowl Cleaner	291.50	4 bot.	1,166.00	1	291.50	1	291.50	1	291.50	1	291.50
27	Inkman refill ink (black)	339.90	16 pc.	5,438.40	4	1,359.60	4	1,359.60	4	1,359.60	4	1,359.60
28	Masking Tape 1 inch	12.65	2 roll	25.30			1	12.65			1	12.65
29	Staple Wire #35	44.85	2 box	89.70			1	44.85			1	44.85
30	Liquid Paper Correction Pen	86.90	8 pcs.	695.20	2	173.80	2	173.80	2	173.80	2	173.80
TOTAL				34,959.61		9,241.13		8,106.60		9,584.30		8,027.58

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

Prepared by:

[Signature]
EPHRAIM SIMON P. GULLE
(Head of Department/Office)