

ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

RECEIVED
 DATE: 01/16/14
 BY: [Signature]

Plan Control No.					Planned Amount				Page 1 of 3 pages				
Department /Office MSWD					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	Cannon ink black 810 w/cartridge	400.00	pc.	2	800.00			1	400.00	1	400.00		
02	Cannon ink colored 811 w/cartridge	450.00	pc.	1	450.00					1	450.00		
03	Inkman refill ink black 810	300.00	bx.	3	900.00	1	300.00	1	300.00	1	300.00		
04	Inkman refill ink colored 811	350.00	bx.	1	350.00			1	350.00				
05	Computer keyboard	350.00	pc.	1	350.00	1	350.00						
06	Computer mouse	380.00	pc.	1	380.00					1	380.00		
07	Toner xerox copier machine	2,420.00	pc.	1	2,420.00	1	2,420.00						
08	Ink Riso copier machine	900.00	pc.	2	1,800.00	1	900.00			1	900.00		
09	Bondpaper long subs.20	182.00	rm.	10	1,820.00	5	910.00			5	910.00		
10	Bondpaper short subs.20	154.00	rm.	10	1,540.00	5	770.00			5	770.00		
11	Mimeo paper long subs.18	171.00	rm.	10	1,710.00	5	855.00			5	855.00		
12	Mimeo paper short subs.18	143.00	rm.	10	1,430.00	5	715.00			5	715.00		
13	Logbook	65.00	pc.	2	130.00			2	130.00				
14	Expanded folder long	21.00	pc.	36	756.00			36	756.00				
15	Cartolina	5.00	pc.	24	120.00			24	120.00				
16	Special paper board	35.00	pck.	6	210.00			6	210.00				
17	Typewriter ribbon black	37.00	pc.	6	222.00					3	111.00	3	111.00
18	Stabilo boss	35.00	pc.	3	105.00	3	105.00						
19	Uni correction pen	95.00	pc.	6	570.00	3	285.00					3	285.00
20	Rice cooker	1000.00	pc.	1	1,000.00	1	1,000.00						
Sub-Total					17,063.00		8,610.00		2,266.00		5,791.00		396.00

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

Prepared by:

Sylvia B. Jotojot
SYLVIA B. JOTOJOT
 Head of Department

ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

Plan Control No.					Planned Amount				Page 2 of 3 pages				
Department /Office MSWD					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
21	Sign pen black	30.00	pc.	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
22	Balipen black/blue	4.50	pc.	12	54.00	3	13.50	3	13.50	3	13.50	3	13.50
23	Paper clip big/ small	10.00	bx.	4	40.00			2	20.00			2	20.00
24	RER	6.00	pad	4	24.00			4	24.00				
25	Plastic ruler	8.00	pc.	3	24.00	3	24.00						
26	Paper Fastener	26.00	bx.	3	78.00			3	78.00				
27	Slide cutter big/small	35.00	pc.	4	140.00	2	70.00					2	70.00
28	Glue all-around big	75.00	bot.	1	75.00	1	75.00						
29	Rugby	55.00	bot.	1	55.00			1	55.00				
30	Tape dispenser	80.00	pc.	2	160.00	1	80.00	1	80.00				
31	Masking tape 1'	15.00	roll	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
32	Table signage plastic	130.00	pc.	2	260.00	2	260.00						
33	Correction fluid	30.00	pc.	3	90.00							3	90.00
34	Battery double AA 4's	75.00	pck.	1	75.00			1	75.00				
35	Pot holder	3.00	pc.	12	36.00			6	18.00			6	18.00
36	Bathroom tissue 12's	95.00	pck.	2	190.00			1	95.00			1	95.00
37	Wyteboard ink black/blue	70.00	pc	4	280.00	2	140.00					2	140.00
38	Pentel pen ink black/blue	70.00	pc.	4	280.00			2	140.00			2	140.00
39	My shaldan freshener	85.00	can	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
40	Soap bowl	25.00	pc.	6	150.00			6	150.00				
Sub - Total					2,891.00		882.50		968.50		233.50		806.50

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

Prepared by:

Sylvia B. Jotojot
SYLVIA B. JOTOJOT
 Head of Department

ANNUAL PROCUREMENT PLAN

Name of Local Government Unit: Municipality of Mabini

Plan Control No.					Planned Amount					Page 3 of 3 pages			
Department /Office MSWD					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
41	Air freshener spray	180.00	bot.	4	720.00	1	180.00	1	180.00	1	180.00	1	180.00
42	Rubbing alcohol	85.00	bot.	6	510.00	2	170.00	1	85.00	2	170.00	1	85.00
43	Albatross	35.00	pc.	3	105.00							3	105.00
44	Muriatic Acid	155.00	gal.	1	155.00			1	155.00				
45	Zonrox Original	123.00	gal.	1	123.00			1	123.00				
46	Toilet bowl cleaner	250.00	gal.	2	500.00	1	250.00					1	250.00
47	Floor mop	150.00	pc.	2	300.00			1	150.00			1	150.00
48	Dishwashing paste	41.00	jar	4	164.00	1	41.00	1	41.00	1	41.00	1	41.00
49	Powdered laundry soap	7.00	pc.	12	84.00	3	21.00	3	21.00	3	21.00	3	21.00
50	Bar laundry soap	19.00	bar	2	38.00			1	19.00			1	19.00
51	Broom	150.00	pc.	2	300.00			2	300.00				
52	Waste basket small	40.00	pc.	2	80.00	2	80.00						
53	Toilet brush	75.00	pc.	2	150.00					1	75.00	1	75.00
54	Steel wall	35.00	pc.	6	210.00	3	105.00			3	105.00		
55	Sponge	10.00	pc.	3	30.00	1	10.00	1	10.00			1	10.00
56	Plastic cover	12.00	m.	5	60.00			5	60.00				
57	Curtain cloth	45.00	m.	10	450.00			10	450.00				
58	Table Mantel	40.00	m.	2.5	40.00			2.5	100.00				
59	coffee 3in1	175.00	pck.	4	700.00	1	175.00	1	175.00	1	175.00	1	175.00
60	Plate medium	30.00	pc.	6	180.00			6	180.00				
61	Mug	16.50	pc.	6	99.00			6	99.00				
Grand Total					4,998.00		1,032.00		2,148.00		767.00		1,111.00

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

Prepared by:

Sylvia B. Jotojot
SYLVIA B. JOTOJOT
 Head of Department