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LGU Form No. 01


**ANNUAL PROCUREMENT PLAN
(CY 2014)**

Name of Local Government Unit: **Municipality of Mabini**

Plan Control No.					Planned Amount				Page 01 of 03 pages				
Department/Office: Vice-Mayor's & SB Office					Regular	Contingency	Total		Date Submitted				
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Cactus bond paper long	220.00	13	reams	2,860.00	4	880.00	3	660.00	3	660.00	3	660.00
2	Cactus bond paper short	200.00	13	reams	2,600.00	3	600.00	3	600.00	3	600.00	4	800.00
3	Whitewove mimeo long	180.00	23	reams	4,140.00	6	1,080.00	5	900.00	6	1,080.00	6	1,080.00
4	Whitewove mimeo short	160.00	15	reams	2,400.00	4	640.00	4	640.00	3	480.00	4	640.00
5	HP Laserjet 85A	3,675.00	7	cdgs	25,725.00	2	7,350.00	2	7,350.00	2	7,350.00	1	3,675.00
6	HP Laserjet 35A	3,445.00	6	cdgs	20,670.00	2	6,890.00	1	3,445.00	2	6,890.00	1	3,445.00
7	Ink for Epson L200	130.00	12	bots.	1,560.00		-	4	520.00	4	520.00		-
8	Ink for Epson L210	130.00	26	bots.	3,380.00	2	260.00	8	1,040.00	8	1,040.00	8	1,040.00
9	Ballpen(black & blue)	25.00	24	pcs	600.00	12	300.00		-	12	300.00		-
10	Pilot H-TECPOINT V5RT Refill	31.00	12	pcs	372.00			6	186.00			6	186.00
11	Pilot H-TECPOINT V5RT	65.00	18	pcs	1,170.00			10	650.00	8	520.00		
12	Prince Paper Clip	20.00	3	box	60.00	1	20.00		-	1	20.00	1	20.00
13	Prince Paper fastener	40.00	6	box	240.00	2	80.00		-	2	80.00	2	80.00
14	Pilot G-TEC sign pen C4	40.00	10	pcs	400.00			10	400.00				
15	White folder short	50.00	2	doz	100.00			1	50.00	1	50.00		
16	Brown Envelop long	45.00	2	doz	90.00			1	45.00	1	45.00		
17	Liquid paper correction pen	90.00	12	pcs	1,080.00	3	270.00	3	270.00	3	270.00	3	270.00
Sub total					67,447.00		18,370.00		16,756.00		19,905.00		11,896.00

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

Prepared by:


 Head of Department/Office.

**ANNUAL PROCUREMENT PLAN
(CY 2014)**

Name of Local Government Unit: **Municipality of Mabini**

Plan Control No.					Planned Amount			Page 02 of 03 pages					
Department/Office: Vice-Mayor's & SB Office					Regular	Contingency	Total	Date Submitted					
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
18	White envelop long 500's	300.00	2	box	600.00		0.00	1	300.00		0.00	1	300.00
19	Whiteboard pen (black)	75.00	1	pcs	75.00		0.00		0.00	1	75.00		0.00
20	Whiteboard pen ink (black)	70.00	1	bot	70.00	1	70.00						
21	Blank Tape	40.00	100	pcs	4,000.00	25	1,000.00	25	1,000.00	25	1,000.00	25	1,000.00
22	Eveready battery "AA"	16.00	200	pcs	3,200.00	50	800.00	50	800.00	50	800.00	50	800.00
23	Energizer "AAA" battery	50.00	20	pcs	1,000.00	10	500.00			9	450.00		
24	Masking tape	40.00	3	pcs	120.00	2	80.00		0.00	1	40.00		0.00
25	Scotch tape	35.00	8	pcs	280.00	4	140.00		0.00	4	140.00		0.00
26	Special paper (8.5x13)	50.00	20	packs	1,000.00	10	500.00			10	500.00		
27	Special paper (8.5x11)	45.00	20	packs	900.00	10	450.00			10	450.00		
28	Photo paper	100.00	4	packs	400.00			2	200.00	2	200.00		
29	Elmer's Glue 225ml	65.00	4	bots	260.00	1	65.00	1	65.00	1	65.00	1	65.00
30	White envelop short	1.00	100	pcs	100.00	100	100.00						
31	Johnson's alcohol 70% 500ml	70.00	19	bots	1,330.00	4	280.00	5	350.00	5	350.00	5	350.00
32	Glade air freshener 280ml (garden fresh)	165.00	20	pcs	3,300.00	3	495.00	6	990.00	5	825.00	6	990.00
33	Pledge furniture polish 330ml	170.00	30	pcs	5,100.00	4	680.00	9	1,530.00	9	1,530.00	8	1,360.00
34	Star Wax (dye & natural)	350.00	8	cans	2,800.00	2	700.00	2	700.00	2	700.00	2	700.00
Sub total					24,535.00		5,860.00		5,935.00		7,125.00		5,565.00

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Prepared by:

JUANITO RAYONA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
(CY 2014)**

Name of Local Government Unit: **Municipality of Mabini**

Plan Control No.

Department/Office: **Vice-Mayor's & SB Office**

Planned Amount


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Date Submitted

Item No.	Description	Unit Cost	Qty	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
35	Axion Dishwashing liquid 250ml	50.00	10	bots	500.00	3	150.00	2	100.00	3	150.00	2	100.00
36	Scotch brite	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
37	Joy bathroom tissue 2-ply 12's	150.00	6	packs	900.00	2	300.00	1	150.00	2	300.00	1	150.00
38	Frames 8.5x13	130.00	20	pcs	2,600.00		0.00	10	1,300.00		0.00	10	1,300.00
39	Cup	40.00	12	pcs.	480.00			12	480.00		0.00		0.00
41	Expanded folder (long)	30.00	29	pcs.	870.00	10	300.00		0.00	19	570.00		
42	White folder (long)	6.00	18	pcs.	108.00		0.00	18	108.00		0.00		0.00
43	CD-RW	500.00	2	box	1,000.00	1	500.00		0.00	1	500.00		0.00
44	400 Flat Table Napkins	100.00	4	pkcs	400.00	2	200.00		0.00	2	200.00		0.00
45	Mouse USB type	400.00	1	unit	400.00			1	400.00		0.00		0.00
46	Keyboard USB type	400.00	1	unit	400.00			1	400.00		0.00		0.00
47	Max Staple No. 35-5m	40.00	2	box	80.00				0.00	2	80.00		0.00
48	Serving Tray	100.00	2	pcs.	200			2	200.00				0
Sub total					8,018.00		1,470.00		3,158.00		1,820.00		1,570.00
GRAND TOTAL					100,000.00								

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Prepared by:



Head of Department/Office