

## ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

Province, City or Municipality

: \_\_\_\_\_

Plan Control No. _____					Planned Amount			Page ____ of ____ pages					
Department/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	Additional Embankment of School Site at Bolo High School	500,000.00	1	lot	500,000.00								
2	Additional Embankment of School Site at Nursery High School	500,000.00	1	lot	500,000.00								
3	Additional Embankment of School Site at Usab High School	500,000.00	1	lot	500,000.00								
4	Additional Embankment of School Site at Tugbo Elementary	300,000.00	1	lot	300,000.00								
5	Additional Embankment of B.Titong New Barangay Site	200,000.00	1	lot	200,000.00								
6	Repair/Rehabilitation/Construction of Water Systems at Different Barangays	2,400,000.00	1	lot	2,400,000.00								
7	Construction of Streetlights	1,600,000.00	1	lot	1,600,000.00								
8	<b>Multi-Purpose Pavements</b>												
9	A. Dela Rosa Elementary School, Brgy. Asid	380,000.00	1	lot	380,000.00								
10	A. Delos Reyes Elementary School, Brgy. Cagay	380,000.00	1	lot	380,000.00								
11	Asid Elementary School	380,000.00	1	lot	380,000.00								
12	B. Titong Elementary School	380,000.00	1	lot	380,000.00								
13	Bantigue Elementary School	380,000.00	1	lot	380,000.00								
14	Bantigue High School	380,000.00	1	lot	380,000.00								
15	Batuhan Elementary School	380,000.00	1	lot	380,000.00								
16	Bayombon Elementary School	380,000.00	1	lot	380,000.00								
17	Bayombon High School	380,000.00	1	lot	380,000.00								
18	Biyong Elementary School	380,000.00	1	lot	380,000.00								
19	Cawayan Exterior Elementary School	380,000.00	1	lot	380,000.00								
20	Igang Elementary School	380,000.00	1	lot	380,000.00								
21	Julian V. Antonio Elementary School, Brgy. Bolo	380,000.00	1	lot	380,000.00								
22	Mapiña Elementary School	380,000.00	1	lot	380,000.00								
23	Nicolas Danao Elementary School (Batuhan West)	380,000.00	1	lot	380,000.00								
24	Pawa Elementary School	380,000.00	1	lot	380,000.00								
25	Sinalongan Elementary School	380,000.00	1	lot	380,000.00								

Source of Fund

20% Development Fund

Social Development Fund

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						Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
26	Timoteo Buncaras Elementary School, Brgy Cawayan Interior	380,000.00	1	lot	380,000.00								
27	Ubongan Dacu Elementary School	380,000.00	1	lot	380,000.00								
28	Usab Elementary School	380,000.00	1	lot	380,000.00								
29	Construction of Multi-Purpose Building at Brgy. Nursery	5,000,000.00	1	lot	5,000,000.00								
30	Additional Construction of Multi-Purpose Building At Brgy. Pating	1,500,000.00	1	lot	1,500,000.00								
31	Construction of Multi-Purpose Building for Pawa Mangrove Womens Association	750,000.00	1	lot	750,000.00								
32	Additional Works at Mult-Purpose Building at Brgy. Centro	500,000.00	1	lot	500,000.00								
33	Construction of Day Care Center at Brgy. Mapiña	750,000.00	1	lot	750,000.00								
34	Construction of Day Care Center at Brgy. Sinalongan	750,000.00	1	lot	750,000.00								
35	Construction of Day Care Center at Brgy. Usab	750,000.00	1	lot	750,000.00								
36	Repair/Rehabilitation of Day Care Center at Brgy. Ibingay	400,000.00	1	lot	400,000.00								
37	Repair/Rehabilitation of Day Care Center at Sitio Gutusan, Brgy. Igang	200,000.00	1	lot	200,000.00								
38	Repair/Rehabilitation of Day Care Center at Sitio Sampaloc, Brgy. Malinta	200,000.00	1	lot	200,000.00								
39	Construction of Perimeter Fence at brgy. Bantigue High School	1,000,000.00	1	lot	1,000,000.00								
40	Construction of Add'l Perimeter Fence at A. delos Reyes I/S, Brgy. Cagay	500,000.00	1	lot	500,000.00								
41	Construction of Stage at Anas Elementary School	350,000.00	1	lot	350,000.00								
42	Construction of Stage at Sitio Rawis, Brgy. Igang	350,000.00	1	lot	350,000.00								
43	Construction of Stage at New Barangay Site, Brgy. B. Titong	350,000.00	1	lot	350,000.00								
44	Construction of Household Sanitary Toilets with Septic Tank at Different Barangay's	2,025,000.00	1	lot	2,025,000.00								
45	Construction of Placents Pit for Birthing Faciities and Steel Window Grills od Birthing Facilities	200,000.00	1	lot	200,000.00								

Social Development Fund

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						Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
46	Road Opening from Junction Coastal Road-New Brgy. Site at Brgy.	2,000,000.00	1	lot	2,000,000.00								
47	Concreting of Road/s at Brgy. Nursery	1,650,000.00	1	lot	1,650,000.00								
48	Concreting of Road/s at Brgy. Espinosa	1,500,000.00	1	lot	1,500,000.00								
49	Concreting of Road/s at Brgy. Tugbo	1,000,000.00	1	lot	1,000,000.00								
50	Concreting of Road/s at Brgy. Ibingay	1,000,000.00	1	lot	1,000,000.00								
51	Concreting of Road/s at Brgy. Kinamaligan	1,000,000.00	1	lot	1,000,000.00								
52	Concreting of Road/s at Brgy. Maingaran	1,000,000.00	1	lot	1,000,000.00								
53	Concreting of Road/s at Brgy. Asid	500,000.00	1	lot	500,000.00								
54	Concreting of Additional Elevated Pathway at Brgy. Bagumbayan	500,000.00	1	lot	500,000.00								
55	Concreting of Roads, Pathways and Alleys at Brgy. Bantigue	500,000.00	1	lot	500,000.00								
56	Concreting of Road at Sitio Circulo, Brgy. Biyong	500,000.00	1	lot	500,000.00								
57	Concreting of Road at Brgy. Bolo	500,000.00	1	lot	500,000.00								
58	Concreting of Road at Brgy. Cagay	500,000.00	1	lot	500,000.00								
59	Concreting of Pathway at Brgy. F. Magallanes	500,000.00	1	lot	500,000.00								
60	Concreting of Road at Brgy. Malinta	500,000.00	1	lot	500,000.00								
61	Concreting of Road at Brgy. Mapiña	500,000.00	1	lot	500,000.00								
62	Concreting of Road at Brgy. Pawa	500,000.00	1	lot	500,000.00								
63	Concreting of Road at Brgy. Usab	500,000.00	1	lot	500,000.00								
64	Concreting of Road at Brgy. Igang	500,000.00	1	lot	500,000.00								
65	Concreting of Tubongan-Himomoro Road	1,250,000.00	1	lot	1,250,000.00								
66	Repair/Rehabilitation of Igang-Rawis-Gutusan Road	400,000.00	1	lot	400,000.00								
67	Repair/Rehabilitation of Natioanl Road-Asid-Cagay Road	300,000.00	1	lot	300,000.00								
68	Repair/Rehabilitation of Natioanl Road-Sinalongan-Cagay Road	300,000.00	1	lot	300,000.00								
69	Repair/Rehabilitation of Junction Coastal-Cawayan Interior-Mapiña Road	300,000.00	1	lot	300,000.00								

20% Development Fund

Economic Development Fund

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						Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
70	Repair/Rehabilitation of Batuhan West-Cawayan Interior Road	200,000.00	1	lot									
71	Repair/Rehabilitation of Junction Coastal-Bantigue Road	200,000.00	1	lot									
72	Repair/Rehabilitation of Bantigue-Sitio Sabang Road	200,000.00	1	lot									
73	Repair/Rehabilitation of Mapiña-Ubo Road	200,000.00	1	lot									
74	Repair/Rehabilitation of Junction National-Purok 7, Brgy. Bayombon	200,000.00	1	lot									
75	Repair/Rehabilitation of National Road-Asid Interior Road	200,000.00	1	lot									
76	Repair/Rehabilitaion of Sitio Amaro, Malinta Road	200,000.00	1	lot									
77	Construction of Elevated Footbridge at Purok 1, Brgy. Anas	200,000.00	1	lot									
78	Installation of Railings of Existing Elevated footbridge at Purok 1, Anas	50,000.00	1	lot									
79	Construction of Pier Extension at Brgy. Cawayan Exterior	500,000.00	1	lot									
80	Construction of Pier Extension at Sitio Sabang, Brgy. Bantigue	500,000.00	1	lot									
	<b>POST HARVEST FACILITIES</b>												
81	Brgy. Anas	380,000.00	1	lot									
82	Brgy. Asid	380,000.00	1	lot									
83	Brgy. B. Titong	380,000.00	1	lot									
84	Brgy. Batuhan	380,000.00	1	lot									
85	Brgy. Bayombon	380,000.00	1	lot									
86	Brgy. Biyong	380,000.00	1	lot									
87	Brgy. Bolo	380,000.00	1	lot									
88	Brgy. Cagay	380,000.00	1	lot									
89	Brgy. Cawayan Exterior	380,000.00	1	lot									
90	Brgy. Cawayan Interior	380,000.00	1	lot									
91	Brgy. Igang-Gutusan	380,000.00	1	lot									
92	Brgy. Kinamaligan	380,000.00	1	lot									
93	Brgy. Maingaran	380,000.00	1	lot									
94	Brgy. Malinta	380,000.00	1	lot									

Economic Development Fund

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							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount	
95		Brgy. Mapiña	380,000.00	1	lot										
96		Brgy. Pawa	380,000.00	1	lot										
97		Brgy. Sinalongan	380,000.00	1	lot										
98		Brgy. Tugbo	380,000.00	1	lot										
99		Brgy. Ubungan Dacu	380,000.00	1	lot										
100		Brgy. Usab	380,000.00	1	lot										
101		Acquisition/Purchase of Lots and	5,700,000.00	1	lot										
102		Provision Water Treatment Facility at Market Annex, Brgy. F.	100,000.00	1	lot										
103		Concreting of Road Shoulder & Construction of Line Canal at Mun.	750,000.00	1	lot										
104		Concreting of Road Shoulder & Construction of Line Canal at	750,000.00	1	lot										
105		Construction of Perimeter Fence at Motorpool, Brgy. Kinamaligan	1,000,000.00	1	lot										
106		Repair/Rehab./Const. of CFARMC Facility at Bugsayon Marine	250,000.00	1	lot										
107		Repair/Rehabilitation of Flea Market (Talipapa) at Brgy. Bagumbayan	150,000.00	1	lot										
108		Procurement of Livestock for Livelihood Development Program	6,000,000.00	1	lot										

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20% Development Fund

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
109	Additional Works at Mangrovetum	4,000,000.00											
110	Construction of Building for Solid Waste Management Equipment	2,000,000.00											
111	Fabrication of Additional Drop-Off Facilities	900,000.00											
112	Construction of Septic Vault for Medical Waste at Final Disposal Facility	100,000.00											
113	Procurement of Solid Waste Management Equipment (Garbage)	12,000,000.00											
114	Procurement of Chemical/Enzymes for Biodegradable Waste	150,000.00											

ENVIRONMENTAL  
MANAGEMENT  
AND PROTECTION

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
115	Construction of Additional Drainage System at Brgy. Ibingay	1,000,000.00											
116	Construction of Additional Drainage System at Brgy. Espinosa	1,000,000.00											
117	Construction of Additional Drainage System at Brgy. Bagumbayan	500,000.00											
118	Construction of Additional Drainage System at Brgy. Pating	1,000,000.00											
119	Construction of Additional Drainage System at Brgy. F. Magallanes	1,000,000.00											
120	Construction of Additional Drainage System at Brgy. F. Kinamaligan	500,000.00											
121	Construction of Additional Drainage System at Brgy. F. Tugbo	500,000.00											
122	Construction of Additional River Protection Dike at Brgy. Batuhan	500,000.00											
123	Construction of River Protection Dike at Bantigue H/S	1,000,000.00											
124	Construction of add'l. River Protection Dike at Matungao Creek, Brgy. Tugbo	500,000.00											
125	Construction of Additional River Protection Dike at Brgy. Maingaran	500,000.00											
126	Construction of River Protection Dike at Brgy. Igang	200,000.00											
127	Repair of River Protection Dike at Brgy. Usab	100,000.00											
128	Construction of Seawall at Brgy. Anas	500,000.00											
129	Construction of Seawall at Brgy. B. Titong	500,000.00											
130	Construction of Seawall at Brgy. Bolo	500,000.00											
131	Construction of Seawall at Brgy. Cawayan Exterior	500,000.00											
132	Construction of Additional Line Canal at Diversion Road, Masbate City	500,000.00											
133	Installation of 5 Lines RCPC at Brgy. Batuhan	200,000.00											
134	Construction of Additional Nitches at Nursery, Cemetery	3,000,000.00											

CDRRMF (GENERAL FUN

70% COMPONENT OF CDRRMF

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135	<b>Procurement of Life-saving and Rescue Equipment</b>												
136	Early Warning Signage	100,000.00											
137	Portable Audio System w/ Complete Accessories	50,000.00											
138	1 unit Portable Projector	50,000.00											
139	Communication Towers and Repeaters	300,000.00											
140	High Angle Rescue Equipment	100,000.00											
141	2 units Generator Sets (5KVA)	40,000.00											
142	Repair of Van Terminal	500,000.00											
143	Construction of Terminal Gate at City Integrated Bus Terminal	200,000.00											
144	Installation of Drum Float at Fish Complex Pier Approach	200,000.00											

70% COMPONENT OF CDRRMF



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145	Supplies (Kitchen Utensil & Toilettress/Cleaning implements, Drinking Water/goods/etc.	60,000.00											
146	Purchase of Eyeglasses	350,000.00											
147	Procurement of Walking Stick/Cane (Tungkod)	60,000.00											
148	Procurement of Wheelchairs	200,000.00											

PLAN FOR  
 SENIOR CITIZEN  
 AND DISABLED

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Province, City or Municipality

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149	Office Equipment	500,000.00	1	lot	500,000.00								
150	Information and Comm. Technology Equipment	1,000,000.00	1	lot	1,000,000.00								
151	Other Machinery Equipment	400,000.00	1	lot	400,000.00								
152	Furniture & Fixtures	500,000.00	1	lot	500,000.00								
153	Construction of Other Infrastructure Assets	500,000.00	1	lot	500,000.00								
154	Construction of Other Structures Machinery & Equipment	500,000.00	1	lot	500,000.00								
155	Procurement of Two (2) Large Industrial Fans (City Magallanes Coliseum)	1,700,000.00	1	lot	1,700,000.00								
156	Medical Equipment (X-Ray Machine)	1,000,000.00	1	lot	1,000,000.00								
157	Water Craft	800,000.00	1	lot	800,000.00								
158	Printing and Publication Expenses	1,300,000.00	1	lot	1,300,000.00								
159	Auto Electrical Supplies	80,000.00	1	lot	80,000.00								
160	Shop/Mechanic Tools	50,000.00	1	lot	50,000.00								
161	Welding Supplies	100,000.00	1	lot	100,000.00								
162	Automotive Supplies	80,000.00	1	lot	80,000.00								
163	Tires	4,300,000.00	1	lot	4,300,000.00								
164	Batteries	1,000,000.00	1	lot	1,000,000.00								
165	Fuel Filters	500,000.00	1	lot	500,000.00								
166	Repair & Maintenance-Construction and Heavy Equipment	2,400,000.00	1	lot	2,400,000.00								
167	Repairs & Maintenance - Transportation Equipment	2,000,000.00	1	lot	2,000,000.00								
168	Drugs & Medicine Expenses	4,000,000.00	1	lot	4,000,000.00								
169	Medical, Dental and Laboratory Supplies Exp.	3,000,000.00	1	lot	3,000,000.00								
170	Veterinary Program Services	350,000.00	1	lot	350,000.00								
171	Operation of Stray Animals	310,000.00	1	lot	310,000.00								
172	Agri-Intensification Program	3,000,000.00	1	lot	3,000,000.00								
173	Support to Organic Beef Dev't Program	300,000.00	1	lot	300,000.00								
174	Rehabilitation of Agri-Demo Facilities	100,000.00	1	lot	100,000.00								
175	Establishment of Demo Farm	100,000.00	1	lot	100,000.00								

CAPITAL OUTLAY

MOOE

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176	Push Carts/Grass Cutter	150,000.00	1	lot	150,000.00								
177	HIV Test Kit, 100's	15,000.00	1	box	15,000.00								
178	Syphilis Test kit, 25's	3,000.00	4	box	12,000.00								

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							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
1	DISKETTE	w/ individual casing	75.00	-10-	piece	750.00								
2	DVD	DVD-R with individual casing	75.00	-20-	piece	1,500.00								
3	DVD	DVD-RW with individual casing	75.00	-15-	piece	1,125.00								
4	FLASH DRIVE	USB flash drive 8Gb	1,250.00	-30-	piece	37,500.00								
5	FLASH DRIVE	USB flash drive 16Gb	1,300.00	-30-	piece	39,000.00								
6	FLASH DRIVE	USB flash drive 32Gb	1,700.00	-18-	piece	30,600.00								
7	HARD DRIVE	external hardisk,1 terabyte	4,000.00	-25-	piece	100,000.00								
8	INK, original	Canon # InkJet PG-810XL black	1,250.00	-200-	piece	250,000.00								
9	INK, original	Canon # InkJet CL-811XL colored	1,300.00	-100-	piece	130,000.00								
10	INK, original	EPSON 141 black	650.00	-20-	piece	13,000.00								
11	INK, refill	for EPSON black	600.00	-350-	bottle	210,000.00								
12	INK, refill	for EPSON cyan	550.00	-175-	bottle	96,250.00								
13	INK, refill	for EPSON magenta	550.00	-175-	bottle	96,250.00								
14	INK, refill	for EPSON L100 yellow	550.00	-175-	bottle	96,250.00								
15	KEYBOARD	USB computer keyboard	650.00	-12-	piece	7,800.00								
16	MOUSE	USB computer mouse (OPTICAL-PS/2)	450.00	-30-	piece	13,500.00								
17	MOUSE PAD	rubber	70.00	-10-	piece	700.00								
18	PHOTOCOPIER INK	Photocopier toner,NPG 28	5,000.00	-5-	piece	25,000.00								
19	RIBBON	for LX310 printer	250.00	-30-	piece	7,500.00								
20	TONER	Hp LaserJet 35A	5,000.00	-2-	box	10,000.00								
21	TONER	Gestethner-MP1900	7,000.00	-25-	piece	175,000.00								
22	TONER	TASKALFA	9,000.00	-12-	piece	108,000.00								
23	TONER	CLT-Y4075 black	2,200.00	-2-	piece	4,400.00								
24	TONER	CLT-Y4075 cyan	2,200.00	-2-	piece	4,400.00								

FDP Form 4a - COMPUTER SUPPLIES

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Item No.	ITEM	DESCRIPTION	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION												
							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter						
							Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount					
25	TONER	CLT-Y4075 magenta	2,200.00	-2-	piece	4,400.00													
26	TONER	CLT-Y4075 yellow	2,200.00	-2-	piece	4,400.00													
27	DUPLO INK		6,000.00	-15-	piece	90,000.00													
28	DUPLO MASTER		6,000.00	-2-	piece	12,000.00													
29	VACUUM CLEANER	for UPS,portable	2,675.00	-1-	piece	2,675.00													
						1,531,125.00													

## ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

Province, City or Municipality

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Plan Control No. _____						Planned Amount			Page ____ of ____ pages					
Department/Office:						Regular	Contingency	Total		Date Submitted:				
Item No.	ITEM	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	AIR FRESHENER	280ml/150g minimum, in can, aerosol type / pray mist, shrink wrapped, assorted scents	175.00	-150-	can	26,250.00								
2	ALCOHOL	70% ISOPROPHYL, colorless clear liquid, fully miscible in water, 500ml, scented, in plastic bottle	80.00	-500-	bot	40,000.00								
3	BATTERY	dry cell, "AA", 1.5 volts, alkaline	20.00	-50-	pc	1,000.00								
4	BOARD, cork board	3 x 6 size	1,500.00	-5-	pc	7,500.00								
5	BOARD, illustration board	1 whole	64.00	-10-	pc	640.00								
6	BOOK, columnar linear notebook	24 column	95.00	-150-	pc	14,250.00								
7	BOOK, columnar linear notebook	18 column	85.00	-60-	pc	5,100.00								
8	BOOK, columnar linear notebook	12 column	65.00	-25-	pc	1,625.00								
9	BOOK, columnar linear notebook	6 column	95.00	-25-	pc	2,375.00								
10	BOOK, notebook	special, thick, smooth, white	125.00	-75-	pc	9,375.00								
11	BOOK, record book	500 pages, white bond, non-blot, smythe sewn, 55 gsm., pre-numbered	88.00	-250-	pc	22,000.00								
12	BOOK, record book	300 pages, smythe sewn, 214mm x 278mm min. size, white bond, non-blot, 55 gsm., pre-numbered	85.00	-220-	pc	18,700.00								
13	CALCULATOR	desktop type, compact, electronic, LCD extra big display, 12 digits capacity, two-way power source(solar and cell)	900.00	-60-	pc	54,000.00								
<i>sub-total</i>						<b>202,815.00</b>								

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Plan Control No. _____						Planned Amount			Page ____ of ____ pages					
Department/Office:						Regular	Contingency	Total	Date Submitted:					
Item No.	ITEM	DESCRIPTION	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
14	CALCULATOR, scientific	10 + 2 digits capacity, dot matrix, pocket size with case, two way power source (solar/cell type)	1,200.00	-20-	pc	24,000.00								
15	CARD, index card 1/2"	100 pcs per bundle	108.00	-100-	bundle	10,800.00								
16	CARTOLINA, assorted color	(blue, green, yellow, orange, pink), 572mm 724mm, 100gsm.	8.00	-250-	pc	2,000.00								
17	CLIP, paper clip, 32mm min	100 pieces per box or 52 grams	15.00	-175-	box	2,625.00								
18	CLIP, paper clip, jumbo, 50mm	gem-pattern type, vinyl/plastic coated, smooth finished, 50mm long, assorted colors, 100 pcs per box	40.00	-150-	box	6,000.00								
19	CORRECTION TAPE	1 piece in individual	60.00	-400-	pc	24,000.00								
20	CUTTER BLADE	for heavy duty cutter, 18mm width, 10 pcs per tube	35.00	-30-	tube	1,050.00								
21	CUTTER, for general purpose	big, heavy duty, plastic molded body, with built-in blade snapper, with metal sliding guide, with screw mechanism	65.00	-150-	pc	9,750.00								
22	DATER	6 digits	84.00	-10-	pc	840.00								
23	ENVELOPE, brown	ordinary, long	3.50	-1500-	pc	5,250.00								
24	ENVELOPE, brown	ordinary, short	3.00	-1500-	pc	4,500.00								
25	ENVELOPE, expanding	long, assorted	35.00	-100-	pc	3,500.00								
26	ENVELOPE, mailing, white	premium grade bond quality, 70 gsm, 500 pcs per box, 105mm width, 239mm box 25.35 length	500.00	-14-	box	7,000.00								
27	ENVELOPE, plastic	long, white/transparent	20.00	-100-	pc	2,000.00								
28	ERASER	rectangular, rasoplast	35.00	-200-	pc	7,000.00								
29	ERASER, for whiteboard	19mm (¾") thickness of felt, 126.7mm length, 50.3mm width	30.00	-50-	pc	1,500.00								
<b>sub-total</b>						<b>111,815.00</b>								

FDP Form 4a - OFFICE SUPPLIES

## ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

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Plan Control No. _____						Planned Amount			Page ____ of ____ pages					
Department/Office:						Regular	Contingency	Total		Date Submitted:				
Item No.	ITEM	DESCRIPTION	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
30	FASTENER, for paper	vinyl, non-corrosive, non-sharp edges, able to hold 25mm thickness of paper, 70mm between prongs, 50 sets per box	45.00	-400-	box	18,000.00								
31	FILING RACK	plastic, 2 layers	250.00	-20-	pc	5,000.00								
32	FOLDER, expanded	long, assorted color	20.00	-150-	pc	3,000.00								
33	FOLDER, file folder	table organizer	180.00	-100-	pc	18,000.00								
34	FOLDER, morocco	long, assorted color	25.00	-300-	pc	7,500.00								
35	FOLDER, ordinary	long, 11 pts., 100pcs/pack	800.00	-150-	pack	120,000.00								
36	FOLDER, ordinary	A4, 11 pts., 100pcs/pack	700.00	-75-	packj	52,500.00								
37	FOLDER, plastic	long, assorted,thick	20.00	-200-	pc	4,000.00								
38	GLUE	all purpose, 200 grams, minimum gross weight, non-toxic smell	65.00	-100-	bot	6,500.00								
39	GLUE, stick		8.00	-50-	pc	400.00								
40	INK, for stamp pad	for stamp pad, 50ml, with applicator, violet/purple,blue,black	45.00	-100-	bot	4,500.00								
41	LAMINATING FILM	long bond paper size	2,200.00	-1-	box	2,200.00								
42	NUMBERER	8 digits	175.00	-5-	pc	875.00								
43	PAD, stamp pad, felt pad	plastic or metal container, minimum 61mm x 102mm	118.00	-30-	pc	3,540.00								
44	PAPER, bond paper	long, 70 gsm, 88% brightness, 500 sheets per ream	220.00	-1000-	ream	220,000.00								
45	PAPER, bond paper	A4, 70 gsm, 88% brightness, 500 sheets per ream	210.00	-1000-	ream	210,000.00								
46	PAPER, book paper	white, long, 80 gsm, 500 sheets per ream	250.00	-800-	ream	200,000.00								
47	PAPER, book paper	white, A4, 80 gsm, 500 sheets per ream	240.00	-500-	ream	120,000.00								
<b>sub-total</b>						<b>996,015.00</b>								

**FDP Form 4a - OFFICE SUPPLIES**



## ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

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Plan Control No. _____						Planned Amount			Page ____ of ____ pages					
Department/Office:						Regular	Contingency	Total	Date Submitted:					
Item No.	ITEM	DESCRIPTION	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
48	PAPER, carbon paper	blue, long, 100 sheets per box	700.00	-20-	box	14,000.00								
49	PAPER, carbon paper	black, long, 100 sheets per box	700.00	-20-	box	14,000.00								
50	PAPER, manila paper	assorted	6.00	-200-	pc	1,200.00								
51	PAPER, mimeo paper	long, subs 18, 500 sheets per ream	180.00	-250-	ream	45,000.00								
52	PAPER, mimeo paper	A4, subs 18, 500 sheets per ream	170.00	-250-	ream	42,500.00								
53	PAPER, onion skin	long	150.00	-5-	ream	750.00								
54	PAPER, onion skin	short	140.00	-5-	ream	700.00								
55	PAPER, pad paper, ruled	GSP bond, 55 gsm., 216mm x 330mm, yellow or white color, 90 sheets per pad	40.00	-100-	pad	4,000.00								
56	PAPER, photo paper	A4 size, premium, 20 pcs per pack	248.00	-80-	pack	19,840.00								
57	PAPER, specialty paper	long, board, assorted color, 20 pcs per pack	68.00	-500-	pack	34,000.00								
58	PAPER, specialty paper	short, board, assorted color, 20 pcs per box	63.00	-500-	pack	31,500.00								
59	PAPER,tissue paper	double ply,white	25.00	-500-	roll	12,500.00								
60	PAPER, tracing	pre-cut	2,780.00	-4-	set	11,120.00								
61	PASTE	200G, non-toxic smell, with water well and plastic applicator	45.00	-150-	bot	6,750.00								
62	PEN, ballpen	ballpen, ordinary, assorted color - black/blue,12's	99.00	-250-	box	24,750.00								
63	PEN, ballpen	assorted color - black/blue, pilot, 12's	420.00	-100-	box	42,000.00								
64	PEN, marking pen	marking pen, for Whiteboard, felt tip, bullet tip, non-toxic smell	46.00	-150-	pc	6,900.00								
<i>sub-total</i>						<b>311,510.00</b>								

**FDP Form 4a - OFFICE SUPPLIES**

### ANNUAL PROCUREMENT PLAN FOR THE YEAR 2017

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							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
65	PEN, marking pen for transparency	assorted color, stabilo boss	35.00	-100-	pc	3,500.00								
66	PEN, pencil	# 2 with eraser, wood case, EF 482 finest quality 12's	99.00	-200-	box	19,800.00								
67	PEN, pentel pen	pentel pen, broad, assorted	45.00	-300-	pc	13,500.00								
68	PEN, sign pen	high tech gel pen, black	540.00	-50-	box	27,000.00								
69	PUNCHER, heavy duty	minimum punching capacity or 35 sheets using 70gsm bond paper, with two hole guide, approximately 6.5mm diameter of hole	280.00	-20-	pc	5,600.00								
70	PUSH PIN	flat head type, 50 pcs per case, assorted	45.00	-100-	case	4,500.00								
71	RIBBON, for manual typewriter	nylon, black	25.00	-50-	pc	1,250.00								
72	RING BINDER	spiral 1/2", assorted color	45.00	-50-	pc	2,250.00								
73	RING BINDER	spiral 1", assorted color	55.00	-50-	pc	2,750.00								
74	RUBBER BAND	big	250.00	-15-	box	3,750.00								
75	RULER, 12"	12", plastic, non-rigid, transparent/clear	25.00	-15-	pc	375.00								
76	SCISSOR	158mm min. length, symmetrical, heavy duty	80.00	-150-	pc	12,000.00								
77	SHARPENER, for pencil	table sharpener, mountable type with clamp, single cutter-head, one-hole guide 9-10mm in diameter	800.00	-35-	pc	28,000.00								
78	STAPLE REMOVER	twin jaws, assorted colors	25.00	-100-	pc	2,500.00								
79	STAPLE WIRE	# 35	45.00	-250-	box	11,250.00								
80	STAPLER	# 35 heavy duty	350.00	-80-	pc	28,000.00								
81	TAPE, masking	width: 48mm (1mm)	65.00	-45-	roll	2,925.00								
<i>sub-total</i>						<b>168,950.00</b>								

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Plan Control No. _____						Planned Amount			Page ____ of ____ pages					
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Item No.	ITEM	DESCRIPTION	Unit Cost	QTY	Unit	Total Cost	DISTRIBUTION							
							1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Qty.	Amount	Qty.	Amount	Qty	Amount	Qty.	Amount
82	TAPE, masking	width: 24mm (1mm)	25.00	-50-	roll	1,250.00								
83	TAPE, packing	width: 48mm (1mm)	65.00	-75-	roll	4,875.00								
84	STICKER PAPER	long	200.00	-175-	pack	35,000.00								
85	TAPE, scotch	transparent, width: 48mm (1mm)	65.00	-50-	roll	3,250.00								
86	TAPE, scotch	transparent, width: 24mm (1mm)	25.00	-100-	roll	2,500.00								
87	TRIANGLE	for engineering works, 30° x 60°	415.50	-1-	pc	415.50								
88	TRIANGLE	for engineering works, 45° x 45°	415.50	-1-	pc	415.50								
89	TRIANGLE SCALE		980.00	-1-	pc	980.00								
90	TECHNICAL PEN SET		4,450.00	-2-	set	8,900.00								
91	ELLIPSE		700.00	-1-	pc	700.00								
92	SCRIBBER		800.00	-2-	pc	1,600.00								
93	CIRCLE GUIDE		650.00	-2-	pc	1,300.00								
94	BOARD, cork board	2X2	550.00	-10-	pc	5,500.00								
95	BOARD, white board	3X6	1,500.00	-5-	pc	7,500.00								
96	CORRECTION FLUID		55.00	-200-	bot	11,000.00								
<i>sub-total</i>						<b>85,186.00</b>								
<i>Grand-total</i>						<b>#VALUE!</b>								

FDP Form 4a - OFFICE SUPPLIES