

ANNUAL PROCUREMENT PLAN


Office of the City Treasurer

Calendar Year 2013


Item No.	DESCRIPTION	Total No. of Units	Estimated Budget Cost	PROCUREMENT SCHEDULE								REMARKS
				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
				Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
	Supplies & Materials-RPTA Land Tax		P60,000.00									
	(Acct. Code No. 1091-755-1)											
1	Alcohol (250 ml)	48 bots	2,160.00	12 bots	540.00	12 bots	540.00	12 bots	540.00	12 bots	540.00	
2	Ballpen (Ballpoint)	4 bxs	1,056.00	1 bx	264.00	1 bx	264.00	1 bx	264.00	1 bx	264.00	
3	Ballpen (Panda/Uni/Lotus)	8 bxs	1,760.00	2 bxs	440.00	2 bxs	440.00	2 bxs	440.00	2 bxs	440.00	
4	Bondpaper (long:subs. 20)	35 reams	7,700.00	10 reams	2,200.00	10 reams	2,200.00	10 reams	2,200.00	5 reams	1,100.00	
5	Bondpaper (short:subs. 20)	35 reams	3,850.00	10 reams	1,100.00	10 reams	1,100.00	10 reams	1,100.00	5 reams	550.00	
6	Computer Ribbon EPSON (LQ300 7755)	5 pcs	700.00	5 pcs.	700.00	-	-	-	-	-	-	
7	Computer Ribbon EPSON (LQ300 7755; refill)	20 pcs	800.00	5 pcs.	200.00	5 pcs.	200.00	5 pcs.	200.00	5 pcs.	200.00	
8	Continuous Form (3 ply;9 1/2 x 11)	8 bxs	5,000.00	2 bxs	1,250.00	2 bxs	1,250.00	2 bxs	1,250.00	2 bxs	1,250.00	
9	Printer Ink HP-840C Black	6 pcs	10,000.00	3 pcs	5,000.00	-	-	3 pcs	5,000.00	-	-	
10	Toner HP 6P Cartridge # 30F	3 units	13,500.00	3 units	13,500.00	-	-	-	-	-	-	
11	Folder (green with metal tab)	50 pcs	600.00	25 pcs	300.00	-	-	25 pcs	300.00	-	-	
12	Folder Long-Ordinary	50 pcs	175.00	50 pcs	175.00	-	-	-	-	-	-	
13	Scotch Tape	36 pcs	1,620.00	18 pcs	810.00	-	-	18 pcs	810.00	-	-	
14	Sign pen	80 pcs	3,299.00	80 pcs	3,299.00	-	-	-	-	-	-	
			52,220.00		29,778.00		5,994.00		12,104.00		4,344.00	

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			52,220.00		29,778.00		5,994.00		12,104.00		4,344.00	
15	Stamp Pad	12 pcs.	840.00	6 pcs	420.00	-	-	6 pcs	420.00	-	-	
16	Stamp Pad Ink (Prince)	12 pcs	420.00	6 pcs	210.00	-	-	6 pcs	210.00	-	-	
17	Stapler (Heavy Duty)	6 pcs	1,800.00	3 pcs	900.00	-	-	3 pcs	900.00	-	-	
18	Staple Wire# 35	100 bxs	4,000.00	25 bxs	1,000.00	25 bxs	1,000.00	25 bxs	1,000.00	25 bxs	1,000.00	
19	Staple Wire Remover	48 pcs	720.00	24 pcs	360.00	-	-	24 pcs	360.00	-	-	
			60,000.00		32,668.00		6,994.00		14,994.00		5,344.00	


Prepared by:


 MA. LUISA Z. LACIA
 Administrative Officer IV

Recommended by:


 LOVELA S. MAYBITVIN
 City Treasurer

APPROVED:


 LAWRENCE LL. CRUZ
 City Mayor