

*

ANNUAL PROCUREMENT PLAN

Office of the City Treasurer

Calendar Year 2014

Item No.	DESCRIPTION Supplies Expenses (Acct. Code No. 109	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	
1	Adding Machine Calculator	2 units	12,000.00	1 unit	6,000.00	-	-	1 unit	6,000.00	-	-	
2	Adding Machine Ribbon	30 rls	750.00	15 rls	375.00	-	-	15 rls	375.00	-	-	
3	Adding Machine Tape	120 rls	2,640.00	30 rls	660.00	30 rls	660.00	30 rls	660.00	30 rls	660.00	
4	Air Freshener	12 pcs	1,200.00	3 pcs	300.00	3 pcs	300.00	3 pcs	300.00	3 pcs	300.00	
5	Alcohol (250 ml)	200 bots	9,000.00	50 bots	2,250.00	50 bots	2,250.00	50 bots	2,250.00	50 bots	2,250.00	
6	Ballpen (Ballpoint)	8 bxs	2,112.00	2 bxs	528.00	2 bxs	528.00	2 bxs	528.00	2 bxs	528.00	
7	Ballpen (Panda/Uni/Lotus)	40 bxs	8,800.00	10 bxs	2,200.00	10 bxs	2,200.00	10 bxs	2,200.00	10 bxs	2,200.00	
8	Battery (ENERGIZER; 1.5V; AA)	12 pcs	324.00	3 pcs	81.00	3 pcs	81.00	3 pcs	81.00	3 pcs	81.00	
9	Baygon Spray	6 pcs	1,800.00	2 pcs	600.00	1 pc	300.00	2 pcs	600.00	1 pc	300.00	
10	Bondpaper (long:subs. 20)	100 reams	22,000.00	25 reams	5,500.00	25 reams	5,500.00	25 reams	5,500.00	25 reams	5,500.00	
11	Bondpaper (short:subs. 20)	50 reams	10,000.00	25 reams	5,000.00	-	-	25 reams	5,000.00	-	-	
12	Bondpaper (long:subs.16)	100 reams	22,000.00	25 reams	5,500.00	25 reams	5,500.00	25 reams	5,500.00	25 reams	5,500.00	
13	Bondpaper (short:subs. 16)	50 reams	20,000.00	25 reams	10,000.00	-	-	25 reams	10,000.00	-	-	
14	Broom (soft; baguio)	2 pcs	120.00	1 pc	60.00	-	-	1 pc	60.00	-	-	
15	Bulb 18 watts	6 pcs	1,620.00	3 pcs	810.00	-	-	3 pcs	810.00	-	-	
16	Calculator	4 pcs	2,400.00	2 pcs	1,200.00	-	-	2 pcs	1,200.00	-	-	
17	Carbon Paper (Club)	20 bxs	14,000.00	5 boxes	3,500.00	5 boxes	3,500.00	5 boxes	3,500.00	5 boxes	3,500.00	
18	Chipboard # 30	100 pcs.	4,500.00	25 pcs	1,125.00	25 pcs	1,125.00	25 pcs	1,125.00	25 pcs	1,125.00	
19	Columnar Book (12 columns)	6 pads	300.00	3 pads	150.00	-	-	3 pads	150.00	-	-	
20	Continuous Form (3 ply;11 x 14 7/8)	5 bxs	5,000.00	3 bxs	3,000.00	-	-	2 bxs	2,000.00	-	-	
21	Continuous Form (3 ply;9 1/2 x 11)	30 boxes	20,000.00	15 boxes	10,000.00	-	-	15 boxes	10,000.00	-	-	
22	Correction Pen	4 pcs	180.00	2 pcs	90.00	-	-	2 pcs	90.00	-	-	
			160,746.00		58,929.00		21,944.00		57,929.00		21,944.00	

*

Item No.	DESCRIPTION Supplies Expenses (Acct. Code No. 109	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	
			160,746.00		58,929.00		21,944.00		57,929.00		21,944.00	
23	Dater	2 pcs	200.00	2 pcs	200.00	-	-	-	-	-	-	
24	Diswashing paste	12 pcs	384.00	3 pcs	96.00	3 pcs	96.00	3 pcs	96.00	3 pcs	96.00	
25	Feather Duster	2 pcs	70.00	1 pc	35.00	-	-	1 pc	35.00	-	-	
26	Fingertips Moistener	120 pcs	3,000.00	30 pcs	750.00	30 pcs	750.00	30 pcs	750.00	30pcs	750.00	
27	Folder (green with metal tab)	50 pcs	600.00	25 pcs	300.00	-	-	25 pcs	300.00	-	-	
28	Folder (ordinary; long)	200 pcs	1,200.00	100 pcs	600.00	-	-	100 pcs	600.00	-	-	
29	Glue	4 pcs	600.00	1 pc	150.00	1 pc	150.00	1 pc	150.00	1 pc	150.00	
30	Kraft Envelop (Long)	50 pcs	250.00	50 pcs	250.00	-	-	-	-	-	-	
31	Kraft Envelop (Short)	50 pcs	200.00	50 pcs	200.00	-	-	-	-	-	-	
32	Mailing Envelop (long)	2 bxs	350.00	1 bx	175.00	-	-	1 bx	175.00	-	-	
33	Masking Tape	10 rolls	300.00	10 rolls	300.00	-	-	-	-	-	-	
34	Mimeographing Paper (WW: long)	40 reams	4,800.00	20 reams	2,400.00	-	-	20 reams	2,400.00	-	-	
35	Mimeographing Paper (WW:Short)	10 reams	1,100.00	5 reams	550.00	-	-	5 reams	550.00	-	-	
36	Money Detector	6 units	4,800.00	3 units	2,400.00	-	-	3 units	2,400.00	-	-	
37	Money Detector Bulb	12 pcs	1,020.00	3 pcs	255.00	3 pcs	255.00	3 pcs	255.00	3 pcs	255.00	
38	Mop Head	4 pcs	160.00	2 pcs	80.00	-	-	2 pcs	80.00	-	-	
39	Mouse	2 pcs	600.00	2 pcs	600.00	-	-	-	-	-	-	
40	Official Cash Book	12 pcs	18,000.00	6 pcs.	9,000.00	-	-	6 pcs	9,000.00	-	-	
41	Paper Fastener (Plastic coated)	4 bxs	88.00	2 bxs	44.00	-	-	2 bxs	44.00	-	-	
42	Paper Fastener (Metal:8")	20 bxs	1,800.00	5 bxs	450.00	5 bxs	450.00	5 bxs	450.00	5 bxs	450.00	
43	Pencil (Mongol)	4 bxs	200.00	1 bx	50.00	1 bx	50.00	1 bx	50.00	1 bx	50.00	
44	Permanent Marker	12 pcs	420.00	3 pcs	105.00	3 pcs	105.00	3 pcs	105.00	3 pcs	105.00	
45	Powder Soap	8 kls	960.00	2 kls	240.00	2 kls	240.00	2 kls	240.00	2 kls	240.00	
46	Puncher (Heavy Duty)	4 pcs	2,000.00	2 pcs	1,000.00	-	-	2 pcs	1,000.00	-	-	
			203,848.00		79,159.00		24,040.00		76,609.00		24,040.00	

*

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	
			203,848.00		79,159.00		24,040.00		76,609.00		24,040.00	
47	Record Book (500's)	20 pcs	1,500.00	5 pcs	375.00	5 pcs	375.00	5 pcs	375.00	5 pcs	375.00	
48	Record Book (300's)	100 pcs	6,000.00	25 pcs	1,500.00	25 pcs	1,500.00	25 pcs	1,500.00	25 pcs	1,500.00	
49	Rubber Eraser	8 pcs	200.00	4 pcs	100.00	-	-	4 pcs	100.00	-	-	
50	Scissors (Solingen)	4 pcs	250.00	2 pcs	125.00	-	-	2 pcs	125.00	-	-	
51	Scotch Tape	50 rolls	2,500.00	25 pcs	1,250.00	-	-	25 pcs	1,250.00	-	-	
52	Sign pen	50 pcs	2,000.00	25 pcs	1,000.00	-	-	25 pcs	1,000.00	-	-	
53	Zonrox	2 gal	160.00	1 gal	80.00	-	-	1 gal.	80.00	-	-	
54	Stamp Pad	10 pcs	700.00	5 pcs	350.00	-	-	5 pcs	350.00	-	-	
55	Stamp Pad Ink (Prince)	12 pcs	420.00	6 pcs	210.00	-	-	6 pcs	210.00	-	-	
56	Stapler (Heavy Duty)	4 pcs	1,200.00	2 pcs	600.00	-	-	2 pcs	600.00	-	-	
57	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	
58	Staple Wire Remover	12 pcs	180.00	6 pcs	90.00	-	-	6 pcs	90.00	-	-	
59	Thermal Paper	10 rls	850.00	5 rls	425.00	-	-	5 rls	425.00	-	-	
60	Typewriter Ribbon	4 pcs	100.00	2 pcs	50.00	-	-	2 pcs	50.00	-	-	
61	Yellow Paper	4 pads	140.00	2 pads	70.00	-	-	2 pads	70.00	-	-	
62	Whiteboard Pen	4 pcs	140.00	2 pcs	70.00	-	-	2 pcs	70.00	-	-	
			224,188.00		86,454.00		26,915.00		83,904.00		26,915.00	

Prepared by:

MA. LUISA Z. LACIA
Administrative Officer IV

Recommended by:

LOUELA S. MAYBITUIN
City Treasurer

APPROVED:

CELSO G. REGENCIA
City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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 775)	5 pcs	700.00	5 pcs.	700.00	-	-	-	-	-	-	
7	Computer Ribbon EPSON (LQ300 775)	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	

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	
			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:

LOUELA S. MAYBITUIN
City Treasurer

APPROVED:

CELSO G. REGENCIA
City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Other Maint. & Operating Expenses		180,750.00									
	(Acct. Code No. 1091-969)											
1	JOR-Risograph of government forms	60 reams	27,000.00	15 reams	6,750.00	15 reams	6,750.00	15 reams	6,750.00	15 reams	6,750.00	
2	JOR-Photocopying of official document	2000 cps	4,000.00	500 cps	1,000.00	500 cps	1,000.00	500 cps	1,000.00	500 cps	1,000.00	
3	JOR-Printing of tarpaulin/streamers	4 sheets	4,000.00	2 sheets	2,000.00	-	-	2 sheets	2,000.00	-	-	
4	JOR-Laundry of curtains	8 sets	7,920.00	2 sets	1,980.00	2 sets	1,980.00	2 sets	1,980.00	2 sets	1,980.00	
5	JOR-Mimeographing of forms	20 reams	9,000.00	5 reams	2,250.00	5 reams	2,250.00	5 reams	2,250.00	5 reams	2,250.00	
6	JOR-Fabrication of rubber stamps	5 pcs	1,090.00	5 pcs.	1,090.00	-	-	-	-	-	-	
7	JOR-Meals & snacks during the Capability											
	Building of CTO personnel	150 persons	30,000.00	-	-	150 perons	30,000.00	-	-	-	-	
8	JOR-Repair of adding machine	1 unit	750.00	-	-	1 unit	750.00	-	-	-	-	
9	Computer Ribbon EPSON (LQ300 775)	10 pcs	1,400.00	5 pcs.	700.00	-	-	5 pcs.	700.00	-	-	
10	Computer Ribbon LQ-2175	4 pcs	3,200.00	1 pc	800.00	1 pc	800.00	1 pc	800.00	1 pc	800.00	
11	HP Laserjet Toner 1640	4 units	18,000.00	1 unit	4,500.00	1 unit	4,500.00	1 unit	4,500.00	1 unit	4,500.00	
12	HP Laserjet Toner 2035	4 units	26,000.00	1 unit	6,500.00	1 unit	6,500.00	1 unit	6,500.00	1 unit	6500	
13	HP Laserjet Ink 704 black	12 carts.	5,940.00	3 carts.	1,485.00	3 carts.	1,485.00	3 carts.	1,485.00	3 carts.	1485	
14	HP Laserjet Ink 703 black	6 carts.	2,970.00	3 carts.	1,485.00	-	-	3 carts.	1,485.00	-	-	
15	HP Laserjet 1160	4 tubes	17,980.00	1 tube	4,495.00	1 tube	4,495.00	1 tube	4,495.00	1 tube	4,495.00	
16	HP Laserjet Ink 910	6 tubes	2,700.00	3 tubes	1,350.00	-	-	3 tubes	1,350.00	-	-	
17	Samsung Toner ML 1640	4 tubes	18,200.00	1 tube	4,550.00	1 tube	4,550.00	1 tube	4,550.00	1 tube	4,550.00	
18	Keyboard	6 units	600.00	6 units	600.00	-	-	-	-	-	-	
			180,750.00		41,535.00		65,060.00		39,845.00		34,310.00	

Prepared by:

MA. LUISA Z. LACIA
 Administrative Officer IV

Recommended by:

LOUELA S. MAYBITUIN
 City Treasurer

APPROVED:

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Other Maint. & Operating Expenses											
	(Acct. Code No. 1091-969-41)-Expenses											
	for Auction Sale		500,000									
	Other Maint. & Operating Expenses											
	(Acct. Code No. 1091-969-19)-Gender & Development											
1	JOR-Meals & snacks during the Capability Building of CTO personnel (GAD related activities)	150 persons	10,000.00	-	-	150 persons	10,000.00	-	-	-	-	
2	T-Shirts & Printing	100 pcs	10,000.00	100 pcs	10,000.00							
	Other Maint. & Operating Expenses											
	(Acct. Code No. 1091-969- Expenses for Auction Sale)											
1	JOR- Publication of Notice of Delinquend	12 issues	480,000.00	3 issues	120,000.00	3 issues	120,000.00	3 issues	120,000.00	3 issues	120,000.00	
2	Streamer & Tarpaulin Printing	40 pcs	20,000.00	10 pcs	5,000.00	10 pcs	5,000.00	10 pcs	5,000.00	10 pcs	5,000.00	
			520,000.00		135,000.00		135,000.00		125,000.00		125,000.00	

Prepared by:

MA. LUISA Z. LACIA
 Administrative Officer IV

Recommended by:

LOUELA S. MAYBITUIN
 City Treasurer

APPROVED:

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Telephone Expenses-Landline	11 units	P92,000.00									
	(Acct. Code No. 1091-772)											
1	Monthly Subscription			11 units	23,000.00	11 units	23,000.00	11 units	23,000.00	11 units	23,000.00	
	Telephone Expenses-Mobile	10 units	60,000.00									
	(Acct. Code No. 1091-773)											
1	Internet		75,000.00									
2	Monthly Subscription			3 subs.	15,000.00	3 subs.	15,000.00	3 subs.	15,000.00	3 subs.	15,000.00	
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX											

Prepared by:

MA. LUISA Z. LACIA
 Administrative Officer IV

Recommended by:

LOUELA S. MAYBITUIN
 City Treasurer

APPROVED:

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Traveling Expenses		P250,000.00									
	(Acct. Code No. 1091-751)											
1	Treasury Related Trainings & Seminars											
	Traveling Expenses-PHALTRA		P150,000.00									
	(Acct. Code No. 1091-751-1)											
1	Treasury Related Conference, trainings, seminars & for a											
	XXXXXXXXXXXXXXXXXXXXXXXXXXXX											

Prepared by:

Recommended by:

APPROVED:

MA. LUISA Z. LACIA
 Administrative Officer IV

LOUELA S. MAYBITUIN
 City Treasurer

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Gasoline, Oil & Lubricants Expenses		450,000.00									
	(Account Code No. 1091-761)											
1	Gasoline	6,948 liters	216,776.00	1737 liters	54,194.00	1737 liters	54,194.00	1737 liters	54,194.00	1737 liters	54,194.00	
2	Diesoline	7,140 liters	204,740.00	1785 liters	51,185	1785 liters	51,185	1785 liters	51,185	1785 liters	51,185	
3	Engine oil (REV-X)	40 liters	2,000.00	10 liters	500.00	10 liters	500.00	10 liters	500	10 liters	500	
4	2-T	40 liters	3,000.00	10 liters	750.00	10 liters	750.00	10 liters	750	10 liters	750	
5	Gear Oil	16 liters	1,152.00	4 liters	288.00	4 liters	288.00	4 liters	288.00	4 liters	288	
6	Engine Flush	8 liters	448.00	2 liters	112.00	2 liters	112.00	2 liters	112.00	2 liters	112	
7	Oil Filter	8 liters	3,000.00	2 liters	750.00	2 liters	750.00	2 liters	750.00	2 liters	750	
8	Fuel Filter	8 liters	2,520.00	2 liters	630.00	2 liters	630.00	2 liters	630.00	2 liters	630	
9	Radiator coolant	20 liters	1,792.00	5 liters	448.00	5 liters	448.00	5 liters	448.00	5 liters	448	
10	Brake fluid	16 liters	2,100.00	4 liters	525.00	4 liters	525.00	4 liters	525.00	4 liters	525.00	
11	Oil saver	8 liters	2,964.00	2 liters	741.00	2 liters	741.00	2 liters	741.00	2 liters	741.00	
12	Air cleaner	8 pcs	2,376.00	2 pcs	594.00	2 pcs	594.00	2 pcs	594.00	2 pcs	594	
13	Tire black	12 liters	1,800.00	3 liters	450.00	3 liters	450.00	3 liters	450.00	3 liters	450	
14	Air freshener	8 pcs	2,160.00	2 liters	540.00	2 liters	540.00	2 liters	540.00	2 liters	540.00	
15	Engine oil	40 liters	2,720.00	10 liters	680.00	10 liters	680.00	10 liters	680.00	10 liters	680.00	
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx											
			449,548.00		112,387.00		112,387.00		112,387.00		112,387.00	

Prepared by:

Recommended by:

APPROVED:

MA. LUISA Z. LACIA
 Administrative Officer IV

LOUELA S. MAYBITUIN
 City Treasurer

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Repair & Maint. of Motor Vehicles		P250,000.00									
	(Acct. Code No. 1091-841)											
1.	Spare Parts		150,000.00		37,500.00		37,500.00		37,500.00		37,500.00	
2.	Repair-Motorcycles		50,000.00		12,500.00		12,500.00		12,500.00		12,500.00	
3.	Repair-4-wheel vehicles		50,000.00		12,500.00		12,500.00		12,500.00		12,500.00	
	xx											
			P250,000.00		62,500.00		62,500.00		62,500.00		62,500.00	

Prepared by:

Recommended by:

APPROVED:

MA. LUISA Z. LACIA
 Administrative Officer IV

LOUELA S. MAYBITUIN
 City Treasurer

CELSO G. REGENCIA
 City Mayor

*

ANNUAL PROCUREMENT PLAN
Office of the City Treasurer
Calendar Year 2014

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	
	Accountable Forms		P1,500,000.00									
	(Acct. Code No. 1091-756)											
1.	Various Accountable/Government Forms				375,000.00		375,000.00		375,000.00		375,000.00	
	Postage & Deliveries		P20,000.00									
	(Acct. Code No. 1091-771)											
1.	Postal Stamps				5,000.00		5,000.00		5,000.00		5,000.00	
	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		P1,520,000.00		380,000.00		380,000.00		380,000.00		380,000.00	

Prepared by:

Recommended by:

APPROVED:

MA. LUISA Z. LACIA
 Administrative Officer IV

LOUELA S. MAYBITUIN
 City Treasurer

CELSO G. REGENCIA
 City Mayor