

ANNUAL PROCUREMENT PLAN 2014

Name of Local Government Unit: **COOPERATIVE DEVELOPMENT & LIVELIHOOD OFFICE (CDLO)**

Plan Control No.: _____

PLANNED AMOUNT:

Page 1 of Pages 3

Department / Office: **CDLO**

Date Submitted:

REGULAR				CONTINGENCY								
TOTAL COST												
Office Supplies Expenses 8971-755												
				1 ST Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
ITEM NO.	PARTICULARS	UNIT COST	QTY.	QTY.	COST	QTY.	COST	QTY.	COST	QTY.	COST	
1	BOOK PAPER (long) sub 20	175.00	15	2,625.00	6	1,050.00	4	700.00	5	875.00	4	700.00
2	BOOK PAPER (short) sub 20	155.00	18	2,790.00	6	930.00	5	775.00	5	775.00	5	775.00
3	EXPANDED ENVELOP (long)	15.00	15	225.00	10	150.00	5	75.00	5	75.00	4	60.00
4	FOLDER (long)	6.00	65	390.00	10	60.00	5	30.00	2	12.00	5	30.00
5	FOLDER (Short)	4.00	20	80.00	10	40.00	5	20.00	2	8.00	5	20.00
6	INKJET # 60 (Black)	629.00	9	5,661.00	1	629.00	2	1,258.00	2	1,258.00	2	1,258.00
7	INKJET # 60 (Colored)	755.50	7	5,288.50	1	755.50	2	1,511.00	2	1,511.00	2	1,511.00
8	Rubber Eraser (Rabbit)	2.00	10	20.00	4	8.00	0	0.00	1	2.00	2	4.00
9	High Lighter (Faber Castel)	29.00	8	232.00	1	29.00	1	29.00	1	29.00	2	58.00
10	Sign Pen (Blue & Balck)	29.50	5	147.50	4	118.00	1	29.50	1	29.50	1	29.50
11	Staple Wire # 35 (max)	38.00	2	76.00	2	76.00	1	38.00	1	38.00	1	38.00
12	Staple Wire #10	5.00	9	45.00	4	20.00	3	15.00	2	10.00	1	5.00
	Total:			17,580.00		3,865.50		4,480.50		4,622.50		4,488.50

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REGULAR				CONTINGENCY									
TOTAL COST													
Office Supplies Expenses 8971-755				1 ST Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter			
NO.	PARTICULARS	UNIT COST	QTY.	QTY.	COST	QTY.	COST	QTY.	COST	QTY.	COST	QTY.	COST
13	Specialty Paper (Long)	29.50	17	9	265.50	2	59.00	1	29.50	6	177.00		
14	Specialty Paper (short)	24.95	18	9	224.55	3	74.85	1	24.95	6	149.70		
15	Photo Paper	10.50	9	5	52.50	4	42.00	1	10.50	2	21.00		
16	Push Pin	29.50	4	2	59.00	1	29.50	1	29.50	2	59.00		
17	Brown Envelope (Long)	2.00	20	5	10.00	3	6.00	2	4.00	10	20.00		
18	Brown Envelope (short)	4.00	20	10	40.00	3	12.00	2	8.00	10	40.00		
19	Paper Fasteners (Plastic)	35.00	6	5	175.00	2	70.00	2	70.00	2	70.00		
20	Sticker Paper (8.5 x 11) Assorted Colors	8.50	15	5	42.50	4	34.00	3	25.50	3	25.50		
21	Scotch Tape (1inch)armak	45.00	3	1	45.00	2	90.00	1	45.00	1	45.00		
22	Isorophyl Alcohol 500 ml 70%	59.00	6	2	118.00	1	59.00	2	118.00	1	59.00		
23	Air Freshener 280 ml	93.75	2	1	93.75	1	93.75	1	93.75	1	93.75		
24	Disinfectant Spray 340 gm	196.50	2	1	196.50	1	196.50	2	393.00	1	196.50		
25	Titus Pen (Black and Blue)	325.00	4	1	325.00	1	325.00	1	325.00	1	325.00		
	Total	863.20			1,647.30		1,091.60		1,176.70		1,281.45		

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				TOTAL COST	CONTINGENCY							
Office Supplies Expenses 8971-755				1 ST Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
NO.	PARTICULARS	UNIT COST	QTY.	QTY.	COST	QTY.	COST	QTY.	COST	QTY.	COST	
26	Double Sided Tape	45.00	4	2	90.00	2	90.00	1	45.00	1	45.00	
27	White Board Marker (Black, Blue, Red)	52.50	4	2	105.00	2	105.00	1	52.50	1	52.50	
28	Pilot Marker Broad (Black & Blue)	25.00	5	2	50.00	1	25.00	2	50.00	1	25.00	
29	Cartolina (Assorted Neon colors)	7.50	24	10	75.00	9	67.50	2	15.00	2	15.00	
30	Minolta Toner Di 1610 TN113	2,900.00	4	1	2,900.00	1	2,900.00	1	2,900.00	1	2,900.00	
31	Yellow Paper	28.00	13	2	56.00	1	28.00	2	56.00	4	112.00	
32	Toilet Duck	130.00	6	2	260.00	2	260.00	1	130.00	1	130.00	
33	HP 1020 Toner	3,450.00	4	1	3,450.00	1	3,450.00	1	3,450.00	1	3,450.00	
34	Total				27,239.00		6,986.00		6,925.50		6,698.50	
	OVER ALL TOTAL				48,809.10		12,498.80		12,497.60		12,499.45	

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

Prepared by:

JIE HONEY ANN A. PAYAO
CDLO Staff

Recommended by:

RANULFO D. CENAS
City Government Dept. Head II

Approved by:

CELSO G. REGENCIA
City Mayor