

**ANNUAL PROCUREMENT PLAN FOR 2014**

Department/Office: **CITY HUMAN RESOURCE MGT. OFFICE**

Date: October 11, 2013

ITEM NO.	DESCRIPTION	Total # of units	ESTIMATED BUDGET COST	PROCUREMENT SCHEDULE								REMARKS	
				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost		
	<b>Maintenance &amp; Other Operating Expenses</b>												
	Travelling Expenses	1032-751	200,000.00										
	Trainings & Seminars Expenses	1032-753	400,000.00										
	Office Supplies Expenses	1032-755	250,000.00										
	Gasoline, Oil and Lubricants Expenses	1032-761	120,000										
	Other Supplies Expenses	1032-765	468,000										
	Postage and Deliveries	1032-771	7,000										
	Telephone Expenses - Landline	1032-772	40,000										
	Telephone Expenses - Mobile	1032-773	45,000										
	Internet Expenses	1032-774	53,760										
	Repairs & Maintenance - Motor Vehicles	1032-841	40,000										
	Scholarship Grants for the Athletes	1032-878-39	100,000										
	Scholarship Grants for Local Gov't. Employees	1032-878-40	50,000										
	Mayor's Scholarship for Deserving Students	1032-878-41	2,000,000										
	Other Maintenance & Operating Expenses	1032-969	50,000										
	Gender and Development	1032-969-19	10,000										
	Special Program For Employment Services & Other PESO Program	1032-969-50	500,000										
	Service Awards to Gov't. Employees, plaques, pins & others	1032-969-51	100,000										
	Jobs Fair	1032-969-52	150,000										
	PMAP	1032-969-54	20,000										
	<b>Public Employment &amp; Services Office</b>												
	Jobs Fair (1032-969-52)												
	1. Jobs Fair		150,000		75,000		75,000						
	2. Entrepreneurship Development Seminar												
	3. OFW Family Day												
	Special Program for employment of students (SPES) (1032-969-50)												
	1. Disaster Awareness & Management Training		500,000		500,000								
	2. First Aid Training												
	3. Entrepreneurship Development Seminar												
	4. Tree Planting												
	<b>Welfare &amp; Benefits Division</b>												
	1. Index cards ( 5" x 8") 100/pack		500 pcs.	125	625	500	625						
	2. Cartolina (assorted colors)		15 pcs.	10	150	15	150						
	3. Bond paper substance 20, (long)		30 reams	175	5,250	10	1,750	10	1750	10	1750		
	4. Bond paper substance 20, (short)		30 reams	155	4,650	10	1,550	10	1550	10	1550		
	5. Permanent marker (black)		20 pcs.	495	990	20	990						
	6. Permanent marker (blue)		20 pcs.	495	990	20	990						
	7. Expanded envelope (assorted color)		150 pcs.	17	2,550	150	2,550						
	8. Glue big bottle		8 pcs.	35	280	8	280						
	9. Ballpen (red, blue, black)		3 boxes	485	1,455	3	1,455						
	10. Pencil (Mongol No. 2)		4 boxes	85	340	4	340						



31. UPS		2	units	1300	2600	2	2600							
32. Calculator Casio MX-125 two way power		2	units	750	1500	2	1500							
33. Voice recorder		1	unit	2000	2000	1	2000							
34. Airpot (electric) 2 liters		1	unit	2500	2500	1	2500							
35. Mug		1	doz.	2500	2500	1	2500							
36. Saucer		1	doz.	700	700	1	700							
37. Teaspoon		1	doz.	500	500	1	500							
38. Tray		2	pcs.	300	600	2	600							
39. Nescafe 3-in-1 36 pcs./pack		20	packs	290	5800			10	2900	10	2900			
40. Biscuits (skyflakes) 10 pcs./pack		12	packs	95	1140			12	1140					
41. Candies (kopiko, max, snowbear, halls) 25 pcs./pack		12	packs	95	1140	12	1140							
42. Food for the PSB					15000		5000		5000		5000			
<b>Training and Development Division</b>														
Expenses for training of the training and development division staff					50000									
I. Capability Building & Dev't. Program/Meetings/Learnings Sessions					300,000		150000		150000					
Traveling Expenses, per diems, registration fees					50,000.00		25000		25000					
Training venue, food and accomodation					143,000.00		71500		71500					
Supplies and materials					100,000		50000		50000					
Tokens					2,500.00		1250		1250					
Tarpaulin					2000		1000		1000					
Gasoline					2500		1250		1250					
II Organizational Dev't. for the City Trainer's Pool/Learning Sessions					100000									
Travelling Expenses, per diem, registration fees					50,000									
Training venue, food and accomodation					35,000									
Supplies and materials					10000									
Tokens					2,000									
Tarpaulin					1,000									
Gasoline					2000									
1. Brown Envelope (long)		17	dozen	55	935	17	935							
2. Expanded envelope (assorted color)		50	pcs.	18	900	50	900							
3. Folder white (long)		6	dozen	195	1170	6	1170							
4. Permanent marker (pilot)		10	boxes	750	7500	10	7500							
5. Whiteboard marker (pilot)		10	boxes	750	7500	10	7500							
6. Notebook (25 leaves)		100	pcs.	22	2200	100	2200							
7. Manila paper		200	pcs.	6	1200	200	1200							
8. Cartolina (assorted color)		24	pcs.	10	1200	24	1200							
9. Cutter (heavy duty) knife		2	pcs.	150	300	2	300							
10. Ballpen (black)		2	boxes	495	990	2	990							
11. Highlighter (faber castell)		12	pcs.	35	420	12	420							
12. Pencil sharpener		1	unit	350	350	1	350							
13. Bond paper substance 20 (long)		15	reams	175	2625					15	2625			
14. Bond paper substance 20 (short)		10	reams	155	1550					10	1550			
15. Masking tape (Armak)		10	rolls	95	950			10	950					

16. Scotch tape (Armak)		10	rolls	95	950			10	950				
17. Rubbing alcohol 70% solution 250 ml		9	bottle	95	855			9	855				
18. Large plastic storage box with removable lid		2	units	1500	3000	2	3000						
19. Small plastic box organizer		1	unit	800	800	1	800						
20. Trash can with step lid		1	unit	700	700	1	700						
21. White screen		1	unit	2200	2200	1	2200						
22. Altec Lansing speakers with sub-woofer		1	unit	5000	5000	1	5000						
23. Professional wireless microphone		1	unit	2000	2000	1	2000						
24. USB RF wirelss laser mouse		1	pc.	800	800	1	800						
25. Plastic rope		1	roll	200	200	1	200						
<b>Administrative Division</b>													
1. Bond paper substance 20 (long)		100	reams	175	17500				50	8750	50	8,750.00	
2. Bond paper substance 20 (short)		100	reams	155	15500				50	7750	50	7,750.00	
3. Refill ink (inkman) 500 ml (black)		15	bottle	750	11250			5	3750	5	3750	5	3,750.00
4. Toner Riso KS-600 ink (S-3275)		3	toner	6700	20100			1	6700	1	6700	1	6,700.00
5. Master Riso -KS-600		2	toner	7700	15400					1	7700	1	7,700.00
6. Toner (Toshiba) xerox toner T-1640 D		2	toner	7900	15,800			1	7,900			1	7,900
7. USB Kingston 8GB		5	units	700	3,500			5	3,500				
8. USB Kingston 16GB		5	units	1100	5,500			5	5,500				
9. USB Kingston 32GB		5	units	1500	7,500			5	7,500				
10. Mouse pad		2	pcs.	250	500	2	500						
11. Floor wax (shine)		100	pcs.	35	3,500	50	1,750			50	1,750		
12. Baygon spray 300 ml (for insect)		4	cans	250	1,000			2	500	2	500		
13. Air freshener (anti-viral) (glade) 320 ml		4	cans	250	1,000			2	500	2	500		
14. (Joy) dishwashing liquid 250 ml		3	bottle	95	285					3	285		
15. Streamers/Tarpaulin					6,000								
16. Battery (AA) Eveready rechargeable 2 pcs./pack		4	packs	850	3,400					4	3,400		
17. Battery energizer CLR14 reorder No.E93 BP2 2 pcs./pack		4	packs	1100	4,400					4	4,400		
<b>TOTAL</b>					<b>6,390,772</b>								

Prepared by:

**LIZA P. BARTOLOME**  
Administrative Officer IV

Recommended by:

**ROSA B. EDROZO**  
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OIC - City Human Resource Management Office

Approved:

**CELSO G. REGENCIA**  
City Mayor