

ANNUAL PROCUREMENT PLAN (APP)

C.Y. 2014

Department/Office : SLUM IMPROVEMENT AND RESETTLEMENT DIVISION - CITY ENGINEER'S OFFICE

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ITEM No.	DESCRIPTION	Total No. of Units	Estimated Budget Cost	PROCUREMENT SCHEDULE								REMARKS
				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
MAINTENANCE AND OTHER OPERATING EXPENSES												
I	Travelling Expenses		20,000.00		5,000.00		5,000.00		5,000.00		5,000.00	(Thru Travel Order)
II	Office Supplies Expenses											(Purchase Request)
1	Bond Paper (Long)	12 rims	1,920.00	3	480.00	3	480.00	3	480.00	3	480.00	
2	Bond Paper (Short)	12 rims	1,680.00	3	420.00	3	420.00	3	420.00	3	420.00	
3	Bond Paper (A4)	2 rims	300.00	1	150.00			1	150.00			
4	Envelop Brown (short)	30 pcs.	45.00					30	45.00			
5	Envelop Brown (long)	31 pcs.	62.00					31	62.00			
6	Field Book	12 pcs.	660.00	3	165.00	3	165.00	3	165.00	3	165.00	
7	Ballpen (Black & blue)	51 pcs.	229.50			26	117.00			25	112.50	
8	70% Alcohol, 500ml	8 bots	600.00	2	150.00	2	150.00	2	150.00	2	150.00	
9	Printer ribbon refill(Epson LX300+)	21 pcs.	420.00			11	220.00			10	200.00	
10	Pencil (mongol #2)	12 pcs.	66.00					12	66.00			
11	Folder (long)	50 pcs.	187.50			25	93.75			25	93.75	
12	Folder (short)	50 pcs.	175.00			25	87.50			25	87.50	
13	Paper Fastener	2 boxes	60.00					2	60.00			
14	Standard Staple #35	3 boxes	82.50					3	82.50			
15	Sign pen # 0.5	8 pcs.	200.00	2	50.00	2	50.00	2	50.00	2	50.00	
16	Logbook 200 leaves	16 pcs.	576.00	4	144.00	4	144.00	4	144.00	4	144.00	
17	Paper Clip	2 boxes	15.00					2	15.00			
18	Carbon Paper (Red Carpet,black)long	2 box	300.00					1	150.00	1	150.00	
19	Puncher UK heavy duty	2 pc.	300.00					2	300.00			
20	Correction Tape	6 pcs.	270.00					6	270.00			
TOTAL												

Prepared by: <p style="text-align: center;">ZALDY G. MAGAYO-ONG Engineer III</p>	Recommended by: <p style="text-align: center;">CHRISTINE MILAGROS A. ORBE City Gov't. Dept. Head II OIC- City Engineer</p>	Approved: <p style="text-align: center;">CELSO G. REGENCIA City Mayor</p>
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				Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost	
21	Stapler Max with remover #35	2 pc.	550.00							2	550.00	(Purchase Request)
22	Nedstone Paste	1 pc.	25.00							1	25.00	
23	Casio Scientific Calculator	2 pc.	1,900.00	2	1,900.00							
24	Cutter	2 pcs.	50.00							2	50.00	
25	Mouse Optical USB connection type	2 pc.	700.00			1	350.00			1	350.00	
26	Mouse pad	2 pcs.	110.00					2	110.00			
27	Scotch Tape, 18mm/50yds.	4 pcs.	46.00							4	46.00	
28	Stabelo	6 pcs.	210.00			3	105.00			3	105.00	
29	Wall Clock Valentino	1 pc.	325.00	1	325.00							
30	Stand Fan Standard	1 pc.	1,950.00			1	1,950.00					
31	Detergent Powder 500 gms./pouch	9 pouch	216.00	3	72.00	2	48.00	2	48.00	2	48.00	
32	Dust Pan, plastic w/ handle, large	2 pc	69.80					2	69.80			
33	Stamp Pad Ink violet 50ml	4 bottles	91.60	2	45.80					2	45.80	
34	Stamp Pad, felt pad	2 pcs.	52.40							2	52.40	
35	Eraser, rubber	12 pcs	65.40							12	65.40	
36	Flash Drive, 8GB Capacity	1 pc.	490.50					1	490.50			
			15,000.20		3,901.80		4,380.25		3,327.80		3,390.35	
III	Gasoline, Oil & Lubricants											(Purchase Request)
	Oil	10	7,900.00	3	2,370.00	2	1,580.00	3	2,370.00	2	1,580.00	
	Premium	534	32,100.00	133.5	8,025.00	133.5	8,025.00	133.5	8,025.00	133.5	8,025.00	
			40,000.00		10,395.00		9,605.00		10,395.00		9,605.00	
IV	Repairs & Maint. - Service Vehicle											(Purchase Request)
	Sparkplug	1 pc.	250.00			1	250.00					
	Battery 12 volts,11 plates L/M	1 pc.	4,800.00	1	4,800.00							
	Rubber caps	2 pcs.	50.00			2	50.00					
TOTAL												

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