

**ANNUAL PROCUREMENT PLAN (APP)  
For Calendar Year 2014**

Department/Office: **CITY BUDGET 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	
	<b>OFFICE SUPPLIES EXPENSES - (755)</b>		<b>300,000</b>		<b>75,000</b>		<b>75,000.00</b>		<b>75,000</b>		<b>75,000</b>	
1	ENVELOPE, documentary(10"x15"), legal size, 500pc/box	1	530	1	530							
2	ENVELOPE, mailing white 500pc/box	1	152	1	152							
3	ENVELOPE,expanding, legal size, 100pc/box	2	1,210	2	1,210							
4	SIGN PEN, blue 0.7mm	50	2,500	50	2,500							
5	SIGN PEN, black 0.7mm	50	2,500	50	2,500							
6	BALLPEN, assorted color (black, blue, red)	150	5,250	150	5,250							
7	CARBON FILM, 216mm x 330mm Legal 100s/box	1	300	1	300							
8	FOLDER, L-Type, CLEAR PLASTIC, Legal size	50	1,250	50	1,250							
9	FOLDER, Tagboard/Carrier Board, Legal size	50	1,500	50	1,500							
10	MARKER, Permanent, broad, color blue & black	20	1,000	20	1,000							
11	PAPER, mimeo, whitewove, 210mm x 297mm, A4, subs 20	25	3,750	25	3,750							
12	PAPER, mimeo, whitewove, (8 1/2 " x 13"), subs 20	25	4,250	25	4,250							
13	PAPER, thermal, 216mm x 30M	25	1,250	25	1,250							
14	PAPER, multicopy, A4 size - 80grm	50	10,000	50	10,000							
15	PAPER, multicopy, Legal size	50	11,500	50	11,500							
16	RECORD BOOK, 300pgs.	80	4,800	80	4,800							
17	TAPE, for adding machine	5	75	5	75							
18	TAPE, Masking	20	2,000	20	2,000							
19	TAPE, Transparent	30	900	30	900							
20	TRASHBAG Plastic, size 15 + 15 x 37, 50 pcs/pk.	6	4,200	6	4,200							
21	DUST PAN, plastic w.handle,large	4	160	4	160							
22	TOILET BOWL AND URINAL CLEANER	6	306	6	306							
23	MOPHANDLE, screw type, plastic handle	2	200	2	200							
24	DETERGENT POWDER, 500gms/pouch	24	576	24	576							

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25	FURNITURE CLEANER, 400ml/can	10	1,050	10	1,050								
26	MURIATIC ACIDE, concentrate	4	1,200			4	1,200						
27	CHLORINE, Domex	10	5,000			10	5,000						
28	SCATCH BRITE PAD, net sponge	2	100			2	100						
29	SURF POWDER, 400g.	36	1,980			36	1,980						
30	TIDE POWDER, 950g.	24	2,640			24	2,640						
31	DISWASHING, Winner-Kalamansi, 400g.	20	1,100			20	1,100						
32	TOILET DEODORANT CAKE	50	1,500			50	1,500						
33	AIR FRESHENER, 280ml/can	25	3,750			25	3,750						
34	INK CARTRIDGE, 21, original black, for HP Deskjet 3920	6	6,000							6	6,000		
35	INK CARTRIDGE, 22, original colored, for HP Deskjet 3920	6	8,100							6	8,100		
36	INK CARTRIDGE, 85A, HP LaserJet P1102	4	16,000			1	4,000	2	8,000	1	4,000		
37	INK CARTRIDGE, 60, original colored, HP Deskjet D2660	12	14,400					6	7,200	6	7,200		
38	INK CARTRIDGE, 60L, original black, HP Deskjet D2660	12	12,000					6	6,000	6	6,000		
39	INK CARTRIDGE, 45, original black, for HP Deskjet 710C	2	3,000							2	3,000		
40	INK CARTRIDGE, 23, original colored, for HP Deskjet 710C	3	5,400							3	5,400		
41	INK CARTRIDGE, 85A, HP LaserJet P1102	2	8,000					2	8,000				
42	INK Advantage 678 black	5	2,100			5	2,100						
43	INK Advantage 678 colored	5	2,250			5	2,250						
44	RIBBON PRINTER (EPSON LQ 2180/2170)	5	5,000					2	2,000	3	3,000		
45	TONER, HP Laser Jet Printer, (HP 2420n)	8	54,400			4	27,200	2	13,600	2	13,600		
46	TONER, Samsung ML-D2850B	3	18,600			1	6,200	1	6,200	1	6,200		
47	TONER REFILL, photocopying machine, mdl. e-Studio (Toshiba)	4	6,800			3	5,100	1	1,700				
	OTHER RELATED SUPPLIES		59,471		14,868		14,868		14,868		14,868		
	<b>GASOLINE, OIL &amp; LUBRICANTS - (761)</b>		<b>250,000</b>		<b>62,500</b>		<b>62,500</b>		<b>62,500</b>		<b>62,500</b>		
1	Diesel	2,260	113,000	565	28,250	565	28,250	565	28,250	565	28,250		
2	Gasoline	1,900	104,500	475	26,125	475	26,125	475	26,125	475	26,125		
3	Engine Oil	80	32,400	20	8,100	20	8,100	20	8,100	20	8,100		

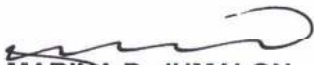


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	<b>OTHER MAINT. &amp; OPERATING EXP. - (969)</b>		<b>100,000</b>		<b>25,000</b>		<b>25,000</b>		<b>25,000</b>		<b>25,000</b>	
	<b>GENDER and DEVELOPMENT - (969-19)</b>		<b>10,000</b>		<b>10,000</b>		-		-		-	
	T-shirt w/ Collar	18	10,000	18	10,000							
	<b>ADOPTION OF ELECTRONIC BUDGET SYSTEM</b>		<b>1,000,000</b>									
	IT Equipments, etc.											

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