

# ANNUAL PROCUREMENT PLAN (APP)

SY 2014




Office: CMO-CIO

Date:

Item No.	Description	Total No. of Units	Estimated Budget Cost	Procurement Schedule								Remarks	
				1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter			
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost		
	Public Information Fund		200,000.00										
	Airtime/TV services	4 radio station, 1 TV stn		50,000.00		50,000.00		50,000.00		50,000.00			
	Telephone expenses		10,000.00		2,500.00		2,500.00		2,500.00		2,500.00		
	Travelling expenses		10,000.00		2,500.00		2,500.00		2,500.00		2,500.00		
	Office supplies		30,000.00		7,500.00		7,500.00		7,500.00		7,500.00		
	Other supplies		72,000.00		18,000.00		18,000.00		18,000.00		18,000.00		
	Other maintenance and operating expenses		50,000.00		12,500.00		12,500.00		12,500.00		12,500.00		
	<b>Total</b>		<b>372,000.00</b>		<b>93,000.00</b>		<b>93,000.00</b>		<b>93,000.00</b>		<b>93,000.00</b>		

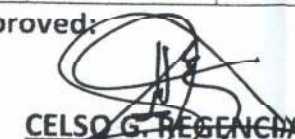
Prepared by:

  
**MALYN M. CORTEZ**  
 Liaison Officer  
 City Information Office

Recommended by:

  
**JUN LINO BACUS**  
 Section Head  
 City Information Office

Approved:

  
**CELSO G. RESENCHA**  
 City Mayor  
 Iligan City



# ANNUAL PROCUREMENT PLAN (APP)

SY 2014


Department/Office: CMO-CIO

Date:


Project/Activity: Information Services-General Administration

Item No.	Description	Total No. of Units	Estimated Budget Cost	Procurement Schedule								Remarks
				1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter		
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
	<b>Office Supplies</b>		<b>30,000.00</b>		<b>7,500.00</b>		<b>7,500.00</b>		<b>7,500.00</b>		<b>7,500.00</b>	
	USB- 8GB	2pc.	1800.00	1	900.00	-----		-----		1	900.00	
	Bond Paper ,Legal size, 8-1/2"x 11", subs. 20	20 rms	3,200.00	4	640.00	4	640.00	8	1,280.00	4	640.00	
	Bond Paper, Short size, 8-1/2" x " 11 subs. 20	34 rms	5,100.00	9	1,350.00	8	1,200.00	8	1,200.00	9	1,350.00	
	Ink Cartridge, HP#704 (color)	11pcs.	7,150.00	2	1,300.00	4	2,600.00	3	1,950.00	2	1,300.00	
	Ink Cartridge, HP#704 (black)	11pcs.	6,600.00	2	1,200.00	4	2,400.00	3	1,800.00	2	1,200.00	
	Battery, double A	40pcs.	680.00	10	170.00	10	170.00	10	170.00	10	170.00	
	Ball pen 1 box=50pcs.(black)	2 bxs	600.00	1	300.00	-----	-----	-----	-----	1	300.00	
	Sign pens (black)	34 pcs.	2,210.00	11	715.00	-----	-----	12	780.00	11	715.00	
	Stabilo, Highlighter	12 pcs.	396.00	3	99.00	6	198.00	-----	-----	3	99.00	
	Folder long	100 pcs.	550.00	50	275.00	-----	-----	-----	-----	50	275.00	
	Folder short	110pcs.	547.00	52	260.00	-----	-----	5	27	52	260.00	
	Miscellaneous Expenses		1,162.00		290.50		290.50		290.50		290.50	
	<b>Total</b>		<b>29,995.00</b>		<b>7,499.50</b>		<b>7,498.50</b>		<b>7,497.50</b>		<b>7,499.50</b>	

Prepared by:

  
**MALYN M. CORTEZ**  
 Liaison Officer  
 City Information Office

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**JUN LINO BACUS**  
 Section Head  
 City Information Office

Approved:

  
**CELSO G. REGENIA**  
 City Mayor  
 Iligan City