

ANNUAL PROCUREMENT PLAN (APP) 2014



Department: BAC

Item No.	Description	Quantity	Unit cost	Estimated Budget Cost	Procurement Schedule								Remarks
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost	
OFFICE SUPPLIES													
1	Folder long, thick	200 pcs	5.00	1,000.00	100	6240.00	50	4680.00	50				
2	Ballpen	50 pcs	10.00	500.00	25	5070.00	25	5070.00					
3	Sign pen, My gel	12 pcs	30.00	360.00	12	4320.00							
4	Sliding Folder, short	200 pcs	7.00	1,400.00	100	2160.00	50	2160.00	50	2160.00			
5	Sliding Folder, long	100 pcs	12.00	1,200.00	50	600.00	50	600.00					
6	Epson LX-310 Ribbon	50 pcs	26.50	1,325.00	25	1790.00	25	1790.00					
7	Transparent tape 1"	10 pcs	35.00	350.00	10	350.00							
8	Pentel Pen, assrtd colors, fine, bold	10 pcs	50.00	500.00	10	500.00							
10	Thermal Paper	3 rolls	120.00	360.00	1	120.00			2	240.00			
11	Logbook, 300 pages	50 pcs	67.00	3,350.00	50	3350.00							
12	Bondpaper, s-20, short	50 rms	175.00	8,750.00	25	4375.00	25	4375.00					
13	Bondpaper, s-20, long	50 rms	185.00	9,250.00	25	4625.00	25	4625.00					
14	Air Freshener	12 cans	110.00	1,320.00	6	660.00	6	660.00					
15	Mimeo paper, long	50 rms	145.00	7,250.00	25	3625.00	25	3625.00					
16	Mimeo paper, short	50 rms	135.00	6,750.00	25	3375.00	25	3375.00					
17	Correction pen	4 pcs	95.00	380.00	4 pcs	380.00							
18	Mongol Pencil	3 boxes	75.00	225.00	3 boxes	225.00							
19	Carbon paper	2 bxs	225.00	450.00	1 bx	225.00			1 bx	225.00			
20	Brown envelop, long	24 pcs	2.50	60.00	24 pcs	60.00							
22	Brown envelop, short	24 pcs	2.00	48.00	24 pcs	48.00							
23	Expanded envelop	24 pcs	13.00	321.00	24 pcs	321.00							
24	Alcohol	20 pcs	70.00	1,400.00	10	700.00	10	700.00					
25	Computer Ink												
26	HP704 black	50 cart	500.00	25,000.00	20	10000.00	20	10000.00	10	5000.00			
27	HP704 colored	18 pcs	500.00	9,000.00	9	4500.00	9	4500.00					
28	HP703 black	50 cart	500.00	25,000.00	20	10000.00	20	10000.00	10	5000.00			
29	HP 703 colored	18 cart	500.00	9,000.00	9	4500.00	9	4500.00					
30	Mouse	4 pcs	600.00	2,400.00	4 pcs	2400.00							
31	Tissue Paper	40 rolls	16.50	660.00	20	330.00	20	330.00					
32	USB 16 G	3 pcs	700.00	2,100.00	3 pcs	2100.00							
33	Mop Head, thick	1 pc	80.00	80.00	1 pc	80.00							
34	Dishwashing liquid	8 btls	18.00	144.00	8 btls	144.00							
35	Hand paper tower	48 pks	65.00	3,120.00	48 pks	3120.00							
36	Toner	4 carts	3500.00	14,000.00	2	7000.00	2	7000.00					
37	Parker Sign pen	5 pcs	635.00	3,175.00	5 pcs	3175.00							
38	Mop Squeezer	1 pc	205.00	205.00	1 pc	205.00							
39	Laundry services for curtains		3960.00	990.00		990.00		990.00		990.00			
40	Bagyo broom	2 pcs	100.00	200.00	2 pcs	200.00							
	TOTAL			141,623.00		91,863.00		68,980.00		13,615.00			

Item No.	Description	Total No. of Units	Estimated Cost/unit/pc.	Estimated Budget Cost	Procurement Schedule								Remarks	
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty	Cost	Qty	Cost	Qty	Cost	Qty	Cost		
41	Traveling Expense			185,000.00		150,000.00		35000						
42	Diesoline/Gasoline/Engine oil			80,000.00		50,000.00		30,000.00						
43	Personnel Services			140,039.04		45,239.04		31,600.00		31,600.00			31600	
44	Other maintenance Expense			23,337.96		15,000.00		8,337.96						
45	Repair & maintenance of motor vehicle/office equipment documents			30,000.00		7,500.00		7,500.00		7,500.00			7,500.00	
46	Postage & Deliveries/Telephone/Mobile/Internet			23,000.00		6,250.00		6,250.00		6,250.00			6,250.00	
	TOTAL			483,377.00		273,989.04		118,687.96		45,350.00			45,350.00	

Prepared by:



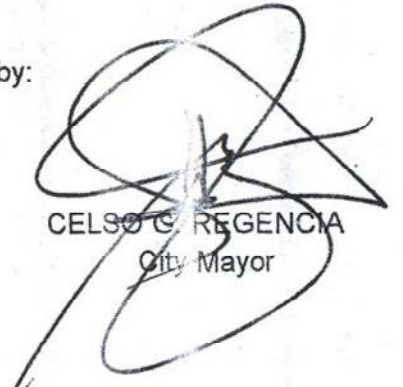
DORIS T. BARSUMO
BAC Secretariat

Recommended by:



MARINA P. JUMALON
City Govt. Dept. Head II
BAC Chairman

Approved by:



CELSO C. REGENCIA
City Mayor