FDP Form 4a-Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

VILLAVERDE, NUEVA VIZCAYA

Plan Control No.					**Planned Amount**					**Page _____of _____pages**			
Department/Office: BUDGET OFFICE					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
Item No.	**DESCRIPTION**	**Unit Cost**	**QUANTITY**		**Total Cost**	**DISTRIBUTION**							
						1st Quarter		**2nd Quarter**		**3rd Quarter**		**4th Quarter**	
						Qty	**Amount**	**Qty**	**Amount**	**Qty**	**Amount**	**Qty**	**Amount**
	Ballpen Black	60.00	1	box	60.00	1	60.00		-		-		-
	Correction Tape (5mm x 10m)	35.00	4	pcs.	140.00	2	70.00		-	2	70.00		-
	Coupon Bond - Short, Subs. 20	150.00	4	rms.	600.00	2	300.00		-	2	300.00		-
	Coupon Bond - Long, Subs. 20	165.00	15	rms.	2,475.00	7	1,155.00		-	8	1,320.00		-
	Double Sided Tape 1"	40.00	1	pcs.	40.00	1	40.00		-		-		-
	DTR (SOFT)	0.25	100	pcs.	25.00	50	12.50		-	50	12.50		-
	Folder Long	4.00	100	pcs.	400.00	50	200.00		-	50	200.00		-
	Highlighter Pen (green)	35.00	4	pcs.	140.00	2	70.00		-	2	70.00		-
	Masking Tape 1"	30.00	1	pcs.	30.00	1	30.00		-		-		-
	Paper Clip - big, coated	20.00	2	box	40.00	2	40.00		-		-		-
	Paper Clip - small, coated	10.00	5	box	50.00	2	20.00		-	3	30.00		-
	Paper Fastener, plastic	25.00	5	box	125.00	2	50.00		-	3	75.00		-
	Pentel Pen Black (broad)	35.00	2	pcs.	70.00	2	70.00		-		-		-
	Post-It (big)	70.00	2	pads	140.00	2	140.00		-		-		-
	Record Book - 500 pages	60.00	1	pcs.	60.00		-		-	1	60.00		-
	Record Book (300 pages)	45.00	1	pcs.	45.00		-		-	1	45.00		-
	Scotch Tape 1"	15.00	1	pcs.	15.00		-		-	1	15.00		-
	Staple Wire #35	35.00	1	box	35.00		-		-	1	35.00		-
	Sticker - short	5.00	100	pcs.	500.00	50	250.00		-	50	250.00		-
	HP Cartridge 21	800.00	8	cart	6,400.00	4	3,200.00		-	4	3,200.00		-
	HP Cartridge 22	800.00	3	cart	2,400.00	2	1,600.00		-	1	800.00		-
	HP Toner 85A CE285A2	3,000.00	2	pcs.	6,000.00	1	3,000.00		-	1	3,000.00		-
	Pencil No. 2	60.00	1	pcs.	60.00	1	60.00		-		-		-
	TOTAL				**19,850.00**		**10,367.50**		**-**		**9,482.50**		**-**

This is to certify that the above procurement plan is in accordance with the objective of this Office.

Prepared by: **JUANITA M. MARIANO**