

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014**

VILLAVEVERDE, NUEVA VIZCAYA

Plan Control No.

Department / Office: **MUNICIPAL ENGINEERING OFFICE**

Item No.	DESCRIPTION	Unit Cost	QUANTITY	Total Cost	Planned Amount		DISTRIBUTION				Page of pages	
					Regular	Contingency	1st Quarter		2nd Quarter			3rd Quarter
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Coupon Bond, 80GSM (long)	220.00	8	1,760.00	2	440.00	2	440.00	2	440.00	2	440.00
	Coupon Bond, 80GSM (short)	200.00	8	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
	A3 Paper, Sub 20/70gsm (11.7" x 16.5")	380.00	2	760.00	1	380.00		-	1	380.00	0	-
	Brown Envelop, long	1.75	85	148.75	25	43.75	20	35.00	20	35.00	20	35.00
	Folder Long, long	4.00	85	340.00	25	100.00	20	80.00	20	80.00	20	80.00
	DTR (Hard)	1.00	45	45.00	25	25.00		-	20	20.00		-
	Masking Tape, 1"	30.00	2	60.00	1	30.00		-	1	30.00		-
	Scotch Tape, 1"	15.00	2	30.00	1	15.00		-	1	15.00		-
	Eraser, rasoplast	12.00	2	24.00	1	12.00		-	1	12.00		-
	Correction Tape, 5mm x 10mm	35.00	2	70.00	1	35.00		-	1	35.00		-
	Paper Clip, big (coated)	20.00	2	40.00	1	20.00		-	1	20.00		-
	Paper Fastener (plastic)	25.00	2	50.00	1	25.00		-	1	25.00		-
	Pencil, No.2	60.00	4	240.00	1	60.00	1	60.00	1	60.00	1	60.00
	Ballpen 142351 - 0.5mm (black/blue)	15.00	60	900.00	15	225.00	15	225.00	15	225.00	15	225.00
	Signing Pen, 0.7mm (Parker)	300.00	2	600.00	1	300.00		-	1	300.00		-
	Pental Pen, broad (black)	35.00	2	70.00	1	35.00		-	1	35.00		-
	Record Book (300 pages)	45.00	4	180.00	2	90.00		-	2	90.00		-
	Scissor, big	110.00	1	110.00	1	110.00		-		-		-
	Staple Wire (No.35)	35.00	2	70.00	1	35.00		-	1	35.00		-
	HP Ink Cartridge 920, black	950.00	4	3,800.00	1	950.00	1	950.00	1	950.00	1	950.00
	HP Ink Cartridge 920, cyan	800.00	2	1,600.00	1	800.00		-	1	800.00		-
	HP Ink Cartridge 920, magenta	800.00	2	1,600.00	1	800.00		-	1	800.00		-
	HP Ink Cartridge 920, yellow	800.00	2	1,600.00	1	800.00		-	1	800.00		-
	HP Ink Cartridge 60, black	800.00	1	800.00	1	800.00		-	1	800.00		-

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					Regular	Contingency	Total	DISTRIBUTION						
								1st Quarter	2nd Quarter	3rd Quarter				4th Quarter
		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount					
	HP Ink Cartridge 60, tri-color	900.00	1	900.00	1	900.00	-	-	-	-				
	Pigment Ink 70ml (Epson L110), black	200.00	4	800.00	1	200.00	1	200.00	1	200.00	1	200.00	200.00	
	Pigment Ink 70ml (Epson L110), cyan	200.00	3	600.00	1	200.00	1	200.00	1	200.00	-	-	-	
	Pigment Ink 70ml (Epson L110), magenta	200.00	3	600.00	1	200.00	1	200.00	1	200.00	-	-	-	
	Pigment Ink 70ml (Epson L110), yellow	200.00	3	600.00	1	200.00	1	200.00	1	200.00	-	-	-	
TOTAL						19,997.75		8,230.75		2,990.00		6,387.00		2,390.00

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

Prepared by:

ENGR. NICOMEDES M. PALADIN, JR.