

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014**

VILLAVERDE, NUEVA VIZCAYA

Plan Control No.

Department/Office: MUNICIPAL TREASURER'S OFFICE

Item No.	DESCRIPTION	Unit Cost	QUANTITY	Total Cost	Planned Amount		DISTRIBUTION																
					Regular	Contingency	Total	1st Quarter				2nd Quarter				3rd Quarter				4th Quarter			
								Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount		
	Adding Machine Tape	35.00	10	350.00	4	140.00	2	70.00	2	70.00	2	70.00	2	70.00	2	70.00							
	Assorted Cartolina	6.00	12	72.00	12	72.00																	
	Ballpen Black	60.00	10	600.00	4	240.00	2	120.00	3	180.00	1	60.00	1	60.00	1	60.00							
	Ballpen Blue	60.00	5	300.00	3	180.00	1	60.00	1	60.00													
	Battery (AA) Heavy Duty	50.00	4	200.00	4	200.00																	
	Battery (AAA) Heavy Duty	55.00	4	220.00	4	220.00																	
	Brown Envelop - long	1.75	80	140.00	40	70.00	30	52.50	10	17.50													
	Calculator	500.00	3	1,500.00	2	1,000.00	1	500.00															
	Computer Refill Ink (Black) 100ml	85.00	20	1,700.00	8	680.00	4	340.00	6	510.00	2	170.00											
	Computer Refill Ink (Cyan) 100ml	85.00	8	680.00	5	425.00	3	255.00															
	Computer Refill Ink (Magenta) 100ml	85.00	8	680.00	5	425.00	3	255.00															
	Computer Refill Ink (Yellow) 100ml	85.00	8	680.00	5	425.00	3	255.00															
	Correction Tape (5mm x 10m)	35.00	30	1,050.00	15	525.00	15	525.00															
	Coupon Bond - Long, Subs 20	165.00	30	4,950.00	20	3,300.00	5	825.00															
	Coupon Bond - Short, Subs 20	150.00	44	6,600.00	20	3,000.00	10	1,500.00	10	1,500.00	4	600.00											
	Double Sided Tape	40.00	6	240.00	2	80.00	2	80.00	2	80.00													
	Eraser	10.00	7	70.00	7	70.00																	
	Folder Long	4.00	100	400.00	50	200.00	20	80.00	15	60.00	15	60.00											
	Folder Short	3.50	20	70.00	20	70.00																	
	Highlighter Pen (assorted)	35.00	4	140.00	4	140.00																	
	Mailing Envelop - long	0.50	40	20.00	40	20.00																	
	Masking Tape 1"	30.00	10	300.00	5	150.00	3	90.00	2	60.00													
	Packing Tape 2"	40.00	10	400.00	5	200.00	3	120.00	2	80.00													
	Paper Clam (big)	10.00	6	60.00	6	60.00																	
	Paper Clip - big, coated	20.00	7	140.00	3	60.00	2	40.00	1	20.00	1	20.00											
	Paper Clip - small, coated	10.00	3	30.00	3	30.00																	


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					Page _____ of _____ pages		Date Submitted:						
	Dishwashing Liquid	100.00	4	400.00				1	100.00	1	100.00	1	100.00
	Insect Killer Spray	300.00	2	600.00				2	600.00		-		-
	Tissue 12's	120.00	7	840.00				4	480.00	1	120.00	1	120.00
	Glass Cleaner	150.00	2	300.00				2	300.00		-		-
	TOTAL			4,390.00					2,130.00		870.00		870.00
	GRAND TOTAL			54,867.00					37,082.00		11,092.50		4,152.50
													520.00
													2,540.00

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

Prepared by:


CRISANTO B. VAQUILAR