

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office No. V, Legazpi City
ANNUAL PROCUREMENT PLAN for 2014

Item No.	COMMODITY	Quantity	Unit	Amount per Unit	Total Amount	Annual Procurement Plan																							
						January		February		March		April		May		June		July		August		September		October		November		December	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
A. Supplies and Materials																													
1.00 Paper																													
1.10	Bond Paper Long (Sub. 20)	200	rm	170.00	34,000.00	50	8,500.00		0.00		0.00	50	8,500.00		0.00	50	8,500.00		0.00		0.00	50	8,500.00		0.00				
1.20	Bond Paper Short (Sub. 20)	40	rm	150.00	6,000.00	10	1,500.00		0.00		0.00	10	1,500.00		0.00	10	1,500.00		0.00		0.00	10	1,500.00		0.00				
1.30	A4 Bond Paper	200	rm	191.40	38,280.00	50	9,570.00		0.00		0.00	50	9,570.00		0.00	50	9,570.00		0.00		0.00	50	9,570.00		0.00				
1.40	Mimeo Short	40	rm	130.00	5,200.00	10	1,300.00		0.00		0.00	10	1,300.00		0.00	10	1,300.00		0.00		0.00	10	1,300.00		0.00				
1.50	Mimeo Long	40	rm	137.00	5,480.00	10	1,370.00		0.00		0.00	10	1,370.00		0.00	10	1,370.00		0.00		0.00	10	1,370.00		0.00				
1.60	Record Book (300 pages)	40	book	58.85	2,354.00	10	588.50		0.00		0.00	10	588.50		0.00	10	588.50		0.00		0.00	10	588.50		0.00				
1.70	Fax Paper (210x30)	4	box	1,248.00	4,992.00	1	1,248.00		0.00		0.00	1	1,248.00		0.00	1	1,248.00		0.00		0.00	1	1,248.00		0.00				
1.80	Carbon Paper Blue Long	4	box	596.00	2,384.00	1	596.00		0.00		0.00	1	596.00		0.00	1	596.00		0.00		0.00	1	596.00		0.00				
1.90	Sticker Paper	80	pad	45.00	3,600.00	20	900.00		0.00		0.00	20	900.00		0.00	20	900.00		0.00		0.00	20	900.00		0.00				
1.10	Yellow Pad Paper	80	pad	25.00	2,000.00	20	500.00		0.00		0.00	20	500.00		0.00	20	500.00		0.00		0.00	20	500.00		0.00				
Sub-Totals					104,290.00		26,072.50		0.00		0.00		26,072.50		0.00		26,072.50		0.00		-		26,072.50		-				
2.00 Computer Ink																													
2.10	HP Ink #21	16	pc	795.00	12,720.00	4	3,180.00		0.00		0.00	4	3,180.00		0.00	4	3,180.00		0.00		0.00	4	3,180.00		0.00				
2.20	HP Ink #22	16	pc	925.00	14,800.00	4	3,700.00		0.00		0.00	4	3,700.00		0.00	4	3,700.00		0.00		0.00	4	3,700.00		0.00				
2.30	Epson EPL 6200L	16	pc	3,900.00	62,400.00	4	15,600.00		0.00		0.00	4	15,600.00		0.00	4	15,600.00		0.00		0.00	4	15,600.00		0.00				
2.40	HP #15A	16	pc	3,500.00	56,000.00	4	14,000.00		0.00		0.00	4	14,000.00		0.00	4	14,000.00		0.00		0.00	4	14,000.00		0.00				
2.50	HP 12A	16	pc	3,750.00	60,000.00	4	15,000.00		0.00		0.00	4	15,000.00		0.00	4	15,000.00		0.00		0.00	4	15,000.00		0.00				
2.60	HPLaserjet 35A	16	pc	2,700.00	43,200.00	4	10,800.00		0.00		0.00	4.00	10,800.00		0.00	4.00	10,800.00		0.00	0	0.00	4	10,800.00		0.00				
Sub-Totals					249,120.00		62,280.00		0.00		0.00		62,280.00		0.00		62,280.00		0.00		0.00		62,280.00		0.00				
3.00 Folders																													
3.10	Greentab Folder	100	doz	114.00	11,400.00	25	2,850.00		0.00		0.00	25	2,850.00		0.00	25	2,850.00		0.00		0.00	25	2,850.00		0.00				
3.20	Ordinary Folder Long	100	doz	48.00	4,800.00	25	1,200.00		0.00		0.00	25	1,200.00		0.00	25	1,200.00		0.00		0.00	25	1,200.00		0.00				
3.30	Ordinary Folder Short	100	doz	42.00	4,200.00	25	1,050.00		0.00		0.00	25	1,050.00		0.00	25	1,050.00		0.00		0.00	25	1,050.00		0.00				
3.40	Morroco Folder Long	100	doz	64.80	6,480.00	25	1,620.00		0.00		0.00	25	1,620.00		0.00	25	1,620.00		0.00		0.00	25	1,620.00		0.00				
3.50	Morroco Folder Short	100	doz	57.60	5,760.00	25	1,440.00		0.00		0.00	25	1,440.00		0.00	25	1,440.00		0.00		0.00	25	1,440.00		0.00				
3.60	Plastic Folder Long w/slide	100	doz	16.00	1,600.00	25	400.00		0.00		0.00	25	400.00		0.00	25	400.00		0.00		0.00	25	400.00		0.00				
3.70	Plastic Folder Short w/Slide	100	doz	15.00	1,500.00	25	375.00		0.00		0.00	25	375.00		0.00	25	375.00		0.00		0.00	25	375.00		0.00				
3.80	Press Folder Long	100	pc	13.50	1,350.00	25	337.50		0.00		0.00	25	337.50		0.00	25	337.50		0.00		0.00	25	337.50		0.00				
Sub-Totals					37,090.00		9,272.50		0.00		0.00		9,272.50		0.00		9,272.50		0.00		0.00		9,272.50		0.00				
4 Envelopes																													
4.1	Ord. Brown Envelope Long	200	pc	8.80	1,760.00	50	440.00		0.00		0.00	50	440.00		0.00	50	440.00		0.00		0.00	50	440.00		0.00				
4.2	Ord. Brown Envelope Short	200	doz	21.00	4,200.00	50	1,050.00		0.00		0.00	50	1,050.00		0.00	50	1,050.00		0.00		0.00	50	1,050.00		0.00				
4.3	Expanded Envelope Long	200	doz	65.00	13,000.00	50	3,250.00		0.00		0.00	50	3,250.00		0.00	50	3,250.00		0.00		0.00	50	3,250.00		0.00				
4.4	Mailing Envelop (long)	20	box	165.00	3,300.00	5	825.00		0.00		0.00	5	825.00		0.00	5	825.00		0.00		0.00	5	825.00		0.00				
Sub-Totals					22,260.00		5,565.00		0.00		0.00		5,565.00		0.00		5,565.00		0.00		0.00		5,565.00		0.00				
5 Pens																													
5.1	Ballpen Pilot Black	400	pc	22.00	8,800.00	###	2,200.00		0.00		0.00	100	2,200.00		0.00	100	2,200.00		0.00		0.00	100	2,200.00		0.00				
5.2	Ballpen Pilot Blue	400	pc	22.00	8,800.00	100	2,200.00		0.00		0.00	100	2,200.00		0.00	100	2,200.00		0.00		0.00	100	2,200.00		0.00				
5.3	Pentel Pen black	80	pc	22.50	1,800.00	20	450.00		0.00		0.00	20	450.00		0.00	20	450.00		0.00		0.00	20	450.00		0.00				
5.4	Pentel Pen Blue	80	pc	22.50	1,800.00	20	450.00		0.00		0.00	20	450.00		0.00	20	450.00		0.00		0.00	20	450.00		0.00				
5.5	Pentel Pen Red	80	pc	22.50	1,800.00	20	450.00		0.00		0.00	20	450.00		0.00	20	450.00		0.00		0.00	20	450.00		0.00				
5.6	Whiteboard Marker Black	80	pc	19.50	1,560.00	20	390.00		0.00		0.00	20	390.00		0.00	20	390.00		0.00		0.00	20	390.00		0.00				
5.7	Whiteboard Marker Blue	80	pc	19.50	1,560.00	20	390.00		0.00		0.00	20	390.00		0.00	20	390.00		0.00		0.00	20	390.00		0.00				
5.8	Whiteboard Marker Red	80	pc	19.50	1,560.00	20	390.00		0.00		0.00	20	390.00		0.00	20	390.00		0.00		0.00	20	390.00		0.00				
5.9	Stabilo Marker	80	pc	35.00	2,800.00	20	700.00		0.00		0.00	20	700.00		0.00	20	700.00		0.00		0.00	20	700.00		0.00				
5.1	Sign Pen (Black)	200	pc	42.70	8,540.00	50	2,135.00		0.00		0.00	50	2,135.00		0.00	50	2,135.00		0.00		0.00	50	2,135.00		0.00				
5.11	Sign Pen (Blue)	200	pc	42.70	8,540.00	50	2,135.00		0.00		0.00	50	2,135.00		0.00	50	2,135.00		0.00		0.00	50	2,135.00		0.00				
5.12	Pencil	200	box	24.50	4,900.00	50	1,225.00		0.00		0.00	50	1,225.00		0.00	50	1,225.00		0.00		0.00	50	1,225.00		0.00				
Sub-Totals					52,460.00		13,115.00		0.00		0.00		13,115.00		0.00		13,115.00		0.00		0.00		13,115.00		0.00				
6 Miscellaneous Office Supplies																													
6.1	Staple Wire #35	40	box	30.00	1,200.00	10	300.00		0.00		0.00	10	300.00																

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7.1	Trash Can	15	pcs	150.00	2,250.00	5	750.00		0.00		0.00	5	750.00		0.00	7.1		0.00	5	750.00		0.00		0.00		0.00			
7.11	Rags	150	pcs	7.00	1,050.00	50	350.00		0.00		0.00	50	350.00		0.00	7.11		0.00	50	350.00		0.00		0.00		0.00			
7.12	Mop Absorber	36	pcs	250.00	9,000.00	12	3,000.00		0.00		0.00	12	3,000.00		0.00	7.12		0.00	12	3,000.00		0.00		0.00		0.00			
7.13	Plastic Twine	6	rls	55.00	330.00	2	110.00		0.00		0.00	2	110.00		0.00	7.13		0.00	2	110.00		0.00		0.00		0.00			
7.14	Tissue Rolls	6	box	2,400.00	14,400.00	2	4,800.00		0.00		0.00	2	4,800.00		0.00	7.14		0.00	2	4,800.00		0.00		0.00		0.00			
7.15	Table Tissue	18	box	1,300.00	23,400.00	6	7,800.00		0.00		0.00	6	7,800.00		0.00	7.15		0.00	6	7,800.00		0.00		0.00		0.00			
7.16	Toilet Bowl& Urinal Cleaner	18	btls	50.00	900.00	6	300.00		0.00		0.00	6	300.00		0.00	7.16		0.00	6	300.00		0.00		0.00		0.00			
7.17	Cleanser/Zonrox	36	can	25.00	900.00	12	300.00		0.00		0.00	12	300.00		0.00	7.17		0.00	12	300.00		0.00		0.00		0.00			
7.18	Hand Soap	12	gal	820.00	9,840.00	4	3,280.00		0.00		0.00	4	3,280.00		0.00	7.18		0.00	4	3,280.00		0.00		0.00		0.00			
7.19	Dishwashing Soap	30	pc	35.00	1,050.00	10	350.00		0.00		0.00	10	350.00		0.00	7.19		0.00	10	350.00		0.00		0.00		0.00			
7.2	Air Freshener	30	pc	135.00	4,050.00	10	1,350.00		0.00		0.00	10	1,350.00		0.00	7.2		0.00	10	1,350.00		0.00		0.00		0.00			
7.21	Garbage Bag	90	roll	65.00	5,850.00	30	1,950.00		0.00		0.00	30	1,950.00		0.00	7.21		0.00	30	1,950.00		0.00		0.00		0.00			
7.22	Plaque	20	pc	1,000.00	20,000.00	20	20,000.00		0.00		0.00				0.00	7.22		0.00				0.00		0.00		0.00			
Sub-Totals					99,620.00		46,540.00		0.00		0.00		26,540.00		0.00			0.00		26,540.00		0.00		0.00		0.00			
Total for Supplies					640,855.00		181,848.75		0.00		0.00		161,848.75		0.00			0.00		161,848.75		0.00		0.00		0.00			
Mode of Procurement for Supplies							Small Value Procurement					Small Value Procurement								Small Value Procurement						Small Value Procurement			

B. Equipment																										B.																									
B.1	CCTV Camera	1	unit	70,000.00	70,000.00			1	70,000.00																																										
B.2	UPS	2	unit	6,500.00	13,000.00			2	13,000.00																																										
B.3	Monitor	2	Unit	8,000.00	16,000.00			2	16,000.00																																										
B.4	3 in 1 Duplicating Machine/Printer/Scanner	2	unit	40,000.00	80,000.00	2	80,000.00																																												
B.5	Airconditioner	3	unit	31,000.00	93,000.00	3	93,000.00																																												
B.6	Laptop	2	unit	35,000.00	70,000.00							2	70,000.00																																						
B.7	Desktop Computer	3	unit	30,000.00	90,000.00							3	90,000.00																																						
B.8	Office Chairs	6	pc	3,500.00	21,000.00							6	21,000.00																																						
Total for Equipment					453,000.00		173,000.00		99,000.00				181,000.00																																						
C. Catering Services																										C.																									
C.1 Conferences/Meetings																										C.1																									
C.1.1	Regional Executive Conference (2 snacks 1 lunch)	300 (25pax/con. x 12times)	P250/pax	75,000.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00																							
C.1.2	Management Committee Meeting (2 snacks 1 lunch)	180 (15pax/mtg x 12times)	P250/pax	45,000.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00																							
C.1.3	Planning Conference (2 snacks 1 lunch)	80 (20pax/mtg x 4times)	P250/pax	20,000.00					20	5,000.00										20	5,000.00						20	5,000.00																							
C.1.4	RPSB Meetings (2 snacks 1 lunch)	40 (20pax/mtg x 2times)	P250/pax	10,000.00	20	5,000.00														20	5,000.00																														

Mode of Procurement
Small Value Procurement
Small Value Procurement
Small Value Procurement
Small Value Procurement
Competitive Bidding
<i>Small Value Procurement</i>
<i>Small Value Procurement</i>
<i>Small Value Procurement</i>

