

**SUMMARY BY OFFICE**

	<b>DEPARTMENT</b>	<b>Head Of Department/Office</b>	<b>Total Cost</b>
1	ACCOUNTING	ELEANOR P. PASUQUIN	115,187.08
2	ADMIN (Janitorial)	GINA P. GANADO	48,923.00
3	AGRICULTURE	XYKSTER C. PELAEZ	594,087.65
4	ASSESSOR	DORY P. EMELO	146,450.00
5	BUDGET	MA. CECILIA B. CAALIM	138,068.01
6	ENGINEERING	LICERIO C. PATINGO	367,462.70
7	GSO	LICERIO C. PATINGO	91,046.00
8	HEALTH	JANEATTE A. SOBREVEGA	1,904,679.00
9	DENTAL	MAE B. LUBATON	98,910.50
10	HRMO	FELNE P. NOVO	65,530.00
11	LICENSING	MARIA C. TOMO	165,253.67
12	MARKET	EMILYN P. FONTANILLA	104,721.00
13	MCeC	DORY P. EMELO	205,600.37
14	MCR	MARIA C. TOMO	25,175.00
15	MDRRMO	JIMYLLE JAN B. CAALIM	1,359,200.92
16	MPDC	LUISA A. ALFIN	62,071.00
17	MSTC-1	DORY P. EMELO	2,876,525.95
19	MSWD	PERLA P. PARREÑO	471,155.25
20	MTO	ROMEO F. TABARNILLA	751,641.60
21	PNP	PSINSP MA. THERESA LERO	204,555.90
22	Secretary to the Sanggunian	MA. DAISY P. PARREÑO	29,407.60
23	SB	BERNARDINO P. CHICHIRITA	36,186.96
24	Senior Citizen	PERLA P. PARREÑO	330,856.30
25	MENRO	GERMAN SALANIO	64,186.50
26	MSCC	LICERIO C. PATINGO	34,106.00
27	BFP	SFO1 JOHN BRILLO	38,100.00
		<b>TOTAL</b>	<b>10,290,987.96</b>

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : MINA

Plan Control No. _____					Planned Amount					Page <u>6</u> of <u>6</u> pages			
Department/ Office: <u>MSWD</u>					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
1	Pail (big)	100.00	10	pcs	1,000.00	3	300.00	2	200.00	3	300.00	2	200.00
2	Dipper	30.00	10	pcs	300.00	3	90.00	2	60.00	3	90.00	2	60.00
3	Muriatic Acid	200.00	5	gal	1,000.00	3	600.00	1	200.00	1	200.00		-
4	Zonrox	200.00	5	gal	1,000.00	3	600.00	2	400.00		-		-
5	Rags	30.00	20	pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
6	Pillow Case (large)	50.00	100	pcs	5,000.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00
7	Mini Sound (component)	10,000.00	1	unit	10,000.00	1	10,000.00		-		-		-
8	Microphone	500.00	2	pcs	1,000.00	2	1,000.00		-		-		-
9	USB Portable Speaker	1,000.00	2	unit	2,000.00	1	1,000.00		-	1	1,000.00		-
10	Electric Fan with stand	1,000.00	3	unit	3,000.00	1	1,000.00	1	1,000.00	1	1,000.00		-
11	Punching/ Binding Machine	10,000.00	1	unit	10,000.00	1	10,000.00		-		-		-
12	Extension Cord (5 sockets @ 5 meters)	500.00	3	pcs	1,500.00	1	500.00	1	500.00	1	500.00		-
13	Plastic Plates	41.67	6	doz	250.02	2	83.34	2	83.34	2	83.34		-
14	Plastic Glass	41.67	6	doz	250.02	2	83.34	2	83.34	2	83.34		-
15	Plastic Cups	27.78	6	doz	166.68	2	55.56	2	55.56	2	55.56		-
16	Plastic Bowls	41.67	3	doz	125.01	1	41.67	1	41.67	1	41.67		-
	<b>SUB TOTAL</b>				<b>37,191.73</b>								
	<b>GRAND TOTAL</b>				<b>471,155.25</b>								

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

Prepared by:

**(SGD.) PERLA P. PARREÑO**  
*(Head of Department/Office)*

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : \_\_\_\_\_

Plan Control No. \_\_\_\_\_

Department/ Office: Senior Citizen

Planned Amount

Regular

Contingency

Total

Page 5 of 5 pages

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
1	Zonrox	200.00	5 gal	1,000.00	3	600.00	2	400.00				
2	Rags	30.00	20 pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
3	Microphone	500.00	2 pcs	1,000.00	2	1,000.00						
4	Electric Fan with stand	1,000.00	3 unit	3,000.00	1	1,000.00	1	1,000.00	1	1,000.00		
5	Punching/ Binding Machine	10,000.00	1 unit	10,000.00	1	10,000.00						
6	Extension Cord (5 sockets @ 5 meters)	500.00	3 pcs	1,500.00	1	500.00	1	500.00	1	500.00		
7	Plastic Plates	41.67	6 doz	3,000.00	2	83.34	2	83.34	2	83.34		
8	Plastic Glass	41.67	6 doz	3,000.00	2	83.34	2	83.34	2	83.34		
9	Plastic Cups	27.78	6 doz	2,000.00	2	55.56	2	55.56	2	55.56		
10	Plastic Bowls	41.67	3 doz	1,500.00	1	41.67	1	41.67	1	41.67		
11	Electric Motor 1 HP	6,000.00	1 unit	6,000.00	1	6,000.00						
12	Ceiling Fan	1,500.00	10 unit	15,000.00	5	7,500.00			5	7,500.00		
13	Flourescent Lamp	500.00	10 pcs	5,000.00	5	2,500.00			5	2,500.00		
14	Emergency Light	1,500.00	2 pcs	3,000.00	1	1,500.00			1	1,500.00		
15	Typewriter	5,000.00	1 pcs	5,000.00	1	5,000.00						
<b>TOTAL</b>				<b>60,600.00</b>								
<b>GRAND TOTAL</b>				<b>330,856.30</b>								

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

Prepared by:

**(SGD.) PERLA P. PARREÑO**

*(Head of Department/Office)*

**FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount					Page <u>1</u> of _____ pages					
Department/ Office: MAO				Regular		Contingency		Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
1	INK CARTRIDGE, HP CZ107AA, (HP 678), black	301.39	20	6,027.84	5	1,506.96	5	1,506.96	5	1,506.96	5	1,506.96		
2	INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	301.39	20	6,027.84	5	1,506.96	5	1,506.96	5	1,506.96	5	1,506.96		
3	MOUSE, optical, USB connection type	151.24	1	151.24	1	151.24	0	-	0	-	0	-		
4	LED BULB 9 watts	250.00	6	1,500.00	2	500.00	2	500.00	1	250.00	1	250.00		
5	AIR FRESHENER, 280mL/can	93.91	16	1,502.59	8	751.30	4	375.65	2	187.82	2	187.82		
6	ALCOHOL, 70%, ethyl	40.13	18	722.36	12	481.57	2	80.26	2	80.26	2	80.26		
7	CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	229.06	16	3,664.96	4	916.24	4	916.24	4	916.24	4	916.24		
8	CARTOLINA, assorted color, 20s/pack	74.26	8	594.05	4	297.03	2	148.51	2	148.51	0	-		
9	CARTOLINA, white, 20s/pack	47.94	8	383.54	4	191.77	2	95.89	2	95.89	0	-		
10	CLIP, bulldog (3")	7.54	15	113.09	5	37.70	5	37.70	5	37.70	0	-		
11	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	13.65	6	81.90	2	27.30	2	27.30	2	27.30	0	-		
12	DATA FILE BOX, (5"x9"x15-3/4")	61.10	12	733.14	6	366.57	6	366.57	0	-	0	-		
13	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	65.52	4	262.08	2	131.04	2	131.04	0	-	0	-		
14	EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	36.58	6	219.49	2	73.16	2	73.16	0	-	2	73.16		
15	ENVELOPE, documentary (10"x15"), 500s/box	521.93	1	521.93	1	521.93	0	-	0	-	0	-		
16	ENVELOPE, expanding, kraft, legal size, 100s/box	606.06	1	606.06	1	606.06	0	-	0	-	0	-		
17	ENVELOPE, mailing white, 500s/box	146.20	1	146.20	0	-	1	146.20	0	-	0	-		
18	ENVELOPE, mailing white with window, 500s	192.07	1	192.07	0	-	1	192.07	0	-	0	-		
19	ENVELOPE, expanding, plastic, legal size	36.46	24	874.94	24	874.94	0	-	0	-	0	-		
20	FILE ORGANIZER, expanding, legal, plastic, assorted colors	80.14	10	801.36	5	400.68	5	400.68	0	-	0	-		
21	FOLDER, pressboard, plain, legal, 100s/box	663.39	3	1,990.17	3	1,990.17	0	-	0	-	0	-		
22	FOLDER, tagboard, legal size, 100s/box	216.00	3	648.00	3	648.00	0	-	0	-	0	-		
23	FOLDER, morocco/fancy, legal size, 50s/pack	311.22	2	622.44	2	622.44	0	-	0	-	0	-		
24	FOLDER, morocco/fancy, A4 size, 50s/pack	298.99	1	298.99	1	298.99	0	-	0	-	0	-		
25	FOLDER, clear plastic, L-type, A4 size, 50s/pack	189.66	1	189.66	1	189.66	0	-	0	-	0	-		

26	FOLDER, clear plastic, L-type, legal size, 50s/pack	211.50	2	423.00	2	423.00	0	-	0	-	0	-
27	GLUE, all purpose, 300 grams min.	54.58	3	163.74	1	54.58	0	-	1	54.58	1	54.58
28	MANILA PAPER, 1200mm x 900mm, 60gsm., 0.14mm thickness, pale yellow, 10 sheets per sleeves	27.30	5	136.50	0	-	5	136.50	0	-	0	-
29	MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	38.22	4	152.88	2	76.44	2	76.44	0	-	0	-
30	MARKER, fluorescent, 3 colors/set	38.77	9	348.89	3	116.30	3	116.30	0	-	3	116.30
31	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	220.00	20	4,400.00	10	2,200.00	0	-	10	2,200.00	0	-
32	PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	97.38	20	1,947.54	10	973.77	0	-	10	973.77	0	-
33	PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	100.41	10	1,004.12	5	502.06	0	-	5	502.06	0	-
34	PAPER FASTENER, for paper, metal, 50 sets/box	68.63	10	686.28	5	343.14	0	-	5	343.14	0	-
35	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	12.39	10	123.90	5	61.95	0	-	5	61.95	0	-
36	PUSH PIN, flat head type, assorted colors, 100s/case	21.24	2	42.48	1	21.24	0	-	1	21.24	0	-
37	RECORD BOOK, 300 pages, Smythe sewn	52.42	12	628.99	6	314.50	0	-	6	314.50	0	-
38	RECORD BOOK, 500 pages, Smythe sewn	87.36	12	1,048.32	6	524.16	0	-	6	524.16	0	-
39	RIBBON, nylon, manual typewriter	16.38	2	32.76	2	32.76	0	-	0	-	0	-
40	RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	5.57	4	22.26	2	11.13	0	-	2	11.13	0	-
41	RING BINDER, 25mm x 1.12m (1"x44"), plastic	12.01	4	48.05	2	24.03	0	-	2	24.03	0	-
42	RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	108.09	2	216.17	2	216.17	0	-	0	-	0	-
43	RULER, plastic, 300mm	2.38	4	9.53	2	4.77	0	-	2	4.77	0	-
44	RULER, plastic, 450mm	19.66	4	78.62	2	39.31	0	-	2	39.31	0	-
45	SIGN PEN, black	44.65	12	535.80	4	178.60	4	178.60	0	-	4	178.60
46	SIGN PEN, blue	44.65	12	535.80	2	89.30	0	-	10	446.50	0	-
47	SIGN PEN, red	44.65	12	535.80	2	89.30	0	-	10	446.50	0	-
48	STAMP PAD INK, violet, 50mL	24.02	2	48.04	2	48.04	0	-	0	-	0	-
49	STAMP PAD, felt pad, min 60mm x 100mm	47.83	3	143.49	3	143.49	0	-	0	-	0	-
50	STAPLE WIRE, standard, 5000 pcs/box	84.45	5	422.23	3	253.34	2	168.89	0	-	0	-
51	STENCIL PAPER, ordinary, universal, 24 pcs/quire	191.10	2	382.20	2	382.20	0	-	0	-	0	-
52	TAPE, masking, 24mm, 50 meters length	50.23	6	301.39	2	100.46	2	100.46	2	100.46	0	-
53	TAPE, masking, 48mm, 50 meters length	100.46	6	602.78	2	200.93	2	200.93	2	200.93	0	-
54	TAPE, transparent, 24mm, 50 meters	16.16	12	193.91	4	64.64	4	64.64	0	-	4	64.64
55	TOILET TISSUE, 12 rolls/pack	70.98	10	709.80	5	354.90	0	-	5	354.90	0	-

56	BLADE, heavy duty cutter(L500), 10 pcs./pack	8.37	5	41.83	3	25.10	2	16.73	0	-	0	-
57	CUTTER, heavy duty	31.10	6	186.61	3	93.31	3	93.31	0	-	0	-
58	PUNCHER, heavy duty	96.37	2	192.74	2	192.74	0	-	0	-	0	-
59	SCISSORS, (6")	13.41	3	40.23	3	40.23	0	-	0	-	0	-
60	SHARPENER, single cutterhead	185.64	1	185.64	1	185.64	0	-	0	-	0	-
61	STAMPING DATER, self-inking stamp	496.86	2	993.72	2	993.72	0	-	0	-	0	-
62	STAPLER, heavy duty, standard	117.72	2	235.43	2	235.43	0	-	0	-	0	-
63	WASTE BASKET, plastic	3.03	9	27.30	5	15.17	0	-	4	12.13	0	-
64	BROOM, soft (tambo)	50.00	3	150.00	1	50.00	1	50.00	0	-	1	50.00
65	BROOM, STICK (tingting)	56.25	4	225.00	1	56.25	1	56.25	1	56.25	1	56.25
66	CLEANSER, powder, 350gms.	26.00	20	520.00	7	182.00	3	78.00	3	78.00	7	182.00
67	DETERGENT POWDER, all purpose, 500gms.	2.94	48	140.88	12	35.22	12	35.22	12	35.22	12	35.22
68	DISINFECTANT SPRAY, 400 grams net content	310.00	3	930.00	1	310.00	1	310.00	1	310.00	0	-
69	DUST PAN, non-rigid plastic, with detachable handle	34.95	2	69.89	1	34.95	0	-	1	34.95	0	-
70	MOPHANDLE, screw type, wooden handle	98.28	2	196.56	1	98.28	0	-	1	98.28	0	-
71	MOPHEAD, 100% rayon, 400g	87.36	6	524.16	3	262.08	0	-	3	262.08	0	-
72	TOILET BOWL & URINAL CLEANER, 900ml	200.00	8	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
73	TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	68.25	2	136.50	1	68.25	1	68.25	0	-	0	-
74	TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	80.00	6	480.00	2	160.00	2	160.00	0	-	2	160.00
75	PAPER, bond, Premium Grade	103.20	30	3,095.92	10	1,031.97	5	515.99	10	1,031.97	5	515.99
76	PAPER, mimeograph, Whitewove	111.83	15	1,677.38	5	559.13	5	559.13	0	-	5	559.13
77	PAPER, for Plain Paper Copier	115.10	30	3,453.03	10	1,151.01	5	575.51	10	1,151.01	5	575.51
78	CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	348.22	1	348.22	1	348.22	0	-	0	-	0	-
79	CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	163.68	2	327.35	2	327.35	0	-	0	-	0	-
80	MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA, (compressed) resolution	21,021.00	1	21,021.00	0	-	1	21,021.00	0	-	0	-
81	Keyboard	300.00	1	300.00	0	-	1	300.00	0	-	0	-
82	Uninterrupted Power Supply (UPS)	2,000.00	1	2,000.00	0	-	0	-	0	-	1	2,000.00
83	Mouse	300.00	1	300.00	0	-	1	300.00	0	-	0	-
84	Hard Disk, Sata 15 GB	3,000.00	2	6,000.00	2	6,000.00	0	-	0	-	0	-
85	Paper, Bond (Letter), Premium	115.00	60	6,900.00	15	1,725.00	15	1,725.00	15	1,725.00	15	1,725.00
86	Paper, Bond (Letter), Ordinary	82.80	50	4,140.00	15	1,242.00	15	1,242.00	10	828.00	10	828.00
87	White Folder (Legal)	58.00	30	1,740.00	10	580.00	5	290.00	10	580.00	5	290.00
88	Ballpen, black	175.00	2	350.00	1	175.00	0	-	1	175.00	0	-
89	Folder, green with plastic cover (Legal)	98.00	10	980.00	5	490.00	0	-	5	490.00	0	-
90	Folder, Expanded	95.00	10	950.00	5	475.00	0	-	5	475.00	0	-

91	Thumbtacks	20.00	5	100.00	5	100.00	0	-	0	-	0	-
92	Computer Ribbon, Epson LQ-300	250.00	10	2,500.00	5	1,250.00	0	-	5	1,250.00	0	-
93	Computer Ribbon, Epson LQ-300 (refill)	30.00	10	300.00	5	150.00	0	-	5	150.00	0	-
94	Correction Fluid/pen	50.00	30	1,500.00	10	500.00	10	500.00	10	500.00	0	-
95	Stencil Ink	1,050.00	2	2,100.00	2	2,100.00	0	-	0	-	0	-
96	Battery, size AA, rechargeable	250.00	8	2,000.00	4	1,000.00	4	1,000.00	0	-	0	-
97	Folder, plastic, green (Legal)	100.00	10	1,000.00	5	500.00	0	-	5	500.00	0	-
98	Eraser, high quality	35.00	4	140.00	2	70.00	0	-	2	70.00	0	-
99	Ink, Bulk (CYAN)	100.00	15	1,500.00	5	500.00	5	500.00	5	500.00	0	-
100	Ink, Bulk (Magenta)	100.00	15	1,500.00	5	500.00	5	500.00	5	500.00	0	-
101	Ink, Bulk (Yellow)	100.00	15	1,500.00	5	500.00	5	500.00	5	500.00	0	-
102	Ink, Bulk (Black)	100.00	15	1,500.00	5	500.00	5	500.00	5	500.00	0	-
103	Laptop 15.6"	36,000.00	1	36,000.00	0	-	1	36,000.00	0	-	0	-
104	Memory Card, micro SD 32 gb	800.00	1	800.00	1	800.00	0	-	0	-	0	-
105	PE Plastic Bags for Seedlings 4"x4"x12	0.57	15,000	8,500.00	0	-	5000	2,833.33	5000	2,833.33	5000	2,833.33
106	PE Plastic Bags for Seedlings 3 x 3"x8	0.50	15,000	7,500.00	0	-	5000	2,500.00	5000	2,500.00	5000	2,500.00
107	Seedling Tray, 108 holes	6.67	300	2,000.00	100	666.67	100	666.67	100	666.67	0	-
108	Garden Hose, 3/4"dia	40.00	100	4,000.00	0	-	0	-	100	4,000.00	0	-
109	Garden Sprinkler, plastic, 5lt. Cap.	350.00	5	1,750.00	0	-	0	-	5	1,750.00	0	-
110	Hypodermic Needle, #19 x 1"	180.00	3	540.00	2	360.00	1	180.00	0	-	0	-
111	Hypodermic Needle, #18 x 1/2"	180.00	3	540.00	2	360.00	1	180.00	0	-	0	-
112	Hypodermic Needle, #16 x 1"	180.00	3	540.00	2	360.00	1	180.00	0	-	0	-
113	Hypodermic Needle, #14 x 1"	180.00	3	540.00	2	360.00	0	-	1	180.00	0	-
114	Cotton, absorbent, big	90.00	7	630.00	2	180.00	2	180.00	2	180.00	1	90.00
115	Scapel	120.00	6	720.00	2	240.00	2	240.00	2	240.00	0	-
116	Scapel Handle	35.00	6	210.00	6	210.00	0	-	0	-	0	-
117	Syringe, disposable, 3ml	48.00	500	24,000.00	250	12,000.00	0	-	250	12,000.00	0	-
118	Syringe, disposable, 10ml	51.00	10	510.00	5	255.00	0	-	5	255.00	0	-
119	Antiseptic (Providine Iodine)	2,000.00	1	2,000.00	1	2,000.00	0	-	0	-	0	-
120	Antiparasetic	108.00	6	648.00	3	324.00	0	-	3	324.00	0	-
121	Rabbies Vaccine, 10ml	600.00	550	330,000.00	150	90,000.00	400	240,000.00	0	-	0	-
122	Hog Cholera Vaccine, 10ml	150.00	30	4,500.00	15	2,250.00	0	-	15	2,250.00	0	-
123	Liquid Hand Wash	80.00	12	960.00	12	960.00	0	-	0	-	0	-
124	Sure Exam Gloves, (100pc/box)	400.00	60	24,000.00	30	12,000.00	30	12,000.00	0	-	0	-
125	Jacket	250.00	10	2,500.00	10	2,500.00	0	-	0	-	0	-
126	AI field tank	50,000.00	1	50,000.00	1	50,000.00	0	-	0	-	0	-
127	AI plastic gloves	350.00	2	700.00	1	350.00	0	-	0	-	1	350.00
128	AI Straw sheet	2.00	300	600.00	100	200.00	100	200.00	0	-	100	200.00
129	Engine Oil	400.00	4	1,600.00	1	400.00	1	400.00	1	400.00	1	400.00
130	sproket and chain set	900.00	1	900.00	1	900.00	0	-	0	-	0	-
131	Motorcycle Tire Set 2.5 x 17	500.00	1	500.00	1	500.00	0	-	0	-	0	-
<b>TOTAL</b>				<b>594,087.65</b>		<b>208,362.87</b>		<b>327,569.89</b>		<b>44,161.23</b>		<b>13,993.66</b>

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

Prepared by:

(SGD.) ENGR. XYKSTER C. PELAEZ  
Municipal Agriculturist







FDP Form 4a – Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN

FOR THE YEAR 2017

Province, City or Municipality: MINA

Plan Control No. _____				Planned Amount:			Page <u>2</u> Of <u>3</u> pages					
Department/Office: MDRRMO				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Quantity Unit	Total Cost	DISTRIBUTION							
					1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1.	Karajai Big	700,920	1 Unit	700	1	700						
2.	Kaldero Big	800	1 Unit	800	1	800						
3.	Spoon	15	4 Doz	720	48	720						
4.	Fork	15	4 Doz	720	48	720						
5.	Plates melamine ware	40	48 Doz	1,920.00	48	2,016						
6.	Small Bowl	40	6 Pcs.	240	6	240						
7.	Plastic cups	15	4 Doz	720	48	720						
8.	Plastic Glass	15	4 Doz	720	48	720						
9.	Pot Holder	100	3 Pcs	300	3	400						
10.	Mixing Bowl	300	2 Units	600	2	600						
11.	Electric Pot	2500	1 Unit	2500	1	2500						
12.	Casserole	300	2 Units	600	2	600						
13.	Ceiling Fan	1,500.00	3 Units	4,500.00			3	4,500.00				
14.	Dish washing liquid	150	2 Bot	300			2	300				
15.	Rain coats	800	3 Pcs	2,400.00			36	2,400.00				
16.	TV set	15,000.00	1 Unit	15,000.00			1	15,000.00				
17.	Potable Mini Sound System	17,000.00	1 Unit	17,000.00			1	17,000.00				
18.	Radio Transistor	400	2 Unit	800			2	800				
19.	Boats	900	2 Doz	21,600.00					24	21,600.00		
20.	Life Jackets	1,200.00	2 Doz	28,800.00					24	28,800.00		

SUB-TOTAL				100,940.00					
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FDP Form 4a – Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN

FOR THE YEAR 2017

Province, City or Municipality: MINA

Plan Control No. _____					Amount: _____			Page <u>3</u> Of <u>3</u> pages					
Department/Office: MDRRMO					Regular	ncy	Total		Date Submitted: _____				
No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1.	slrene 1 Kilometer range	20,000.00	1	Unit	20,000.00					1	20,000.00		
2.	Life vest	800	12	Unit	9,600.00					12	9,600.00		
3.	Life Buoying	2,000	2	Units	4,000.00					2	4,000.00		
4.	Rope 100 meters	40,000.00	100	Meters	40,000.00							100	40,000
5.	medical bag set with medicines	15,000.00	1	Unit	15,000.00			1	15,000				
6.	Projector LCD	40,000.00	1	Unit	40,000.00			1	40,000				
7.	Laptop with accessories	40,000.00	1	Unit	40,000.00			1	40,000				
8.	Floodlight	9,000.00	2	Units	18,000.00					2	18,000.00		
9.	Extrication Kit	15,000.00	1	Unit	15,000.00					1	15,000.00		
10.	Canola	120	12	Pcs	1,440.00					12	1,440.00		
11.	C-collar hard	1,500.00	2	Pcs	3,000.00					2	3,000		
12.	Rescue Vehicle	1,000,000	1	Unit	1,000,000	1	1,000,000						
	Sub Total				1,206,040								
	GRAND TOTAL				1,359,200.92								

This is to certify that the above procurement plan is in accordance with the objective of the office

Prepared by: **(SGD.) JIMYLLE JAN B. CAALIM**

LDRRMO III

**FDP Form 4a - Annual Procurement Plan or Procurement List**  
**ANNUAL PROCUREMENT PLAN**  
**FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount						Page <u>1</u> of _____ pages			
Department/ Office: <b>MPDC</b>				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	
1	INK CARTRIDGE, (HP 678), black	400.00	49 cart	19,600.00	15	6,000.00	12	4,800.00	12	4,800.00	10	4,000.00	
2	INK CARTRIDGE, (HP 678), tricolor	400.00	38 cart	15,200.00	10	4,000.00	10	4,000.00	10	4,000.00	8	3,200.00	
3	AIR FRESHENER, 280mL/can	187.00	2 can	374.00	1	187.00		-	1	187.00		-	
4	ALCOHOL, 70%, ethyl	117.00	8 bottle	936.00	2	234.00	2	234.00	2	234.00	2	234.00	
5	ERASER, rubber	5.00	8 pics	40.00	4	20.00		-	4	20.00		-	
6	FOLDER, thick transparent (long)	105.00	8 pack	840.00	2	210.00	2	210.00	2	210.00	2	210.00	
7	FOLDER, clear plastic, L-type, A4 size, 50s/pack	200.00	8 pack	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00	
8	FOLDER, clear plastic, L-type, legal size, 50s/pack	211.00	8 pack	1,688.00	2	422.00	2	422.00	2	422.00	2	422.00	
9	MARKING PEN, whiteboard, black	16.00	2 pcs	32.00	1	16.00		-	1	16.00		-	
10	MARKER, permanent, black	42.00	2 pcs	84.00	1	42.00		-	1	42.00		-	
11	PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	124.00	8 ream	992.00	2	248.00	2	248.00	2	248.00	2	248.00	
12	PAPER FASTENER, for paper, metal, 50 sets/box	71.00	14 box	994.00	4	284.00	4	284.00	3	213.00	3	213.00	
13	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	18.00	10 box	180.00	2	36.00	3	54.00	3	54.00	2	36.00	
14	PAPER CLIP, gem type, 32mm, 100s/box	14.00	8 box	112.00	2	28.00	2	28.00	2	28.00	2	28.00	
15	PENCIL, Mongol (no. 2), w/eraser, One(1) dozen per box	72.00	4 box	288.00	1	72.00	1	72.00	1	72.00	1	72.00	
16	PUSH PIN, flat head type, assorted colors, 100s/case	43.00	6 case	258.00	2	86.00	2	86.00	2	86.00		-	
17	RECORD BOOK, 300 pages, smythe sewn	52.00	8 book	416.00	4	208.00		-	4	208.00		-	
18	RECORD BOOK, 500 pages, smythe sewn	87.00	6 book	522.00	3	261.00		-	3	261.00		-	
19	RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	6.00	10 pcs	60.00	5	30.00		-	5	30.00		-	
20	RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	12.00	10 pcs	120.00	5	60.00		-	5	60.00		-	
21	RING BINDER, 25mm x 1.12m (1"x44"), plastic	13.00	10 pcs	130.00	5	65.00		-	5	65.00		-	
22	RULER, plastic, 450mm	21.00	2 pcs	42.00	2	42.00		-		-		-	
23	SIGN PEN, black	45.00	20 pcs	900.00	5	225.00	5	225.00	5	225.00	5	225.00	
24	STAMP PAD INK, violet, 50mL	26.00	2 bottle	52.00	1	26.00		-	1	26.00		-	
25	STAPLE WIRE, standard, 5000 pcs/box	24.00	8 box	192.00	2	48.00	2	48.00	2	48.00	2	48.00	
26	TAPE, masking, 48mm, 50 meters length	100.00	8 roll	800.00	2	200.00	2	200.00	2	200.00	2	200.00	
27	TAPE, transparent, 24mm, 50 meters	16.50	8 roll	132.00	2	33.00	2	33.00	2	33.00	2	33.00	
28	TAPE, packaging, 48mm, 50 meters length	30.00	8 roll	240.00	2	60.00	2	60.00	2	60.00	2	60.00	

29	BLADE, heavy duty cutter(L500), 10 pcs./pack	10.00	4 pack	40.00	-	2	20.00	2	20.00	-	-	
30	SHARPENER, single cutterhead	186.00	4 pc	744.00	-	2	372.00	-	-	2	372.00	
31	BROOM, soft (tambo)	93.00	1 pc	93.00	-	1	93.00	-	-	-	-	
32	DISINFECTANT SPRAY, 400 grams net content	186.00	2 can	372.00	1	186.00	-	1	186.00	-	-	
33	DUST PAN, non-rigid plastic, with detachable handle	35.00	1 pc	35.00	1	35.00	-	-	-	-	-	
34	Digital Camera	6,000.00	1 unit	6,000.00	1	6,000.00	-	-	-	-	-	
35	Swivel Chair	3,500.00	1 pc	3,500.00	1	3,500.00	-	-	-	-	-	
36	Bond paper, Substance 20, short	185.00	40 ream	7,400.00	10	1,850.00	10	1,850.00	10	1,850.00	10	
37	Bond paper, Substance 20, long	220.00	70 ream	15,400.00	20	4,400.00	20	4,400.00	10	2,200.00	20	
38	Bond Paper, Substance 20, A4	185.00	40 ream	7,400.00	10	1,850.00	10	1,850.00	10	1,850.00	10	
39	Ballpen	75.00	8 box	600.00	2	150.00	2	150.00	2	150.00	2	
40	Folder, ordinary, long	155.00	16 dozen	2,480.00	5	775.00	5	775.00	3	465.00	3	
41	Folder, expanded, long	234.00	26 dozen	6,084.00	8	1,872.00	8	1,872.00	5	1,170.00	5	
42	Folder, ordinary, short	150.00	36 dozen	5,400.00	10	1,500.00	10	1,500.00	8	1,200.00	8	
43	Folder Holder	85.00	12 pcs	1,020.00	3	255.00	3	255.00	3	255.00	3	
44	Uninterrupted Power Supply (UPS)	1,850.00	1 unit	1,850.00	1	1,850.00	-	-	-	-	-	
45	Yellow Pad	25.00	4 pad	100.00	4	100.00	-	-	-	-	-	
46	Correction Tape	30.00	40 pcs	1,200.00	10	300.00	10	300.00	10	300.00	10	
47	Binder Clip	50.00	60 pcs	3,000.00	15	750.00	15	750.00	15	750.00	15	
48	Door Mat	50.00	2 pcs	100.00	1	50.00	-	1	50.00	-	-	
49	Mechanical Pencil	23.00	1 pcs	23.00	1	23.00	-	-	-	-	-	
50	Mechanical Pencil Refill(LeadBlack 0.5)	11.00	1 box	11.00	1	11.00	-	-	-	-	-	
51	Puncher	96.00	1 pcs	96.00	1	96.00	-	-	-	-	-	
<b>TOTAL</b>				<b>62,071.00</b>		<b>25,553.00</b>		<b>13,702.00</b>		<b>10,426.00</b>		<b>12,390.00</b>

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

Prepared by:

**(SGD.) LUISA A. ALFIN**  
OIC-MPDC

FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount				Page <u>1</u> of _____ pages					
Department/ Office: SB				Regular		Contingency		Total		Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	Cactus, bond, long	220.00	8 reams	1,760.00	2	440.00	2	440.00	2	440.00	2	440.00	
2	Cactus, bond, short	190.00	8 reams	1,520.00	2	380.00	2	380.00	2	380.00	2	380.00	
3	Ballpen, Black	66.00	2 boxes	132.00	1	66.00		-	1	66.00		-	
4	Yellow pad	30.00	4 pads	120.00	2	60.00		-	2	60.00		-	
5	INK CARTRIDGE, HP ink Advantage 2010 (704) black	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
6	INK CARTRIDGE, HP ink Advantage 2010 (704) colored	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
7	INK CARTRIDGE, HP ink Advantage 1515 (678) black	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
8	INK CARTRIDGE, HP ink Advantage 1515 (678) colored	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
9	Photo Paper	145.00	1 pack	145.00	1	145.00		-		-		-	
10	Colored Bond Paper, Legal size, assorted color	150.00	1 ream	150.00	1	150.00		-		-		-	
11	Alcohol, 70%, ethyl	95.00	5 bottles	475.00	1	95.00	1	95.00	1	95.00	2	190.00	
12	Pencil, Lead,w/eraser, one (1) dozen per box	78.00	2 boxes	156.00	1	78.00		-	1	78.00		-	
13	Sign Pen, Black	69.00	20 pcs	1,380.00		-	10	690.00		-	10	690.00	
14	Record Book, 500 pages, smythe sewn	79.50	6 books	477.00	2	159.00		-	2	159.00	2	159.00	
15	Record Book, 300 pages, smythe sewn	69.50	6 books	417.00		-	2	139.00	2	139.00	2	139.00	
16	Toilet Deodorizer	474.00	2 doz	948.00		-	1	474.00		-	1	474.00	
17	Certificate Frames	55.00	12 pcs	660.00		-	6	330.00		-	6	330.00	
18	Expanded Folders, long, green	20.00	20 pcs	400.00	10	200.00		-	10	200.00		-	
19	Tape transparent, 48mm, 50 meters length	100.46	5 pcs	502.30		-	2	200.92	2	200.92	1	100.46	
20	Staple Wire, standard, 5000 pcs./box	22.46	3 boxes	67.38	1	22.46		-	2	44.92		-	
21	Marker, permanent, black	45.00	5 pcs	225.00		-	3	135.00		-	2	90.00	
22	Paper Clip, gem type, jumbo, 48mm, 100pcs./box	25.00	2 boxes	50.00	1	25.00		-	1	25.00		-	
23	Paper Clip, gem type, 32mm, 100pcs./box	10.00	2 boxes	20.00	1	10.00		-	1	10.00		-	
24	Paper Fastener, for paper, plastic, 50sets/box	66.00	2 boxes	132.00	1	66.00		-	1	66.00		-	

25	Parchment Paper, Legal Size 100sheets/pack	123.64	2	boxes	247.28		-	1	123.64		-	1	123.64
26	Battery AA	30.00	60	pcs	1,800.00	30	900.00		-	30	900.00		-
27	Detergent Powder	145.00	3	kilos	435.00		-	1	145.00	1	145.00	1	145.00
28	Soft Brooms	90.00	3	pcs	270.00	2	180.00		-	1	90.00		-
29	Dust Pan	50.00	2	pcs	100.00	2	100.00		-		-		-
30	Mop	150.00	2	pcs	300.00	2	300.00		-		-		-
31	Feather Duster	50.00	2	pcs	100.00	1	50.00		-	1	50.00		-
32	Furniture Polish	350.00	3	bottles	1,050.00		-	1	350.00	1	350.00	1	350.00
33	Glass Cleaner	155.00	2	bottles	310.00		-	1	155.00		-	1	155.00
34	Air Freshener	225.00	2	bottles	450.00		-	1	225.00		-	1	225.00
35	Tissue Paper	12.00	24	rolls	288.00	12	144.00		-	12	144.00		-
36	Lead, for Mechanical pencil, 0.07mm,12 pcs/tube	100.00	1	tube	100.00		-	1	100.00		-		-
37	Eraser, rubber	10.00	3	pcs	30.00	2	20.00		-	1	10.00		-
38	Staple remover	35.00	2	pcs	70.00	2	70.00		-		-		-
39	File Folder	50.00	4	pcs	200.00	4	200.00		-		-		-
40	Plastic Cover	300.00	1	roll	300.00	1	300.00		-		-		-
41	Toilet Brush	50.00	2	pcs	100.00	1	50.00		-	1	50.00		-
42	Computer Brush, small size	50.00	5	pcs	250.00	3	150.00		-	2	100.00		-
43	Computer Mouse, USB connection type	100.00	2	pcs	200.00		-	2	200.00		-		-
44	Computer Keyboard	250.00	1	pc	250.00		-	1	250.00		-		-
45	Central Processing Unit	2000.00	1	unit	2,000.00		-	1	2,000.00		-		-
<b>TOTAL</b>					<b>36,186.96</b>		<b>934.00</b>		<b>3,280.00</b>		<b>654.00</b>		<b>730.00</b>

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

Prepared by:

(SGD.) HON. BERNARDINO CHICHIRITA  
Municipal Vice Mayor



FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount					Page <u>1</u> of _____ pages				
Department/ Office: Secretary to the Sanggunian				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	
1	Cactus, bond, long	220.00	8 reams	1,760.00	2	440.00	2	440.00	2	440.00	2	440.00	
2	Cactus, bond, short	190.00	8 reams	1,520.00	2	380.00	2	380.00	2	380.00	2	380.00	
3	Ballpen, Black	66.00	2 boxes	132.00	1	66.00		-	1	66.00		-	
4	Yellow pad	30.00	4 pads	120.00	2	60.00		-	2	60.00		-	
5	INK CARTRIDGE, HP ink Advantage 2010 (704) black	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
6	INK CARTRIDGE, HP ink Advantage 2010 (704) colored	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
7	INK CARTRIDGE, HP ink Advantage 1515 (678) black	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
8	INK CARTRIDGE, HP ink Advantage 1515 (678) colored	550.00	8 boxes	4,400.00	2	1,100.00	2	1,100.00	2	1,100.00	2	1,100.00	
9	Alcohol, 70%, ethyl	95.00	5 bottles	475.00	1	95.00	1	95.00	1	95.00	2	190.00	
10	Pencil, Lead,w/eraser, one(1) dozen per box	78.00	2 boxes	156.00		-	1	78.00		-	1	78.00	
11	Sign Pen, Black	69.00	20 pcs	1,380.00	10	690.00		-	10	690.00		-	
12	Record Book, 500 pages, smythe sewn	79.50	6 books	477.00	2	159.00		-	2	159.00	2	159.00	
13	Record Book, 300 pages, smythe sewn	69.50	6 books	417.00	2	139.00	2	139.00		-	2	139.00	
14	Correction Fluid	15.00	6 pcs	90.00	2	30.00		-	2	30.00	2	30.00	
15	Toilet Bowl & Urinal Cleaner, 900ml.	150.00	3 bottles	450.00	1	150.00	1	150.00		-	1	150.00	
16	Certificate Frames	55.00	12 pcs	660.00	3	165.00	3	165.00	3	165.00	3	165.00	
17	Brown Envelope, legal size	18.00	12 pcs	216.00	3	54.00	3	54.00	3	54.00	3	54.00	
18	Brown Envelope, Short size	15.83	12 pcs	190.00	3	47.50	3	47.50	3	47.50	3	47.50	
19	White Envelope, Legal Size	0.50	100 pcs	50.00	25	12.50	25	12.50	25	12.50	25	12.50	
20	Expanded Folders, long, green	20.00	30 pcs	600.00	15	300.00		-	15	300.00		-	
21	Mouse Pad	105.00	13 pcs	1,365.00	10	1,050.00		-	3	315.00		-	
22	Tape transparent, 48mm, 50 meters length	100.46	5 pcs	502.30	2	200.92		-	2	200.92	1	100.46	
23	Staple Wire, standard, 5000 pcs./box	22.46	3 boxes	67.38	2	44.92		-	1	22.46		-	
24	Pencil Mechanical, for 0.07mm lead	23.82	2 tubes	47.64		-	1	23.82		-	1	23.82	
25	Marker, permanent, black	45.00	5 pcs	225.00	3	135.00		-	2	90.00		-	

26	Paper Clip, gem type, jumbo, 48mm, 100pcs./box	25.00	2	boxes	50.00		-	1	25.00		-	1	25.00
27	Paper Clip, gem type, 32mm, 100pcs./box	10.00	2	boxes	20.00		-	1	10.00		-	1	10.00
28	Parchment Paper, Legal Size 100sheets/pack	123.64	2	packs	247.28		-	1	123.64		-	1	123.64
29	Cutter, Med size	20.00	3	pcs	60.00	1	20.00	1	20.00	1	20.00		-
30	Door Mat	100.00	4	pcs	400.00	2	200.00		-	2	200.00		-
31	Cotton, Med size	15.00	2	pcs	30.00	1	15.00		-	1	15.00		-
32	Lead, for Mechanical pencil, 0.07mm,12 pcs/tube	100.00	1	tube	100.00	1	100.00		-		-		-
<b>TOTAL</b>					<b>29,407.60</b>				-		-		-

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

Prepared by:

\_\_\_\_\_  
**(SGD.) DAISY PARREÑO**  
Secretary to the Sanggunian

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality :LGU- MINA, MINA, ILOILO

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>2</u> pages					
Department/ Office: ACCOUNTING OFFICE				Regular	Contingency	Total	Date Submitted:					
Item No	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Bond Paper ( Long ) Substance 16	120.00	25 rms	3,000.00	10	1,200.00	5	600.00	5	600.00	5	600.00
2	Bond Paper ( Short ) Substance 16	105.00	25 rms	2,625.00	10	1,050.00	5	525.00	5	525.00	5	525.00
3	Bond Paper ( Long ) Substance 20	165.00	35 rms	5,775.00	10	1,650.00	10	1,650.00	10	1,650.00	5	825.00
4	Bond Paper ( Short) Substance 20	140.00	35 rms	4,900.00	10	1,400.00	10	1,400.00	10	1,400.00	5	700.00
5	Paper Clip Coated ( big )	15.50	9 bxs	139.50	5	77.50	4	62.00				
6	Paper Clip Coated ( small )	12.00	8 bxs	96.00	4	48.00	4	48.00				
7	Stapler with staple wire remover	450.00	2 pcs	900.00	2	900.00						
8	Staple Wire #35	39.50	15 bxs	592.50	5	197.50	5	197.50			5	197.50
9	Liquid Correction Pen	27.00	15 pcs	405.00	10	270.00	5	135.00				
10	Permanent Marker Pen Black	32.00	5 pcs	160.00	5	160.00						
11	Ballpen Black	63.00	2 bxs	126.00	1	63.00			1	63.00		
12	Pencil	60.00	3 bxs	240.00	2	120.00	2	120.00				
13	Stamp Pad Ink	26.00	2 bot	52.00	1	26.00	1	26.00				
14	Log Book 200 pages	41.00	15 pcs	615.00	5	205.00	5	205.00	5	205.00		
15	Puncher	365.00	1 pcs	365.00	1	365.00						
16	Scissor	39.50	2 pcs	79.00	2	79.00						
17	Cutter	178.00	2 pcs	356.00	1	178.00			1	178.00		
18	Cutter Blade	95.00	1 box	95.00	1	95.00						
19	Elmer's Glue Blade	39.50	3 bots	118.50	2	79.00			1	39.50		
20	Scotch Tape 1"	15.50	6 rolls	93.00	6	93.00						
21	Ruler	25.00	2 pcs	50.00	2	50.00						
22	Sign Pen Refill 0.5 ( red )	708.00	1 box	708.00	1	708.00						
23	Sign Pen Refill 0.5 ( black )	474.00	2 bxs	948.00	1	474.00			1	474.00		
24	Staple Wire Remover	10.00	4 pcs	40.00	4	40.00						
	<b>SUB Total:</b>			<b>22,478.50</b>		<b>9,528.00</b>		<b>4,968.50</b>		<b>5,134.50</b>		<b>2,847.50</b>

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

Prepared by:

**(SGD.) ELEANOR P. PASUQUIN**  
*(Head of Department/Office)*

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality :LGU- MINA, MINA, ILOILO

Plan Control No. _____				Planned Amount				Page <u>2</u> of <u>3</u> pages				
Department/ Office: ACCOUNTING 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
25	Sticky Note	27.50	7 pads	192.50	3	82.50			3	82.50	1	27.50
26	Carbon Paper	475.00	2 box	950.00	2	950.00						
27	Marker Pen ( neon yellow )	27.50	4 pcs	110.00	4	110.00						
28	Folder Long	54.00	3 doz	162.00	2	108.00			1	54.00		
29	Folder Short	49.00	3 doz	147.00	2	98.00			1	49.00		
30	Expanded Folder	5.00	3 doz	180.00	1	60.00	1	60.00	1	60.00		
31	Soft Broom	90.00	2 pcs	180.00	1	90.00			1	90.00		
32	Moisturizing Alcohol 500ml	67.50	4 pcs	270.00	2	135.00			2	135.00		
33	Cotton big	160.00	1 roll	160.00	1	160.00						
34	Computer Keyboard	250.00	2 pcs	500.00	1	250.00			1	250.00		
35	Disinfectant Spray	450.00	1 bot	450.00	1	450.00						
36	Computer Mouse	250.00	4 pcs	1,000.00	2	500.00			2	500.00		
37	Folder Holder	85.00	12 pcs	1,020.00	6	510.00	6	510.00				
38	Printer Ink Jet refill Blk/Colored	120.00	9 bot	1,080.00	3	360.00	3	360.00	3	360.00		
39	Ribbon Cart. Refill Epson LX-300	50.00	3 pcs	150.00	2	100.00			1	50.00		
40	Ring Binder 1" x 44"	35.00	20 pcs	700.00	10	350.00	10	350.00				
41	Ring Binder 1/2" x 44"	19.50	20 pcs	390.00	10	195.00	10	195.00				
42	Paper Fastener	29.59	4 bxs	118.36	2	59.18	2	59.18				
43	Ink Benefit LC539XL Black	120.00	5 bot	600.00	5	600.00						
44	Ink Benefit LC539XL Colored	120.00	4 bot	480.00	4	480.00						
45	Dust Pan	55.00	1 pc	55.00	1	55.00						
46	HP Toner 13A	4,000.00	1 pc	4,000.00			1	4,000.00				
47	USB Flash Drive 8GB	285.00	5 pcs	1,425.00	5	1,425.00						
48	Continuos Ink Black	125.00	4 bot	500.00	1	125.00	1	125.00	1	125.00	1	125.00
<b>SUB -TOTAL</b>				<b>14,819.86</b>		<b>7,252.68</b>		<b>5,659.18</b>		<b>1,755.50</b>		<b>152.50</b>

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

Prepared by:

**(SGD.) ELEANOR P. PASUQUIN**

*(Head of Department/Office)*

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality :LGU- MINA, MINA, ILOILO

Plan Control No. _____					Planned Amount					Page <u>3</u> of <u>3</u> pages			
Department/ Office: ACCOUNTING 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
1	Continuos Ink Magenta	125.00	4	bots	500.00	1	125.00	1	125.00	1	125.00	1	125.00
2	Continuos Ink Refill Yellow	125.00	4	bots	500.00	1	125.00	1	125.00	1	125.00	1	125.00
3	Continuos Ink Refill Cyan	125.00	4	bots	500.00	1	125.00	1	125.00	1	125.00	1	125.00
4	Mouse Pad	50	6	pcs	300.00	6	300.00						
5	Waste Can	200	2	pcs	400.00			2	400.00				
6	Pencil Sharpener	500.00	1	pcs	500.00			1	500.00				
	<b>SUB TOTAL</b>				<b>2,700.00</b>		<b>675.00</b>		<b>1,275.00</b>		<b>375.00</b>		<b>375.00</b>
	<b>CAPITAL OUTLAY</b>												
1	Laptop	20,000.00	1	pcs	20,000.00	1	20,000.00						
2	Swivel Chair	2,000.00	5	pcs	10,000.00	5	10,000.00						
3	Diskjet Continuos Printer	6,000.00	3	pcs	18,000.00	2	18,000.00						
4	Executive Chair	5,000.00	1	pcs	5,000.00	1	5,000.00						
	<b>TOTAL</b>				<b>53,000.00</b>		<b>53,000.00</b>				<b>-</b>		
	<b>GRAND TOTAL</b>				<b>55,700.00</b>								

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

Prepared by: (SGD.) ELEANOR P. PASUQUIN  
(Head of Department/Office)

**SUPPLEMENTAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality :LGU- MINA, MINA, ILOILO

Plan Control No. _____					Planned Amount				Page _____ of _____ pages					
Department/ Office: ACCOUNTING 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	
1	Bond Paper Short ( Sub 16 )	105.00	30	rms	3,150.00					30	3,150.00			
2	Bond Paper Long ( Sub 16)	120.00	30	rms	3,600.00					30	3,600.00			
3	Bond Paper Short ( Sub 20 )	140.00	30	rms	4,200.00					30	4,200.00			
4	Bond Paper Long ( Sub 20)	165.00	30	rms	4,950.00					30	4,950.00			
5	My Gel Refill 0.5 ( Red )	708.00	1	box	708.00					1	708.00			
6	My Gel Refill 0.5 ( Black )	474.00	2	box	948.00					2	948.00			
7	Mongol # 1	60.00	4	box	240.00					4	240.00			
8	Brown Envelop ( Long )	60.00	3	doz	180.00					3	180.00			
9	Folder Ordinay Long	54.00	3	doz	162.00					3	162.00			
10	Folder Ordinay Short	49.00	3	doz	147.00					3	147.00			
11	Ballpen Black Ordinarya	62.00	2	box	124.00					2	124.00			
12	Scissor ( Heavy Duty )	39.50	2	pcs	79.00					2	79.00			
13	Alcohol 70%	67.50	6	bots	405.00					6	405.00			
14	Scotch Tape	15.50	8	rolls	124.00					8	124.00			
15	Staple Wire # 35	39.50	10	box	395.00					10	395.00			
16	USB Flash Drive ( 4 GB )	285.00	4	pcs	1,140.00					4	1,140.00			
17	Glue 130g	39.50	3	bots	118.50					3	118.50			
					20,670.50					-	20,670.50		-	
<p>This is to certify that the above procurement plan is in accordance with the objective of this Office</p> <p align="right">Prepared by: <u>(SGD.) ELEANOR P. PASUQUIN</u> (Head of Department/Office)</p>														

**SUPPLEMENTAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : LGU- MINA, MINA, ILOILO

Plan Control No. _____					Planned Amount				Page _____ of _____ pages					
Department/ Office: ACCOUNTING OFFICE					Regular		Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	D I S T R I B U T I O N								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
18	Paper Fastener	29.59	6	box	177.54					6	177.54			
19	Paper Clip Coated ( Big )	15.50	6	box	93.00					6	93.00			
20	Paper Clip Coated ( small)	12.00	6	box	72.00					6	72.00			
21	Liquid Correction Pen	324.00	2	doz	648.00					2	648.00			
22	Record Book 300 Leaves	49.92	4	pcs	199.68					4	199.68			
23	Record Book 200 Leaves	41.00	8	pcs	328.00					4	328.00			
	<b>Sub Total :</b>				1,518.22						1,518.22			
	<b>GRAND TOTAL :</b>				115,187.08									
<p>This is to certify that the above procurement plan is in accordance with the objective of this Office</p> <p align="right">Prepared by: <u>(SGD.) ELEANOR P. PASUQUIN</u> (Head of Department/Office)</p>														

**FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount						Page <u>1</u> of _____ pages			
Department/ Office: MBO				Regular		Contingency		Total		Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	BATTERY, size AA, alkaline, 2 pcs./packet	20.20	8	packet	161.60	2	40.40	2	40.40	2	40.40	2	40.40
2	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	95.00	2	dozens	190.00	1	95.00	-	-	1	95.00	-	-
3	HP DESKJET Ink Advantage 2060(HP 704)Black	400.00	20	pcs	8,000.00	5	2,000.00	5	2,000.00	5	2,000.00	5	2,000.00
4	HP DESKJET Ink Advantage 2060(HP 704)colored	400.00	10	pcs	4,000.00	3	1,200.00	3	1,200.00	3	1,200.00	1	400.00
5	HP DESKJET Ink Advantage1515(HP 678)colored	400.00	10	pcs	4,000.00	3	1,200.00	3	1,200.00	3	1,200.00	1	400.00
6	HP DESKJET Ink Advantage 1515(HP678)black	400.00	20	pcs	8,000.00	5	2,000.00	5	2,000.00	5	2,000.00	5	2,000.00
7	EPSON L120 Ink (red)	330.00	5	bottles	1,650.00	2	660.00	1	330.00	2	660.00	-	-
8	EPSON L120 Ink (blue )	330.00	5	bottles	1,650.00	2	660.00	1	330.00	2	660.00	-	-
9	EPSON I 120 Ink( yellow)	330.00	5	bottles	1,650.00	2	660.00	1	330.00	-	-	2	660.00
10	EPSON L 120 Ink(black)	330.00	5	bottles	1,650.00	2	660.00	1	330.00	2	660.00	-	-
11	AIR FRESHENER, 280mL/can	95.00	6	can	570.00	3	285.00	1	95.00	1	95.00	1	95.00
12	ALCOHOL, 70%, ethyl	40.13	8	bottle	321.04	2	80.26	2	80.26	2	80.26	2	80.26
13	BOND PAPER,cactus(long)	200.00	30	reams	6,000.00	3	600.00	2	400.00	10	2,000.00	15	3,000.00
14	BOND PAPER,cactus(short)	190.00	30	reams	5,700.00	3	570.00	4	760.00	8	1,520.00	15	2,850.00
15	CORRECTION PEN	13.65	10	pieces	136.50	3	40.95	3	40.95	2	27.30	2	27.30
16	ERASER, rubber	8.25	2	pieces	16.50	2	16.50	-	-	-	-	-	-
17	FOLDER, tagboard, legal size, 100s/box	5.50	30	pieces	165.00	10	55.00	5	27.50	5	27.50	10	55.00
18	FOLDER ORDINARY (long)	5.75	30	pieces	172.50	10	57.50	10	57.50	5	28.75	5	28.75
19	FOLDER ORDINARY (short)	4.50	30	pieces	135.00	5	22.50	10	45.00	10	45.00	5	22.50
20	FOLDER HOLDER	105.00	10	pieces	1,050.00	5	525.00	-	-	5	525.00	-	-
21	GLUE, all purpose	35.00	2	pieces	70.00	2	70.00	-	-	-	-	-	-
22	MARKER, permanent, green	15.29	3	pieces	45.87	2	30.58	1	15.29	-	-	-	-
23	MARKER, whiteboard pen	25.75	3	pieces	77.25	2	51.50	1	25.75	-	-	-	-
24	PAPER FASTENER,non rust metal	45.00	6	box	270.00	2	90.00	2	90.00	2	90.00	-	-
25	PAPER CLIPS,plastic big	45.75	3	box	137.25	1	45.75	1	45.75	1	45.75	-	-
26	PENTEL PEN (black)	36.00	3	piece	108.00	2	72.00	1	36.00	-	-	-	-
27	PHOTO PAPER	55.00	1	ream	55.00	1	55.00	-	-	-	-	-	-
28	RECORD BOOK, 200 pages	130.00	5	book	650.00	2	260.00	2	260.00	1	130.00	-	-
29	RECORD BOOK, 300 pages	225.00	5	book	1,125.00	2	450.00	1	225.00	1	225.00	1	225.00



30	RECORD BOOK, 500 pages	275.00	5	book	1,375.00	2	550.00	1	275.00	1	275.00	1	275.00
31	SIGN PEN,black	675.00	30	piece	20,250.00	10	6,750.00	5	3,375.00	10	6,750.00	5	3,375.00
32	SIGN PEN,red	112.50	5	piece	562.50	2	225.00	1	112.50	2	225.00	-	-
33	SIGN PEN,blue	112.50	5	piece	562.50	2	225.00	1	112.50	2	225.00	-	-
34	STAMP PAD INK,violet	60.00	3	bottle	180.00	1	60.00	1	60.00	1	60.00	-	-
35	STAMP PAD,felt pad	72.00	2	piece	144.00	1	72.00	-	-	1	72.00	-	-
36	STAPLE WIRE,standard # 35	240.00	6	box	1,440.00	2	480.00	1	240.00	1	240.00	2	480.00
37	STAPLER,big	90.00	2	piece	180.00	1	90.00	1	90.00	-	-	-	-
38	STICKER PAPER,small	495.00	5	piece	2,475.00	2	990.00	3	1,485.00	-	-	-	-
39	TAPE,transparent(1")24mm 50meters length	162.70	5	roll	813.50	2	325.40	-	-	1	162.70	2	325.40
40	CALCULATOR	170.00	2	piece	340.00	1	170.00	-	-	1	170.00	-	-
41	Ruler, Plastic, 450mm	20.00	2	pieces	40.00	1	20.00	1	20.00	-	-	-	-
42	Expanded folder long	7.00	30	pieces	210.00	10	70.00	5	35.00	10	70.00	5	35.00
43	Mailing Envelope ordinary, long	1.00	24	pieces	24.00	24	24.00	-	-	-	-	-	-
44	Sign Pen, Refill	50.00	20	pieces	1,000.00	10	500.00	5	250.00	5	250.00	-	-
45	Glue Gun, big	50.00	2	unit	100.00	2	100.00	-	-	-	-	-	-
46	CUTTER, heavy duty	80.00	2	piece	160.00	1	80.00	1	80.00	-	-	-	-
47	PUNCHER,heavy duty	110.00	2	piece	220.00	1	110.00	1	110.00	-	-	-	-
48	SCISSORS	100.00	2	piece	200.00	1	100.00	1	100.00	-	-	-	-
49	GLUE STICK	60.00	12	piece	720.00	6	360.00	-	-	6	360.00	-	-
50	BROOM, soft (tambo)	120.00	2	piece	240.00	1	120.00	1	120.00	-	-	-	-
51	DUST PAN, non-rigid plastic, with detachable handle	100.00	2	piece	200.00	1	100.00	1	100.00	-	-	-	-
52	DOORMAT	375.00	5	piece	1,875.00	2	750.00	-	-	1	375.00	2	750.00
53	Flash Drive, 8GB Push and Play	1,000.00	2	pcs	2,000.00	1	1,000.00	-	-	1	1,000.00	-	-
54	PRINTER	10,000.00	1	unit	10,000.00	1	10,000.00	-	-	-	-	-	-
55	OFFICE TABLE	5,000.00	1	unit	5,000.00	1	5,000.00	-	-	-	-	-	-
56	CAMERA	4,000.00	1	unit	4,000.00	-	-	1	4,000.00	-	-	-	-
57	OFFICE CHAIRS	6,000.00	6	pcs	36,000.00	2	12,000.00	2	12,000.00	-	-	2	12,000.00
<b>TOTAL</b>					<b>138,068.01</b>								

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

Prepared by:

(SGD.) MA. CECILIA B. CAALIM  
Municipal Budget Officer

**FDP Form 4a - Annual Procurement Plan or Procurement List**  
**ANNUAL PROCUREMENT PLAN**  
**FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____			Planned Amount				Page <u>1</u> of _____ pages						
Department/ Office: <b>M Assessor's Office</b>			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
1	AIR FRESHENER, 280mL/can	300.00	2	packet	600.00	1	300.00	1	300.00		-		-
2	ALCOHOL, 70%, ethyl, 500ml	87.50	4	dozens	350.00	2	175.00		-	2	175.00		-
3	CORRECTION PEN	33.33	6	pcs	200.00	2	66.67	2	66.67	2	66.67		-
4	DATA FILE BOX, made with chipboard, with closed ends	150.00	10	pcs	1,500.00	10	1,500.00		-		-		-
5	GLUE, all purpose, 300 grams min.	100.00	2	pcs	200.00	1	100.00		-	1	100.00		-
6	MARKER, whiteboard, bullet type, black	100.00	3	pcs	300.00	3	300.00		-		-	1	100.00
7	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	100.00	3	bottles	300.00	3	300.00		-		-		-
8	PAPER CLIP, gem type, 48mm, 100 pieces per box	200.00	4	bottles	800.00	2	400.00	1	200.00	1	200.00		-
9	PENCIL, Mongol 2	75.00	2	bottles	150.00	1	75.00		-	1	75.00		-
10	RECORD BOOK, 300 pages, size: 214mm x 278mm min	100.00	5	bottles	500.00	3	300.00	2	200.00		-		-
11	RECORD BOOK, 500 pages, size: 214mm x 278mm min	83.33	3	can	250.00	2	166.67	1	83.33		-		-
12	SIGN PEN, black	83.33	6	bottle	500.00	3	250.00	3	250.00		-		-
13	STAMP PAD INK, violet, 50mL	70.00	1	reams	70.00	1	70.00		-		-		-
14	TAPE, transparent, 24mm, 50 meters	20.00	3	reams	60.00	1	20.00		-	2	40.00		-
15	STAPLER, standard	250.00	2	pieces	500.00	2	500.00		-		-		-
16	STAPLE WIRE, Standard	100.00	2	pieces	200.00	2	200.00		-	2	200.00		-
17	CALCULATOR, COMPACT, 12 digits cap, 1 unit in individual box	250.00	2	pieces	500.00	2	500.00		-		-		-
18	Laser Jet Tuner 80A	5,666.67	3	pieces	17,000.00	2	11,333.33	1	5,666.67	2	11,333.33	1	5,666.67
19	Paper Bond (short) 8.5 x 11, Sub.20	250.00	20	pieces	5,000.00	10	2,500.00	10	2,500.00		-	1	250.00
20	Paper Bond (legal) 8.5 x 14, Sub.20	187.50	40	pieces	7,500.00	15	2,812.50	10	1,875.00	5	937.50		-
21	Transparent folder long, 10 pcs	350.00	1	pieces	350.00	1	350.00	1	350.00	1	350.00		-
22	Transparent folder short, 10 pcs	350.00	1	pieces	350.00	1	350.00	1	350.00	1	350.00		-
23	White Folder long	200.00	3	pieces	600.00	1	200.00		-		-		-
24	White folder short	200.00	3	box	600.00	1	200.00		-		-		-
25	Ballpen, Black	200.00	2	box	400.00	1	200.00		-	1	200.00		-
26	Scissors	150.00	1	piece	150.00	1	150.00		-		-		-
27	Marker, yellow	100.00	2	ream	200.00	1	100.00	1	100.00		-		-
28	Marker, Orange	100.00	2	book	200.00	1	100.00	1	100.00		-		-
29	Complete Computer Set	30,000.00	1	book	30,000.00	1	30,000.00		-		-		-
30	Computer Printer, 3n1	10,000.00	1	book	10,000.00	1	10,000.00		-		-		-

31	Swivel Chair small	5,000.00	2	piece	10,000.00	2	10,000.00		-	-	-
32	BROOM, soft (tambo)	250.00	1	piece	250.00	1	250.00		-	-	-
33	Expanded folder long(Red)	216.67	3	piece	650.00	3	650.00		-	-	-
34	Paper Fastener (Heavy Duty)	200.00	3	bottle	600.00	2	400.00		-	-	-
35	Pencil Sharpener	250.00	1	piece	250.00	1	250.00		-	-	-
36	Battery AAA	150.00	1	box	150.00	1	150.00		-	-	-
37	Computer Ink (Black)	1,500.00	1	piece	1,500.00	1	1,500.00		-	-	-
38	Computer Ink (Cyan)	1,500.00	1	piece	1,500.00	1	1,500.00		-	-	-
39	Computer Ink (Yellow)	1,500.00	1	roll	1,500.00	1	1,500.00		-	-	-
40	Computer Ink (Magenta)	1,500.00	1	piece	1,500.00	1	1,500.00		-	-	-
41	Plastic Envelop Long	150.00	3	pieces	450.00	2	300.00	1	150.00	-	-
42	Plastic Envelop Short	150.00	3	pieces	450.00	2	300.00	1	150.00	-	-
43	Brown Envelop Long	100.00	3	pieces	300.00	1	100.00	2	200.00	-	-
44	Brown Envelop Short	100.00	3	pieces	300.00	1	100.00	2	200.00	-	-
45	Plastic Cover	500.00	1	unit	500.00		-	1	500.00	-	-
46	Trush Can	150.00	2	piece	300.00	1	150.00		-	-	-
47	Numberer	75.00	2	piece	150.00	1	75.00		-	-	-
48	Pentel Pen (black)	100.00	2	piece	200.00	2	200.00		-	-	-
49	Pentel Pen (Blue & Red)	200.00	1	piece	200.00	1	200.00		-	-	-
50	Tax Declaration Cover	200.00	50	piece	10,000.00		-	50	10,000.00	-	-
51	Tax Maps Cover	500.00	10	piece	5,000.00		-	10	5,000.00	-	-
52	USB 32GB	650.00	3	piece	1,950.00	3	1,950.00		-	-	-
53	External Drive	1,500.00	2	pcs	3,000.00		-	1	1,500.00	-	-
54	Velum	10,000.00	2	unit	20,000.00		-	2	20,000.00	-	-
55	Triangular Scale	150.00	2	unit	300.00	2	300.00		-	-	-
56	Protractor	25.00	2		50.00	2	50.00		-	-	-
57	Ruler	25.00	2		50.00	2	50.00		-	-	-
58	Eraser	3.33	6		20.00	6	20.00		-	-	-
59	Steadler	3,000.00	1	unit	3,000.00	1	3,000.00		-	-	-
60	Curtain	500.00	6	pcs	3,000.00	6	3,000.00		-	-	-
<b>TOTAL</b>					<b>146,450.00</b>						

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

Prepared by:

(SGD.) DORY P. EMELO  
Municipal Assessor

**FDP Form 4a - Annual Procurement Plan or Procurement List**  
**ANNUAL PROCUREMENT PLAN**  
**FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount					Page <u>1</u> of _____ pages				
Department/ Office: MCR				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	
1.	Bond paper substance 20 short	230.00	20	reams	4,600.00	5	1,150.00	5	1,150.00	5	1,150.00	5	1,150.00
2.	Bond paper, substance 20, long	200.00	15	reams	3,000.00	5	1,000.00	5	1,000.00	3	600.00	2	400.00
3.	Ball Pen	6.00	24	Pcs	144.00	6	36.00	6	36.00	6	36.00	6	36.00
4.	Expanded Folder long	15.00	31	Pcs	465.00	20	300.00			11	165.00		
5.	Sign Pen 0.5	28.00	6	pcs	168.00	3	84.00			3	84.00		
6.	Pencil	6.00	11	pcs	66.00	4	24.00	3	18.00	4	24.00		
7.	Correction Pen	165.00	4	Pcs.	660.00	2	330.00			2	330.00		
8.	Typewriter Ribbon	46.00	8	Pcs.	368.00	2	92.00	2	92.00	2	92.00	2	92.00
9.	Carbon Paper long	790.00	1	Box	790.00	1	790.00						
10.	Paper fastener Plastic	48.00	2	Boxes	96.00	1	48.00			1	48.00		
11.	Rubbing Alcohol	98.00	2	Bots.	196.00	1	98.00			1	98.00		
12.	Computer Ink 704 Black	595.00	15	pcs	8,925.00	8	4,760.00			7	4,165.00		
13.	Mailing Envelope long	375.00	1	Box	375.00	1	375.00						
14.	Brown Envelope long	3.00	12	Pcs	36.00	12	36.00						
15.	Stamp Pad Ink	39.00	3	Bot.	117.00	1	39.00			2	78.00		
16.	Scotch Tape 1"	20.00	1	Roll	20.00	1	20.00						
17.	Staple wire No. 35	35.00	4	Boxes	140.00	2	70.00			2	70.00		
18.	Paper Clip Big	21.50	6	Boxes	129.00	3	64.50			3	64.50		
19.	Accountable Forms (Birth)	305.00	10	Pads	3,050.00	5	1,525.00			5	1,525.00		

20.	Accountable Forms (Death)	305.00	6 Pads	1,830.00	2	610.00			2	610.00		
	Sub - Total			25,175.00								

This is to certify that the above procurement plan is in accordance with the objective of the office

Prepared by: **(SGD.) MARIA C. TOMO**  
Municipal Civil Registrar





**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality: MINA

Plan Control No.				planned Amount				page 1 of 2 page					
Department /Office: LICENSING				Regular	Contingency	Total		Date Submitted:February 6, 2015					
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	
	A. Available at Procurement Service Store												
	<b>COMMON COMPUTER SUPPLIES</b>												
1	<b>EPSON PRINTER LQ310</b>	7,000	1 UNIT	7,000.00	1	7,000.00		0		0			-
2	<b>BULK INK-4COLOR (RED,BLACK, YELLOW AND BLUE I LETTER EACH</b>	330	4 bot.	1,320.00	2	660.00		0	2	660.00			-
3	CARTRIDGE RIBBON	127.76	4 pcs.	511.04	2	255.52	2	255.52		-			-
4	CARTRIDGE RIBBON REFILL	60.00	8 pcs.	480.00	2	120.00	2	120.00	2	120.00	2	120.00	120.00
5	UNIVERSAL POWER SUPPLY (UPS)	1,850.00	2 UNIT	3,700.00	2	3,700.00		-		-			-
6	COMPUTER MONITOR	3,500.00	2 UNIT	7,000.00	1	3,500.00		-	1	3,500.00			-
7	COMPUTER CPU	14,000.00	2 UNIT	28,000.00	1	14,000.00		-	1	14,000.00			-
8	COMPUTER KEY BOARD	450.00	1 unit	450.00	1	450.00		-		-			-
9	HP 704 BLACK	390.00	20 pcs.	7,800.00	7	2,730.00	5	1,950.00	5	1,950.00	3	1,170.00	1,170.00
10	HP 704 TRI-COLOR	390.00	14 pcs.	5,460.00	4	1,560.00	4	1,560.00	4	1,560.00	2	780.00	780.00
	<b>COMMON OFFICE SUPPLIES</b>		0	-		-		-		-			-
1	ALCOHOL	117.00	3 bot.	351.00	1	117.00		-	2	234.00			-
2	BALLPEN (Black & Red)	6.50	12 pcs.	78.00	4	26.00	4	26.00	2	13.00	2	13.00	13.00
3	BONDPAPER CACTUS LONG	220.00	12 ream	2,640.00	5	1,100.00	5	1,100.00	1	220.00	1	220.00	220.00
4	BONDPAPER CACTUS SHORT	185.00	12 ream	2,220.00	5	925.00	5	925.00	1	185.00	1	185.00	185.00
5	BONDPAPER ORDINARY LONG	165.00	10 ream	1,650.00	4	660.00	1	165.00	4	660.00	1	165.00	165.00
6	BONDPAPER ORDINARY SHORT	98.52	10 ream	985.20	4	394.08	1	98.52	4	394.08	1	98.52	98.52
7	BUSINESS PLATE	180.00	200 pcs.	36,000.00	150	27,000.00		-	50	9,000.00			-
8	BUSINESS PLATE STICKERS	8.50	320 pcs.	2,720.00	320	2,720.00		-		-			-
9	CALCULATOR	350.00	1 unit	350.00	1	350.00		-		-			-
10	CARBON PAPER LONG	305.41	3 box	916.23	2	610.82		-	1	305.41			-
11	CORRECTION PEN FLUID	100.00	4 pcs.	400.00	2	200.00		-	2	200.00			-
12	COTTON (Big)	150.00	1 pack	150.00	1	150.00		-		-			-



13	DOORMAT	65.00	4	pcs.	260.00	2	130.00		-	2	130.00		-
14	DOUBLE SIDED TAPE	25.00	2	roll	50.00	2	50.00		-		-		-
15	ERASER RUBBER	3.28	4	pcs.	13.12	2	6.56		-	2	6.56		-
16	FOLDER HOLDER	100.00	20	pcs.	2,000.00	10	1,000.00	10	1,000.00		-		-
17	FOLDER LONG EXPANDED	155.00	6	dozen	930.00	4	620.00		-	2	310.00		-
18	FOLDER SHORT EXPANDED	150.00	4	dozen	600.00	4	600.00		-		-		-
19	LUTOS HIGHLIGHTER (COLOR YELLOWGREEN)	22.00	2	pcs.	44.00	2	44.00		-		-		-
21	MUNICIPAL PLATE (BICYCLE)	65.00	100	pcs.	6,500.00	100	6,500.00		-		-		-
22	MUNICIPAL PLATE (TRICYCLE)	65.00	100	pcs.	6,500.00	100	6,500.00		-		-		-
23	MUNICIPAL PLATE (TRISIKAD)	55.00	135	pcs.	7,425.00	132	7,260.00		-	3	165.00		-
24	PLASTIC FOLDER CLEAR BOOK ( COMIX BRAND ASSTD. COLOR LONG	4.00	1	doz	48.00	1	4.00		-		-		-
25	PAPER CLIP ASSTD. COLOR COATED	25.00	6	box	150.00	3	75.00		-	3	75.00		-
26	PAPER FASTENER ASSTD. COLOR	35.00	6	pcs.	210.00	4	140.00		-	2	70.00		-
27	PAPER FASTENER PLASTIC (EXPANDED)	68.63	2	box	137.26	2	137.26		-		-		-
28	PENCIL MONGOL # 2	5.00	12	pcs.	60.00	1	5.00		-		-		-
29	PENCIL SHARPENER (1 unit)	423.00	1	unit	423.00	1	423.00		-		-		-
30	PENTELPEN (BLACK & BLUE)	15.29	2	pcs.	30.58	1	15.29		-	1	15.29		-
31	PRINTER INK 1 LITTER	6,000.00	1	lit.	6,000.00	1	6,000.00		-		-		-
32	RAGS	5.50	2	pcs.	11.00		-		-	1	5.50	1	5.50
33	RECORD BOOK, 200 PAGES	33.50	4	pcs.	134.00	4	134.00		-		-		-
34	RECORD BOOK, 500 PAGES	87.36	3	pcs.	262.08	3	262.08		-		-		-
35	REDSTONE PASTE	35.00	2	pcs.	70.00	2	70.00		-		-		-
36	RULLER PLASTIC	19.66	5	pcs.	98.30	5	98.30		-		-		-
37	REFLECTORIZED STICKER # 2	4,425.00	2	roll	8,850.00	2	8,850.00		-		-		-
38	SCOTCH TAPE # 1	19.00	4	roll	76.00	2	38.00		-	2	38.00		-
39	SIGN PEN PILOTG-TECH-C3	27.00	4	pcs.	108.00	2	54.00		-	2	54.00		-
40	SIGN PEN REFILL	20.00	8	pcs.	160.00	4	80.00		-	4	80.00		-
41	SOFT BROOM (TAMBOO)	92.82	2	pcs.	185.64	2	185.64		-		-		-
42	STAMP INK (VIOLET)	25.00	1	bot.	25.00	1	25.00		-		-		-
43	STAPLE WIRE # 10	23.26	4	box	93.04	2	46.52		-	2	46.52		-
44	STAPLE WIRE # 35	50.00	6	box	300.00	4	200.00		-	2	100.00		-
45	STAPLE WIRE REMOVER	18.02	3	pcs.	54.06	2	36.04		-	1	18.02		-
46	STAPLER MAX MEDIUM # 35	117.72	2	pcs.	235.44	2	235.44		-		-		-
47	STAPLER MAX SMALL # 10	98.50	1	pcs.	98.50		-		-	1	98.50		-

48	TYPEWRITER RIBBON	16.38	5		81.90	3	49.14	2	32.76		-		-
49	TRISIKAD ID CARD	10.57	300	pcs.	3,171.00	300	3,171.00		-		-		-
50	WYTEBOARD MARKER (BLACK)	12.88	6	pcs.	77.28	2	25.76		-	2	25.76	2	25.76
<b>OFFICE EQUIPMENT</b>													
1	STEEL CABINET	7,000.00	1	unit	7,000.00	1	7,000.00		0		-		0
2	WOODEN OFFICE CHAIR	1,300.00	2	pcs.	2,600.00	2	2,600.00		0		-		0
3													
<b>GRAND TOTAL</b>					165,253.67		120,899.45		7,232.80		34,239.64		2,782.78

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

Noted by:

(SGD.) MARIA C. TOMO  
Licensing officer-Designate

Prepared by:

(SGD.) FRANCISCO E. GAMUZA  
Messenger/Licensing Staff

ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City of Municipality: MINA

Plan Control No. _____				Planned Amount	Page 1 of _2_ pages							
Department/Office: MINA PUBLIC MARKET				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
1	Parchment Paper A4 size, 100 pcs	150.00	100 pcs	150.00			100 pcs	150.00				
2	Paper Fastener	65.00	2 box	130.00			2 boxes	130.00				
3	Paper Clip	38.00	2 boxes	76.00			2 boxes	76.00				
4	Record Book 500 leaves	85.00	5 pcs	425.00								
5	Record Book 300 leaves	80.00	5 pcs	400.00								
6	Sign pen, black	60.00	6 pcs	360.00								
7	Staple Wire #35	50.00	2 boxes	100.00	2 box	100.00						
8	Scotch Tape 1"	28.00	3 pcs	84.00	3 pcs	84.00						
9	Packing Tape	40.00	3 pcs	120.00								
10	Bond Paper, short (Substance 16)	195.00	6 rms	1,170.00			3 rms	585.00				
11	Bond Paper, long (Substance 16)	200.00	6 rms	1,200.00			3 rms	600.00				
12	Bond Paper, Short, cactus	190.00	6 rms	1,140.00								
13	Bond paper, Long , Cactus	220.00	6 rms	1,320.00								
14	Folder, long 14 pts	75.00	2 doz	150.00								
15	Expanded Folder, Long	96.00	1 doz	96.00								
16	Carbon Paper, long plastofoil	815.00	2 box	815.00			1 box	815.00				
17	Computer Ribbon, Epson (refill)	45.00	2 doz	1,080.00					1 doz	540.00		
18	Printer Ink L210 Epson	395.00	6 bot	2,370.00					3 botls	1,185.00		
19	Cash Book 6 columns	230.00	2 pcs	460.00	2 pcs	230.00						
20	Working Gloves	45.00	3 pairs	135.00	3 pairs	135.00						
<b>Maintenance of Cleanliness</b>												
1	Muriatic Acid	165.00	2 gal	330.00	2 gals	330.00						
2	Detergent Powder	145.00	4 kls	290.00	2 kls							
3	Toilet Bowl Cleaner	280.00	4 btls	1,120.00								
4	Zonrox	160.00	2 gal	320.00								
5	Toilet Brush, long handle	90.00	1 pc	90.00								
6	Soft Broom	100.00	6 pcs	600.00								
7	Dust Pan	65.00	4 pcs	260.00								
<b>TOTAL</b>				<b>14,791.00</b>								

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

Prepared by:

(SGD.) EMILYN P. FONTANILLA

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City of Municipality: MINA

Plan Control No. _____				Planned Amount	Page 2 of _2_ pages								
Department/Office: MINA PUBLIC MARKET				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	
1	Hole Digger	1,000.00	1	1,000.00	1	1,000.00							
2	Sander	3,000.00	1	3,000.00									
3	Expanded Ladder (Aluminum)	15,000.00	1	15,000.00					1	15,000.00			
4	Cement 40 kgs.	300.00	10	3,000.00									
5	Vulcaseal	160.00	5 lit	800.00									
6	Welding Rod	120.00	5 kls	600.00									
7	Tie Wire #16	90.00	5 kls	450.00									
8	RSB 10 mm	115.00	10 pcs	1,150.00									
9	LED Bulb 9 watts	250.00	30 pcs	7,500.00									
10	GI Sheet plain	196.00	10	1,960.00									
11	Grass Cutter	15,000.00	1	15,000.00									
12	Padlock Heavy duty	250.00	8	2,000.00			8 pcs	2,000.00					
13	Gate Valve	3,000.00	1	3,000.00									
14	Marine Plywood	480.00	20	9,600.00									
15	Enamel paint	587.00	10 gals	5,870.00									
<b>Furnitures &amp; Fixtures</b>													
1	Office Tables	7,000.00	2	14,000.00			2 units	14,000.00					
2	Monobloc chairs	600.00	10	6,000.00					10pcs	6,000.00			
<b>SUB TOTAL</b>				<b>89,930.00</b>									
<b>GRAND TOTAL</b>				<b>104,721.00</b>									
This is to certify that the above procurement plan is in accordance with the objective of this office					Prepared by:		(SGD.) EMILYN P. FONTANILLA OIC - Market Supervisor						

FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount			Page <u>1</u> of _____ pages					
Department/ Office: <u>Municipal Engineering Office</u>				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
1	RIBBON, CARTRIDGE, LX PRINTER	702.00	10 pcs	7,020.00	3	2,106.00	3	2,106.00	2	1,404.00	2	1,404.00
2	RIBBON, REFILL, LX PRINTER	216.00	10 rolls	2,160.00	3	648.00	3	648.00	2	432.00	2	432.00
3	HP 704 BLACK INK	1,584.00	10 pcs	15,840.00	4	6,336.00	2	3,168.00	2	3,168.00	2	3,168.00
4	HP 704 COLORED INK	1,782.00	10 pcs	17,820.00	3	5,346.00	3	5,346.00	2	3,564.00	2	3,564.00
5	ALCOHOL	46.80	5 bottles	234.00	2	93.60	1	46.80	1	46.80	1	46.80
6	BALLPEN (BLACK & RED)	13.00	4 boxes	52.00	2	26.00	0	-	1	13.00	1	13.00
7	BOND PAPER CACTUS (LONG)	1,100.00	12 rms	13,200.00	5	5,500.00	3	3,300.00	2	2,200.00	2	2,200.00
8	BOND PAPER CACTUS (SHORT)	1,783.93	14 rms	24,975.00	5	8,919.64	3	5,351.79	3	5,351.79	3	5,351.79
9	BOND PAPER ORDINARY (LONG)	1,178.57	14 rms	16,500.00	5	5,892.86	2	2,357.14	2	2,357.14	5	5,892.86
10	BOND PAPER ORDINARY (SHORT)	492.60	12 rms	5,911.20	5	2,463.00	3	1,477.80	2	985.20	2	985.20
11	FOLDER ORDINARY (LONG)	442.26	2 dozens	884.52	1	442.26	0	-	1	442.26	0	-
12	FOLDER ORDINARY (SHORT)	200.00	2 dozens	400.00	1	200.00	0	-	1	200.00	0	-
13	CARBON PAPER (LONG)	244.33	5 boxes	1,221.64	2	488.66	1	244.33	0	-	2	488.66
14	CORRECTION PEN/FLUID	171.43	7 pcs	1,200.00	3	514.29	2	342.86	2	342.86	0	-
15	DOUBLE SIDED TAPE	33.33	3 rolls	100.00	2	66.67	0	-	2	66.67	0	-
16	FOLDER EXPANDED (LONG)	51.67	3 dozens	155.00	1	51.67	1	51.67	0	-	1	51.67
17	LUTOS HIGHLIGHTER (YELLOW GREEN)	22.00	4 pcs	88.00	2	44.00	0	-	2	44.00	0	-
18	TIMEBOOK & PAYROLL	50.00	6 rms	300.00	3	150.00	1	50.00	1	50.00	1	50.00
19	PAPER FASTENER ASTTD. COLOR	78.75	8 boxes	630.00	3	236.25	2	157.50	0	-	3	236.25
20	PAPER CLIP ASSTD. COLOR COATED	12.50	4 boxes	50.00	2	25.00	1	12.50	0	-	1	12.50
21	PENCIL MONGOL #2	5.00	4 boxes	20.00	2	10.00	0	-	2	10.00	0	-
22	PENTEL PEN (BLACK)	15.29	4 pcs	61.16	2	30.58	0	-	0	-	2	30.58
23	WHITE BOARD PEN (BLACK)	17.17	6 pcs	103.04	2	34.35	2	34.35	0	-	2	34.35
24	RULER	19.66	4 pcs	78.64	2	39.32	0	-	2	39.32	0	-
25	RECORD BOOK, 200 PAGES	50.25	6 pcs	301.50	3	150.75	0	-	3	150.75	0	-
26	SCOTCH TAPE, 1"	28.50	6 rolls	171.00	3	85.50	0	-	3	85.50	0	-
27	SIGN PEN MY GEL	36.00	6 pcs	216.00	2	72.00	2	72.00	0	-	2	72.00
28	SIGN PEN, REFILL (MY GEL)	40.00	8 pcs	320.00	4	160.00	0	-	4	160.00	0	-
29	PLASTOFOIL CARBON	150.00	6 boxes	900.00	3	450.00	0	-	3	450.00	0	-
30	STAPLE WIRE #35	75.00	6 boxes	450.00	3	225.00	0	-	3	225.00	1	75.00
31	STAPLE WIRE REMOVER	27.75	4 pcs	111.00	2	55.50	0	-	1	27.75	0	-
32	PUNCHER, HEAVY DUTY	97.00	2 pcs	194.00	0	-	1	97.00	0	-	1	97.00
33	CUTTER, HEAVY DUTY	63.00	2 pcs	126.00	2	126.00	0	-	0	-	0	-
34	STAPLER, HEAVY DUTY, STANDARD	472.00	4 pcs	1,888.00	2	944.00	0	-	2	944.00	0	-
35	SCISSOR, 6"	28.00	2 pairs	56.00	2	56.00	0	-	0	-	0	-
36	STICKING PAD COLOR COATED	90.00	2 pads	180.00	2	180.00	0	-	0	-	0	-
37	STAMP PAD INK, VIOLET, 50ML	25.00	1 bottle	25.00	1	25.00	0	-	0	-	0	-

38	SWIVEL CHAIR	4,500.00	1	unit	4,500.00	0	-	1	4,500.00	0	-	0	-
39	STEEL CABINET	4,500.00	1	unit	4,500.00	0	-	1	4,500.00	0	-	0	-
40	TABLE	7,000.00	2	unit	14,000.00	0	-	2	14,000.00	0	-	0	-
41	CLUTCH CARRIER	1,900.00	2	pcs	3,800.00	1	1,900.00	0	-	1	1,900.00	0	-
42	CLUTCH CABLE	3,800.00	1	pc	3,800.00	1	3,800.00	0	-	0	-	0	-
43	OIL SEAL	1,285.71	7	pcs	9,000.00	2	2,571.43	3	3,857.14	2	2,571.43	0	-
44	195 R14 8PR ECOVAN/FEDERAL	4,500.00	2	pcs	9,000.00	1	4,500.00	0	-	1	4,500.00	0	-
45	HYDRAULIC HOSE	1,800.00	2	pcs	3,600.00	1	1,800.00	0	-	1	1,800.00	0	-
46	HUB BOLT W/ NUT	680.00	2	pcs	1,360.00	1	680.00	0	-	1	680.00	0	-
47	HOSE REPEATING	625.00	2	pcs	1,250.00	2	1,250.00	0	-	0	-	0	-
48	O-RING	120.00	6	pcs	720.00	2	240.00	2	240.00	0	-	2	240.00
49	THREE BOND	180.00	4	pcs	720.00	2	360.00	0	-	2	360.00	0	-
50	SILICONE	210.00	2	pcs	420.00	1	210.00	0	-	1	210.00	0	-
51	OIL FILTER	400.00	3	pcs	1,200.00	1	400.00	1	400.00	0	-	1	400.00
52	CLUTCH BOOSTER ASSY	3,750.00	2	sets	7,500.00	1	3,750.00	0	-	1	3,750.00	0	-
53	STARTER BRUSH	650.00	1	set	650.00	1	650.00	0	-	0	-	0	-
54	STARTER ARMATURE	5,500.00	1	set	5,500.00	1	5,500.00	0	-	0	-	0	-
55	BATTERY TERMINAL	240.00	4	pcs	960.00	2	480.00	2	480.00	0	-	0	-
56	BATTERT MOTOLITE (21 PLATES)	4,250.00	2	pcs	8,500.00	1	4,250.00	0	-	1	4,250.00	0	-
57	AXLE SHAFT ASSY	12,500.00	1	set	12,500.00	1	12,500.00	0	-	0	-	0	-
58	BEARING (INNER/OUTER)	1,166.67	3	pcs	3,500.00	2	2,333.33	0	-	1	1,166.67	0	-
59	OIL SEAL (INNER)	1,200.00	1	pcs	1,200.00	1	1,200.00	0	-	0	-	0	-
60	OIL SEAL (OUTER)	1,800.00	1	pcs	1,800.00	1	1,800.00	0	-	0	-	0	-
61	DRAGLINK BOLT	400.00	3	pcs	1,200.00	1	400.00	1	400.00	0	-	1	400.00
62	BRAKE SHOE ASSY	1,166.67	3	sets	3,500.00	3	3,500.00	0	-	0	-	0	-
63	PTO SHAFT ASSEMBLY W/ CROSS JOINT	2,600.00	2	sets	5,200.00	2	5,200.00	0	-	0	-	0	-
64	SIDE MIRROR	350.00	2	pcs	700.00	2	700.00	0	-	0	-	0	-
65	BOLT	65.00	6	pcs	390.00	2	130.00	2	130.00	2	130.00	0	-
66	BATTERY	4,500.00	2	pcs	9,000.00	2	9,000.00	0	-	0	-	0	-
67	IC RECTIFIER	2,200.00	1	set	2,200.00	1	2,200.00	0	-	0	-	0	-
68	AMPERE GAUGE	980.00	2	pcs	1,960.00	2	1,960.00	0	-	0	-	0	-
69	CROSS JOINT	3,500.00	4	sets	14,000.00	1	3,500.00	1	3,500.00	1	3,500.00	1	3,500.00
70	OIL SEAL (CENTER BEARING)	200.00	2	pcs	400.00	2	400.00	0	-	0	-	0	-
71	CYLINDER HEAD GUT	1,000.00	5	pcs	5,000.00	2	2,000.00	0	-	0	-	0	-
72	VALVE COVER SET	350.00	4	pcs	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
73	WATER PUMP GASKET	480.00	2	pcs	960.00	2	960.00	0	-	0	-	0	-
74	NOZZLE WASHER	120.00	2	pcs	240.00	2	240.00	0	-	0	-	0	-
75	ORING CYLINDER HEAD	90.00	2	pcs	180.00	2	180.00	0	-	0	-	0	-
76	ENGINE VALVE	3,250.00	2	sets	6,500.00	2	6,500.00	0	-	0	-	0	-
77	VALVE GUIDE	1,750.00	2	sets	3,500.00	2	3,500.00	0	-	0	-	0	-
78	INJECTION PUMP CALIBRATION	1,750.00	2	pcs	3,500.00	2	3,500.00	0	-	0	-	0	-
79	INJECTION PUMP PISTON	460.00	2	pcs	920.00	2	920.00	0	-	0	-	0	-
80	INJECTION PUMP GASKET	120.00	2	pcs	240.00	2	240.00	0	-	0	-	0	-

81	DELIVERY VALVE	340.00	2	pcs	680.00	2	680.00	0	-	0	-	0	-
82	PLUNGER	750.00	2	pcs	1,500.00	2	1,500.00	0	-	0	-	0	-
83	CHECK VALVE	60.00	2	pcs	120.00	2	120.00	0	-	0	-	0	-
84	CARBON BRUSH	850.00	2	sets	1,700.00	2	1,700.00	0	-	0	-	0	-
85	BRAKE SHOE SPRING	380.00	2	pcs	760.00	2	760.00	0	-	0	-	0	-
86	BATTERY N70	4,500.00	3	pcs	13,500.00	1	4,500.00	1	4,500.00	0	-	1	4,500.00
87	PROPPLER BOLT	195.00	2	pcs	390.00	2	390.00	0	-	0	-	0	-
88	16PR TUBE TYPE NYLON 17.5X25	4,500.00	2	pcs	9,000.00	2	9,000.00	0	-	0	-	0	-
89	12PR NYLON 7.00-15LT	4,500.00	2	pcs	9,000.00	2	9,000.00	0	-	0	-	0	-
90	CONNECTING ROD BEARING STD	2,500.00	1	set	2,500.00	1	2,500.00	0	-	0	-	0	-
91	OVERHAULING GASKET 6D 14	12,500.00	1	set	12,500.00	1	12,500.00	0	-	0	-	0	-
92	GASKET CEMENT	7,800.00	1	can	7,800.00	1	7,800.00	0	-	0	-	0	-
93	SILICON GASKET MAKER (HI-TEMP.)	6,500.00	1	tube	6,500.00	1	6,500.00	0	-	0	-	0	-
94	INTAKE & EXHAUST VALVE	3,500.00	1	set	3,500.00	1	3,500.00	0	-	0	-	0	-
95	VALVE SET	8,500.00	1	set	8,500.00	1	8,500.00	0	-	0	-	0	-
96	BUCKET	1,200.00	1	pc	1,200.00	1	1,200.00	0	-	0	-	0	-
97	CARRIER	5,500.00	2	sets	11,000.00	2	11,000.00	0	-	0	-	0	-
98	U CLAMP	1,200.00	2	sets	2,400.00	2	2,400.00	0	-	0	-	0	-
99					-		-		-		-		-
100					-		-		-		-		-
<b>TOTAL</b>		<b>164,608.84</b>			<b>367,462.70</b>								

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

Prepared by:

(SGD.) LICERIO C. PATINGO  
MGDH (GSO) / ICO-MEO

FDP Form 4a - Annual Procurement Plan or Procurement List  
**ANNUAL PROCUREMENT PLAN**  
 FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount				Page <u>1</u> of _____ pages				
Department/ Office: Bureau of Fire Protection				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
1	Bond Paper, Long Subs. 20	240.00	35 rms	<b>8,400.00</b>	20	<b>4,800.00</b>	5	<b>1,200.00</b>	5	<b>1,200.00</b>	5	<b>1,200.00</b>
2	Bond Paper, Short Subs. 20	240.00	35 rms	<b>8,400.00</b>	20	<b>4,800.00</b>	5	<b>1,200.00</b>	5	<b>1,200.00</b>	5	<b>1,200.00</b>
3	Computer Ink Epson Black	1,500.00	5 btls	<b>7,500.00</b>	3	<b>4,500.00</b>		-	2	<b>3,000.00</b>		-
4	Computer Ink Epson Yellow	1,500.00	3 btls	<b>4,500.00</b>	2	<b>3,000.00</b>		-	1	<b>1,500.00</b>		-
5	Computer Ink Epson Cyan	1,500.00	3 btls	<b>4,500.00</b>	2	<b>3,000.00</b>		-	1	<b>1,500.00</b>		-
6	Computer Ink Epson Magenta	1,500.00	3 btls	<b>4,500.00</b>	2	<b>3,000.00</b>		-	1	<b>1,500.00</b>		-
7	Stapler	150.00	2 pcs	<b>300.00</b>	2	<b>300.00</b>		-		-		-
<b>TOTAL</b>		<b>6,630.00</b>		<b>38,100.00</b>								

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

Prepared by:

\_\_\_\_\_  
**(SGD.) SFO1 JOHN P. BRILLO**  
 OIC, Municipal Fire Marshal



**FDP Form 4a - Annual Procurement Plan or Procurement List**  
**ANNUAL PROCUREMENT PLAN**  
**FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount			Page <u>1</u> of _____ pages					
Department/ Office: <b>General Services Office</b>				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
1	AIR FRESHENER, 280mL/can	120.00	5 cans	600.00	2	240.00	2	240.00	-	-	1	120.00
2	ALCOHOL, 70%, ethyl, 500ml	50.00	6 btls	300.00	2	100.00	2	100.00	-	-	2	100.00
3	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	30.00	6 pcs	180.00	2	60.00	2	60.00	-	-	2	60.00
4	DATA FILE BOX, made with chipboard, with closed ends	100.00	20 boxes	2,000.00	20	2,000.00	-	-	-	-	-	-
5	GLUE, all purpose, 300 grams min.	35.00	2 btls	70.00	1	35.00	-	-	-	-	1	35.00
6	MARKER, whiteboard, bullet type, black	25.00	3 pcs	75.00	3	75.00	-	-	-	-	-	-
7	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	-	3 pad	-	3	-	-	-	-	-	-	-
8	PAPER CLIP, gem type, 48mm, 100 pieces per box	20.00	4 boxes	80.00	2	40.00	1	20.00	-	-	1	20.00
9	PENCIL, lead, w/eraser, One(1) dozen per box	72.00	2 boxes	144.00	1	72.00	-	-	-	-	1	72.00
10	PHILIPPINE NATIONAL FLAG	3,000.00	3 pcs	9,000.00	1	3,000.00	1	3,000.00	-	-	1	3,000.00
11	RECORD BOOK, 300 pages, size: 214mm x 278mm min	225.00	5 books	1,125.00	3	675.00	2	450.00	-	-	-	-
12	RECORD BOOK, 500 pages, size: 214mm x 278mm min	275.00	3 books	825.00	2	550.00	1	275.00	-	-	-	-
13	RING BINDER, Plastic 32mm, 10 pieces per bundle	35.00	2 bundle	70.00	2	70.00	-	-	-	-	-	-
14	SIGN PEN, black	337.50	10 pcs	3,375.00	6	2,025.00	-	-	-	-	4	1,350.00
15	STAMP PAD INK, violet, 50mL	36.00	1 btls	36.00	1	36.00	-	-	-	-	-	-
16	TAPE, transparent, 24mm, 50 meters	297.00	3 rolls	891.00	1	297.00	-	-	-	-	2	594.00
17	STAPLER, standard	90.00	2 unit	180.00	2	180.00	-	-	-	-	-	-
18	STAPLE WIRE, Standard	200.00	4 boxes	800.00	2	400.00	-	-	-	-	2	400.00
19	CALCULATOR, COMPACT, 12 digits cap, 1 unit in individual box	170.00	2 units	340.00	2	340.00	-	-	-	-	-	-
20	PUSH PIN, flat head type, assorted colors, 100 pieces per case	70.00	2 case	140.00	1	70.00	-	-	-	-	1	70.00
21	HP 704 colored	400.00	10 cart	4,000.00	4	1,600.00	4	1,600.00	-	-	2	800.00
22	Hp 704 black	400.00	10 cart	4,000.00	4	1,600.00	4	1,600.00	-	-	2	800.00
23	LX 300 cartridge	-	5 cart	-	3	-	-	-	-	-	2	-
24	Paper Bond (short) 8.5 x 11, Sub.20	220.00	15 rms	3,300.00	5	1,100.00	5	1,100.00	-	-	5	1,100.00
25	Paper Bond (legal) 8.5 x 14, Sub.20	220.00	15 rms	3,300.00	5	1,100.00	5	1,100.00	-	-	5	1,100.00
26	Sticker Paper A4, 50pcs	70.00	1 pack	70.00	1	70.00	-	-	-	-	-	-
27	Transparent folder long, 10 pcs	70.00	3 packs	210.00	1	70.00	1	70.00	-	-	1	70.00
28	Transparent folder short, 10 pcs	50.00	3 packs	150.00	1	50.00	1	50.00	-	-	1	50.00

29	White Folder long, 100 pcs	155.00	1	rms	155.00	1	155.00	-	-	-
30	White folder short, 100 pcs	150.00	1	rms	150.00	1	150.00	-	-	-
31	Ballpen, Black, 50 pcs	75.00	2	boxes	150.00	1	75.00	-	-	1 75.00
32	Scissors	100.00	1	pair	100.00	1	100.00	-	-	-
33	Marker, yellow	100.00	2	pcs	200.00	2	200.00	-	-	-
34	Marker, Orange	100.00	2	pcs	200.00	2	200.00	-	-	-
35	Complete Computer Set	32,000.00	1	unit	32,000.00	1	32,000.00	-	-	-
36	Computer Printer, 3n1	6,000.00	1	unit	6,000.00	1	6,000.00	-	-	-
37	Swivel Chair small	2,000.00	2	units	4,000.00	2	4,000.00	-	-	-
38	Steel Cabinet, 4 drawers	4,500.00	1	unit	4,500.00	1	4,500.00	-	-	-
39	BROOM, soft (tambo)	120.00	5	pcs	600.00	3	360.00	-	-	2 240.00
40	BROOM, stick (tingting)	100.00	5	pcs	500.00	3	300.00	-	-	2 200.00
41	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	150.00	5	btls	750.00	3	450.00	-	-	2 300.00
42	DETERGENT POWDER, all purpose, 1kilo/pouch	80.00	5	pouch	400.00	3	240.00	-	-	2 160.00
43	DISINFECTANT SPRAY, 400-550 grams	70.00	2	btls	140.00	1	70.00	-	-	1 70.00
44	Garbage Bag (large)	9.00	200	pcs	1,800.00	100	900.00	-	-	100 900.00
45	Garbage Bin Plastic with Cover	80.00	3	units	240.00	3	240.00	-	-	-
46	Muriatic Acid	300.00	4	liters	1,200.00	2	600.00	-	-	2 600.00
47	Boots	500.00	3	pairs	1,500.00	3	1,500.00	-	-	-
49	Rubber Gloves	200.00	6	pairs	1,200.00	6	1,200.00	-	-	-
<b>TOTAL</b>					<b>91,046.00</b>					

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

Prepared by:

(SGD.) LICERIO C. PATINGO  
MGDH (GSO) / ICO-MEO

**FDP Form 4a - Annual Procurement Plan or Procurement List**  
**ANNUAL PROCUREMENT PLAN**  
**FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount			Page <u>1</u> of _____ pages					
Department/ Office: <u>Dental Health Office</u>				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
1	1. Cotton Balls (300 balls/pad)	150	24 packs	3,600.00	6	900.00	6	900.00	6	900.00	6	900.00
2	2. Latex Disposable Examination Gloves	125	5 bxs	625.00	2	250.00	2	250.00	1	125.00	0	-
3	3. Providone Iodine 1% Oral Antiseptic ( Betadine 240 ml)	200	10 btls	2,000.00	5	1,000.00	2	400.00	3	600.00	0	-
4	4. Isophrphyl Alcohol 70% (500ml)	90	10 btls	900.00	5	450.00	0	-	5	450.00	0	-
5	5. Terumo Dental Needle ( Gauge 30 Short)	800	5 bxs	4,000.00	3	2,400.00	2	1,600.00	0	-	0	-
6	6. Lidocaine Topica/ Anesthesia (Ointment)	1340	5 btls	6,700.00	3	4,020.00	2	2,680.00	0	-	0	-
7	7. Lidocaine Anesthesia capsule 2%	800	10 bxs	8,000.00	5	4,000.00	0	-	5	4,000.00	0	-
8	8. Disposable Face Mask ( Earloop )	125	5 bxs	625.00	2	250.00	2	250.00	1	125.00	0	-
9	9. Fluoride Varnish	1700	6 bxs	10,200.00	3	5,100.00	3	5,100.00	0	-	0	-
10	10. Record Book	75	10 pcs	750.00	5	375.00	5	375.00	0	-	0	-
11	11. Stapeler	125	2 pcs	250.00	1	125.00	1	125.00	0	-	0	-
12	12. Scissor	75	2 pcs	150.00	1	75.00	1	75.00	0	-	0	-
13	13. Staple Wire	21.5	5 pcs	107.50	3	64.50	2	43.00	0	-	0	-
14	14. Bars Soap	24	5 pcs	120.00	3	72.00	2	48.00	0	-	0	-
15	15. Safeguard Soap	50	5 pcs	250.00	3	150.00	2	100.00	0	-	0	-
16	16. Lysol Spray	450	3 btls	1,350.00	2	900.00	1	450.00	0	-	0	-
17	17. Bond Paper ( Long )	180	10 rms	1,800.00	5	900.00	5	900.00	0	-	0	-
18	18. Bond Paper ( Short )	180	10 rms	1,800.00	5	900.00	5	900.00	0	-	0	-
19	19. Typing Correction Fluid	50	5 pcs	250.00	3	150.00	2	100.00	0	-	0	-
20	20. Ballpens/SIGN PEN ( Red, Blue, Black )	30	10 pcs	300.00	5	150.00	5	150.00	0	-	0	-
21	21. Pentelpens ( Red, Blue, Black )	350	1 bxs	350.00	1	350.00	0	-	0	-	0	-
22	22. Garbage Cans	270	5 pcs	1,350.00	3	810.00	2	540.00	0	-	0	-
23	23. White Bord Marker	24	2 pcs	48.00	1	24.00	1	24.00	0	-	0	-
24	24. Towels	45	5 pcs	225.00	3	135.00	2	90.00	0	-	0	-
25	25. Floormat	60	2 pcs	120.00	1	60.00	1	60.00	0	-	0	-
26	26. Brown Envelopes	8	100 pcs	800.00	50	400.00	50	400.00	0	-	0	-
27	27. White Folder ( Long )	6	200 pcs	1,200.00	100	600.00	100	600.00	0	-	0	-
28	28. Calculator	200	2 pcs	400.00	1	200.00	1	200.00	0	-	0	-
29	29. Liquid Hand Soap	180	3 btls	540.00	2	360.00	1	180.00	0	-	0	-

30	30. Antibac Diswashing Soap	100	5	pcs	500.00	3	300.00	2	200.00	0	-	0	-
31	31. Printer Ink (EPSON)	6000	1	unit	6,000.00	1	6,000.00	0	-	0	-	0	-
32	Black	90	5	btls	450.00	3	270.00	2	180.00	0	-	0	-
33	Blue	125	2	btls	250.00	1	125.00	1	125.00	0	-	0	-
34	Yellow	125	2	btls	250.00	1	125.00	1	125.00	0	-	0	-
35	Red	125	2	btls	250.00	1	125.00	1	125.00	0	-	0	-
36	32. Zonrox	50	2	gals	100.00	1	50.00	1	50.00	0	-	0	-
37	33. Filing Cabinet	4000	2	pcs	8,000.00	1	4,000.00	1	4,000.00	0	-	0	-
38	34. Bond paper cactus long	180	5	rms	900.00	3	540.00	2	360.00	0	-	0	-
39	35. Bond paper cactus short	180	5	rms	900.00	3	540.00	2	360.00	0	-	0	-
40	36. Tissue Paper	10	0	pcs	-	0	-	0	-	0	-	0	-
	<b>Common Dental Equipment</b>				-	0	-	0	-	0	-	0	-
1	1. Electric Sterilizer	3000	1	unit	3,000.00	1	3,000.00	0	-	0	-	0	-
2	2. Adult Surgical Instruments ( For Extraction )	5000	1	unit	5,000.00	1	5,000.00	0	-	0	-	0	-
3	3. Gum Seperators	600	5	units	3,000.00	3	1,800.00	2	1,200.00	0	-	0	-
4	4. Gum Elevators ( Wide Tip )	800	5	units	4,000.00	3	2,400.00	2	1,600.00	0	-	0	-
5	5. Scalers	250	20	pcs	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
6	6. Mouth Mirror	50	2	pcs	100.00	1	50.00	1	50.00	0	-	0	-
7	7. Cotton Pliers	50	2	pcs	100.00	1	50.00	1	50.00	0	-	0	-
8	8. Stainless Glass	1000	5	pcs	5,000.00	3	3,000.00	2	2,000.00	0	-	0	-
9	9. Explorer	50	2	pcs	100.00	1	50.00	1	50.00	0	-	0	-
10	10. Stainless Tray	600	2	pcs	1,200.00	1	600.00	1	600.00	0	-	0	-
11	11. Surgical instruments for Extraction ( Pede )	3000	2	unit	6,000.00	1	3,000.00	1	3,000.00	0	-	0	-
	<b>TOTAL</b>				<b>98,910.50</b>								

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

Prepared by:

\_\_\_\_\_  
(SGD.) MAE B. LUBATON  
Dentist II

FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount			Page <u>1</u> of _____ pages						
Department/ Office: <u>Mayor's Office</u>				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	
1	BATTERY, SIZE AA, ALKALINE 2PCS/PACKET	18.00	10 packet	180.00	5	90.00		-		-	5	90.00	
2	DVD RE-WRITABLE, 4X SPEED 4.7GB CAPACITY	30.00	50 pcs.	1,500.00	25	750.00		-		-	25	750.00	
3	DESK JET INK ADVANTAGE 1515 (HP 678) COLORED	450.00	20 pcs.	9,000.00	5	2,250.00	10	4,500.00		5	2,250.00	-	
4	DESK JET INK ADVANTAGE 1515 (HP 678) BLACK	450.00	20 pcs.	9,000.00	10	4,500.00	5	2,250.00		5	2,250.00	-	
5	AIR FRESHENER, 280ml/can	98.00	6 cans	588.00	2	196.00	2	196.00		2	196.00	-	
6	ALCOHOL, 07% ETHYL	50.00	8 bottles	400.00	2	100.00	2	100.00		2	100.00	2	100.00
7	BOND PAPER CACTUS LONG	250.00	30 reams	7,500.00	10	2,500.00	5	1,250.00		10	2,500.00	5	1,250.00
8	BOND PAPER CACTUS SHORT	200.00	30 reams	6,000.00	5	1,000.00	10	2,000.00		5	1,000.00	10	2,000.00
9	CORRECTION PEN/FLUID	25.00	10 bottles	250.00	5	125.00		-		5	125.00	-	
10	EXPANDED FOLDER LONG TAGBOARD, 100s/box	20.00	50 pcs.	1,000.00	20	400.00	10	200.00		10	200.00	10	200.00
11	FOLDER ORDINARY WHITE LONG	12.00	50 pcs.	600.00	20	240.00	10	120.00		10	120.00	10	120.00
12	FOLDER ORDINARY WHITE SHORT	8.00	50 pcs.	400.00	20	160.00	10	80.00		10	80.00	10	80.00
13	GLUE ALL PURPOSE	25.00	4 pcs.	100.00	2	50.00	2	50.00		-	-	-	
14	MARKER, PERMANENT BLACK	45.00	8 pcs.	360.00	2	90.00	2	90.00		2	90.00	2	90.00
15	WHITEBOARD MARKER	40.00	8 pcs.	320.00	2	80.00	2	80.00		2	80.00	2	80.00
16	PAPER FASTENER, NON RUST METAL	25.00	6 boxes	150.00	2	50.00	2	50.00		2	50.00	-	
17	PAPER CLIPS PLASTIC SMALL	25.00	6 boxes	150.00	2	50.00	2	50.00		2	50.00	-	
18	PHOTO PAPER	30.00	4 packs	120.00	1	30.00	1	30.00		1	30.00	1	30.00
19	RECORD BOOK 500pages	75.00	10 books	750.00	5	375.00	5	375.00		-	-	-	
20	SIGN PEN BLACK	28.00	20 pcs	560.00	5	140.00	5	140.00		5	140.00	5	140.00
21	INK CARTRIDGE CANON 303	2,800.00	2 units	5,600.00	1	2,800.00	0	-		0	-	1	2,800.00
22	LYSOL DISINFECTANT SPRAY	250.00	4 pcs.	1,000.00	2	500.00	0	-		0	-	2	500.00
23	GLASS CLEANER	250.00	2 bottles	500.00	2	500.00	0	-		0	-	0	-
24	TRANSPARENT FOLDER WHITE LONG	12.00	40 pcs.	480.00	20	240.00	0	-		20	240.00	0	-
25	BALLPOINT PEN	115.00	1 boxes	115.00	1	115.00	0	-		0	-	0	-
26	FRAMES FOR CERTIFICATES	115.00	20 pcs.	2,300.00	10	1,150.00	0	-		10	1,150.00	0	-
<b>TOTAL</b>				<b>48,923.00</b>		<b>18,481.00</b>		<b>11,561.00</b>		<b>10,651.00</b>		<b>8,230.00</b>	

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

Prepared by:

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**(SGD.) ROMIE P. EÑANO**  
Municipal Tourism & Information Officer-Designate

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ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina, Iloilo

Plan Control No. _____					Planned Amount			Page <u>3</u> of <u>3</u> pages						
Department/ Office: <u>Mina Community eCenter</u>					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	
46	Electric fan with stand	928.20	1	unit	928.20	1	928.20		-		-		-	
47	Electrical Tape	45.00	1	roll	45.00	1	45.00		-		-		-	
48	LED Lights 7 watts	200.00	10	pcs	2,000.00	5	1,000.00		-	5	1,000.00		-	
49	CMOS Battery, pc.	100.00	5	pcs	500.00	5	500.00		-		-		-	
50	Mouse,optical, USB Connection type	200.00	4	unit	800.00	2	400.00	2	400.00		-		-	
51	UPS	1,500.00	3	unit	4,500.00	1	1,500.00	2	3,000.00		-		-	
52	AVR power supply	300.00	3	unit	900.00	3	900.00		-		-		-	
53	DDR3 Memory Card	500.00	4	pcs	2,000.00	3	1,500.00		-	1	500.00		-	
54	Keyboard USB type	200.00	4	unit	800.00	2	400.00		-	2	400.00		-	
55	Bondpaper Cactus long	220.00	120	reams	26,400.00	30	6,600.00	30	6,600.00	30	6,600.00	30	6,600.00	
56	Bondpaper Cactus Short	200.00	105	reams	21,000.00	30	6,000.00	25	5,000.00	25	5,000.00	25	5,000.00	
57	MX-235 Toner Cartridge	8,200.00	12	cart	98,400.00	3	24,600.00	3	24,600.00	3	24,600.00	3	24,600.00	
58	Drumkit & Developer	6,880.00	2	unit	13,760.00	1	6,880.00		-	1	6,880.00		-	
59	Upper & Lower Heat Ruler	9,450.00	1	unit	9,450.00	1	9,450.00		-		-		-	
60	Fusing Gear	300.00	2	unit	600.00	1	300.00		-	1	300.00		-	
61	Reatchet Gear	1,000.00	2	unit	2,000.00	1	1,000.00		-	1	1,000.00		-	
62	Drum Drive Gear	1,400.00	2	unit	2,800.00	1	1,400.00		-	1	1,400.00		-	
63	Blade Cleaner	1,500.00	1		1,500.00	1	1,500.00		-		-		-	
64					-		-		-		-		-	
65														
66														
67														
		<b>subtotal</b>			<b>188,383.20</b>									
<b>TOTAL</b>					<b>205,600.37</b>									

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

Prepared by:

**(SGD.) DORY P. EMELO**  
*(Head of Department/Office)*

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Mina, Iloilo

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Department/ Office: HRMO				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
1	Bond paper ,long,ordinary,subs.18	220.00	20 rms	4,400.00	5	1,100.00	5	1,100.00	5	1,100.00	5	1,100.00
2	Bondpaper,short,ordinary,subs.18	200.00	16 rms	3,200.00	4	800.00	4	800.00	4	800.00	4	800.00
3	Bookpaper,long, subs. 20	416.67	12 rms	5,000.00	3	1,250.00	3	1,250.00	3	1,250.00	3	1,250.00
4	Bookpaper,short,subs.20	625.00	12 rms	7,500.00	3	1,875.00	3	1,875.00	3	1,875.00	3	1,875.00
5	Computer ink, Hp704,black	550.00	12 pcs	6,600.00	3	1,650.00	3	1,650.00	3	1,650.00	3	1,650.00
6	Computer ink, HP 704, Colored	500.00	6 pcs	3,000.00	2	1,000.00	1	500.00	2	1,000.00	1	500.00
7	Record book, 300pp	100.00	5 books	500.00	5	500.00		-		-		-
8	Data file box, made with chipboard ,with closed end	150.00	10 boxes	1,500.00	10	1,500.00		-		-		-
9	Stapler,standard,big	500.00	1 unit	500.00		-	1	500.00		-		-
10	Staple wire,no. 35	200.00	8 boxes	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
11	Computer ribbon, for lx310 cartridge	200.00	8 pcs	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
12	Computer ribbon for lx300 cartridge	200.00	8 pcs	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
13	Expanded folder,long,red	20.00	50 pcs	1,000.00	50	1,000.00		-		-		-
14	Clear folder long, sliding	24.00	30 pcs	720.00	10	240.00	10	240.00	10	240.00		-
15	Ring binder, 1/4,	50.00	4 pcs	200.00	4	200.00		-		-		-
16	Ball pen,black	200.00	2 boxes	400.00	1	200.00		-	1	200.00		-
17	Sign pen,black	250.00	1 box	250.00	1	250.00		-		-		-
18	Doormat,good quality	250.00	4 pcs	1,000.00	2	500.00		-	2	500.00		-
19	Corkboard,4x3	700.00	1 pc	700.00	1	700.00		-		-		-
20	Calculator,big	800.00	1 unit	800.00	1	800.00		-		-		-
21	Pentel pen, black	100.00	2 pcs	200.00	1	100.00		-	1	100.00		-
22	Computer printer, 3n1	10,000.00	1 unit	10,000.00	1	10,000.00		-		-		-
23	Swivel chair, high back	5,000.00	1 unit	5,000.00	1	5,000.00		-		-		-
23	Paper fastener,plastic	100.00	4 boxes	400.00	2	200.00		-	2	200.00		-
24	Broom, soft	250.00	1 pc	250.00	1	250.00		-		-		-
25	Waste can,plastic with cover, med.size	200.00	2 pcs	400.00	2	400.00		-		-		-
26	Battery AA	35.00	6 pcs	210.00	3	105.00		-	3	105.00		-
24	UPS for CCTV & Timekeeping kiosk,good quality	5,000.00	2 units	5,000.00	1	5,000.00		-		-		-
27	USB,16gb	300.00	2 pcs	600.00	2	600.00		-		-		-
28	External drive	1,400.00	1 pc	1,400.00	1	1,400.00		-		-		-

<b>GRAND TOTAL</b>				<b>65,530.00</b>							
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This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

(SGD.) FELNE P. NOVO

*HRMO III*

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR \_\_\_\_ 2017**

Province, City or Municipality : <b>MINA</b>					Planned Amount			Page <u>1</u> of <u>3</u> pages						
Plan Cont <b>MINA SKILLS TRAINING CENTER</b>					Regular	Contingency	Total	Date Submitted:						
Department/ Office:					<b>D I S T R I B U T I O N</b>									
	Description	Unit Cost	Quantity	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
Item No.						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
	<b>Equipments and Tools - SMAW</b>													
49	Welding Machine AC/DC 300 Am	38,000.00	4	Unit	152,000.00			2	76,000.00	2	76,000.00			
50	Angle Grinder 100 mm	2,300.00	20	Unit	46,000.00	5	11,500.00	5	11,500.00	5	11,500.00	5	11,500.00	
51	Angle Grinder 180 mm	7,000.00	10	Unit	70,000.00	3	21,000.00	2	14,000.00	3	21,000.00	2	14,000.00	
52	Power Hacksaw 1HP/ 2HP 220v	20,000.00	1	Unit	20,000.00	1	20,000.00							
53	Portable Cut-Off Saw 2,000W	20,000.00	1	Unit	20,000.00	1	20,000.00							
54	Machine Vise 20 cm	2,500.00	5	Unit	7,500.00	3	4,500.00	2	3,000.00					
55	Gas Welding Regulator W/ Acces	14,500.00	1	Unit	14,500.00	1	14,500.00							
56	Welding Cable #36	138.00	30	meter	4,140.00	30	4,140.00							
57														
58	Acetylene Cutting Tip Nozzle # 1	520.00	4	Pc	2,080.00	4	2,080.00							
59	Acetylene Cutting Tip Nozzle # 2	520.00	4	Pc	2,080.00	4	2,080.00							
60	Washing Machine 6.5 Kg	4,200	1	Unit	4,200.00	1	4,200.00							
61	Laundry Dryer 5.0 Kg	25,000.00	1	Unit	25,000.00	1	25,000.00							
62	Vacuum Cleaner Wet & Dry - 20 L	6,500.00	1	Unit	6,500.00	1	6,500.00							
63	Floor Polisher 600 Watts w/ Acce	19,250.00	1	Unit	19,250.00	1	19,250.00							
64	Steam Presser	8,000.00	1	Unit	8,000.00	1	8,000.00							
65	Labeler	3,000.00	1	Unit	3,000.00	1	3,000.00							
66	Intercom	600.00	1	Set	600.00	1	600.00							
67	Emergency Light	2,000.00	1	Set	2,000.00	1	2,000.00							
68	Flash Light - \$ Batteries Cap	300.00	5	Pcs	1,500.00	5	1,500.00							
69	Gtech Signing Pen	40.00	24	pcs	960.00	12	480.00			12	480.00			
	<b>SUB TOTAL</b>				<b>409,310.00</b>									
	<b>GRAND TOTAL</b>				<b>2,876,525.95</b>									
This is to certify that the above procurement plan is in accordance with the objective of this Office														
							Prepared by:	<b>(SGD.) DORY P. EMELO</b> <i>(Head of Department/Office)</i>						

FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount			Page <u>1</u> of _____ pages					
Department/ Office: Municipal Treasurer's Office				Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	EXTERNAL HARD DRIVE, 1TB	4,200.00	4 pcs	16,800.00	2	8,400.00	-	-	2	8,400.00	-	-
2	FLASH DRIVE, 16GB, USB 2.0, plug and play	1,000.00	8 pcs	8,000.00	4	4,000.00	-	-	4	4,000.00	-	-
3	INK CARTRIDGE, (HP 678), black	695.00	12 pcs	8,340.00	6	4,170.00	-	-	6	4,170.00	-	-
4	INK CARTRIDGE, (HP 678), tricolor	695.00	12 pcs	8,340.00	6	4,170.00	-	-	6	4,170.00	-	-
5	EPSON 664 REFILL BOTTLE (BLACK)	500.00	10 Bottles	5,000.00	5	2,500.00	-	-	5	2,500.00	-	-
6	EPSON 664 REFILL BOTTLE (yellow)	415.00	12 bottles	4,980.00	6	2,490.00	-	-	6	2,490.00	-	-
7	EPSON 664 REFILL BOTTLE (magenta)	415.00	8 bottles	3,320.00	4	1,660.00	-	-	4	1,660.00	-	-
8	EPSON 664 REFILL BOTTLE (cyan)	415.00	8 bottles	3,320.00	4	1,660.00	-	-	4	1,660.00	-	-
9	AIR FRESHENER, 280mL/can	150.00	8 cans	1,200.00	4	600.00	-	-	4	600.00	-	-
10	ALCOHOL, 70%, ethyl	95.00	36 bottles	3,420.00	18	1,710.00	-	-	18	1,710.00	-	-
11	ERASER, rubber	15.00	12 pcs	180.00	6	90.00	-	-	6	90.00	-	-
12	FOLDER, white ordinary, legal size	66.00	8 dozens	528.00	4	264.00	-	-	4	264.00	-	-
13	FOLDER, expanded, legal size	180.00	6 dozens	1,080.00	3	540.00	-	-	3	540.00	-	-
14	MARKING PEN, whiteboard, black	50.00	12 pcs	600.00	6	300.00	-	-	6	300.00	-	-
15	MARKER, pentelpen permanent, black	50.00	12 pcs	600.00	6	300.00	-	-	6	300.00	-	-
16	PAPER FASTENER, for paper, plastic, 50 sets/box	30.00	36 boxes	1,080.00	18	540.00	-	-	18	540.00	-	-
17	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	30.00	36 boxes	1,080.00	18	540.00	-	-	18	540.00	-	-
18	PAPER CLIP, gem type, 32mm, 100s/box	30.00	36 boxes	1,080.00	18	540.00	-	-	18	540.00	-	-
19	PENCIL, Mongol (no. 2), w/eraser, One(1) dozen per box	60.00	2 boxes	120.00	1	60.00	-	-	1	60.00	-	-
20	PUSH PIN, flat head type, assorted colors, 100s/case	30.00	6 dozens	180.00	3	90.00	-	-	3	90.00	-	-
21	RECORD BOOK, 300 pages, smythe sewn	55.00	6 pcs	330.00	3	165.00	-	-	3	165.00	-	-
22	RECORD BOOK, 500 pages, smythe sewn	55.00	6 pcs	330.00	3	165.00	-	-	3	165.00	-	-
23	RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	155.60	6 pcs	933.60	3	466.80	-	-	3	466.80	-	-
24	RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	155.00	6 pcs	930.00	3	465.00	-	-	3	465.00	-	-
25	RING BINDER, 25mm x 1.12m (1"x44"), plastic	150.00	6 pcs	900.00	3	450.00	-	-	3	450.00	-	-
26	RULER, plastic, 450mm	10.00	3 pcs	30.00	3	30.00	-	-	0	-	-	-
27	SIGN PEN, black	35.00	12 pcs	420.00	6	210.00	-	-	6	210.00	-	-
28	stamping pad	130.00	6 pcs	780.00	6	780.00	-	-	0	-	-	-
29	STAMP PAD INK, violet, 50mL	150.00	12 pcs	1,800.00	6	900.00	-	-	6	900.00	-	-
30	STAPLE WIRE, standard, 5000 pcs/box	150.00	12 boxes	1,800.00	8	1,200.00	-	-	4	600.00	-	-

31	TAPE, masking, 48mm, 50 meters length	45.00	6 pcs	270.00	3	135.00	-	3	135.00	-
32	TAPE, transparent, 24mm, 50 meters	80.00	6 pcs	480.00	3	240.00	-	3	240.00	-
33	CUTTER	250.00	6 pcs	1,500.00	3	750.00	-	3	750.00	-
34	BLADE, heavy duty cutter(L500), 10 pcs./pack	210.00	2 packs	420.00	1	210.00	-	1	210.00	-
35	PUNCHER, heavy duty	600.00	6 pcs	3,600.00	3	1,800.00	-	3	1,800.00	-
36	SHARPENER, single cutterhead	250.00	2 pcs	500.00	1	250.00	-	1	250.00	-
37	TAPE DISPENSER, heavy duty, for 24mm(1")	250.00	1 pcs	250.00	1	250.00	-	0	-	-
38	WASTE BASKET, plastic, with cover	150.00	3 pcs	450.00	3	450.00	-	0	-	-
39	BROOM, soft (tambo)	50.00	6 pcs	300.00	3	150.00	-	3	150.00	-
40	Floor Mop with handle	300.00	4 pcs	1,200.00	2	600.00	-	2	600.00	-
41	DISINFECTANT SPRAY, 400 grams net content	300.00	6 bottle	1,800.00	3	900.00	-	3	900.00	-
42	DUST PAN, non-rigid plastic, with detachable handle	80.00	3 pcs	240.00	3	240.00	-	0	-	-
43	RAG, COTTON, (7") in diameter	50.00	6 pcs	300.00	6	300.00	-	0	-	-
44	paper bond, cactus short	180.00	60 reams	10,800.00	30	5,400.00	-	30	5,400.00	-
45	paper bond, cactus long	230.00	60 reams	13,800.00	30	6,900.00	-	30	6,900.00	-
46	PAPER, bond, ordinary advance long	180.00	60 reams	10,800.00	30	5,400.00	-	30	5,400.00	-
47	PAPER, bond, ordinary advance short	150.00	60 reams	9,000.00	30	4,500.00	-	30	4,500.00	-
48	CHAIR, monobloc, without armrest, beige/white	700.00	12 pcs	8,400.00	6	4,200.00	-	6	4,200.00	-
49	Swivel Chair	2,500.00	4 pcs	10,000.00	2	5,000.00	-	2	5,000.00	-
50	Ballpen	10.00	12 dozens	120.00	6	60.00	-	6	60.00	-
51	Folder, ordinary, long	150.00	10 dozens	1,500.00	8	1,200.00	-	2	300.00	-
52	Folder, ordinary, short	150.00	6 dozens	900.00	3	450.00	-	3	450.00	-
53	Folder, expanded, long	250.00	10 dozens	2,500.00	8	2,000.00	-	2	500.00	-
54	Folder Holder	250.00	60 pcs	15,000.00	50	12,500.00	-	10	2,500.00	-
55	Step-on Trash Can	180.00	3 pcs	540.00	3	540.00	-	0	-	-
56	Uninterrupted Power Supply (UPS)	2,500.00	12 pcs	30,000.00	6	15,000.00	-	6	15,000.00	-
57	Correction Pen	50.00	60 pcs	3,000.00	30	1,500.00	-	30	1,500.00	-
58	Scissors, medium type	150.00	6 pcs	900.00	3	450.00	-	3	450.00	-
59	AVR	550.00	12 PCS	6,600.00	6	3,300.00	-	6	3,300.00	-
60	CPU (hard disk)	17,500.00	6 PCS	105,000.00	3	52,500.00	-	3	52,500.00	-
61	DOORKNOBS	500.00	6 pcs	3,000.00	3	1,500.00	-	3	1,500.00	-
62	KEYS WITH PADLOCKS	200.00	6 pcs	1,200.00	6	1,200.00	-	0	-	-
63	INDUSTRIAL COLORED PAPER	200.00	3 dozens	600.00	2	400.00	-	1	200.00	-
64	memeo paper short	1,000.00	12 dozens	12,000.00	6	6,000.00	-	6	6,000.00	-
65	memeo ink tube	1,500.00	6 tubes	9,000.00	3	4,500.00	-	3	4,500.00	-
66	cashbooks, cash in treasury	600.00	24 pcs	14,400.00	12	7,200.00	-	12	7,200.00	-
67	cashbooks, cash in bank	600.00	24 pcs	14,400.00	12	7,200.00	-	12	7,200.00	-
68	cashbooks, cash advances	600.00	24 pcs	14,400.00	12	7,200.00	-	12	7,200.00	-
69	blackboard eraser	25.00	2 2	50.00	1	25.00	-	1	25.00	-
70	blackboard chalk	80.00	2 boxes	160.00	1	80.00	-	1	80.00	-
71	white board (size of plywood) long	800.00	2 pcs	1,600.00	1	800.00	-	1	800.00	-
72	folder holder	250.00	30 pcs	7,500.00	30	7,500.00	-	0	-	-
73	mouse	350.00	12 pcs	4,200.00	6	2,100.00	-	6	2,100.00	-
74	stapler small (with staples size No. 10-1m	120.00	2 pcs	240.00	1	120.00	-	1	120.00	-

75	carbon paper	850.00	12	boxes	10,200.00	6	5,100.00			6	5,100.00		
76	stapler with remover	210.00	12	pcs	2,520.00	6	1,260.00			6	1,260.00		
77	ENVELOPE mailing long	60.00	120	pcs	7,200.00	50	3,000.00			70	4,200.00		
78	tray (incoming outgoing)	150.00	6	pcs	900.00	3	450.00			3	450.00		
79	printer ribbon refill	300.00	80	pcs	24,000.00	40	12,000.00			40	12,000.00		
80	printer ribbon with cartridge short	350.00	12	pcs	4,200.00	6	2,100.00			6	2,100.00		
81	ENVELOPE LONG BROWN	25.00	24	pcs	600.00	12	300.00			12	300.00		
82	Office table	4,500.00	2	pcs	9,000.00	1	4,500.00			1	4,500.00		
83	flourescent bulb	150.00	6	pcs	900.00	3	450.00			3	450.00		
84	rubber band jumbo boxes	50.00	4	box	200.00	2	100.00			2	100.00		
85	steel filling cabinet (4 drawers)	5,000.00	12	pcs	60,000.00	2	10,000.00			10	50,000.00		
86	cartolina colored	50.00	12	pcs	600.00	6	300.00			6	300.00		
87	computer sets complete, with printer. Epson LQ 300+ II	35,000.00	6	sets	210,000.00	1	35,000.00			5	175,000.00		
88	mini karaoke (single type with microphone) for pulong2x sa brgy.	6,000.00	1	sets	6,000.00	1	6,000.00			0	-		
89	printer epson L120	5,200.00	2	unit	10,400.00	1	5,200.00			1	5,200.00		
90	keyboard for computer	750.00	6	unit	4,500.00	3	2,250.00			3	2,250.00		
<b>TOTAL</b>					<b>751,641.60</b>					-			-

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

Prepared by:

(SGD.) JANET. PEREMNE  
CASHIER II

Approved by:

(SGD.) ROMEO F. TABARNILLA  
OIC-MUNICIPAL TREASURER

**ANNUAL PROCUREMENT PLAN  
FOR THE 2017**

Province City or Municipality MINA Plan Con Mina Sports & Cultural Center Department Office						Planned Amount						Page 1 of 2 Pages	
						Regular		Contingency		Total		Date Submitted	
						Distribution							
Item No	Description	Unit Cost	Quantity	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Compact Disc Rewritable	₱30.00	3	pcs	₱ 90.00	1	₱ 30.00	1	₱ 30.00	1	₱ 30.00	1	₱ 30.00
2	External Hard Drive 1 TB	₱6,000.00	1	pc	₱ 6,000.00			1	₱ 6,000.00				
3	Air Freshener	₱100.00	30	cans	₱ 3,000.00	6	₱ 100.00	6	₱ 100.00	6	₱ 100.00	6	₱ 100.00
4	Alcohol 70%, Ethyl	₱55.00	4	bottles	₱ 220.00	1	₱ 55.00	1	₱ 55.00	1	₱ 55.00	1	₱ 55.00
5	Record Book 500 pages	₱90.00	1	book	₱ 90.00			1	₱ 90.00				
6	Waste Basket, Plastic	₱50.00	1	pc	₱ 50.00	1	₱ 50.00						
7	Broom, soft (tamboo)	₱95.00	22	pcs	₱ 2,090.00	4	₱ 380.00	4	₱ 380.00	4	₱ 380.00	10	₱ 950.00
8	Broom stick (tingting)	₱25.00	40	pcs	₱ 1,000.00	10	₱ 250.00	10	₱ 250.00	10	₱ 250.00	10	₱ 250.00
9	Detergent Powder 500 grams	₱26.00	20	ouches	₱ 520.00	5	₱ 130.00	5	₱ 130.00	5	₱ 130.00	5	₱ 130.00
10	Disinfectant Spray	₱190.00	12	cans	₱ 2,280.00	3	₱ 570.00	3	₱ 570.00	3	₱ 570.00	3	₱ 570.00
11	Cleanser, powder, 350 grams	₱18.50	24	canister	₱ 444.00	6	₱ 111.00	6	₱ 111.00	6	₱ 111.00	6	₱ 111.00
12	Dust Pan, non-rigid plastic w/ detachable handle	₱36.50	8	pcs	₱ 292.00	2	₱ 73.00	2	₱ 73.00	2	₱ 73.00	2	₱ 73.00
13	Mophandle, screw type, wooden handle	₱110.00	12	pcs	₱ 1,320.00	3	₱ 330.00	3	₱ 330.00	3	₱ 330.00	3	₱ 330.00
14	Mophandle, 100% rayon, 400g	₱90.00	16	pcs	₱ 1,440.00	4	₱ 360.00	4	₱ 360.00	4	₱ 360.00	4	₱ 360.00
15	Rag, cotton, (2") in diameter	₱46.00	15	kilo	₱ 675.00	3	₱ 139.00	3	₱ 139.00	3	₱ 139.00	6	₱ 279.00
16	Toilet bowl & urinal cleaner, 900ml	₱55.00	13	bottles	₱ 715.00	3	₱ 165.00	3	₱ 165.00	3	₱ 165.00	4	₱ 220.00
17	Toilet deodorant cake, 99% paradichlorobenzene												
	500 grams 3 pcs/pack	₱30.00	30	boxes	₱ 900.00	6	₱ 180.00	6	₱ 180.00	6	₱ 180.00	12	₱ 360.00
18	Trashbag, plastic black, (XL), 10 pcs pack per roll	₱160.00	10	rolls	₱ 1,600.00	2	₱ 320.00	2	₱ 320.00	2	₱ 320.00	4	₱ 640.00
19	Airpot, 4.0liters, w/ dispenser	₱1,400.00	1	unit	₱ 1,400.00	1	₱ 1,400.00						
20	Electric Fan, with Stand	₱1,100.00	1	unit	₱ 1,100.00	1	₱ 1,100.00						
21	Electric Fan, wall type	₱900.00	4	units	₱ 3,600.00	1	₱ 900.00	1	₱ 900.00	1	₱ 900.00	1	₱ 900.00
22	Industriall Fan 18"metal blade	₱1,320.00	4	units	₱ 5,280.00	1	₱ 1,320.00		₱ 1,320.00	1	₱ 1,320.00	1	₱ 1,320.00
<b>Subtotal</b>					₱ 34,106.00		₱ 7,963.00		₱ 11,503.00		₱ 5,413.00		₱ 6,678.00
<b>GRAND TOTAL</b>							<b>34,106.00</b>						

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

Prepared by:

(SGD.) LICERIO C. PATINGO  
(Department Head)



**FDP Form 4a - Annual Procurement Plan or Procurement List  
ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017**

Province, City or Municipality : Mina

Plan Control No. _____				Planned Amount					Page <u>1</u> of _____ pages					
Department/ Office: MAO				Regular		Contingency		Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	D I S T R I B U T I O N								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	COMPUTER W/ COMPLETE ACCESSORIES/ LAPTOP	30,000.00	1	unit	30,000.00	1	30,000.00		-		-		-	
2	MOUSE, optical, USB connection type	152	1	piece	152.00	1	152.00		-		-		-	
3	USB flash drive, 16GB, plug in and play	300	2	pc	600.00	1	300.00		-	1	300.00		-	
4	Door Knob	1,200.00	1	set	1,200.00	1	1,200.00		-		-		-	
5	Paper Clip, gem type, jumbo, 48mm, 100s/box	12.5	4	box	50.00	2	25.00		-	2	25.00		-	
6	Paper clip, gem type, small, 100s/box	12.5	4	box	50.00	2	25.00		-	2	25.00		-	
7	PENCIL, lead w/ eraser, one(1) dozen per box	100	1	box	100.00	1	100.00		-		-		-	
8	RECORD BOOK, 300 pages, smythe sewn	209.5	4	book	838.00	2	419.00		-	2	419.00		-	
9	RING BINDER, 12.7mm x 1.12m (1/2" x 44"), plastic	5.75	8	piece	46.00	4	23.00		-	4	23.00		-	
10	RING BINDER, 19mm x 1.12m (3/4" x 44") plastic	12	4	piece	48.00	2	24.00		-	2	24.00		-	
11	SIGN PEN, black	44.75	12	piece	537.00	3	134.25	3	134.25	3	134.25	3	134.25	
12	Ballpen (black)	6	12	piece	72.00	6	36.00		-	3	18.00		-	
13	STAPLE WIRE, standard, 5000 pcs/box	23.5	2	box	47.00	1	23.50		-	1	23.50		-	
14	TAPE, masking, 48mm, 50 meters length	100.5	2	roll	201.00	1	100.50		-	1	100.50		-	
15	TAPE, packaging, 48mm, 50 meters	32.75	2	roll	65.50	1	32.75		-	1	32.75		-	
16	Air Freshener	150	1	pcs	150.00	1	150.00		-		-		-	
17	Waste can	120	1	pcs	120.00	1	120.00		-		-		-	
18	Ceiling/stand fan	1,500.00	1	pcs	1,500.00		-	1	1,500.00		-		-	
19	Steel cabinet	4,800.00	1	unit	4,800.00		-	1	4,800.00		-		-	
20	Soft brooms	70	2	pcs	140.00	1	70.00		-	1	70.00		-	
21	PAPER, bond, cactus (long)	180	20	ream	3,600.00	5	900.00	5	900.00	5	900.00	5	900.00	
22	PAPER, bond, cactus (short)	180	10	ream	1,800.00	5	900.00		-	5	900.00		-	
23	Folder Long (white)	70	2	dozen	140.00	1	70.00		-	1	70.00		-	
24	Folder short (white)	60	2	dozen	120.00	1	60.00		-	1	60.00		-	
25	Folder Holder	211.5	8	pcs	1,692.00	4	846.00		-	4	846.00		-	
26	Correction Pen	80	4	pcs	320.00	2	160.00		-	2	160.00		-	
27	Paper Fastener	69	8	box	552.00	1	69.00		-	1	69.00		-	
28	Brown Envelop	3	12	pcs	36.00	12	36.00		-		-		-	
29	Pentel pen (black – pilot, fine)	55	2	pcs	110.00	1	55.00		-	1	55.00		-	
30	Expanded folder	15	24	pcs.	360.00	12	180.00		-	12	180.00		-	
31	Expanded envelop (colored)	50	10	pcs	500.00	5	250.00		-	5	250.00		-	
32	Paper cutter	25	2	pc	50.00	1	25.00		-	1	25.00		-	
33	Pentel pen refill ink	60	2	bot	120.00	1	60.00		-	1	60.00		-	
34	Laminating film		1	box	-		-	1	-		-		-	
35	Swivel chair	2,000.00	1	pcs	2,000.00	1	2,000.00		-		-		-	
36	HP 704 black ink	500	12	box	6,000.00	6	3,000.00		-		-		-	

37	HP 704 colored ink	500	12	box	<b>6,000.00</b>	6	<b>3,000.00</b>		-		-		-
38	Elmer's glue	70	1	pcs	<b>70.00</b>	1	<b>70.00</b>		-		-		-
<b>TOTAL</b>					<b>64,186.50</b>								

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

Prepared by:

\_\_\_\_\_  
**(SGD.) GERMAN D. SALANIO**  
EMS-I (ENG'G. ASST./MENRO-DESIGNATE)

Plan Control No. _____				Planned Amount						Page 2 of 2 pages			
Department/ Office: <b>MINA PNP</b>				Regular		Contingency		Total		Date Submitted: 02/24/17			
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	
28	SIGN PEN,blue	89.00	12 pieces	1,068.00	3	267.00	3	267.00	3	267.00	3	267.00	
29	STAMP PAD INK,violet	24.02	2 bottles	48.04	1	24.02					1	24.02	
30	STAMP PAD,felt pad	50.00	2 piece	100.00	1	50.00					1	50.00	
<b>Subtotal</b>				<b>52,728.37</b>		<b>15,738.95</b>		<b>11,119.39</b>		<b>11,045.34</b>		<b>14,824.69</b>	
31	STAPLE WIRE,standard # 35	53.50	7 boxes	374.50	2	107.00	2	107.00		-	3	160.50	
32	STAPLER,big	200.00	6 pieces	1,200.00	3	600.00					3	600.00	
33	STICKER PAPER,small	35.00	9 pieces	315.00	3	105.00	3	105.00			3	105.00	
34	TAPE,transparent(1")24mm 50meters length	55.00	6 rolls	330.00	3	165.00					3	165.00	
35	DESK PAD	63.00	3 pieces	189.00	3	189.00							
36	Ballpen, Red	165.00	4 boxes	660.00	4	660.00							
37	Ballpen, Black	165.00	4 boxes	660.00	4	660.00							
<b>COMMON OFFICE DEVICES</b>													
38	CALCULATOR	163.00	3 pieces	489.00	3	489.00							
39	CUTTER, heavy duty	31.10	2 pieces	62.20	2	62.20							
40	PUNCHER,heavy duty	96.37	1 piece	96.37	1	96.37							
41	SCISSORS	15.00	4 piece	60.00	2	30.00	2	30.00					
42	GLUE GUN(SMALL)	96.00	1 piece	96.00	1	96.00							
43	GLUE STICK	1.00	12 pieces	12.00	4	4.00	4	4.00			4	4.00	
44	<b>COMMON JANITORIAL SUPPLIES</b>												
45	BROOM, soft (tambo)	92.82	3 piece	278.46	1	92.82	2	92.82					
46	DUST PAN, non-rigid plastic, with detachable handle	35.00	3 piece	105.00	1	35.00	1	35.00	1	35.00			
47	DOORMAT	44.00	5 pieces	220.00	2	88.00	2	44.00	1	44.00			
<b>Computer Equipment and Accessories</b>													
48	UPS	1,695.00	3 unit	5,085.00	2	3,390.00	1	1,695.00					
49	Flash Drive,8GB Push and Play	400.00	4 pieces	1,600.00			4	1,600.00					
<b>COMMON OFFICE EQUIPMENT</b>													
50	Comb Binder	13,995.00	1 unit	13,995.00					1	4,500.00			
51	Office Chair	1,000.00	6 pcs	6,000.00	6	6,000.00							
52	Hand Held Radio	15,000.00	8 pcs	120,000.00	8	15,000.00							
53	Base Radio	30,000.00	1 unit	30,000.00	1	30,000.00							
<b>Subtotal</b>				<b>151,827.53</b>		<b>27,869.39</b>		<b>6,916.00</b>		<b>25,500.00</b>		<b>1,034.50</b>	
<b>TOTAL</b>				<b>204,555.90</b>									

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

Prepared by:

**PSINSP MA. THERESA G LERO**  
OFFICER IN-CHARGE