

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2020**

City: Marikina

Plan Control: No. _____

Plan Amount: Php 787,580.00

Page 1 of 4 pages

Department/Office: GENERAL SERVICES 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 LONG-subs 20 CANON, per ream	225.00	500	112,500.00	300	67,500.00		-	200	45,000.00		-
2	BOND PAPER SHORT-subs 20 CANON, per ream	220.00	200	44,000.00	100	22,000.00		-	100	22,000.00		-
3	MIMEO PAPER LONG-whitewoove SATO, per ream	200.00	70	14,000.00	35	7,000.00		-	35	7,000.00		-
4	MIMEO PAPER SHORT-whitewoove SATO, per ream	190.00	70	13,300.00	35	6,650.00		-	35	6,650.00		-
5	Sign pen Black UNIBALL GEL IMPACT 1.0, per piece	85.00	120	10,200.00	120	10,200.00		-		-		-
6	SCOTCH TAPE 1", per roll	25.00	50	1,250.00	25	625.00		-	25	625.00		-
7	Masking Tape 1", per roll	42.00	10	420.00	10	420.00		-		-		-
8	Pentel Pen Black, per piece	85.00	15	1,275.00	15	1,275.00		-		-		-
9	Whiteboard Marker Black, per piece	85.00	15	1,275.00	15	1,275.00		-		-		-
10	Cutter HD, per piece	250.00	10	2,500.00	10	2,500.00		-		-		-
11	Cutter Blade, per tube	30.00	5	150.00	5	150.00		-		-		-
12	DUCT TAPE BLACK, per roll	180.00	20	3,600.00	10	1,800.00		-	10	1,800.00		-
13	CLIP BOARD long, per piece	100.00	5	500.00	5	500.00		-		-		-
14	Ballpen HBW BLACK, per box	200.00	6	1,200.00	6	1,200.00		-		-		-
15	Ballpen HBW BLUE, per box	200.00	1	200.00	1	200.00		-		-		-
16	USB Flash Drive 32GB, per piece	700.00	10	7,000.00	10	7,000.00		-		-		-
17	CANON 810 BLACK original, per piece	1,800.00	50	90,000.00	30	54,000.00		-	20	36,000.00		-
18	CANON 811 COLORED original, per piece	1,650.00	50	82,500.00	30	49,500.00		-	20	33,000.00		-
19	File Folder Long, per piece	8.00	500	4,000.00	300	2,400.00		-	200	1,600.00		-
20	Brown Kraft Envelope Short, per piece	5.00	150	750.00	150	750.00		-		-		-

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City: Marikina				Plan Amount: Php 787,580.00			Page 2 of 4 pages						
Plan Control: No. _____				Regular:	Contingency:	Total:	Date Submitted:						
Department/Office: GENERAL SERVICES OFFICE				DISTRIBUTION									
Item No.	Description	Unit Cost	Quantity	Total Cost	1st quarter		2nd quarter		3rd quarter		4th quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
21	Pencil Mongol #2, per box	168.00	10	1,680.00	10	1,680.00		-		-		-	
22	Puncher, per piece	170.00	2	340.00	2	340.00		-		-		-	
23	Scissors, per piece	120.00	5	600.00	5	600.00		-		-		-	
24	Correction Tape, per piece	40.00	30	1,200.00	30	1,200.00		-		-		-	
25	HP 704 COLORED original, per piece	700.00	10	7,000.00	10	7,000.00		-		-		-	
26	HP 704 Black original, per piece	700.00	10	7,000.00	10	7,000.00		-		-		-	
27	Rechargeable Battery ENELOP, per piece	400.00	20	8,000.00	20	8,000.00		-		-		-	
28	Stapler No 35 with Remover, per piece	390.00	15	5,850.00	15	5,850.00		-		-		-	
29	Stapler Wire No 35, per piece	46.00	50	2,300.00	50	2,300.00		-		-		-	
30	AID Label Supply PN104, per roll	2,964.00	10	29,640.00	5	14,820.00		-	5	14,820.00		-	
31	HP TONER 85a, per box	5,400.00	6	32,400.00	6	32,400.00		-		-		-	
32	Brother TN3448 Toner, per box	6,990.00	20	139,800.00	10	69,900.00		-	10	69,900.00		-	
33	Brother TN3448 Toner, per box	6,720.00	20	134,400.00	10	67,200.00		-	10	67,200.00		-	
34	KyoceraTK 1175, per box	700.00	6	4,200.00	6	4,200.00		-		-		-	
35	Stabilo Sets (Pnk/Blu/Grn), per box	35.00	30	1,050.00	30	1,050.00		-		-		-	
36	Double Adhesive Tape 1", per roll	150.00	10	1,500.00	5	750.00		-	5	750.00		-	
37	Post IT, per pads	500.00	10	5,000.00	10	5,000.00		-		-		-	
38	Epson CIS ink CT6642 Cyan, per bottle	500.00	10	5,000.00	10	5,000.00		-		-		-	
39	Epson CIS ink CT6642 Yellow, per bottle	500.00	10	5,000.00	10	5,000.00		-		-		-	
40	Epson CIS ink CT6642 Magenta, per bottle	500.00	10	5,000.00	10	5,000.00		-		-		-	
	Epson CIS ink CT6642 Black, per bottle	500.00	10	5,000.00	10	5,000.00		-		-		-	
				787,580.00		481,235.00		-		306,345.00		-	
ADDITIONAL PROVISION FOR INFLATION (10% of Total)								-		306,345.00		-	
Total					787,580.00		481,235.00		-		306,345.00		-

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

Prepared by:


Al Emilliano R. Casais
Head of Department/Office

FDP Form 4b: Annual Procurement Plan or Procurement List

Summary by Office

Department	Head of Department/Office	Total Cost
General Services Office	Al Emiliano R. Casais	1,653,730.00
Labor Relations & Public Employment & Services Office	Gildegardo S. Munar	39,000.00
Management Information System and Call Center	Walfredo S. Lucas	76,000.00
Legal Office	Atty. Florella Bandala Almarez	117,768.00
Library Office	Vic Jayson C. Cruz	47,000.00
Public Information Office	Maria Lourdes T. Navarro	78,700.00
City Veterinary Office	Dr. Manuel C. Carlos	754,900.00
Marikina Trade, Industry and Investment Promotions Office (MTIPO)	Ma. Lourdes H. Dela Paz	32,000.00
Accounting Office	Erlinda G. Gonzales	158,000.00
Marikina Settlements Office	Arvin R. Santos	275,160.00
Business Permits and Licensing Office	Atty. Nancy V. Teylan	4,399,215.00
Market Office	Ramonito D. Viliran, MD, MPH	483,979.16
		8,115,452.16