

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

City: Marikina

Plan Control: No. _____	Plan Amount: Php 779,852.00	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	700	157,500.00	350	78,750.00	-	-	350	78,750.00	-	-
2	BOND PAPER SHORT-subs 20 CANON, per ream	220.00	300	66,000.00	150	33,000.00	-	-	150	33,000.00	-	-
3	MIMEO PAPER LONG-whitewoove SATO, per ream	200.00	200	40,000.00	100	20,000.00	-	-	100	20,000.00	-	-
4	MIMEO PAPER SHORT-whitewoove SATO, per ream	190.00	240	45,600.00	120	22,800.00	-	-	120	22,800.00	-	-
5	Sign pen Black UNIBALL GEL IMPACT 1.0, per piece	85.00	240	20,400.00	120	10,200.00	-	-	120	10,200.00	-	-
6	SCOTCH TAPE 1", per roll	25.00	40	1,000.00	20	500.00	-	-	20	500.00	-	-
7	Masking Tape 1", per roll	42.00	60	2,520.00	30	1,260.00	-	-	30	1,260.00	-	-
8	Pentel Pen Black, per piece	85.00	30	2,550.00	15	1,275.00	-	-	15	1,275.00	-	-
9	Whiteboard Marker Black, per piece	85.00	30	2,550.00	15	1,275.00	-	-	15	1,275.00	-	-
10	Cutte HD, per piece	250.00	20	5,000.00	10	2,500.00	-	-	10	2,500.00	-	-
11	Cutter Blade, per tube	30.00	10	300.00	5	150.00	-	-	5	150.00	-	-
12	DUCT TAPE GRAY, per roll	180.00	20	3,600.00	10	1,800.00	-	-	10	1,800.00	-	-
13	CLIP BOARD long, per piece	100.00	10	1,000.00	5	500.00	-	-	5	500.00	-	-
14	Ballpen HBW BLACK, per box	200.00	12	2,400.00	6	1,200.00	-	-	6	1,200.00	-	-
15	Ballpen HBW BLUE, per box	200.00	2	400.00	1	200.00	-	-	1	200.00	-	-
16	USB Flash Drive 32GB, per piece	700.00	20	14,000.00	10	7,000.00	-	-	10	7,000.00	-	-
17	CANON 810 BLACK original, per piece	1,800.00	100	180,000.00	50	90,000.00	-	-	50	90,000.00	-	-
18	CANON 811 COLORED original, per piece	1,650.00	100	165,000.00	50	82,500.00	-	-	50	82,500.00	-	-
19	File Folder Long, per piece	8.00	600	4,800.00	300	2,400.00	-	-	300	2,400.00	-	-
20	Brown Kraft Envelope Short, per piece	5.00	200	1,000.00	100	500.00	-	-	100	500.00	-	-

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

City: Marikina

Plan Control: No. _____				Plan Amount: Php 890,030.00				Page 3 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
BUILDING & GROUNDS MAINTENANCE DIVISION												
1	Toilet Tissue 10x10 cm, 2-ply, per piece	19.00	4000	76,000.00	1000	19,000.00	1000	19,000.00	1000	19,000.00	1000	19,000.00
2	Toilet Bowl Cleaner, per gallon	890.00	20	17,800.00	5	4,450.00	5	4,450.00	5	4,450.00	5	4,450.00
3	Polymer Sealer, per gallon	2,890.00	80	231,200.00	20	57,800.00	20	57,800.00	20	57,800.00	20	57,800.00
4	6" x 9" Scotch Brite 3m, per piece	280.00	60	16,800.00	15	4,200.00	15	4,200.00	15	4,200.00	15	4,200.00
5	Zonrox, per gallon	480.00	60	28,800.00	15	7,200.00	15	7,200.00	15	7,200.00	15	7,200.00
6	Glass Cleaner, per gallon	890.00	15	13,350.00	5	4,450.00	5	4,450.00			5	4,450.00
7	Wax Stripper, per gallon	800.00	50	40,000.00	10	8,000.00	10	8,000.00				
8	Liquid Handsoap, per gallon	750.00	60	45,000.00	15	11,250.00	15	11,250.00	20	16,000.00	10	8,000.00
9	Powder Soap 25kls/Sack, per sack	2,200.00	60	132,000.00	15	33,000.00	15	33,000.00	15	11,250.00	15	11,250.00
10	Oxy-Gen Powdered Refill SCENT: Charm, per piece	1,560.00	10	15,600.00	5	7,800.00			5	7,800.00		
11	Mop Head (Twisted) Double, per piece	1,500.00	50	75,000.00	15	22,500.00	15	22,500.00	10	15,000.00	10	15,000.00
12	16"Ø Stripping Pad Black 3m, per piece	480.00	15	7,200.00	4	1,920.00	4	1,920.00	4	1,920.00	3	1,440.00
13	14"Ø Pad Holder, per piece	2,300.00	5	11,500.00	2	4,600.00	1	2,300.00	1	2,300.00	1	2,300.00
14	Lysol Disinfectant (510g), per can	800.00	20	16,000.00	5	4,000.00	5	4,000.00	5	4,000.00	5	4,000.00
15	Baygon Spray (Aerosol), per can	580.00	7	4,060.00	2	1,160.00	2	1,160.00	2	1,160.00	1	580.00
16	Mop Handle Rubbermaid, per piece	350.00	10	3,500.00	2	700.00	5	1,750.00	2	700.00	1	350.00
17	Gloves (Household), per pair	220.00	30	6,600.00	10	2,200.00	5	1,100.00	10	2,200.00	5	1,100.00
18	Chamois, per piece	350.00	15	5,250.00	5	1,750.00	5	1,750.00			5	1,750.00
19	Dust Pan Hi-Top, per piece	200.00	15	3,000.00	5	1,000.00	5	1,000.00			5	1,000.00
20	3" x 12" Push Brush w/ Handle, per piece	280.00	7	1,960.00	2	560.00	2	560.00	2	560.00	1	280.00

**ANNUAL PROCUREMENT PLAN
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City: Marikina

Plan Control: No. _____				Plan Amount: Php 890,030.00				Page 4 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
21	Wash Brush (Small), per piece	350.00	10	3,500.00	4	1,400.00	2	700.00	2	700.00	2	700.00
22	Alcohol Green Cross 500ml, per bottle	110.00	10	1,100.00	4	440.00	2	220.00	2	220.00	2	220.00
23	Albatross, per piece	85.00	50	4,250.00	20	1,700.00	10	850.00	10	850.00	10	850.00
24	Garbage Bag Black Big, per piece	12.00	5500	66,000.00	1375	16,500.00	1375	16,500.00	1375	16,500.00	1375	16,500.00
25	Pledge, per can	480.00	12	5,760.00	5	2,400.00	5	2,400.00	2	960.00		-
26	Dust Mop Head Style M116, per piece	500.00	10	5,000.00	5	2,500.00		-	5	2,500.00		-
27	Soft Broom, per piece	250.00	60	15,000.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00
28	Stick Broom, per piece	40.00	60	2,400.00	15	600.00	15	600.00	15	600.00	15	600.00
29	Muriatic Acid, per gallon	890.00	10	8,900.00	5	4,450.00		-	5	4,450.00		-
30	AA Battery Energizer 1.5v, per piece	90.00	100	9,000.00	20	1,800.00	30	2,700.00	30	2,700.00	20	1,800.00
31	Energizer Size D, per piece	150.00	50	7,500.00	20	3,000.00	10	1,500.00	10	1,500.00	10	1,500.00
32	76.2mm x 305m Yellow Caution Tape, per roll	550.00	20	11,000.00	5	2,750.00	5	2,750.00	5	2,750.00	5	2,750.00
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				-		-		-		-		-
				890,030.00		238,830.00		219,360.00		226,020.00		205,820.00
<i>ADDITIONAL PROVISION FOR INFLATION (10% of Total)</i>												
	Total			890,030.00		238,830.00		219,360.00		226,020.00		205,820.00

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

Prepared by:

Adrian S. Salvador
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	Adrian S. Salvador	1,669,882.00
Labor Relations & Public Employment & Services Office	Gildegardo S. Munar	39,000.00
River Parks Authority	Engr. Felix Romeo Q. Maderal	222,464.00
Legal Office	Atty. Florella Bandala Almarez	117,768.00
Library Office	Vic Jayson C. Cruz	46,954.00
Public Information Office	Maria Lourdes T. Navarro	78,905.00
Planning Office	Tomas C. Aguilar, Jr.	196,586.00
Assessor's Office	Romeo A. Canlas	495,350.00
City Veterinary Office	Dr. Manuel C. Carlos	1,299,275.00
Marikina Trade, Industry and Investment Promotions Office (MTIIPO)	Ma. Lourdes H. Dela Paz	98,400.00
Accounting Office	Erlinda G. Gonzales	146,990.00
Community Relations Office	Haydee C. Aranda	2,690,850.00
City Health Office	Alberto P. Herrera, MD., MPH.	51,540,868.00
		58,643,292.00