

ANNUAL PROCUREMENT PLAN

CY 2021

Province, City or Municipality: SANTA ANA, CAGAYAN

Plan Control No. _____					Planned Amount						Page ___ of ___ pages		
Department/ Office: LOCAL GOVERNMENT UNIT - STA. ANA					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	INSECTICIDE, aerosol type, net content: 600ml min	139.36	24	can	3,344.64	9	1,254.24	5	696.80	6	836.16	4	557.44
	HAND SANITIZER, 500 ml	151.43	114	bottle	17,263.02	28	4,240.04	28	4,240.04	28	4,240.04	30	4,542.90
	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	43.58	266	bottle	11,592.28	80	3,486.40	70	3,050.60	50	2,179.00	66	2,876.28
	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	457.60	28	gallon	12,812.80	7	3,203.20	7	3,203.20	7	3,203.20	7	3,203.20
	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	43.58	63	bottle	2,745.54	27	1,176.66	12	522.96	12	522.96	12	522.96
	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	455.00	4	gallon	1,820.00	1	455.00	1	455.00	1	455.00	1	455.00
	POVIDONE IODINE, 10 % solution, 120 ml	207.75	2	gallon	415.50	1	207.75	0	0.00	1	207.75	0	0.00
	STAMP PAD INK, purple or violet, 50ml (min.)	31.52	19	bottle	598.88	9	283.68	3	94.56	4	126.08	3	94.56
	CARBON FILM, PE, black, size 210mm x 297mm	221.00	1	box	221.00	1	221.00	0	0.00	0	0.00	0	0.00
	CARTOLINA, assorted colors	83.72	9	pack	753.48	5	418.60	0	0.00	2	167.44	2	167.44
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	37.06	52	pad	1,927.12	20	741.20	7	259.42	19	704.14	6	222.36
	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	59.28	46	pad	2,726.88	12	711.36	12	711.36	11	652.08	11	652.08
	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	47.73	13	pad	620.49	3	143.19	3	143.19	3	143.19	4	190.92
	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	12.04	24	piece	288.96	6	72.24	6	72.24	6	72.24	6	72.24
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	170.56	148	reams	25,242.88	37	6,310.72	37	6,310.72	37	6,310.72	37	6,310.72
	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	181.42	164	reams	29,752.88	44	7,982.48	40	7,256.80	40	7,256.80	40	7,256.80
	PAPER, Multi-Purpose (COPY) A4, 70 gsm	133.12	444	reams	59,105.28	108	14,376.96	117	15,575.04	115	15,308.80	104	13,844.48
	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	138.97	433	reams	60,174.01	105	14,591.85	108	15,008.76	110	15,286.70	110	15,286.70
	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	30.68	45	pad	1,380.60	25	767.00	0	0.00	20	613.60	0	0.00

	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	98.05	4	box	392.20	1	98.05	1	98.05	1	98.05	1	98.05
	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70.72	24	book	1,697.28	12	848.64	4	282.88	4	282.88	4	282.88
	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	101.92	83	book	8,459.36	36	3,669.12	8	815.36	27	2,751.84	12	1,223.04
	TOILET TISSUE PAPER, 2-ply, 100% recycled	87.40	178	pack	15,557.20	45	3,933.00	44	3,845.60	45	3,933.00	44	3,845.60
	TISSUE, interfolded paper towel	34.84	39	pack	1,358.76	10	348.40	10	348.40	10	348.40	9	313.56
	BATTERY, dry cell, AA, 2 pieces per blister pack	36.30	73	pack	2,649.90	23	834.90	19	689.70	16	580.80	15	544.50
	BATTERY, dry cell, AAA, 2 pieces per blister pack	19.73	87	pack	1,716.51	27	532.71	20	394.60	23	453.79	17	335.41
	BATTERY, dry cell, D, 1.5 volts, alkaline	96.20	5	pack	481.00	0	0.00	0	0.00	5	481.00	0	0.00
	GLUE, all purpose, gross weight: 200 grams min	62.10	45	jar	2,794.50	16	993.60	9	558.90	11	683.10	9	558.90
	STAPLE WIRE, for heavy duty staplers, (23/13)	19.76	12	box	237.12	4	79.04	2	39.52	4	79.04	2	39.52
	STAPLE WIRE, STANDARD, (26/6)	21.09	146	box	3,079.14	41	864.69	33	695.97	37	780.33	35	738.15
	TAPE, ELECTRICAL, 18mm x 16M min	18.67	8	roll	149.36	2	37.34	2	37.34	2	37.34	2	37.34
	TAPE, MASKING, width: 24mm (±1mm)	54.60	41	roll	2,238.60	16	873.60	6	327.60	14	764.40	5	273.00
	TAPE, MASKING, width: 48mm (±1mm)	106.60	49	roll	5,223.40	21	2,238.60	7	746.20	15	1,599.00	6	639.60
	TAPE, PACKAGING, width: 48mm (±1mm)	19.97	31	roll	619.07	12	239.64	4	79.88	11	219.67	4	79.88
	TAPE, TRANSPARENT, width: 24mm (±1mm)	10.09	73	roll	736.57	23	232.07	17	171.53	18	181.62	15	151.35
	TAPE, TRANSPARENT, width: 48mm (±1mm)	19.97	53	roll	1,058.41	23	459.31	6	119.82	17	339.49	7	139.79
	TWINE, plastic, one (1) kilo per roll	58.24	7	roll	407.68	4	232.96	1	58.24	2	116.48	0	0.00
	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	1109.68	1	unit	1,109.68	1	1,109.68	0	0.00	0	0.00	0	0.00
	ELECTRIC FAN, STAND type, plastic blade	856.86	8	unit	6,854.88	6	5,141.16	1	856.86	0	0.00	1	856.86
	THERMOGUN	3068.00	3	piece	9,204.00	3	9,204.00	0	0.00	0	0.00	0	0.00
	LIGHT BULB, Light Emitting Diode (LED), 6W	82.16	4	piece	328.64	2	164.32	0	0.00	2	164.32	0	0.00
	RULER, plastic, 450mm (18"), width: 38mm min	17.68	23	piece	406.64	14	247.52	7	123.76	1	17.68	1	17.68
	AIR FRESHENER, aerosol, 280ml/150g min	90.22	47	can	4,240.34	17	1,533.74	9	811.98	11	992.42	10	902.20
	BROOM, soft (tambo)	136.24	49	piece	6,675.76	15	2,043.60	14	1,907.36	14	1,907.36	6	817.44
	BROOM, STICK (TING-TING), usable length: 760mm min	18.20	74	piece	1,346.80	20	364.00	22	400.40	21	382.20	11	200.20
	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	41.60	76	bottle	3,161.60	23	956.80	15	624.00	22	915.20	16	665.60
	CLEANSER, SCOURING POWDER, 350g min./can	23.92	26	can	621.92	7	167.44	7	167.44	5	119.60	7	167.44

DETERGENT BAR, 140 grams as packed	9.03	60	piece	541.80	15	135.45	15	135.45	15	135.45	15	135.45
DETERGENT POWDER, all purpose, 1kg	37.43	68	pack	2,545.24	17	636.31	17	636.31	17	636.31	17	636.31
DISINFECTANT SPRAY, aerosol type, 400-550 grams	128.96	46	can	5,932.16	13	1,676.48	8	1,031.68	12	1,547.52	13	1,676.48
DUST PAN, non-rigid plastic, w/ detachable handle	24.83	39	piece	968.37	14	347.62	8	198.64	15	372.45	2	49.66
SODIUM HYPOCHLORITE, 3.785 liters	131.25	36	gallon	4,725.00	9	1,181.25	9	1,181.25	9	1,181.25	9	1,181.25
HAND SOAP, Liquid, 500ml	102.96	55	bottle	5,662.80	14	1,441.44	14	1,441.44	12	1,235.52	15	1,544.40
FLOOR WAX, PASTE, RED	309.76	2	can	619.52	1	309.76	0	0.00	1	309.76	0	0.00
FURNITURE CLEANER, aerosol type, 300ml min per can	115.53	22	can	2,541.66	9	1,039.77	3	346.59	7	808.71	3	346.59
MOP BUCKET, heavy duty, hard plastic	2288.00	11	unit	25,168.00	6	13,728.00	1	2,288.00	3	6,864.00	1	2,288.00
MOPHANDLE, heavy duty, aluminum, screw type	145.60	25	piece	3,640.00	10	1,456.00	7	1,019.20	6	873.60	2	291.20
MOPHEAD, made of rayon, weight: 400 grams min	123.76	13	piece	1,608.88	6	742.56	5	618.80	2	247.52	0	0.00
RAGS, all cotton, 32 pieces per kilogram min	53.82	74	bundle	3,982.68	20	1,076.40	20	1,076.40	19	1,022.58	15	807.30
TRASHBAG, GPP specs, black, 940mmx1016mm	134.68	29	pack	3,905.72	7	942.76	7	942.76	7	942.76	8	1,077.44
WASTEBASKET, non-rigid plastic	27.96	10	piece	279.60	4	111.84	1	27.96	4	111.84	1	27.96
COVERALL, non-sterile, protective, medical grade	1144.00	16	piece	18,304.00	4	4,576.00	4	4,576.00	4	4,576.00	4	4,576.00
FACE SHIELD, direct splash protection	124.80	110	piece	13,728.00	40	4,992.00	40	4,992.00	15	1,872.00	15	1,872.00
Polyethylene Apron (50g)	15.08	204	piece	3,076.32	61	919.88	61	919.88	41	618.28	41	618.28
HEAD COVER, disposable	2.60	360	piece	936.00	90	234.00	90	234.00	90	234.00	90	234.00
SHOE COVER, disposable	8.32	120	pair	998.40	30	249.60	30	249.60	30	249.60	30	249.60
NITRILE GLOVES	3.07	360	piece	1,105.20	90	276.30	90	276.30	90	276.30	90	276.30
PREMIUM LATEX GLOVES	5.02	402	piece	2,018.04	60	301.20	242	1,214.84	60	301.20	40	200.80
SURGICAL MASK, 3-ply	14.04	2640	piece	37,065.60	660	9,266.40	660	9,266.40	660	9,266.40	660	9,266.40
KN95 FACE MASK	104.00	196	piece	20,384.00	46	4,784.00	50	5,200.00	50	5,200.00	50	5,200.00
MITHI LAPTOP, mid-range	41,392.00	1	unit	41,392.00	1	41,392.00	0	0.00	0	0.00	0	0.00
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2650.83	7	piece	18,555.81	6	15,904.98	1	2,650.83	0	0.00	0	0.00
FLASH DRIVE, 16 GB capacity	167.44	54	piece	9,041.76	36	6,027.84	6	1,004.64	5	837.20	7	1,172.08
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	111.30	26	unit	2,893.80	9	1,001.70	5	556.50	7	779.10	5	556.50
MOUSE, WIRELESS, USB	154.00	16	unit	2,464.00	7	1,078.00	6	924.00	2	308.00	1	154.00
PRINTER, laser, colored	7899.00	2	unit	15,798.00	2	15,798.00	0	0.00	0	0.00	0	0.00
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	9.05	20	box	181.00	20	181.00	0	0.00	0	0.00	0	0.00
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	15.27	18	box	274.86	7	106.89	5	76.35	2	30.54	4	61.08

	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	20.80	12	box	249.60	3	62.40	3	62.40	3	62.40	3	62.40
	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	47.84	12	box	574.08	3	143.52	3	143.52	3	143.52	3	143.52
	CORRECTION TAPE, film base type, UL 6m min	14.02	259	piece	3,631.18	99	1,387.98	42	588.84	77	1,079.54	41	574.82
	DATA FILE BOX, made of chipboard, with closed ends	77.20	88	piece	6,793.60	25	1,930.00	17	1,312.40	20	1,544.00	26	2,007.20
	DATA FOLDER, made of chipboard, taglia lock	68.64	28	piece	1,921.92	6	411.84	4	274.56	9	617.76	9	617.76
	ENVELOPE, DOCUMENTARY, for A4 size document	673.09	16	box	10,769.44	6	4,038.54	3	2,019.27	4	2,692.36	3	2,019.27
	ENVELOPE, DOCUMENTARY, for legal size document	927.16	19	box	17,616.04	8	7,417.28	3	2,781.48	5	4,635.80	3	2,781.48
	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	738.40	25	box	18,460.00	9	6,645.60	6	4,430.40	8	5,907.20	2	1,476.80
	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	30.49	38	piece	1,158.62	12	365.88	8	243.92	12	365.88	6	182.94
	ENVELOPE, mailing, white, 70gsm	378.20	15	box	5,673.00	7	2,647.40	2	756.40	3	1,134.60	3	1,134.60
	ENVELOPE, mailing, white, with window	433.68	2	box	867.36	1	433.68	0	0.00	1	433.68	0	0.00
	ERASER, FELT, for blackboard/whiteboard	10.30	9	piece	92.70	4	41.20	2	20.60	2	20.60	1	10.30
	FASTENER, METAL, 70mm between prongs	83.41	14	box	1,167.74	5	417.05	3	250.23	3	250.23	3	250.23
	FILE ORGANIZER, expanding, plastic, 12 pockets	86.04	21	piece	1,806.84	15	1,290.60	1	86.04	4	344.16	1	86.04
	FILE TAB DIVIDER, bristol board, for A4	11.13	5	set	55.65	3	33.39	1	11.13	1	11.13	0	0.00
	FILE TAB DIVIDER, bristol board, for legal	14.23	4	set	56.92	1	14.23	1	14.23	1	14.23	1	14.23
	FOLDER, FANCY, for A4 size documents	270.40	38	bundle	10,275.20	11	2,974.40	11	2,974.40	8	2,163.20	8	2,163.20
	FOLDER, FANCY, for legal size documents	311.88	48	bundle	14,970.24	16	4,990.08	11	3,430.68	13	4,054.44	8	2,495.04
	FOLDER, L-TYPE, PLASTIC, for A4 size documents	171.43	18	pack	3,085.74	6	1,028.58	3	514.29	6	1,028.58	3	514.29
	FOLDER, L-TYPE, PLASTIC, for legal size documents	243.24	8	pack	1,945.92	3	729.72	2	486.48	2	486.48	1	243.24
	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	952.64	1	box	952.64	1	952.64	0	0.00	0	0.00	0	0.00
	FOLDER, TAGBOARD, for legal size documents	321.36	5	pack	1,606.80	2	642.72	1	321.36	2	642.72	0	0.00
	MAGAZINE FILE BOX, LARGE size, made of chipboard	41.60	16	piece	665.60	12	499.20	4	166.40	0	0.00	0	0.00
	MARKER, FLUORESCENT, 3 assorted colors per set	46.68	4	set	186.72	2	93.36	2	93.36	0	0.00	0	0.00
	MARKER, whiteboard, black, felt tip, bullet type	13.38	125	piece	1,672.50	42	561.96	23	307.74	37	495.06	23	307.74

	MARKER, whiteboard, blue, felt tip, bullet type	13.38	54	piece	722.52	18	240.84	4	53.52	18	240.84	14	187.32
	MARKER, whiteboard, red, felt tip, bullet type	13.38	17	piece	227.46	5	66.90	4	53.52	4	53.52	4	53.52
	MARKER, PERMANENT, bullet type, black	8.98	190	piece	1,706.20	59	529.82	42	377.16	54	484.92	35	314.30
	MARKER, PERMANENT, bullet type, blue	8.98	50	piece	449.00	20	179.60	6	53.88	18	161.64	6	53.88
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	7.76	43	box	333.68	15	116.40	8	62.08	8	62.08	12	93.12
	PAPER CLIP, vinyl/plastic coat, length: 50mm min	17.14	54	box	925.56	15	257.10	13	222.82	14	239.96	12	205.68
	PENCIL, lead, w/ eraser, wood cased, hardness: HB	20.79	106	box	2,203.74	40	831.60	21	436.59	20	415.80	25	519.75
	RING BINDER, plastic, 32mm, 84 rings	239.79	6	bundle	1,438.74	6	1,438.74	0	0.00	0	0.00	0	0.00
	RUBBER BAND, 70mm min lay flat length (#18)	109.50	6	box	657.00	4	438.00	1	109.50	1	109.50	0	0.00
	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	34.95	8	piece	279.60	5	174.75	1	34.95	1	34.95	1	34.95
	CUTTER BLADE, for heavy duty cutter	14.82	12	piece	177.84	6	88.92	3	44.46	2	29.64	1	14.82
	CUTTER KNIFE, for general purpose	33.43	2	piece	66.86	1	33.43	1	33.43	0	0.00	0	0.00
	DATING AND STAMPING MACHINE, heavy duty	453.96	5	piece	2,269.80	4	1,815.84	0	0.00	1	453.96	0	0.00
	PENCIL SHARPENER, manual, single cutter head	202.80	9	piece	1,825.20	6	1,216.80	1	202.80	1	202.80	1	202.80
	PUNCHER, paper, heavy duty, with two hole guide	131.96	19	piece	2,507.24	17	2,243.32	0	0.00	1	131.96	1	131.96
	SCISSORS, symmetrical, blade length: 65mm min	40.56	22	pair	892.32	17	689.52	1	40.56	3	121.68	1	40.56
	STAPLER, STANDARD TYPE, load cap: 200 staples min	176.80	19	piece	3,359.20	17	3,005.60	0	0.00	1	176.80	1	176.80
	STAPLER, BINDER TYPE, heavy duty, desktop	914.16	1	unit	914.16	1	914.16	0	0.00	0	0.00	0	0.00
	STAPLE REMOVER, PLIER-TYPE	24.90	4	piece	99.60	4	99.60	0	0.00	0	0.00	0	0.00
	TAPE DISPENSER, TABLE TOP, for 24mm width tape	64.20	6	piece	385.20	3	192.60	1	64.20	1	64.20	1	64.20
	CALCULATOR, compact, 12 digits	346.85	16	unit	5,549.60	15	5,202.75	0	0.00	1	346.85	0	0.00
	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	9297.60	1	unit	9,297.60	1	9,297.60	0	0.00	0	0.00	0	0.00
	INK CART, CANON CL-811, Colored	1029.60	60	cart	61,776.00	15	15,444.00	15	15,444.00	15	15,444.00	15	15,444.00
	INK CART, CANON PG-810, Black	780.00	60	cart	46,800.00	15	11,700.00	15	11,700.00	15	11,700.00	15	11,700.00
	INK CART, EPSON C13T664100 (T6641), Black	249.60	167	cart	41,683.20	45	11,232.00	39	9,734.40	44	10,982.40	39	9,734.40
	INK CART, EPSON C13T664200 (T6642), Cyan	249.60	106	cart	26,457.60	35	8,736.00	21	5,241.60	29	7,238.40	21	5,241.60

INK CART, EPSON C13T664300 (T6643), Magenta	249.60	100	cart	24,960.00	29	7,238.40	21	5,241.60	29	7,238.40	21	5,241.60
INK CART, EPSON C13T664400 (T6644), Yellow	249.60	97	cart	24,211.20	28	6,988.80	21	5,241.60	28	6,988.80	20	4,992.00
INK CART, HP CZ107AA, (HP678), Black	366.08	36	cart	13,178.88	9	3,294.72	9	3,294.72	9	3,294.72	9	3,294.72
INK CART, HP CZ108AA, (HP678), Tricolor	366.08	24	cart	8,785.92	6	2,196.48	6	2,196.48	6	2,196.48	6	2,196.48
Toner Cartridge, HP CF226A (HP26A) Black LaserJet	5787.60	4	cart	23,150.40	2	11,575.20	0	0.00	0	0.00	2	11,575.20
DOCUMENT CAMERA	23623.60	2	unit	47,247.20	1	23,623.60	0	0.00	1	23,623.60	0	0.00
MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	17472.00	2	unit	34,944.00	0	0.00	1	17,472.00	1	17,472.00	0	0.00
PHILIPPINE NATIONAL FLAG, 100% polyester	284.84	5	piece	1,424.20	4	1,139.36	1	284.84	0	0.00	0	0.00
FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	1144.00	3	unit	3,432.00	2	2,288.00	0	0.00	0	0.00	1	1,144.00
DIGITAL VOICE RECORDER, memory: 4GB (expandable)	6415.64	3	unit	19,246.92	2	12,831.28	1	6,415.64	0	0.00	0	0.00
CHAIR, monobloc, white, with backrest, w/o armrest	301.60	4	piece	1,206.40	4	1,206.40	0	0.00	0	0.00	0	0.00
TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	1336.40	2	unit	2,672.80	2	2,672.80	0	0.00	0	0.00	0	0.00
TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	1315.60	1	unit	1,315.60	1	1,315.60	0	0.00	0	0.00	0	0.00
CLEARBOOK, 20 transparent pockets, for A4 size	39.78	32	piece	1,272.96	14	556.92	2	79.56	14	556.92	2	79.56
CLEARBOOK, 20 transparent pockets, for LEGAL size	42.38	38	piece	1,610.44	20	847.60	2	84.76	14	593.32	2	84.76
ERASER, PLASTIC/RUBBER, for pencil draft/writing	4.42	87	piece	384.54	22	97.24	22	97.24	21	92.82	22	97.24
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	34.61	211	piece	7,302.71	79	2,734.19	41	1,419.01	52	1,799.72	39	1,349.79
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	34.61	142	piece	4,914.62	39	1,349.79	31	1,072.91	31	1,072.91	41	1,419.01
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34.61	8	piece	276.88	2	69.22	2	69.22	2	69.22	2	69.22
WRAPPING PAPER, kraft, 65gsm (-5%)	154.84	1	pack	154.84	0	0.00	1	154.84	0	0.00	0	0.00
(3 pcs.) White Board	6000.00	0	whole	12,000.00	0	0.00	0	0.00	0	0.00	0	0.00
Double A Copy Paper Long	348.00	60	rms	20,880.00	15	5,220.00	15	5,220.00	15	5,220.00	15	5,220.00
Double A Copy Paper Short	338.00	60	rms	20,280.00	15	5,070.00	15	5,070.00	15	5,070.00	15	5,070.00
CLUB Carbon Paper Long	825.00	4	bxs	3,300.00	1	825.00	1	825.00	1	825.00	1	825.00
Sharp Toner AR-208FT	4366.00	4	pcs	17,464.00	1	4,366.00	1	4,366.00	1	4,366.00	1	4,366.00
Folder Long 14pts.	72.00	10	dozen	720.00	5	360.00	0	0.00	5	360.00	0	0.00
Brown Envelope Long	60.00	14	dozen	840.00	5	300.00	2	120.00	5	300.00	2	120.00
Plastic Envelope Long	8.00	1000	pcs	8,000.00	300	2,400.00	200	1,600.00	300	2,400.00	200	1,600.00

	Plastic Envelope Short	7.50	1500	pcs	11,250.00	500	3,750.00	300	2,250.00	500	3,750.00	200	1,500.00
	Plastic Fastener	60.00	10	bxs	600.00	3	180.00	2	120.00	3	180.00	2	120.00
	Ballpen	120.00	10	bxs	1,200.00	3	360.00	2	240.00	3	360.00	2	240.00
	Mailing Envelope Long	380.00	2	bxs	760.00	1	380.00	0	0.00	1	380.00	0	0.00
	Paper Clip vinyl Coated (big)	20.00	10	bxs	200.00	3	60.00	2	40.00	3	60.00	2	40.00
	Paper Clip vinyl Coated (small)	15.00	24	bxs	360.00	6	90.00	6	90.00	6	90.00	6	90.00
	2A COPY PAPER SHORT	0.00	120		41,760.00	60	0.00	30	0.00	10	0.00	20	0.00
	2A COPY PAPER LONG	0.00	80		27,040.00	40	0.00	20	0.00	10	0.00	10	0.00
	Other supplies	0.00	0		60,700.45	0	0.00	0	0.00	0	0.00	0	0.00
	EPSON Ink # 003	1680.00	40	bots.	67,200.00	10	10,080.00	10	10,080.00	10	10,080.00	10	10,080.00
	Mongol Pencil # 2	84.00	8	bots.	672.00	2	84.00	2	84.00	2	84.00	2	84.00
	Correction Tape	40.00	60	sets	2,400.00	15	480.00	15	480.00	15	480.00	15	480.00
	Yellow Paper	38.00	24	sets	912.00	6	114.00	6	76.00	6	76.00	6	76.00
	WHITE BOARD	1813.57	1	unit	1,813.57	1	0.00	0	0.00	0	0.00	0	0.00
	Expanding folder Long (brown)	25.00	35	pcs	500.00	15	500.00	10	250.00	10	250.00	0	0.00
	Ballpen Panda (black and blue)	8.00	8	dozen	192.00	8	192.00	0	0.00	0	0.00	0	0.00
	Ballpen BHW (black and blue)	8.00	8	dozen	192.00	8	192.00	0	0.00	0	0.00	0	0.00
	fastener Plastic	2.00	65	boxes	130.00	65	130.00	0	0.00	0	0.00	0	0.00
	Yellow Pad	39.00	1	pad	39.00	1	39.00	0	0.00	0	0.00	0	0.00
	Gestetner Toner MP201H	0.00	4	container		1	1,550.00	1	1,550.00	1	1,550.00	1	1,550.00
	Refill signing pen (black)	120.00	120	pcs	840.00	120	100.00	0	0.00	0	0.00	0	0.00
	EPSON Continous Ink Black	0.00	12	pcs	2,942.28	3	735.57	3	735.57	3	735.57	3	735.57
	EPSON Continous Ink Blue	0.00	12	pcs	3,300.00	3	825.00	3	825.00	3	825.00	3	825.00
	EPSON Continous Ink Yellow	0.00	12	pcs	3,300.00	3	825.00	3	825.00	3	825.00	3	825.00
	EPSON Continous Ink Magenta	0.00	12	PCS	3,300.00	3	825.00	3	825.00	3	825.00	3	825.00
	Kitchen Utensils	0.00	0		100,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1) 53" LED TV with bracket and signal	0.00	0	unit	40,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(2) Aircon	0.00	0	unit	60,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(2) Water Dispenser	0.00	0	unit	15,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1) Refrigerator	0.00	0	unit	19,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(20) Fire Extinguisher refill (10 lbs.)	0.00	0	piece	30,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(25) Portable Radio model TK 20000 w/ NTC Registration	0.00	0	unit	311,855.90	0	0.00	0	0.00	0	0.00	0	0.00
	installation of internet connection bill	0.00	0		30,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1) Rescue boat w/ carrier (initial fund)	0.00	0	unit	1,500,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1) motorcycle (Off Road)	0.00	0	unit	120,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(6) Search Light (LED)	0.00	0	unit	30,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(25) Rescue Uniform T-shirt w/ printing	0.00	0	pieces	50,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(30) Raincoat	0.00	0	pieces	25,000.00	0	0.00	0	0.00	0	0.00	0	0.00

	(30) Hard Hat (heavy duty)	0.00	0	pieces	30,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(2) Carabiner	0.00	0	pieces	5,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(2)Thuraya Satellite phone activation and signal load	0.00	0	unit	20,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	Push Brush	0.00	3	piece	450.00	0	0.00	3	450.00	0	0.00	0	0.00
	Hand Gloves	0.00	8	pair	400.00	0	0.00	8	0.00	0	0.00	0	0.00
	Hand Soap (Safeguard)	0.00	8	dozen	960.00	2	240.00	6	720.00	0	0.00	0	0.00
	Surf Powder	0.00	15	dozen	1,080.00	3	216.00	12	864.00	0	0.00	0	0.00
	Fabric Conditioner (Downy)	0.00	15	dozen	825.00	3	165.00	12	660.00	0	0.00	0	0.00
	Bleach (Zonrox)	0.00	6	liter	360.00	3	180.00	3	180.00	0	0.00	0	0.00
	Dishwashing Liquid (Joy)	0.00	9	dozen	3,440.00	3	480.00	6	960.00	0	0.00	0	0.00
	Other Supplies	0.00	0		14,420.30	0	0.00	0	0.00	0	0.00	0	0.00
	(4 units) Office table w/ chairs	0.00	0		100,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1 unit) Conference table w/ chairs	0.00	0		100,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(1 unit) Dining table	0.00	0		30,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(3 unit) Steel Cabinet	0.00	0		75,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	(25 pieces) Monoblock chairs	0.00	0		9,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	Staple Wire # 35	35.00	5	box	175.00	2	75.00	1	35.00	1	35.00	1	35.00
	Black Ballpen (Flex Stick)	75.00	6	box	375.00	2	150.00	2	75.00	1	75.00	1	75.00
	Signin Pen (Parker Black Liya Gold)	2500.00	2	unit	5,000.00	2	5,000.00	0	0.00	0	0.00	0	0.00
	Specialty Paper 90 gsm 8.5" x 13"	200.00	3	pack	600.00	3	600.00	0	0.00	0	0.00	0	0.00
	CMOS Battery	150.00	4	piece	600.00	4	600.00	0	0.00	0	0.00	0	0.00
	Stamp Pad INK Black, 50 ml (min.)	34.54	1	bottle	34.54	1	34.54	0	0.00	0	0.00	0	0.00
	Folder White 8.5" x 11"	500.00	1	box	500.00	1	500.00	0	0.00	0	0.00	0	0.00
	Folder White 8.5" x 14"	500.00	1	box	500.00	1	500.00	0	0.00	0	0.00	0	0.00
	RING BINDER , plastic 2" 84 rings	70.00	20	piece	1,400.00	5	350.00	5	350.00	5	350.00	5	350.00
	RING BINDER , plastic 1" 84 rings	70.00	20	piece	1,400.00	5	350.00	5	350.00	5	350.00	5	350.00
	RING BINDER , plastic 5" 84 rings	70.00	20	piece	1,400.00	5	350.00	5	350.00	5	350.00	5	350.00
	Double Sided Tape 12mm	100.70	6	piece	604.20	6	603.20	0	0.00	0	0.00	0	0.00
	Double Sided Tape 24mm	0.00	5	piece	1,000.00	5	1,000.00	0	0.00	0	0.00	0	0.00
	Pilot Ballpen (Black)	150.00	4	box	600.00	1	150.00	1	150.00	1	150.00	1	150.00
	Pilot BallPen (Red)	150.00	2	box	300.00	1	150.00	0	0.00	0	0.00	1	150.00
	Ink Brother (LC539XL)BCMY	890.00	8	set	9,790.00	2	3,560.00	2	1,780.00	3	2,670.00	1	1,780.00
	Ink Epson (003) BCMY	670.00	7	set	5,360.00	2	1,340.00	2	1,340.00	2	1,340.00	1	1,340.00
	Plastic Fastener	49.25	1	box	98.50	0	0.00	0	0.00	0	0.00	1	4,925.00
	Other Supplies	0.00	0		136,359.50	0	0.00	0	0.00	0	0.00	0	0.00
	WIRELESS LAPEL MIC. w/ Speaker	3101.73	1		3,101.73	1	3,101.73	0	0.00	0	0.00	0	0.00
	Rain Coat	0.00	8	set	4,200.00	4	2,800.00	0	0.00	4	1,400.00	0	0.00
	Rain Boots	0.00	8	pair	2,400.00	4	1,600.00	0	0.00	4	800.00	0	0.00

	LAPTOP	0.00	0	unit	50,000.00	0	0.00	0	0.00	0	0.00	0	0.00
	Portable Printer	0.00	1		4,000.00	1	4,000.00	0	0.00	0	0.00	0	0.00
	UNINTERRUPTIBLE POWER SUPPLY (UPS)	0.00	2		4,000.00	1	3,000.00	0	0.00	1	2,000.00	0	0.00
	Business Plate	300.00	300	pcs.	90,000.00	300	90,000.00	0	0.00	0	0.00	0	0.00
	MTOP Plate	250.00	100	pcs.	25,000.00	100	25,000.00	0	0.00	0	0.00	0	0.00
	MTOP Sticker	120.00	300	pcs.	36,000.00	300	36,000.00	0	0.00	0	0.00	0	0.00
	Van Sticker	120.00	100	pcs.	12,000.00	100	12,000.00	0	0.00	0	0.00	0	0.00
	Delivery Van / Peddler Sticker	120.00	150	pcs.	18,000.00	150	18,000.00	0	0.00	0	0.00	0	0.00
	Heavy Equipment Sticker	120.00	300	pcs.	36,000.00	300	36,000.00	0	0.00	0	0.00	0	0.00
	Public Utility Vehicle (PUV) Sticker	120.00	50	pcs.	6,000.00	50	6,000.00	0	0.00	0	0.00	0	0.00
	Other Stickers	0.00	0		30,174.19	0	0.00	0	0.00	0	0.00	0	0.00
	Ricoh Toner MP 2014 MS	0.00	9		53,000.00	3	0.00	3	0.00	1	0.00	2	0.00
	BT 6000 Black	0.00	11		6,200.00	3	0.00	3	0.00	3	0.00	2	0.00
	BT 5000 (C, M, V)	0.00	12		5,200.00	3	0.00	3	0.00	3	0.00	3	0.00
	Epson 003 (C, M, V)	0.00	32		19,300.00	8	0.00	8	0.00	8	0.00	8	0.00
	Epson 003 Black	0.00	20		12,000.00	6	0.00	6	0.00	4	0.00	4	0.00
	Epson L210 Black	0.00	12		7,200.00	3	0.00	3	0.00	3	0.00	3	0.00
	Epson 003 (C, M, V)	0.00	12		7,200.00	3	0.00	3	0.00	3	0.00	3	0.00
	OTHER SUPPLIES	0.00	0		163,502.67	0	0.00	0	0.00	0	0.00	0	0.00
	Accountable Form No. 51	140.00	1000	pads	140,000.00	250	35,000.00	250	35,000.00	250	35,000.00	250	35,000.00
	Accountable Form No. 52	290.00	25	pads	7,250.00	5	1,450.00	10	2,900.00	10	2,900.00	0	0.00
	Accountable Form No. 53	165.00	35	pads	5,775.00	10	1,650.00	10	1,650.00	10	1,650.00	5	825.00
	Accountable Form No. 54	107.50	10	pads	1,075.00	5	537.50	0	0.00	5	537.50	0	0.00
	Accountable form No. 56	203.00	100	pads	20,300.00	25	5,075.00	25	5,075.00	25	5,075.00	25	5,075.00
	Cash Tickets @ P10.00	120.00	40	pads	4,800.00	10	1,200.00	10	1,200.00	10	1,200.00	10	1,200.00
	Community Tax Certificate	107.00	400	pads	42,800.00	100	10,700.00	100	10,700.00	100	10,700.00	100	10,700.00
	Other Accountable Forms (BIR Official Receipt for Eco. Enterprises)	70.00	400	pads	28,000.00	100	7,000.00	100	7,000.00	100	7,000.00	100	7,000.00
	MUNICIPAL FORM 102	310.00	20		6,200.00	5	1,550.00	5	1,550.00	5	1,550.00	5	1,550.00
	MUNICIPAL FORM 103	310.00	12		3,720.00	3	930.00	3	930.00	3	930.00	3	930.00
	MUNICIPAL FORM 97	310.00	12		3,720.00	3	930.00	3	930.00	3	930.00	3	930.00
	REGISTRY BOOK FOR BIRTH	2,500.00	5		12,500.00	5	12,500.00	0	0.00	0	0.00	0	0.00
	REGISTRY BOOK FOR MARRIAGE	2,500.00	2		5,000.00	2	5,000.00	0	0.00	0	0.00	0	0.00
	REGISTRY BOOK FOR DEATH	2,500.00	2		5,000.00	2	5,000.00	0	0.00	0	0.00	0	0.00
	REGISTRY BOOK FOR LEGAL INSTRUMENT	2,500.00	2		5,000.00	2	5,000.00	0	0.00	0	0.00	0	0.00
	REGISTRY BOOK FOR APPLICATION OF MARRIAGE	2,500.00	2		5,000.00	2	5,000.00	0	0.00	0	0.00	0	0.00
	ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)				520,047.81								

TOTAL					5,720,525.90		820,622.21		334,082.49		375,259.25		303,912.06

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

(sgd)NELSON P. ROBINION

Head of Department/Office

Summary by Office

Department	Head of Department / Office	Total Cost
ACCOUNTING OFFICE	MAGNERECIO D. PASCUA	100,000.00
ASSESSOR OFFICE	Engr. NASARIO S. BACLIG	50,000.00
BUDGET OFFICE	EMERLINDA R. RODRIGUEZ	50,000.00
ENGINEERING OFFICE	EDMUNREY V. TABILISIMA	50,000.00
LEGISLATIVE OFFICE	EDVELINO Y. PASCUA	350,000.00
AGRICULTURE OFFICE	RICHARD R. ALIBANIA	150,000.00
REGISTRAR OFFICE	REMEDIOS A. NEPOMUCENO	150,000.00
MDRR OFFICE	MARION P. MIRANDA	3,124,725.90
MPDC OFFICE	ROMEEO A. AQUINO	100,000.00
MSWD OFFICE	DAWN S. GARCIA	60,000.00
HEALTH OFFICE	DR. CESAR B. CATING	200,000.00
TREASURY OFFICE	SALVACION M. RODRIGUEZ	800,800.00
MAYOR'S OFFICE	ROSEMARIE S. QUEYPO	500,000.00
ECONOMIC ENTERPRISE	GERLIE J. ASUNCION	35,000.00
LGU - SANTA ANA	HON. NELSON P. ROBINION	5,720,525.90

Prepared By:

Approved By:

(sgd)ENGR. NASARIO S. BACLIG
 Head, BAC Secretariat

(sgd)HON. NELSON P. ROBINION
 Local Chief Executive