

**ANNUAL PROCUREMENT PLAN (APP)**  
For Calendar Year 2014



**RECEIVED**

Date: 1/23/14

Time: 10:10

By: [Signature]

Department/Office: CITY ADMINISTRATOR'S OFFICE

Item No	Description	Unit	Total No.	Estimated Budget Cost	Procurement Schedule							
					1st Quarter		2nd quarter		3rd Quarter		4th Quarter	
		Cost			Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
<b>A. OFFICE SUPPLIES EXPENSES (1031-765)</b>												
1	Computer printer ribbon	50.70	200	10,140.00	50	1,267.50	50	1,267.50	50	1,267.50	50	1,267.50
2	HP black print cartridge #21	669.00	25	16,725.00	7	9,645.00	6	3,215.00	6	3,215.00	6	3,215.00
3	HP Tri-color print cartridge #22	743.00	25	18,575.00	7	10,725.00	6	5,720.00	6	2,145.00	6	2,145.00
4	Bondpaper long	227.50	36	8,190.00	9	2,047.50	9	2,047.50	9	2,047.50	9	2,047.50
5	Bondpaper short	201.50	37	7,455.50	10	2,015.00	9	1,813.50	9	1,813.50	9	1,813.50
6	Folder (short)	4.55	80	364.00	25	113.75	25	113.75	25	68.25	25	68.25
7	Folder (long)	7.00	85	602.00	25	175.00	25	175.00	25	105.00	25	105.00
8	Brown envelope (short)	4.50	80	288.57	25	65.00	25	65.00	25	39.00	25	39.00
9	Brown envelope (long)	7.00	80	580.00	25	175.00	25	175.00	25	105.00	25	105.00
10	Ballpen	247.00	8	1,976.00	2	494.00	2	494.00	2	494.00	2	494.00
11	Mailing Envelope	550.00	1	550.00	1	550.00						
12	Pentel pen	40.00	10	400.00	5	200.00			5	200.00		
13	Rubber eraser	5.00	10	50.00	5	25.00			5	25.00		
14	Air freshener spray	300	2	600.00	1	300.00			1	300.00		
15	calculator	800	2	1,600.00	2	1,600.00						
16	Sign pen	77.35	41	3,171.35	20	1,547.00	5	386.75	10	773.50	5	386.75
17	Floormop	350.00	2	700.00	1	350.00			1	350.00		
18	Floorwax	585.00	4	2,340.00	1	585.00	1	585.00	1	585.00	1	585.00
19	Logbook	86.00	50	4,300.00	20	1,720.00	10	860.00	10	860.00	10	860.00
20	Stamp pad ink	156.00	8	1,248.00	2	312.00	2	312.00	2	312.00	2	312.00
21	Stapler	643.34	12	7,720.08	5	3,216.70	3	1,930.02	2	1,288.68	2	1,288.68
22	staple wire #35	35.75	50	1,787.50	15	536.25	10	357.50	10	357.50	5	178.75
23	Paperclips (small)	18.00	40	720.00	15	270.00	10	180.00	10	180.00	5	90.00
24	Paperclips (big)	29.00	39	1,160.00	15	435.00	10	290.00	10	290.00	5	145.00
25	Notebook (steno)	52.00	16	832.00	4	208.00	4	208.00	4	208.00	4	208.00
26	Whiteboard pen	34.32	12	429.00	3	107.25	3	107.25	3	107.25	3	107.25
27	Carbon paper (short)	676.00	4	2,704.00	1	676.00	1	676.00	1	676.00	1	676.00
28	Carbon paper (long)	715.00	4	2,860.00	1	715.00	1	715.00	1	715.00	1	715.00
29	Scotch tape	15.00	16	240.00	4	60.00	4	60.00	4	60.00	4	60.00
30	Payroll form # 38 (A)	4.55	394	1,792.70	100	455.00	100	455.00	100	455.00	100	455.00
	<b>Total</b>			<b>99,998.70</b>		<b>40,590.95</b>		<b>22,208.77</b>		<b>19,040.50</b>		<b>16,078.50</b>

PREPARED BY:

[Signature]  
MARIA CHONA P. AQUINO  
Administrative Officer III

NOTED BY:

[Signature]  
ATTY. DEXTER R. SOMARAY  
Acting City Administrator

APPROVED BY:

[Signature]  
HON. CELSO G. REGENCIA  
City Mayor

[Signature]  
MELCHOR S. ALQUIZOLA  
CHIEF OF STAFF  
CITY GOVT. DEPT. HEAD II

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					Qty.	Cost	Qty.	Cost	Qty.	Cost	Qty.	Cost
B.	GASOLINE, OIL & LUB (1031-761)			600,000.00	150,000.00	150,000.00	150,000.00	150,000.00		150,000.00		
C.	TRAVELLING EXPENSE (1031-751)			150,000.00	37,500.00	37,500.00	37,500.00	37,500.00		37,500.00		
D.	OTHER SUPPLIES EXPENSE (1031-765)			288,000.00	72,000.00	72,000.00	72,000.00	72,000.00		72,000.00		
E.	POSTAGE & DELIVERIES (1031-771)			20,000.00	5,000.00	5,000.00	5,000.00	5,000.00		5,000.00		
F.	TELEPHONE EXP.- LAND LINE (1031-772)			81,000.00	20,250.00	20,250.00	20,250.00	20,250.00		20,250.00		
G.	TELEPHONE EXP.- MOBILE (1031-773)			24,000.00	6,000.00	6,000.00	6,000.00	6,000.00		6,000.00		
H.	REP. & MAINT.- MOTOR VEHICLE (1031-841)			100,000.00	25,000.00	25,000.00	25,000.00	25,000.00		25,000.00		
I.	OTHER MAINT. & OPERATING EXP. (1031-969)			450,000.00	112,500.00	112,500.00	112,500.00	112,500.00		112,500.00		
J.	GENDER & DEVELOPMENT (1031-969-19)			250,000.00								

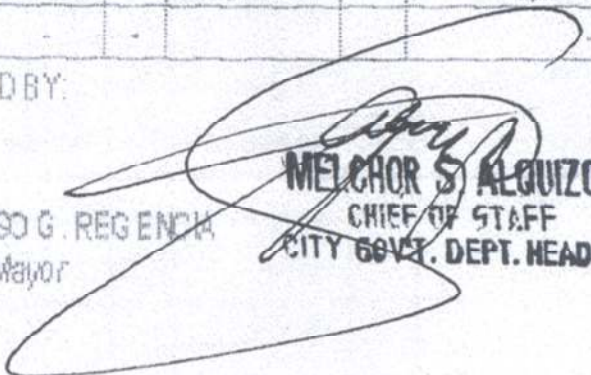
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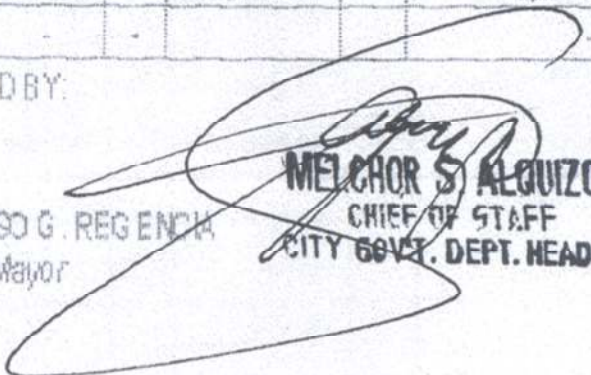
  
**MARIA CHONA P. AQUINO**  
 Administrative Officer III

NOTED BY:

  
**ATTY. DEXTER JEFFREY T. SUMABAY**  
 Acting City Administrator

APPROVED BY:

  
**HON. CELSO G. REGENCIA**  
 City Mayor

  
**MELCHOR S. ALQUIZOLA**  
 CHIEF OF STAFF  
 CITY GOVT. DEPT. HEAD II