

BIDS AND AWARDS COMMITTEE (BAC)
Annual Procurement Plan (APP) – 2013
Account Code: 1999-969-17

Item No.	Description	Total No. of Units	Estimated Budget Cost	Procurement Schedule								Remarks
				1st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
1.	US Folder long, thick	100 pcs.	800.00	50 pcs.	400.00			50 pcs.	400.00			
2.	Ball Pen	2 boxes	800.00	1 box	400.00	-	-	1 box	400.00			
3.	Sliding Folder Short	200 pcs.	1,400.00	100 pcs.	700.00	50 pcs.	350.00	50 pcs.	325.00			
4.	Sliding Folder Long	50 pcs.	600.00	25 pcs.	300.00			25 pcs.	300.00			
5.	Rubbing alcohol 70% solution 500ml.	32 btcls.	2,240.00	8 btcl.	560.00	8 btcl.	560.00	8 btcl.	560.00	8 btcl.	560.00	
6.	6" Plastic Fastener	6 bxs.	840.00	2 bxs	280.00	-	-	3 bxs	420.00	1 box	140.00	
7.	Sign Pen – 0.7 color blue	40 pcs.	3,800.00	20 pcs.	1,900.00	-	-	-	-	20 pcs.	1,900.00	
8.	Finger Moistener	6 pcs.	240.00	3 pcs.	120.00	-	-	3 pcs.	120.00	-	-	
9.	Transparent Tape 1"	10 pcs.	350.00	5 pcs.	175.00	-	-	5 pcs.	175.00	-	-	
10.	Pentel Pen, black & blue (fine & bold)	6 pcs.	300.00	-	-	3 pcs.	210.00	-	-	3 pcs.	210.00	
11.	Whiteboard marker	4 pcs.	200.00	2 pcs.	100.00	-	-	2 pcs.	100.00	--	-	
12.	300 pages Logbook	30 pcs.	1,500.00	10 pcs.	500.00	10 pcs.	500.00	-	--	10 pcs.	500.00	
13.	Fax paper PANASONIC KX-FT 903	3 rolls	285.00	-	-	-	-	-	-	3 rolls	360.00	
14.	Bond Paper Long - Sub 20	30 rms	4,350.00	10 rms	1,450.00	10 rms	1,450.00	-	-	10 rms	1,450.00	
15.	Book Paper-short –copy laser paper	30 rms	4,350.00	10 rms	1,450.00	10 rms	1,450.00	-	-	10 rms	1,450.00	
16.	Book Paper Long –copy laser paper	40 rms	6,800.00	10 rms	1,700.00	10 rms	1,700.00	10 rms	1,700.00	10 rms	1,700.00	
17.	Air Freshener (spray-county garden)	8 cans	1,480.00	3 cans	555.00	2 cans	370.00	3 cans	555.00	-	-	
18.	Computer Ink:											
19.	HP 703 black	48 cart	24,000.00	12 cart	6,000.00	12 cart	6,000.00	12 cart	6,000.00	12	6,000.00	
20.	HP 703 tricolor	35 cart	17,500.00	9 cart	4,500.00	9 cart	4,500.00	9 cart	4,500.00	8 cart	4,000.00	
21.	HP704 tricolor	15 cart	7,500.00	5 cart	2,500.00	5 cart	2,500.00	-	-	5 cart	2,500.00	
22.	HP704 black	15 cart	7,500.00	5 cart	2,500.00	5 cart	2,500.00	-	-	5 cart	2,500.00	
23.	Correction tape WH-704	4 pcs.	280.00	2 pcs.	140.00	2 pcs.	140.00	-	-	-	-	
	TOTAL		P 87,115.00		P 26,230.00		P 22,230.00		P 15,555.00		P 23,270.00	

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				1st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter		
				Quantity	Cost	Quantity	Cost	Quantity	Cost	Quantity	Cost	
	Amount brought forward		P 87,615.00		P 28,130.00		P 21,930.00		P 15,455.00		P 19,270.00	
26.	Traveling expenses		70,705.00				25,310.00		32,945.00		14,790.00	
27.	Postage & Deliveries / Telephone Services		25,050.00		6,500.00		6,500.00		5,550.00		6,500.00	
28.	Personnel Services	3 casual	135,600.00	3 casuals	41,240.00	2 casuals	31,600.00	2 casuals	31,600.00	2 casuals	31,160.00	
29.	Maintenance of Vehicle/Equipment:											
30.	Gasoline	200 liters	13,000.00	100 liters	7,160.00	-	-	100.liters	6,500.00	-	-	
31.	Spare Parts: Air-condition & Motorcycle		15,500.00		7,500.00		3,000.00		3,000.00		2,000.00	
32.	Repair: Motorcycle, Air-condition & photocopying machine		22,790.00		500.00		18,000.00		4,290.00			
33.	Engine Oil	12 liters	2,640.00	3 liters	660.00	3 liters	660.00	3 liters	660.00	3 liters	660.00	
34.	Toner E-166/T-1640, Toshiba copying	2 set	12,000.00	1 set	6,000.00	-	-	1 set	6,000.00			
35.	Contingencies		10,000.00	-	-	-	10,000.00	-	-	-	-	
36.	3-in-1 Computer Printer	1 set	7,600.00	1 set	7,600.00	-	-	-	-	-	-	
	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X											
	TOTAL		400,000.00		103,390.00		135,520.00		97,500.00		63,590.00	

Prepared by:

RAIDAH M. MUÑASQUE
Head, BAC Secretariat

Recommended by:

GIL R. BALONDO
BAC Chairman

Approved by:

PACIFICADOR M. LLUCH, JR.
LACITY ADMINISTRATOR
City Mayor