

**ANNUAL PROCUREMENT PLAN  
CY 2020  
MUNICIPALITY OF PURA**

PLAN CONTROL NO.					Planned Amount					Page 1 of 9 pages		
DEPARTMENT OR OFFICE					Regular	Contingency		Total		Date Submitted:		
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION						
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
1	INSECTICIDE, aerosol type, net content: 600ml min	139.36	52	can	7246.72	20	2,787.20	10	1,393.60	15	2,090.40	7
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	43.79	282	bottle	12,348.78	90	3,941.10	59	2,583.61	82	3,590.78	51
3	STAMP PAD INK, purple or violet	30.8	31	bottle	954.80	15	462.00	5	154.00	7	215.60	4
4	ACETATE, thickness: 0.075mm min (gauge #3)	847.82	0	roll	-	0	-	0	-	0	-	0
5	CARBON FILM, PE, black, size 210mm x 297mm	221	2	box	442.00	2	442.00	0	-	0	-	0
6	CARBON FILM, PE, black, size 216mm x 330mm	208.52	16	box	3,336.32	6	1,251.12	3	625.56	4	834.08	3
7	CARTOLINA, assorted colors	83.72	0	pack	-	0	-	0	-	0	-	0
8	CONTINUOUS FORM, 1 PLY, 280 x 241mm	682.24	0	box	-	0	-	0	-	0	-	0
9	CONTINUOUS FORM, 1 PLY, 280 x 378mm	1029.6	0	box	-	0	-	0	-	0	-	0
10	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	1528.8	0	box	-	0	-	0	-	0	-	0
11	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	906.36	0	box	-	0	-	0	-	0	-	0
12	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	884	0	box	-	0	-	0	-	0	-	0
13	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	1508	0	box	-	0	-	0	-	0	-	0
14	LOOSELEAF COVER, made of chipboard, for legal	794.96	0	bundle	-	0	-	0	-	0	-	0
15	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	37.06	11	pad	407.66	10	370.60	0	-	1	37.06	0
16	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	59.28	26	pad	1,541.28	16	948.48	3	177.84	4	237.12	3
17	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	47.73	31	pad	1,479.63	17	811.41	5	238.65	5	238.65	4
18	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	12.04	6	piece	72.24	6	72.24	0	-	0	-	0
<b>Sub-Total</b>					<b>27,829.43</b>		<b>1,086.15</b>		<b>5,173.26</b>		<b>7,243.69</b>	

PLAN CONTROL NO.					Planned Amount					Page 2 of 9 pages		
DEPARTMENT OR OFFICE					Regular	Contingency		Total		Date Submitted:		
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION						
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
19	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	170.56	30	ream	5,116.80	10	1,705.60	10	1,705.60	5	852.80	5
20	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	181.42	49	ream	8,889.58	14	2,539.88	15	2,721.30	10	1,814.20	10
21	PAPER, Multi-Purpose (COPY) A4, 70 gsm	128.44	392	ream	50,348.48	143	18,366.92	70	8,990.80	107	13,743.08	72
22	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	169.4	513	ream	86,902.20	178	30,153.20	98	16,601.20	141	23,885.40	96
23	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	29.12	12	pad	349.44	1	29.12	1	29.12	6	174.72	4
24	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	101.71	0	ream	-	0	-	0	-	0	-	0
25	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	55.64	0	roll	-	0	-	0	-	0	-	0
26	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	70.72	44	book	3,111.68	36	2,545.92	1	70.72	1	70.72	6
27	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	101.92	15	book	1,528.80	12	1,223.04	2	203.84	0	-	1
28	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	87.4	266	pack	23,248.40	86	7,516.40	57	4,981.80	65	5,681.00	58
29	BATTERY, dry cell, AA, 2 pieces per blister pack	19.73	68	pack	1,341.64	26	512.98	11	217.03	18	355.14	13
30	BATTERY, dry cell, AAA, 2 pieces per blister pack	19.73	25	pack	493.25	11	217.03	4	78.92	6	118.38	4
31	BATTERY, dry cell, D, 1.5 volts, alkaline	96.2	0	pack	-	0	-	0	-	0	-	0
32	GLUE, all purpose, gross weight: 200 grams min	62.1	19	jar	1,179.90	16	993.60	0	-	3	186.30	0
33	STAPLE WIRE, for heavy duty staplers, (23/13)	19.76	25	box	494.00	7	138.32	6	118.56	6	118.56	6
34	STAPLE WIRE, STANDARD, (26/6)	22.55	116	box	2,615.80	55	1,240.25	22	496.10	22	496.10	17
35	TAPE, ELECTRICAL, 18mm x 16M min	18.67	11	roll	205.37	5	93.35	3	56.01	3	56.01	0
36	TAPE, MASKING, width: 24mm (±1mm)	54.6	34	roll	1,856.40	22	1,201.20	4	218.40	4	218.40	4
37	TAPE, MASKING, width: 48mm (±1mm)	106.6	18	roll	1,918.80	11	1,172.60	4	426.40	1	106.60	2
<b>Sub-Total</b>					<b>189,600.54</b>		<b>69,649.41</b>		<b>36,915.80</b>		<b>47,877.41</b>	

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						QTY	Amount	QTY	Amount	QTY	Amount	QTY
38	TAPE, PACKAGING, width: 48mm (±1mm)	19.97	14	roll	279.58	7	139.79	4	79.88	1	19.97	2
39	TAPE, TRANSPARENT, width: 24mm (±1mm)	10.09	124	roll	1,251.16	49	494.41	22	221.98	32	322.88	21
40	TAPE, TRANSPARENT, width: 48mm (±1mm)	19.97	42	roll	838.74	13	259.61	11	219.67	9	179.73	9
41	TWINE, plastic, one (1) kilo per roll	58.24	0	roll	-	0	-	0	-	0	-	0
42	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	1109.68	0	unit	-	0	-	0	-	0	-	0
43	ELECTRIC FAN, ORBIT type, ceiling, metal blade	1369.68	0	unit	-	0	-	0	-	0	-	0
44	ELECTRIC FAN, STAND type, plastic blade	856.88	2	unit	1,713.76	2	1,713.76	0	-	0	-	0
45	ELECTRIC FAN, WALL type, plastic blade	770.11	0	unit	-	0	-	0	-	0	-	0
46	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	39.39	4	piece	157.56	4	157.56	0	-	0	-	0
47	Ligh Bulb, LED, 7 watts 1 pc in individual box	82.16	0	piece	-	0	-	0	-	0	-	0
48	RULER, plastic, 450mm (18"), width: 38mm min	17.68	29	piece	512.72	23	406.64	2	35.36	2	35.36	2
49	AIR FRESHENER, aerosol, 280ml/150g min	86.06	79	can	6,798.74	31	2,667.86	13	1,118.78	23	1,979.38	12
50	BROOM, soft (tambo)	136.24	83	piece	11,307.92	30	4,087.20	16	2,179.84	21	2,861.04	16
51	BROOM, STICK (TING-TING), usable length: 760mm min	18.2	131	piece	2,384.20	35	637.00	30	546.00	36	655.20	30
52	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	41.6	50	bottle	2,080.00	15	624.00	10	416.00	15	624.00	10
53	CLEANSER, SCOURING POWDER, 350g min./can	23.92	41	can	980.72	12	287.04	6	143.52	9	215.28	14
54	DETERGENT BAR, 140 grams as packed	9.03	28	bar	252.84	7	63.21	7	63.21	7	63.21	7
55	DETERGENT POWDER, all purpose, 1kg	37.43	43	pack	1,609.49	17	636.31	8	299.44	12	449.16	6
56	DISINFECTANT SPRAY, aerosol type, 400-550 grams	128.96	65	can	8,382.40	25	3,224.00	14	1,805.44	13	1,676.48	13
57	DUST PAN, non-rigid plastic, w/ detachable handle	24.83	31	piece	769.73	14	347.62	5	124.15	7	173.81	5
58	FLOOR WAX, PASTE, RED	309.76	0	can	-	0	-	0	-	0	-	0
<b>Sub-Total</b>					<b>39,319.56</b>		<b>15,746.01</b>		<b>7,253.27</b>		<b>9,255.50</b>	

PLAN CONTROL NO.				Planned Amount						Page 4 of 9 pages		
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						QTY	Amount	QTY	Amount	QTY	Amount	QTY
59	FURNITURE CLEANER, aerosol type, 300ml min per can	115.53	43	can	4,967.79	16	1,848.48	8	924.24	11	1,270.83	8
60	MOP BUCKET, heavy duty, hard plastic	2288	1	unit	2,288.00	0	-	1	2,288.00	0	-	0
61	MOPHANDLE, heavy duty, aluminum, screw type	145.6	6	piece	873.60	5	728.00	1	145.60	0	-	0
62	MOPHEAD, made of rayon, weight: 400 grams min	123.76	19	piece	2,351.44	13	1,608.88	3	371.28	2	247.52	1
63	RAGS, all cotton, 32 pieces per kilogram min	53.82	30	bundle	1,614.60	12	645.84	5	269.10	7	376.74	6
64	SCOURING PAD, made of synthetic nylon, 140 x 220mm	107.12	18	pack	1,928.16	5	535.60	4	428.48	5	535.60	4
65	TRASHBAG, plastic, transparent	134.68	64	roll	8,619.52	21	2,828.28	14	1,885.52	16	2,154.88	13
66	WASTEBASKET, non-rigid plastic	23.59	3	piece	70.77	3	70.77	0	-	0	-	0
67	Desktop Computer, branded	39208	0	unit	-	0	-	0	-	0	-	0
68	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2714	0	piece	-	0	-	0	-	0	-	0
69	FLASH DRIVE, 16 GB capacity	167.44	27	piece	4,520.88	23	3,851.12	0	-	4	669.76	0
70	Laptop Computer, branded	45747.52	0	unit	-	0	-	0	-	0	-	0
71	MOUSE, optical, USB connection type	111.3	18	unit	2,003.40	10	1,113.00	3	333.90	4	445.20	1
72	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	38100.97	0	unit	-	0	-	0	-	0	-	0
73	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	9191.52	0	unit	-	0	-	0	-	0	-	0
74	PRINTER, LASER, monochrome, network-ready	724.88	0	unit	-	0	-	0	-	0	-	0
75	CHALK, molded, white, dustless, length: 78mm min	29.64	0	box	-	0	-	0	-	0	-	0
76	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	9.05	11	box	99.55	11	99.55	0	-	0	-	0
77	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	15.27	8	box	122.16	8	122.16	0	-	0	-	0
78	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	20.8	12	box	249.60	11	228.80	0	-	1	20.80	0
<b>Sub-Total</b>					<b>29,709.47</b>		<b>13,680.48</b>		<b>6,646.12</b>		<b>5,721.33</b>	

PLAN CONTROL NO.					Planned Amount						Page 5 of 9 pages	
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Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION						
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
79	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	47.84	9	box	430.56	9	430.56	0	-	0	-	0
80	CORRECTION TAPE, film base type, UL 6m min	14.02	218	piece	3,056.36	77	1,079.54	44	616.88	63	883.26	34
81	DATA FILE BOX, made of chipboard, with closed ends	77.2	35	piece	2,702.00	17	1,312.40	8	617.60	5	386.00	5
82	DATA FOLDER, made of chipboard, taglia lock	68.64	0	piece	-	0	-	0	-	0	-	0
83	ENVELOPE, DOCUMENTARY, for A4 size document	673.09	4	box	2,692.36	4	2,692.36	0	-	0	-	0
84	ENVELOPE, DOCUMENTARY, for legal size document	927.16	11	box	10,198.76	9	8,344.44	0	-	2	1,854.32	0
85	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	738.4	7	box	5,168.80	6	4,430.40	0	-	1	738.40	0
86	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	30.4928	1	piece	30.49	1	30.49	0	-	0	-	0
87	ENVELOPE, MAILING, white, 80gsm (-5%)	362.44	9	box	3,261.96	8	2,899.52	0	-	1	362.44	0
88	ENVELOPE, mailing, white, with window	414.13	1	box	414.13	1	414.13	0	-	0	-	0
89	ERASER, FELT, for blackboard/whiteboard	10.3	4	piece	41.20	3	30.90	0	-	1	10.30	0
90	FASTENER, METAL, 70mm between prongs	83.41	133	box	11,093.53	66	5,505.06	24	2,001.84	20	1,668.20	23
91	FILE ORGANIZER, expanding, plastic, 12 pockets	86.04	0	piece	-	0	-	0	-	0	-	0
92	FILE TAB DIVIDER, bristol board, for A4	11.13	0	set	-	0	-	0	-	0	-	0
93	FILE TAB DIVIDER, bristol board, for legal	14.23	0	set	-	0	-	0	-	0	-	0
94	FOLDER, FANCY, for A4 size documents	270.4	5	bundle	1,352.00	5	1,352.00	0	-	0	-	0
95	FOLDER, FANCY, for legal size documents	311.88	11	bundle	3,430.68	7	2,183.16	1	311.88	2	623.76	1
96	FOLDER, L-TYPE, PLASTIC, for A4 size documents	187.08	0	pack	-	0	-	0	-	0	-	0
97	FOLDER, L-TYPE, PLASTIC, for legal size documents	243.24	0	pack	-	0	-	0	-	0	-	0
<b>Sub-Total</b>					<b>43,872.83</b>		<b>30,704.96</b>		<b>3,548.20</b>		<b>6,526.68</b>	

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
98	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	952.64	1	box	952.64	1	952.64	0	-	0	-	0
99	FOLDER, TAGBOARD, for A4 size documents	279	11	pack	3,069.00	10	2,790.00	0	-	1	279.00	0
100	FOLDER, TAGBOARD, for legal size documents	321.36	18	pack	5,784.48	11	3,534.96	0	-	4	1,285.44	3
101	INDEX TAB, self-adhesive, transparent	53.14	5	box	265.70	5	265.70	0	-	0	-	0
102	MAGAZINE FILE BOX, LARGE size, made of chipboard	41.6	27	piece	1,123.20	22	915.20	0	-	5	208.00	0
103	MARKER, FLUORESCENT, 3 assorted colors per set	44.41	19	set	843.79	9	399.69	1	44.41	8	355.28	1
104	MARKER, whiteboard, black, felt tip, bullet type	13.38	46	piece	615.48	20	267.60	4	53.52	18	240.84	4
105	MARKER, whiteboard, blue, felt tip, bullet type	13.38	7	piece	93.66	6	80.28	0	-	1	13.38	0
106	MARKER, whiteboard, red, felt tip, bullet type	13.38	13	piece	173.94	8	107.04	0	-	5	66.90	0
107	MARKER, PERMANENT, bullet type, black	8.98	94	piece	844.12	62	556.76	7	62.86	20	179.60	5
108	MARKER, PERMANENT, bullet type, blue	8.98	15	piece	134.70	13	116.74	0	-	2	17.96	0
109	MARKER, PERMANENT, bullet type, red	8.98	17	piece	152.66	15	134.70	0	-	2	17.96	0
110	PAPER CLIP, vinyl/plastic coat, length: 32mm min	7.76	84	box	651.84	43	333.68	10	77.60	22	170.72	9
111	PAPER CLIP, vinyl/plastic coat, length: 48mm min	14.04	72	box	1,010.88	39	547.56	13	182.52	14	196.56	6
112	PENCIL, lead, w/ eraser, wood cased, hardness: HB	20.79	23	box	478.17	13	270.27	2	41.58	6	124.74	2
113	RING BINDER, 80 rings, plastic, 32mm x 1.12m	239.79	0	bundle	-	0	-	0	-	0	-	0
114	RUBBER BAND, 70mm min lay flat length (#18)	109.5	12	box	1,314.00	5	547.50	3	328.50	1	109.50	3
115	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	34.13	15	piece	511.95	10	341.30	0	-	5	170.65	0
116	CUTTER BLADE, for heavy duty cutter	14.82	32	piece	474.24	23	340.86	3	44.46	5	74.10	1
117	CUTTER KNIFE, for general purpose	33.43	22	piece	735.46	18	601.74	1	33.43	2	66.86	1
118	DATING AND STAMPING MACHINE, heavy duty	453.96	2	piece	907.92	2	907.92	0	-	0	-	0
<b>Sub-Total</b>					<b>20,137.83</b>		<b>14,012.14</b>		<b>868.88</b>		<b>3,577.49</b>	


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119	PENCIL SHARPENER, manual, single cutter head	202.8	15	piece	3,042.00	9	1,825.20	2	405.60	3	608.40	1
120	PUNCHER, paper, heavy duty, with two hole guide	131.96	13	piece	1,75.48	9	1,187.64	0	-	4	527.84	0
121	SCISSORS, symmetrical, blade length: 65mm min	40.56	23	pair	932.88	19	770.64	0	-	4	162.24	0
122	STAPLER, STANDARD TYPE, load cap: 200 staples min	176.8	22	piece	3,889.60	14	2,475.20	1	176.80	6	1,060.80	1
123	STAPLER, BINDER TYPE, heavy duty, desktop	914.16	2	unit	1,828.32	2	1,828.32	0	-	0	-	0
124	STAPLE REMOVER, PLIER-TYPE	24.9	15	piece	373.50	12	298.80	0	-	2	49.80	1
125	TAPE DISPENSER, TABLE TOP, for 24mm width tape	55.83	8	piece	446.64	8	446.64	0	-	0	-	0
126	BINDING AND PUNCHING MACHINE, binding cap: 50mm	9534.72	0	unit	-	0	-	0	-	0	-	0
127	CALCULATOR, compact, 12 digits	346.85	5	unit	1,734.25	0	-	2	693.70	2	693.70	1
128	FACSIMILE MACHINE, uses thermal paper	5642	0	unit	-	0	-	0	-	0	-	0
129	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	9297.6	0	unit	-	0	-	0	-	0	-	0
130	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	5699.2	0	unit	-	0	-	0	-	0	-	0
131	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	0	0	unit	-	0	-	0	-	0	-	0
132	CHAIR, monobloc, beige, with backrest, w/o armrest	303.68	20	piece	6,073.60	15	4,555.20	0	-	5	1,518.40	0
133	CHAIR, monobloc, white, with backrest, w/o armrest	301.6	0	piece	-	0	-	0	-	0	-	0
134	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	1336.4	0	unit	-	0	-	0	-	0	-	0
135	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	1315.6	1	unit	1,315.60	1	1,315.60	0	-	0	-	0
136	CLEARBOOK, 20 transparent pockets, for A4 size	39.78	0	piece	-	0	-	0	-	0	-	0
<b>Sub-Total</b>					<b>21,351.87</b>		<b>14,703.24</b>		<b>1,276.10</b>		<b>4,621.18</b>	

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
137	CLEARBOOK, 20 transparent pockets, for LEGAL size	42.38	0	piece	-	0	-	0	-	0	-	0
138	ERASER, PLASTIC/RUBBER, for pencil draft/writing	4.42	73	piece	322.66	38	167.96	15	66.30	14	61.88	6
139	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	34.61	246	piece	8,514.06	111	3,841.71	36	1,245.96	74	2,561.14	25
140	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	34.61	35	piece	1,211.35	15	519.15	5	173.05	10	346.10	5
141	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	34.61	8	piece	276.88	6	207.66	0	-	2	69.22	0
142	WRAPPING PAPER, kraft, 65gsm (-5%)	154.84	0	pack	-	0	-	0	-	0	-	0
143	Frixion Pen 0.4 (black)	85	42	pcs	3,570.00	22	1,870.00	5	425.00	10	850.00	5
144	Frixion Pen 0.4 (red)	85	9	pcs	765.00	3	255.00	2	170.00	2	170.00	2
145	Ballpen standard	15	36	pcs	540.00	12	180.00	12	180.00	12	180.00	0
146	Ballpen Pilot (Black)	20	24	pcs	480.00	12	240.00	0	-	12	240.00	0
147	Collection Pouch	30	10	pcs	300.00	10	300.00	0	-	0	-	0
148	Envelope Pay Kraft 102mm	250	15	pcks	3,750.00	5	1,250.00	5	1,250.00	3	750.00	2
149	ribbon nylon, Manual Typewriter	20	10	spool	200.00	3	60.00	2	40.00	3	60.00	2
150	Tape Adding Machine	15	10	roll	150.00	3	45.00	2	30.00	3	45.00	2
151	Dishwashing Liquid	290	2	bottles	580.00	2	580.00	0	-	0	-	0
152	Fabric Conditioner	290	1	bottles	290.00	1	290.00	0	-	0	-	0
153	Ring Binder 1.5" x 42"	20	5	pcs	100.00	5	100.00	0	-	0	-	0
154	Ring Binder 1" x 42"	20	5	pcs	100.00	5	100.00	0	-	0	-	0
155	Ring Binder 0.8" x 42"	20	5	pcs	100.00	5	100.00	0	-	0	-	0
156	Ring Binder 0.5" x 42"	20	5	pcs	100.00	5	100.00	0	-	0	-	0
157	Photo Paper A4	130	13	pcks	1,690.00	10	1,300.00	3	390.00	0	-	0
158	Specialty Board Paper	50	80	pcks	4,000.00	10	500.00	70	3,500.00	0	-	0
159	Plastic Lamination	100	5	pcks	500.00	0	-	5	500.00	0	-	0
160	Matte Paper	100	25	pcks	2,500.00	25	2,500.00	0	-	0	-	0
161	Toner Brother DCP L2540 DW	3150	5	pcs	15,750.00	2	6,300.00	1	3,150.00	1	3,150.00	1
162	Epson Ink Cyan T6642	260	101	bottles	26,260.00	50	13,000.00	18	4,680.00	26	6,760.00	7
163	Epson Ink Magenta T6643	260	106	bottles	27,560.00	51	13,260.00	20	5,200.00	26	6,760.00	9
164	Epson Ink Yellow T6644	260	91	bottles	23,660.00	46	11,960.00	15	3,900.00	21	5,460.00	9
<b>Sub-Total</b>					<b>123,269.95</b>		<b>59,026.48</b>		<b>24,900.31</b>		<b>27,463.34</b>	



PLAN CONTROL NO.					Planned Amount					Page 9 of 9 pages		
DEPARTMENT OR OFFICE					Regular	Contingency		Total		Date Submitted:		
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION						
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th
						QTY	Amount	QTY	Amount	QTY	Amount	QTY
165	Epson Ink Black T6641	260	192	bottles	49,920.00	86	22,360.00	36	9,360.00	52	13,520.00	18
166	Accountable Forms	100	650	pcs	65,000.00	650	65,000.00	0	-	0	-	0
<b>Sub-Total</b>					<b>114,920.00</b>		<b>87,360.00</b>		<b>9,360.00</b>		<b>13,520.00</b>	
<b>Grand Total</b>					<b>610,011.48</b>		<b>315,968.87</b>		<b>95,941.94</b>		<b>125,806.62</b>	

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

  
**FREDDIE D. DOMINGO**  
 Municipal Mayor