

FDP Form 4b - Annual Procurement Plan or Procurement List

Summary by Office

DEPARTMENT	Head Of Department/Office	Total Cost
Office of the Municipal Mayor	Hon. Albino M. Balo	208,053.75
Office of the Secretary to the Sanggunian	Ms. Hilda L. Tan	119,592.35
Office of the Vice Mayor	Dr. Maria Fe A. Piezas, M.D.	7,296.30
Municipal Civil Registrar	Ms. Conchita S. Gran	102,211.40
Municipal Planning and Dev't. Office	Engr. Ronaldo Guhiting	104,381.10
Municipal Budget Office	Ms. Conchita S. Gran	39,211.40
Municipal Accounting Office	Ms. Consolacion dela Peña, CPA	134,562.00
Municipal Treasurer's Office	Ms. Maryjean O. Uy	328,921.90
Municipal Assessor's Office	Mr. Geoffrey E. Gulay	58,373.70
Office of the Municipal Agricultural Services	Mr. Geoffrey E. Gulay	116,122.20
Municipal Engineering Office	Engr. Ariston Beronio	81,212.40
Office on Municipal Health Services	Dr. Baltazar Federico C. Liao, M.D.,MPH	141,848.60
Municipal Social Welfare & Dev't. Office	Ms. Justina Olaso	17,463.00
Office of the Human Resource Service	Dennis Theodore M. Besinga	194,558.00
OMM/MDRRMO	Engr. Lucio Ocio, Jr.	16,108.80
OMM/FISHPORT	Montano dela Torre	26,557.00
General Services Office	Ms. Rachel B. Laga	208,083.50
Ecological Solid Waste Management	Mr. Anecito Miasco	36,885.00
Enterprise and Economic Ventures	Mr. Felix P. Tan	61,199.80
OVERALL TOTAL		2,002,642.20

We hereby certify that we have reviewed the contents and hereby attest to the veracity

(SGD) BALTAZAR FEDERICO C. LIAO, M.D. MPH
BAC Chairperson

(SGD) HON. ALBINO M. BALO
Local Chief Executive

Two (2) Forms to use:
 1. Individual Forms (by Office or Department)
 2. Summary Form

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department/ Office: Office of the Municipal Mayor				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	Air Freshener	220.00	6	1,320.00	2	440.00	2	440.00	1	220.00	1	220.00
2	Art Paper (pack)	12.00	12	144.00	3	36.00	3	36.00	3	36.00	3	36.00
3	Ballpen (black)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00
4	Ballpen (blue)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00
5	Ballpen (red)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
6	Ballpen (green)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
7	Bathroom tissue	9.50	24	228.00	6	57.00	6	57.00	6	57.00	6	57.00
8	Bath Soap (safeguard-big)	45.00	6	270.00	2	90.00	1	45.00	2	90.00	1	45.00
9	Battery AA (2s)	46.50	6	279.00	2	93.00	1	46.50	2	93.00	1	46.50
10	Battery AAA (2s)	65.00	6	390.00	2	130.00	1	65.00	2	130.00	1	65.00
11	Bond Paper (US) Long	198.00	20	3,960.00	5	990.00	5	990.00	5	990.00	5	990.00
12	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00
	Camera DSLR	50,000.00	1	50,000.00	1	50,000.00		-		-		-
15	Calculator	632.00	1	632.00	1	632.00		-	0	-		-
16	Cartolina (assorted colors)	6.00	12	72.00	6	36.00		-	6	36.00		-
17	Cellophane Tape (1 inch)	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00
18	Columnar Book 8 columns	29.00	4	116.00	1	29.00	1	29.00	1	29.00	1	29.00
19	Cork Pins	17.00	1	17.00	1	17.00		-	0	-		-
20	Correction Pen	65.75	12	789.00	3	197.25	3	197.25	3	197.25	3	197.25
21	Correction Tape	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
22	Cutter	47.00	2	94.00	1	47.00		-	1	47.00		-
23	Disinfectant Spray (Lysol)	363.00	2	726.00	1	363.00		-	1	363.00		-
24	Dishwashing liquid	258.00	6	1,548.00	3	774.00		-	3	774.00		-
25	Double-sided Tape	75.00	6	450.00	3	225.00	0	-	3	225.00	0	-
26	Elmer's Glue (130g)	36.00	2	72.00	1	36.00	0	-	1	36.00	0	-
27	Envelope (white mailing) long	230.00	1	230.00	1	230.00		-	0	-		-
28	Envelope (brown) long	15.00	50	750.00	20	300.00	5	75.00	20	300.00	5	75.00
29	Envelope (brown) short	13.00	60	780.00	15	195.00	15	195.00	15	195.00	15	195.00
	Sub-total			69,175.00		55,999.25		3,482.75		4,900.25		3,262.75

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
30	Envelope (plastic)	250.00		6	1,500.00	3	750.00		-	3	750.00		-
31	Extension Wire	350.00		2	700.00	1	350.00		-	1	350.00		-
32	External Memory	4,000.00		2	8,000.00	1	4,000.00	0	-	1	4,000.00	0	-
33	Flag (Philippines)	172.50		6	1,035.00	3	517.50	0	-	3	517.50	0	-
34	Flag (Bohol)	1,150.00		6	6,900.00	3	3,450.00	0	-	3	3,450.00	0	-
35	Flash Drive	439.00		2	878.00	1	439.00	0	-	1	439.00	0	-
36	Folder white, long	13.65		48	655.20	12	163.80	12	163.80	12	163.80	12	163.80
37	Folder white, short	12.25		48	588.00	12	147.00	12	147.00	12	147.00	12	147.00
38	Folder (Expandable),green-long	15.25		75	1,143.75	36	549.00	0	-	39	594.75	0	-
39	Folder (Expandable), green-short	13.65		36	491.40	12	163.80	12	163.80	12	163.80		-
40	Furniture Polish (preferably Pledge)	282.25		2	564.50	1	282.25		-	1	282.25		-
41	Garbage Bag	25.00		48	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
42	Glass Cleaner	158.00		6	948.00	3	474.00	0	-	3	474.00	0	-
43	Highlighter Pen	38.00		24	912.00	6	228.00	6	228.00	6	228.00	6	228.00
44	Ink for HP # 678 (black)	450.00		36	16,200.00	12	5,400.00	6	2,700.00	12	5,400.00	6	2,700.00
45	Ink for HP # 678 (tri-color)	495.00		36	17,820.00	12	5,940.00	6	2,970.00	12	5,940.00	6	2,970.00
46	Ink for Epson 664 (1)	290.00		24	6,960.00	6	1,740.00	6	1,740.00	6	1,740.00	6	1,740.00
47	Ink for Epson 664 (2)	290.00		24	6,960.00	6	1,740.00	6	1,740.00	6	1,740.00	6	1,740.00
48	Ink for Epson 664 (3)	290.00		24	6,960.00	6	1,740.00	6	1,740.00	6	1,740.00	6	1,740.00
49	Ink for Epson 664 (4)	290.00		24	6,960.00	6	1,740.00	6	1,740.00	6	1,740.00	6	1,740.00
50	INEO 165e Toner	3,800.00		6	22,800.00	2	7,600.00	1	3,800.00	2	7,600.00	1	3,800.00
53	Masking Tape	35.25		6	211.50	3	105.75	0	-	3	105.75	0	-
54	Mimeo Paper (Wove), Short	175.00		12	2,100.00	3	525.00	3	525.00	3	525.00	3	525.00
55	Miemo Paper (Wove) Long	196.00		12	2,352.00	3	588.00	3	588.00	3	588.00	3	588.00
56	Muriatic Acid	127.25		4	509.00	1	127.25	1	127.25	1	127.25	1	127.25
57	Packaging Tape	56.10		12	673.20	3	168.30	3	168.30	3	168.30	3	168.30
58	Paper Clamp	8.00		12	96.00	3	24.00	3	24.00	3	24.00	3	24.00
59	Paper clips - vinyl coated (small, med	85.00		6	510.00	3	255.00	0	-	3	255.00	0	-
60	Paper clips - hard (big & small)	45.00		6	270.00	3	135.00	0	-	3	135.00	0	-
61	Paper tray	250.00		2	500.00	1	250.00		-	1	250.00		-
62	Paste	34.50		4	138.00	1	34.50	1	34.50	1	34.50	1	34.50
63	Plastic Folder (Long)	14.25		60	855.00	15	213.75	15	213.75	15	213.75	15	213.75
64	Plastic Folder (short)	12.40		60	744.00	15	186.00	15	186.00	15	186.00	15	186.00
65	Plastic Paper Fastener	35.50		12	426.00	3	106.50	3	106.50	3	106.50	3	106.50
	Sub total				119,560.55		96,927.65		23,158.65		45,874.40		22,774.85

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
67	Puncher	560.00		1	560.00	1	560.00		-		-		-
68	Rechargeable Battery (AA)	790.00		4	3,160.00	1	790.00	1	790.00	1	790.00	1	790.00
69	Record Book (Journal No. 85)	333.45		6	2,000.70	3	1,000.35	0	-	3	1,000.35	0	-
70	Record book (500 leaves)	525.75		6	3,154.50	3	1,577.25	0	-	3	1,577.25	0	-
71	Rubbing Alcohol (500ml)	84.00		6	504.00	3	252.00	0	-	3	252.00	0	-
72	Scissors	800.00		1	800.00	1	800.00		-	0	-		-
73	Sign Pen (Black & Blue)	86.25		12	1,035.00	3	258.75	3	258.75	3	258.75	3	258.75
74	Soap Powder (big)	480.00		6	2,880.00	3	1,440.00		-	3	1,440.00		-
75	Softbroom	350.00		2	700.00	1	350.00		-	1	350.00		-
76	Stamp Pad	145.00		2	290.00	1	145.00		-	1	145.00		-
77	Stamp Pad Ink	185.00		2	370.00	1	185.00	0	-	1	185.00	0	-
78	Staple Wire #10	95.00		6	570.00	3	285.00		-	3	285.00		-
79	Staple Wire #35	55.00		6	330.00	3	165.00		-	3	165.00		-
80	Stapler #10 MAX	150.00		2	300.00	1	150.00		-	1	150.00		-
81	Stapler # 35 Max	180.00		2	360.00	1	180.00		-	1	180.00		-
82	Thumb tucks	15.00		2	30.00	1	15.00		-	1	15.00		-
83	Tin Foil	15.00		12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
84	Toilet bowl cleaner	250.00		6	1,500.00	3	750.00	0	-	3	750.00	0	-
85	Yellow Paper	99.00		6	594.00	3	297.00	0	-	3	297.00	0	-
	Sub total				19,318.20		9,245.35		1,093.75		7,885.35		1,093.75
OVERALL TOTAL					208,053.75		162,172.25		27,735.15		58,660.00		27,131.35

Prepared by:

(SGD) HON. ALBINO M. BALO
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Department/ Office: OFFICE OF THE SECRETARY TO THE SANGGUNIANG				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	Air Freshener (preferably Glade)	220.00	1	220.00	1	220.00		-	0	-		-
2	Ballpen (black)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
3	Ballpen (blue)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
4	Ballpen (red)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
5	Ballpen (parker-refill) (black & Blue)	180.00	2	360.00	1	180.00	0	-	1	180.00	0	-
6	Battery AA	46.50	6	279.00	3	139.50	0	-	3	139.50	0	-
7	Battery AAA	65.00	6	390.00	3	195.00	0	-	3	195.00	0	-
8	Blank CD (rewritable)	29.00	6	174.00	3	87.00	0	-	3	87.00	0	-
9	Bond Paper (US) Long	198.00	20	3,960.00	5	990.00	5	990.00	5	990.00	5	990.00
10	Bond Paper (US) Short	167.00	16	2,672.00	4	668.00	4	668.00	4	668.00	4	668.00
11	Calculator	632.00	1	632.00	1	632.00		-	0	-		-
12	Carbon Paper (plasto foil) long	725.00	1	725.00	1	725.00		-	0	-		-
13	Correction Pen	65.75	8	526.00	2	131.50	2	131.50	2	131.50	2	131.50
14	Deodorizer (preferably albatross)	45.00	6	270.00	2	90.00	1	45.00	2	90.00	1	45.00
15	Dishwashing Paste	60.00	8	480.00	2	120.00	2	120.00	2	120.00	2	120.00
16	Dishwashing Sponge	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
18	Elmer's Glue	36.00	2	72.00	1	36.00	0	-	1	36.00	0	-
19	Envelope (brown) long	15.00	24	360.00	12	180.00		-	12	180.00		-
20	Envelope (brown) short	13.00	24	312.00	6	78.00	6	78.00	6	78.00	6	78.00
21	Envelope (expanded) long	16.00	12	192.00	3	48.00	3	48.00	3	48.00	3	48.00
22	Envelope (expanded) short	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
23	Envelope (mailing) long	230.00	1	230.00	1	230.00	0	-	0	-	0	-
24	File Case for foldered files	400.00	2	800.00	1	400.00	0	-	1	400.00	0	-
25	Flash Drive	439.00	2	878.00	1	439.00	0	-	1	439.00	0	-
26	Folder (expanded) long (hard)	18.00	48	864.00	24	432.00	0	-	24	432.00	0	-
27	Folder white, long	13.65	24	327.60	12	163.80	0	-	12	163.80	0	-
28	Folder white, short	12.25	24	294.00	12	147.00	0	-	12	147.00	0	0.00
29	Glass Cleaner	158.00	6	948.00	3	474.00	0	-	3	474.00	0	0.00
30	Ink for HP # 680 (tri-color)	650.00	12	7,800.00	3	1,950.00	3	1,950.00	3	1,950.00	3	1,950.00
31	Ink for HP # 680 (black)	625.00	12	7,500.00	3	1,875.00	3	1,875.00	3	1,875.00	3	1,875.00
32	Ink for HP # 678 (black)	450.00	36	16,200.00	9	4,050.00	9	4,050.00	9	4,050.00	9	4,050.00
33	Ink for HP # 678 (tri-color)	495.00	36	17,820.00	9	4,455.00	9	4,455.00	9	4,455.00	9	4,455.00
34	Ink for HP # 704 (black)	429.00	12	5,148.00	3	1,287.00	3	1,287.00	3	1,287.00	3	1,287.00
35	Ink for HP # 704 (colored)	429.00	24	10,296.00	6	2,574.00	6	2,574.00	6	2,574.00	6	2,574.00
	Sub total			81,784.60		23,260.55		18,535.25		21,453.55		18,535.25

Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
36	Insect Spray (Baygon)	429.00	6	2,574.00	2	858.00	1	429.00	2	858.00	1	429.00
37	Linen paper /stationery short	75.00	4	300.00	1	75.00	1	75.00	1	75.00	1	75.00
38	Linen paper /stationery long	100.00	4	400.00	1	100.00	1	100.00	1	100.00	1	100.00
39	Marker Pen (black, blue, red)	40.00	6	240.00	2	80.00	1	40.00	2	80.00	1	40.00
40	Masking Tape	35.25	2	70.50	1	35.25	0	-	1	35.25	0	-
41	Mouse with Pad	250.00	10	2,500.00	5	1,250.00	0	-	5	1,250.00	0	-
42	Muriatic Acid	127.25	1	127.25	1	127.25	0	-	0	-	0	-
43	Paper clips - hard (big)	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00
44	Plastic Paper Fastener	35.50	4	142.00	1	35.50	1	35.50	1	35.50	1	35.50
45	Puncher (2 holes)	560.00	1	560.00	1	560.00	0	-	0	-	0	-
46	Push pins for cork board	55.00	2	110.00	1	55.00		-	1	55.00		-
47	Rubber band (big)	30.00	1	30.00	1	30.00	0	-	0	-	0	-
48	Rubbing Alcohol (500ml)	84.00	6	504.00	2	168.00	1	84.00	2	168.00	1	84.00
49	Scissors	200.00	1	200.00	1	200.00	0	-	0	-	0	-
50	Soap Powder (1 kilo)	480.00	4	1,920.00	1	480.00	1	480.00	1	480.00	1	480.00
51	Softbroom	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
52	Staple Wire #10	95.00	2	190.00	1	95.00		-	1	95.00		-
53	Stapler # 35 Max	180.00	2	360.00	1	180.00		-	1	180.00		-
54	Staple Wire # 35	55.00	6	330.00	2	110.00	1	55.00	2	110.00	1	55.00
55	Toilet bowl cleaner	250.00	6	1,500.00	2	500.00	1	250.00	2	500.00	1	250.00
56	Toner for MP200 (1 L)	3,800.00	6	22,800.00	2	7,600.00	1	3,800.00	2	7,600.00	1	3,800.00
57	Typewriter Ribbon	50.00	4	200.00	1	50.00	1	50.00	1	50.00	1	50.00
58	Wax (1 kilo liquid)	450.00	2	900.00	1	450.00	0	-	1	450.00	0	-
59	White board Pen (blue, black red)	45.00	6	270.00	2	90.00	1	45.00	2	90.00	1	45.00
	Sub Total			37,807.75		13,524.00		5,838.50		12,606.75		5,838.50
	OVER ALL TOTAL			119,592.35		36,784.55		24,373.75		34,060.30		24,373.75

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

Prepared by:

(SGD) HILDA L. TAN

(Head of Department/Office)

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**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>1</u> pages				
Department/ Office: Office of the Vice Mayor				Regular	Contingency	Total			Date Submitted:				
Item No.	Description	Unit Cost	Quantity		Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Air Freshener	220.00	2		440.00	1	220.00	0	-	1	220.00	0	-
2	Ballpen (black)	11.25	24		270.00	6	67.50	6	67.50	6	67.50	6	67.50
3	Ballpen (blue)	11.25	24		270.00	6	67.50	6	67.50	6	67.50	6	67.50
4	Bathroom tissue	9.50	24		228.00	6	57.00	6	57.00	6	57.00	6	57.00
5	Bond paper (long)	198.00	4		792.00	1	198.00	1	198.00	1	198.00	1	198.00
6	Bond paper (short)	167.00	4		668.00	1	167.00	1	167.00	1	167.00	1	167.00
7	Correction Pen	65.75	4		263.00	1	65.75	1	65.75	1	65.75	1	65.75
8	Flash Drive	439.00	2		878.00	1	439.00	0	-	1	439.00	0	-
9	Folder white long	13.65	12		163.80	6	81.90	0	-	6	81.90	0	-
10	Folder white short	12.25	12		147.00	6	73.50	0	-	6	73.50	0	-
11	Folder (Expandable),green-long	15.25	24		366.00	6	91.50	6	91.50	6	91.50	6	91.50
12	Folder (Expandable), green-short	13.65	24		327.60	6	81.90	6	81.90	6	81.90	6	81.90
13	Paper clips vinyl coated (S.M.L)	85.00	6		510.00	3	255.00		-	3	255.00		-
14	Plastic Paper Fastener	35.50	2		71.00	1	35.50			1	35.50		-
15	Record Book (Journal No. 85)	333.45	2		666.90	1	333.45			1	333.45		
16	Sign Pen (black & blue)	86.25	12		1,035.00	3	258.75	3	258.75	3	258.75	3	258.75
17	Scissors	200.00	1		200.00	1	200.00		-		-		-
									-		-		-
TOTAL					7,296.30		2,693.25		1,054.90		2,493.25		1,054.90

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

Prepared by:

(SGD) HON. MARIA FE A PIEZAS, M.D.
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount		Page <u>1</u> of <u>3</u> pages		Date Submitted: _____					
Department/ Office: MUNICIPAL CIVIL REGISTRAR				Regular	Contingency	Total		DISTRIBUTION					
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	Air Freshener (preferably Glade)	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00	
2	Ballpen (black)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00	
3	Ballpen (red)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75	
4	Ballpen (parker-refill) (black)	180.00	4	720.00	1	180.00	1	180.00	1	180.00	1	180.00	
5	Battery AA	46.50	12	558.00	3	139.50	3	139.50	3	139.50	3	139.50	
6	Bond Paper (US) Long	198.00	20	3,960.00	5	990.00	5	990.00	5	990.00	5	990.00	
7	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00	
8	Carbon Paper (plasto foil-long)	725.00	4	2,900.00	1	725.00	1	725.00	1	725.00	1	725.00	
9	Carbon Paper (plasto-foil-short)	712.00	8	5,696.00	2	1,424.00	2	1,424.00	2	1,424.00	2	1,424.00	
10	Cellophane Tape (1 inch)	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00	
11	Computer Ink for HP # 704 (black)	429.00	24	10,296.00	6	2,574.00	6	2,574.00	6	2,574.00	6	2,574.00	
12	Computer Ink for HP # 704 (colored)	429.00	24	10,296.00	6	2,574.00	6	2,574.00	6	2,574.00	6	2,574.00	
13	Computer Printer (pref Epson LX 360)	8,000.00	1	8,000.00	1	8,000.00	0	-	0	-	0	-	
14	Computer Ribbon LX 310	180.00	12	2,160.00	3	540.00	3	540.00	3	540.00	3	540.00	
15	Computer Ribbon Refill for LX 310	25.00	12	300.00	3	75.00	3	75.00	3	75.00	3	75.00	
16	Computer Ribbon (LX300 + II)	190.00	12	2,280.00	3	570.00	3	570.00	3	570.00	3	570.00	
17	Computer Ribbon Refill for LX300 + II	23.00	12	276.00	3	69.00	3	69.00	3	69.00	3	69.00	
18	Correction Pen	65.75	24	1,578.00	6	394.50	6	394.50	6	394.50	6	394.50	
19	Dishwashing Paste	60.00	2	120.00	1	60.00	0	-	1	60.00	0	-	
20	Dishwashing Sponge	25.00	2	50.00	1	25.00	0	-	1	25.00	0	-	
21	Elmer's Glue	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00	
22	Envelope (mailing) long	230.00	2	460.00	1	230.00	0	-	1	230.00	0	-	
23	Folder Expanded long (hard)	18.00	72	1,296.00	18	324.00	18	324.00	18	324.00	18	324.00	
24	Folder (Expandable),green-long	15.25	48	732.00	12	183.00	12	183.00	12	183.00	12	183.00	
25	Folder (Expandable), green-short	13.65	48	655.20	12	163.80	12	163.80	12	163.80	12	163.80	
26	Folder white, long	13.65	48	655.20	12	163.80	12	163.80	12	163.80	12	163.80	
27	Folder white, short	12.25	48	588.00	12	147.00	12	147.00	12	147.00	12	147.00	
28	Glass Cleaner	158.00	24	3,792.00	6	948.00	6	948.00	6	948.00	6	948.00	
29	Highlighter Pen	38.00	8	304.00	2	76.00	2	76.00	2	76.00	2	76.00	
30	Insect spray	429.00	1	429.00	1	429.00	0	-	0	-	0	-	
31	Marker Pen (black, blue, red)	40.00	6	240.00	3	120.00	0	-	3	120.00	0	-	
32	Masking Tape	35.25	2	70.50	1	35.25	0	-	1	35.25	0	-	
33	Mimeo Paper (Wove), Short	175.00	12	2,100.00	3	525.00	3	525.00	3	525.00	3	525.00	
34	Miemo Paper (Wove) Long	196.00	12	2,352.00	3	588.00	3	588.00	3	588.00	3	588.00	

		Sub total			68,710.90		22,586.35		13,722.35		14,157.35		13,722.35
						DISTRIBUTION							
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
35	Mun. Form #102 Certificate of Live Birth	500.00	16	8,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00	
36	Mun. Form #103 Certificate of Death	500.00	8	4,000.00	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00	
37	Mun. Form # 97 Certificate of Marriage	500.00	8	4,000.00	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00	
38	Mun. Form # 90 Application for Marriage License	500.00	8	4,000.00	2	1,000.00	2	1,000.00	2	1,000.00	2	1,000.00	
39	Mun. Form #26 Birth Reg. Book	500.00	1	500.00	1	500.00		0.00		-		0.00	
40	Mun. Form #27 Death Reg. Book	500.00	1	500.00	1	500.00		0.00		-		0.00	
41	Mun. Form # 25 Marriage Reg. Book	500.00	1	500.00	1	500.00		0.00		-		0.00	
42	Mun. Form # 111 Legal Inst. Reg. Book	500.00	1	500.00	1	500.00	0	0.00	0	-	0	0.00	
43	Onion Skin (long)	150.00	12	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00	
44	Onion skin (short)	120.00	24	2,880.00	6	720.00	6	720.00	6	720.00	6	720.00	
45	Paper clips - hard (big)	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00	
46	Paste	34.50	2	69.00	1	34.50	0	0.00	1	34.50	0	0.00	
47	Plastic Paper Fastener	35.50	4	142.00	1	35.50	1	35.50	1	35.50	1	35.50	
48	Record book (500 leaves)	525.75	8	4,206.00	2	1,051.50	2	1,051.50	2	1,051.50	2	1,051.50	
49	Rubbing Alcohol (500ml)	84.00	4	336.00	1	84.00	1	84.00	1	84.00	1	84.00	
50	Sign Pen (black & blue)	86.25	6	517.50	2	172.50	1	86.25	2	172.50	1	86.25	
51	Softbroom	350.00	2	700.00	1	350.00	0	0.00	1	350.00	0	0.00	
52	Stamp Pad Ink	185.00	2	370.00	1	185.00		0.00	1	185.00		0.00	
53	Typewriter Ribbon	50.00	6	300.00	2	100.00	1	50.00	2	100.00	1	50.00	
	Sub Total			33,500.50		10,228.00		1,352.25		2,058.00		1,352.25	
	OVER ALL TOTAL			102,211.40		32,814.35		15,074.60		16,215.35		15,074.60	

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

(SGD) MS. CONCHITA S. GRAN
(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount		Page <u>1</u> of <u>3</u> pages						
Department/ Office: MUNICIPAL PLANNING AND DEVELOPMENT 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	Air Freshener (preferably Glade)	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
2	Ballpen (black)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
3	Ballpen (blue)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
4	Ballpen (red)	11.25	4	45.00	1	11.25	1	11.25	1	11.25	1	11.25
5	Bath Soap (safeguard-big)	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00
6	Bathroom tissue	9.50	24	228.00	6	57.00	6	57.00	6	57.00	6	57.00
7	Battery AA (2s)	46.50	8	372.00	2	93.00	2	93.00	2	93.00	2	93.00
8	Bond Paper (US) Long	198.00	24	4,752.00	6	1,188.00	6	1,188.00	6	1,188.00	6	1,188.00
9	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00
10	Cellophane Tape (1 inch)	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00
11	Clear Book/Organizer	285.00	4	1,140.00	1	285.00	1	285.00	1	285.00	1	285.00
12	Cork Pins	17.00	4	68.00	1	17.00	1	17.00	1	17.00	1	17.00
13	Correction Pen	65.75	8	526.00	2	131.50	2	131.50	2	131.50	2	131.50
14	Dishwashing liquid	258.00	2	516.00	1	258.00	0	-	1	258.00	0	-
15	Disinfectant Spray (preferably lysol)	363.00	4	1,452.00	1	363.00	1	363.00	1	363.00	1	363.00
16	Double-sided Tape	75.00	2	150.00	1	75.00	0	-	1	75.00	0	-
17	Envelope (brown) long	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
18	Envelope (brown) short	13.00	12	156.00	3	39.00	3	39.00	3	39.00	3	39.00
19	Envelope (expanded) long	16.00	10	160.00	5	80.00	0	-	5	80.00	0	-
20	Envelope (plastic)	250.00	4	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
21	Feather Duster	35.00	1	35.00	1	35.00	0	-	0	-	0	-
22	Floor Mat	55.00	1	55.00	1	55.00	0	-	0	-	0	-
23	Floor Mop	120.00	1	120.00	1	120.00	0	-	0	-	0	-
24	Folder (Expandable),green-long	15.25	30	457.50	10	152.50	5	76.25	10	152.50	5	76.25
25	Folder white, long	13.65	20	273.00	5	68.25	5	68.25	5	68.25	5	68.25
26	Garbage Bag	25.00	48	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
27	Glass Cleaner	158.00	2	316.00	1	158.00	0	-	1	158.00	0	-
28	Highlighter Pen	38.00	4	152.00	1	38.00	1	38.00	1	38.00	1	38.00
29	Ink for HP Deskjet F4185 #21	975.00	12	11,700.00	3	2,925.00	3	2,925.00	3	2,925.00	3	2,925.00
30	Ink for HP Deskjet F4185 #22	980.00	12	11,760.00	3	2,940.00	3	2,940.00	3	2,940.00	3	2,940.00
31	Ink for HP # 678 (black)	450.00	16	7,200.00	4	1,800.00	4	1,800.00	4	1,800.00	4	1,800.00
32	Ink for HP # 678 (colored)	495.00	16	7,920.00	4	1,980.00	4	1,980.00	4	1,980.00	4	1,980.00
33	Ink for KYOCERA	3,289.55	12	39,474.60	3	9,868.65	3	9,868.65	3	9,868.65	3	9,868.65
34	Marker Pen (black, blue, red)	40.00	4	160.00	1	40.00	1	40.00	1	40.00	1	40.00
	Sub total			97,316.10		24,810.15		23,952.90		24,600.15		23,952.90

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
35	Mechanical Pencil	175.00	2	350.00	1	175.00	0	-	1	175.00	0	-
36	Mechanical Pencil Lead	85.00	2	170.00	1	85.00	0	-	1	85.00	0	-
37	Paper Clamp	8.00	10	80.00	5	40.00	0	-	5	40.00	0	-
38	Paper clips - hard (big)	45.00	2	90.00	1	45.00	0	-	1	45.00	0	-
39	Paper tray	250.00	2	500.00	1	250.00	0	-	1	250.00	0	-
40	Rechargeable Battery (AA)	790.00	4	3,160.00	1	790.00	1	790.00	1	790.00	1	790.00
41	Rubber band (big)	30.00	4	120.00	1	30.00	1	30.00	1	30.00	1	30.00
42	Sign Pen (black & blue)	86.25	12	1,035.00	3	258.75	3	258.75	3	258.75	3	258.75
43	Scissors	200.00	1	200.00	1	200.00	0	-	0	-	0	-
44	Softbroom	350.00	2	700.00	1	350.00	0	-	1	350.00	0	-
45	Stamp Pad Ink	185.00	2	370.00	1	185.00	0	-	1	185.00	0	-
46	Stapler # 35 Max	180.00	1	180.00	1	180.00	0	-	0	-	0	-
47	Staple Wire # 35	55.00	2	110.00	1	55.00	0	-	1	55.00	0	-
	Sub Total			7,065.00		2,643.75		1,078.75		2,263.75		1,078.75
	OVER ALL TOTAL			104,381.10		27,453.90		25,031.65		26,863.90		25,031.65

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

Prepared by:

(SGD) ENGR. RONALDO GUHITING
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

MUNICIPALITY OF GUINDULMAN, BOHOL

Plan Control No. _____				Planned Amount					Page ____ of ____ pages			
Department/Office: MUNICIPAL BUDGET 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	Air Freshener (preferably Glade), 320ml bottle spray	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
2	Ballpen (black), piece	11.25	48	540.00	24	270.00	0	0.00	24	270.00	0	0.00
3	Ballpen (blue), piece	11.25	48	540.00	24	270.00	0	0.00	24	270.00	0	0.00
4	Ballpen (red), piece	11.25	12	135.00	6	67.50	0	0.00	6	67.50	0	0.00
5	Bond Paper (US) Long , ream	198.00	12	2,376.00	3	594.00	3	594.00	6	1,188.00	0	0.00
6	Bond Paper (US) Short, ream	167.00	12	2,004.00	3	501.00	3	501.00	6	1,002.00	0	0.00
7	Cellophane Tape (1 inch)	35.00	1	35.00	0	0.00	0	0.00	1	35.00	0	0.00
36	Cork Board- 3 x 2 ft	1,500.00	1	1,500.00	1	1,500.00	0	0.00	0	0.00	0	0.00
8	Correction Pen, piece	65.75	12	789.00	3	197.25	3	197.25	3	197.25	3	197.25
9	Elmer's Glue (130g), bottle	36.00	2	72.00	1	36.00	0	0.00	1	36.00	0	0.00
10	Folder white, long, piece	13.65	48	655.20	12	163.80	12	163.80	12	163.80	12	163.80
11	Folder white, short, piece	12.25	48	588.00	12	147.00	12	147.00	12	147.00	12	147.00
12	Folder (Expandable),long, piece	18.00	48	864.00	12	216.00	12	216.00	12	216.00	12	216.00
13	Folder (Expandable), short, piece	12.25	48	588.00	12	147.00	12	147.00	12	147.00	12	147.00
14	Glass Cleaner, bottle spray	158.00	2	316.00	1	158.00	0	0.00	1	158.00	0	0.00
15	Highlighter Pen- yellow, piece	38.00	4	152.00	2	76.00	0	0.00	2	76.00	0	0.00
16	Paper Clamp- big, piece	8.00	12	96.00	12	96.00	0	0.00	0	0.00	0	0.00
17	Ink/Toner KYOCERA TK111 for FS1120MFP Kyocera	3,289.55	4	13,158.20	0	0.00	2	6,579.10	0	0.00	2	6,579.10
18	Paper clips - vinyl coated, box	85.00	1	85.00	1	85.00	0	0.00	0	0.00	0	0.00
19	Plastic Paper Fastener, box	35.50	6	213.00	2	71.00	1	35.50	2	71.00	1	35.50
20	Record book (500 leaves)	525.75	4	2,103.00	2	1,051.50	0	0.00	1	525.75	1	525.75
21	Rubbing Alcohol (500ml)	84.00	12	1,008.00	3	252.00	3	252.00	3	252.00	3	252.00
22	Sign Pen (Black & Blue)	86.25	24	2,070.00	6	517.50	6	517.50	6	517.50	6	517.50
23	Softbroom	350.00	1	350.00	1	350.00	0	0.00	0	0.00	0	0.00
24	Ink Refill for Printer EPSON L360- C664, bottle	290.00	6	1,740.00	1	290.00	2	580.00	2	580.00	1	290.00
25	Ink Refill for Printer EPSON L360- M664, bottle	290.00	2	580.00	1	290.00	0	0.00	1	290.00	0	0.00
26	Ink Refill for Printer EPSON L360- Y664, bottle	290.00	2	580.00	1	290.00	0	0.00	1	290.00	0	0.00
27	Ink Refill for Printer EPSON L360- Bk664, bottle	290.00	2	580.00	1	290.00	0	0.00	1	290.00	0	0.00
28	File Case for foldered files	400.00	2	800.00	2	800.00	0	0.00	0	0.00	0	0.00
29	Pentel Pen (black, blue), piece	40.00	6	240.00	3	120.00	3	120.00	0	0.00	0	0.00
30	Mophead	250.00	1	250.00	1	250.00	0	0.00	0	0.00	0	0.00
	Sub total			35,887.40		9,316.55		10,270.15		7,009.80		9,290.90

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
31	PVC Cover for binding-long, piece	7.00	48	336.00	6	42.00	6	42.00	24	168.00	12	84.00
32	PVC Cover for binding-short, piece	6.00	48	288.00	6	36.00	6	36.00	24	144.00	12	72.00
33	PVC Ring Binder for binding- 1 inch	75.00	12	900.00	4	300.00	2	150.00	2	150.00	4	300.00
34	PVC Ring Binder for binding- 3/4 inch	75.00	12	900.00	4	300.00	2	150.00	2	150.00	4	300.00
35	PVC Ring Binder for binding- 1/2 inch	75.00	12	900.00	4	300.00	2	150.00	2	150.00	4	300.00
	Sub total			3,324.00		978.00		528.00		762.00		1,056.00
	OVERALL TOTAL			39,211.40		10,294.55		10,798.15		7,771.80		10,346.90

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

Prepared by:

(SGD) AIDA L. MAHILUM

MCR/Budget Officer- Designate

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: MUNICIPAL ACCOUNTING 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	Air Freshener (Glade)	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
2	Ballpen (black)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00
3	Ballpen (blue)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00
4	Battery AA	46.50	8	372.00	2	93.00	2	93.00	2	93.00	2	93.00
5	Bond Paper (US) Long	198.00	100	19,800.00	25	4,950.00	25	4,950.00	25	4,950.00	25	4,950.00
6	Bond Paper (US) Short	167.00	140	23,380.00	35	5,845.00	35	5,845.00	35	5,845.00	35	5,845.00
7	Bondpaper (colored) pink	213.00	12	2,556.00	3	639.00	3	639.00	3	639.00	3	639.00
8	Bondpaper (colored) blue	213.00	12	2,556.00	3	639.00	3	639.00	3	639.00	3	639.00
9	Bondpaper (colored) yellow	213.00	12	2,556.00	3	639.00	3	639.00	3	639.00	3	639.00
10	Bondpaper (colored) green	213.00	12	2,556.00	3	639.00	3	639.00	3	639.00	3	639.00
11	Carbon Paper (short-plasto foil)	712.00	1	712.00	1	712.00						
12	Cellophane Tape (1 inch)	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00
13	Cellophane Tape (1/2 inch)	30.00	4	120.00	1	30.00	1	30.00	1	30.00	1	30.00
14	Construction Paper, short orange	295.00	4	1,180.00	1	295.00	1	295.00	1	295.00	1	295.00
15	Correction Pen	65.75	24	1,578.00	6	394.50	6	394.50	6	394.50	6	394.50
16	Correction Tape	45.00	8	360.00	2	90.00	2	90.00	2	90.00	2	90.00
17	Elmer's Glue (130g)	36.00	8	288.00	2	72.00	2	72.00	2	72.00	2	72.00
18	Folder (Expandable), green-long	15.25	1100	16,775.00	275	4,193.75	275	4,193.75	275	4,193.75	275	4,193.75
19	Glass Cleaner	158.00	4	632.00	1	158.00	1	158.00	1	158.00	1	158.00
20	Highlighter Pen	38.00	12	456.00	3	114.00	3	114.00	3	114.00	3	114.00
21	Ink for HP #678 (black)	450.00	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00
22	Ink for HP #678 (tri-colored)	495.00	12	5,940.00	3	1,485.00	3	1,485.00	3	1,485.00	3	1,485.00
23	Ink for Epson L360 & L220 C664 (1)	290.00	12	3,480.00	3	870.00	3	870.00	3	870.00	3	870.00
24	Ink for Epson L360 & L220 C664 (2)	290.00	12	3,480.00	3	870.00	3	870.00	3	870.00	3	870.00
25	Ink for Epson L360 & L220 C664 (3)	290.00	12	3,480.00	3	870.00	3	870.00	3	870.00	3	870.00
26	Ink for Epson L360 & L220 C664 (4)	290.00	48	13,920.00	12	3,480.00	12	3,480.00	12	3,480.00	12	3,480.00
27	Mechanical Pencil (0.5 refill)	85.00	2	170.00	1	85.00		-	1	85.00		-
28	Mophead	250.00	4	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
29	Paper Clamp	8.00	48	384.00	12	96.00	12	96.00	12	96.00	12	96.00
30	Papepr clip - vinyl coated (small, medu	85.00	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
31	Pencil	15.00	12	180.00	3	45.00	3	45.00	3	45.00	3	45.00
Sub total				119,351.00		30,414.25		29,617.25		29,702.25		29,617.25

Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
32	Plastic Paper Fastener	35.50	8	284.00	2	71.00	2	71.00	2	71.00	2	71.00
33	PVC Cover for binding-long, transparent	7.00	40	280.00	10	70.00	10	70.00	10	70.00	10	70.00
34	PVC Cover for binding-short, transparent	6.00	240	1,440.00	60	360.00	60	360.00	60	360.00	60	360.00
35	PVC Ring Blinder for binding- 1 1/2 inch	65.00	24	1,560.00	6	390.00	6	390.00	6	390.00	6	390.00
36	PVC Ring Blinder for binding- 1/4 inch	15.00	8	120.00	2	30.00	2	30.00	2	30.00	2	30.00
37	PVC Ring Blinder for binding- 2 inches	85.00	16	1,360.00	4	340.00	4	340.00	4	340.00	4	340.00
38	Record book (500 leaves)	525.75	4	2,103.00	1	525.75	1	525.75	1	525.75	1	525.75
39	Rubber Band size 18, transparent	30.00	4	120.00	1	30.00	1	30.00	1	30.00	1	30.00
40	Rubbing Alcohol (500ml)	84.00	16	1,344.00	4	336.00	4	336.00	4	336.00	4	336.00
41	Scissors	200.00	2	400.00	1	200.00		-	1	200.00		-
42	Sign Pen (Black & Blue)	86.25	48	4,140.00	12	1,035.00	12	1,035.00	12	1,035.00	12	1,035.00
43	Softbroom	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
44	Staple Wire #35	55.00	12	660.00	3	165.00	3	165.00	3	165.00	3	165.00
	Sub total			15,211.00		3,902.75		3,702.75		3,902.75		3,702.75

OVERALL TOTAL

134,562.00

34,317.00

33,320.00

33,605.00

33,320.00

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

Prepared by:

(SGD) CONSOLACION P. DE LA PEÑA, CPA
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount						Page <u>1</u> of <u>3</u> pages			
Department/ Office: MUNICIPAL TREASURER'S OFFICE				Regular	Contingency		Total		Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	Air Freshener	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00	
2	Ballpen (black)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00	
3	Ballpen (blue)	11.25	48	540.00	12	135.00	12	135.00	12	135.00	12	135.00	
4	Ballpen (red)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75	
5	Ballpen (green)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75	
6	Bathroom tissue	9.50	12	114.00	3	28.50	3	28.50	3	28.50	3	28.50	
7	Bond Paper (US) Long	198.00	24	4,752.00	6	1,188.00	6	1,188.00	6	1,188.00	6	1,188.00	
8	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00	
9	Calculator (preferably casio)	632.00	4	2,528.00	1	632.00	1	632.00	1	632.00	1	632.00	
10	Carbon Paper (short)	712.00	4	2,848.00	1	712.00	1	712.00	1	712.00	1	712.00	
11	Carbon Paper (long)	725.00	4	2,900.00	1	725.00	1	725.00	1	725.00	1	725.00	
12	Cash Book (General Form 103	500.00	12	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00	
13	Cellophane Tape (1 inch)	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00	
14	Clear Book organizer	285.00	2	570.00	1	285.00	0	-	1	285.00	0	-	
15	Columnar Book 8 columns	29.00	8	232.00	2	58.00	2	58.00	2	58.00	2	58.00	
16	Columnar Book 22 columns	58.00	8	464.00	2	116.00	2	116.00	2	116.00	2	116.00	
17	Computer Cartridge Epson LQ 300	600.00	8	4,800.00	2	1,200.00	2	1,200.00	2	1,200.00	2	1,200.00	
18	Computer Cartridge Epson LQ 310	600.00	8	4,800.00	2	1,200.00	2	1,200.00	2	1,200.00	2	1,200.00	
19	Correction Tape	45.00	24	1,080.00	6	270.00	6	270.00	6	270.00	6	270.00	
20	Deodorizer (preferably albatross)	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00	
21	Disinfectant Spray (Lysol)	363.00	4	1,452.00	1	363.00	1	363.00	1	363.00	1	363.00	
22	Dishwashing liquid	258.00	4	1,032.00	1	258.00	1	258.00	1	258.00	1	258.00	
23	Dishwashing Sponge	25.00	4	100.00	1	25.00	1	25.00	1	25.00	1	25.00	
24	Elmer's Glue (130g))	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00	
25	Envelope (white mailing) long	230.00	1	230.00	1	230.00		-		-		-	
26	Envelope (brown) long	15.00	100	1,500.00	50	750.00		-	50	750.00		-	
27	Envelope (brown) short	13.00	100	1,300.00	50	650.00	0	-	50	650.00	0	-	
28	Flash Drive	439.00	4	1,756.00	1	439.00	1	439.00	1	439.00	1	439.00	
29	Folder (Expandable),green-long	15.25	36	549.00	12	183.00	12	183.00	12	183.00		-	
30	Folder (Expandable), green-short	13.65	36	491.40	12	163.80	12	163.80	12	163.80		-	
31	Glass Cleaner	158.00	4	632.00	1	158.00	1	158.00	1	158.00	1	158.00	
32	Highlighter Pen	38.00	8	304.00	2	76.00	2	76.00	2	76.00	2	76.00	
	Sub-total			47,136.40		9,239.00		8,954.00		9,239.00		8,954.00	

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
33	Index Card for RPTAR	9.00	23000	207,000.00	11500	103,500.00	-	-	11500	103,500.00	-	-
34	Ink for HP # 678 (black)	450.00	30	13,500.00	10	4,500.00	5	2,250.00	10	4,500.00	5	2,250.00
35	Ink for HP # 678 (tri-color)	495.00	12	5,940.00	3	1,485.00	3	1,485.00	3	1,485.00	3	1,485.00
36	Ink for HP # 680 (tri-color)	650.00	12	7,800.00	3	1,950.00	3	1,950.00	3	1,950.00	3	1,950.00
37	Ink for HP # 680 (black)	625.00	30	18,750.00	10	6,250.00	10	6,250.00	10	6,250.00	-	-
38	Ink for HP # 704 (black)	429.00	12	5,148.00	3	1,287.00	3	1,287.00	3	1,287.00	3	1,287.00
39	Ink for HP # 704 (colored)	429.00	12	5,148.00	3	1,287.00	3	1,287.00	3	1,287.00	3	1,287.00
40	Insect Spray (Baygon)	429.00	4	1,716.00	1	429.00	1	429.00	1	429.00	1	429.00
41	Marker Pen (black, blue, red)	40.00	20	800.00	5	200.00	5	200.00	5	200.00	5	200.00
42	Muriatic Acid	127.25	4	509.00	1	127.25	1	127.25	1	127.25	1	127.25
43	Office Bag	600.00	2	1,200.00	2	1,200.00	-	-	0	-	-	-
44	Paper clips - hard (jumbo & shiny)	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
45	Plastic Paper Fastener	35.50	4	142.00	1	35.50	1	35.50	1	35.50	1	35.50
46	Puncher	560.00	2	1,120.00	1	560.00	0	-	1	560.00	0	-
47	Rubbing Alcohol (500ml)	84.00	12	1,008.00	3	252.00	3	252.00	3	252.00	3	252.00
48	Sign Pen (Black & Blue)	86.25	8	690.00	2	172.50	2	172.50	2	172.50	2	172.50
49	Softbroom	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
50	Stamp Pad	145.00	4	580.00	1	145.00	1	145.00	1	145.00	1	145.00
51	Stamp Pad Ink	185.00	4	740.00	1	185.00	1	185.00	1	185.00	1	185.00
52	Staple Wire #10	95.00	12	1,140.00	3	285.00	3	285.00	3	285.00	3	285.00
53	Staple Wire #35	55.00	12	660.00	3	165.00	3	165.00	3	165.00	3	165.00
54	Stapler #10 MAX	150.00	2	300.00	1	150.00	0	-	1	150.00	0	-
55	Stapler # 35 Max	180.00	2	360.00	1	180.00	0	-	1	180.00	0	-
56	Sticker for Weight & Measure	70.00	20	1,400.00	5	350.00	5	350.00	5	350.00	5	350.00
57	Toilet bowl cleaner	250.00	4	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
58	Trash Can	220.00	4	880.00	4	880.00	0	-	0	-	0	-
59	Uninterrupted Power Supply (UPS)	1,828.50	1	1,828.50	1	1,828.50	-	-	-	-	-	-
60	Vinyl coated paper clips (small, med., la	45.00	2	90.00	1	45.00	0	-	1	45.00	0	-
61	Yellow Paper	99.00	4	396.00	1	99.00	1	99.00	1	99.00	1	99.00
	Sub-total			281,785.50		132,436.75		24,641.75		131,236.75		18,391.75
	OVERALL TOTAL			328,921.90		141,675.75		33,595.75		140,475.75		27,345.75

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

Prepared by: **(SGD) MARY JEAN O. UY**
(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: MUNICIPAL ASSESSOR'S 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	Air Freshener (Glade)	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
4	Bathroom tissue	9.50	8	76.00	2	19.00	2	19.00	2	19.00	2	19.00
5	Battery AA (2s)	46.50	4	186.00	1	46.50	1	46.50	1	46.50	1	46.50
6	Bond Paper (US) Long	198.00	8	1,584.00	2	396.00	2	396.00	2	396.00	2	396.00
7	Bond Paper (US) Short	167.00	16	2,672.00	4	668.00	4	668.00	4	668.00	4	668.00
8	Calculator	632.00	2	1,264.00	1	632.00		-	1	632.00		-
9	Cellophane Tape (1 inch)	35.00	12	420.00	3	105.00	3	105.00	3	105.00	3	105.00
10	Correction Pen	65.75	12	789.00	3	197.25	3	197.25	3	197.25	3	197.25
11	Cutter	47.00	4	188.00	2	94.00	0	-	2	94.00	0	-
12	Envelope (brown) long	15.00	10	150.00	10	150.00		-		-		-
13	Envelope (brown) short	13.00	10	130.00	10	130.00		-		-		-
14	Flash Drive	439.00	1	439.00	1	439.00		-		-		-
15	Folder white, long	13.65	12	163.80	3	40.95	3	40.95	3	40.95	3	40.95
16	Folder white, short	12.25	12	147.00	3	36.75	3	36.75	3	36.75	3	36.75
17	Folder (Expandable),green-long	15.25	24	366.00	12	183.00		-	12	183.00		-
18	Highlighter Pen	38.00	8	304.00	2	76.00	2	76.00	2	76.00	2	76.00
19	Ink for Canon CL 811	1,300.00	8	10,400.00	2	2,600.00	2	2,600.00	2	2,600.00	2	2,600.00
19	Ink for Canon CL 810	950.00	8	7,600.00	2	1,900.00	2	1,900.00	2	1,900.00	2	1,900.00
19	Ink for Epson # 664 1	290.00	8	2,320.00	2	580.00	2	580.00	2	580.00	2	580.00
20	Ink for Epson # 664 2	290.00	4	1,160.00	1	290.00	1	290.00	1	290.00	1	290.00
21	Ink for Epson # 664 3	290.00	4	1,160.00	1	290.00	1	290.00	1	290.00	1	290.00
22	Ink for Epson # 664 4	290.00	4	1,160.00	1	290.00	1	290.00	1	290.00	1	290.00
23	Ink for HP # 53A (black)	6,100.00	2	12,200.00	1	6,100.00	0	-	1	6,100.00	0	-
24	Ink for HP # 85A	4,050.00	2	8,100.00	1	4,050.00	0	-	1	4,050.00	0	-
90	Magnifying Glass	500.00	1	500.00	1	500.00		-		-		-
25	Masking Tape	35.25	4	141.00	1	35.25	1	35.25	1	35.25	1	35.25
26	Mophead	250.00	2	500.00	1	250.00	0	-	1	250.00	0	-
27	Paper clips - (jumbo-shiny)	45.00	2	90.00	1	45.00		-	1	45.00		-
28	Paper clips - vinyl coated	85.00	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
29	Plastic Paper Fastener	35.50	2	71.00	1	35.50		-	1	35.50		-
67	Record Book (Journal No. 85)	333.45	2	666.90	1	333.45	0	-	1	333.45	0	-
30	Rubbing Alcohol (500ml)	84.00	4	336.00	1	84.00	1	84.00	1	84.00	1	84.00
Sub total				56,503.70		20,901.65		7,959.70		19,682.65		7,959.70

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
31	Sign Pen (Black & Red)	86.25	12	1,035.00	3	258.75	3	258.75	3	258.75	3	258.75
32	Stamp Pad	145.00	1	145.00	1	145.00		-		-		-
79	Stapler # 35 Max	180.00	2	360.00	1	180.00		-	1	180.00		-
77	Staple Wire #35	55.00	6	330.00	3	165.00		-	3	165.00		-
	Sub total			1,870.00		403.75		258.75		258.75		258.75
				58,373.70		21,305.40		8,218.45		19,941.40		8,218.45

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data

Prepared by:

(SGD) MR. CHRISTOPHER BERUAN
 (Head of Department/Office)

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: <u>OFFICE OF THE MUNICIPAL AGRICULTURAL SERVICES</u>				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	Air Freshener	220.00	2	440.00	1	220.00		0.00	1	220.00		0.00
2	Ballpen (black)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
3	Ballpen (blue)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
4	Ballpen (red)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
5	Bond Paper (US) Long	198.00	12	2,376.00	3	594.00	3	594.00	3	594.00	3	594.00
6	Bond Paper A4	180.00	4	720.00	1	180.00	1	180.00	1	180.00	1	180.00
7	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00
8	Carbon Paper (long)	725.00	2	1,450.00	1	725.00		0.00	1	725.00		0.00
9	Cellophane Tape (1 inch)	35.00	8	280.00	2	70.00	2	70.00	2	70.00	2	70.00
10	Computer Ribbon Refill LX	25.00	8	200.00	2	50.00	2	50.00	2	50.00	2	50.00
11	Correction Pen	65.75	12	789.00	3	197.25	3	197.25	3	197.25	3	197.25
12	Cutter	47.00	4	188.00	1	47.00	1	47.00	1	47.00	1	47.00
13	Cutter Blades	75.00	2	150.00	1	75.00		0.00	1	75.00		0.00
14	Elmer's Glue (130g)	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00
15	Envelope (white mailing) long	230.00	1	230.00	1	230.00		0.00		0.00		0.00
16	Envelope (white mailing) short	200.00	1	200.00	1	200.00		0.00		0.00		0.00
17	Envelope (brown) long	15.00	40	600.00	10	150.00	10	150.00	10	150.00	10	150.00
18	Envelope (brown) short	13.00	40	520.00	10	130.00	10	130.00	10	130.00	10	130.00
19	Floor Mop	120.00	2	240.00	1	120.00		0.00	1	120.00		0.00
20	Folder white, long	13.65	50	682.50	25	341.25	0	0.00	25	341.25		0.00
21	Folder white, short	12.25	50	612.50	25	306.25		0.00	25	306.25		0.00
22	Folder (Expandable), green-long	15.25	50	762.50	25	381.25		0.00	25	381.25		0.00
23	Folder (Expandable), green-short	13.65	32	436.80	8	109.20	8	109.20	8	109.20	8	109.20
24	Glass Cleaner	158.00	8	1,264.00	2	316.00	2	316.00	2	316.00	2	316.00
25	Ink for HP # 704 (black)	429.00	48	20,592.00	12	5,148.00	12	5,148.00	12	5,148.00	12	5,148.00
26	Ink for HP # 704 (colored)	429.00	48	20,592.00	12	5,148.00	12	5,148.00	12	5,148.00	12	5,148.00
27	Marker Pen (black, blue, red)	40.00	36	1,440.00	9	360.00	9	360.00	9	360.00	9	360.00
28	Meter Stick	350.00	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
29	Packaging Tape	56.10	24	1,346.40	6	336.60	6	336.60	6	336.60	6	336.60
	Sub total			62,338.70		16,991.55		14,392.80		16,561.55		14,392.80

DISTRIBUTION											
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Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
30	Paper clips - vinyl coated (small, medium)	85.00	2	170.00	1	85.00		-	1	85.00		-
31	Pencil	15.00	40	600.00	10	150.00	10	150.00	10	150.00	10	150.00
32	Plastic Paper Fastener	35.50	1	35.50	1	35.50		-		-		-
33	Puncher	560.00	2	1,120.00	1	560.00		-	1	560.00		-
34	Record book (500 leaves)	525.75	8	4,206.00	2	1,051.50	2	1,051.50	2	1,051.50	2	1,051.50
35	Rubber boots (female)	445.00	16	7,120.00	4	1,780.00	4	1,780.00	4	1,780.00	4	1,780.00
36	Rubber Eraser	75.00	12	900.00	3	225.00	3	225.00	3	225.00	3	225.00
37	Rubbing Alcohol (500ml)	84.00	48	4,032.00	12	1,008.00	12	1,008.00	12	1,008.00	12	1,008.00
38	Ruler	35.00	4	140.00	1	35.00	1	35.00	1	35.00	1	35.00
39	Scissors	200.00	48	9,600.00	12	2,400.00	12	2,400.00	12	2,400.00	12	2,400.00
40	Sign Pen (Black & Blue)	86.25	24	2,070.00	6	517.50	6	517.50	6	517.50	6	517.50
41	Softbroom	350.00	2	700.00	1	350.00		-	1	350.00		-
42	Staple Wire #10	95.00	12	1,140.00	3	285.00	3	285.00	3	285.00	3	285.00
43	Staple Wire #35	55.00	6	330.00	3	165.00		-	3	165.00		-
44	Whiteboard Pens Black	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
45	Whiteboard Pens Blue	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
46	Whiteboard Pens Red	45.00	12	540.00	3	135.00	3	135.00	3	135.00	3	135.00
47	White Board (1ft x 1.75ft)	1,000.00	4	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
48	White Board (2ft x 3ft)	1,500.00	4	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00
49	White Board (4ft x 5ft)	2,500.00	4	10,000.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00
				53,783.50		14,052.50		12,857.00		14,017.00		12,857.00
	OVERALL TOTAL			<u>116,122.20</u>		<u>31,044.05</u>		<u>27,249.80</u>		<u>30,578.55</u>		<u>27,249.80</u>

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data

Prepared by:

MR. GEOFFREY E. GULAY
(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2016

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____	Planned Amount		Page <u>1</u> of <u>3</u> pages
Department/ Office: <u>OFFICE OF THE MUNICIPAL AGRICULTURAL SERVICES</u>	Regular	Contingency	Date Submitted: _____
		Total	
DISTRIBUTION			

Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Air Freshener (Glade)	220.00	1	220.00	1	220.00		-		-		-
3	Ballpen (black)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
4	Ballpen (blue)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
10	Bond Paper (US) Long	170.00	4	680.00	1	170.00	1	170.00	1	170.00	1	170.00
11	Bond Paper (US) Short	145.00	4	580.00	1	145.00	1	145.00	1	145.00	1	145.00
18	Cellophane Tape (1 inch)	56.25	1	56.25	1	56.25		-		-		-
23	Cork Pins	17.00	1	17.00	1	17.00		0.00		0.00		0.00
24	Correction Pen	65.75	4	263.00	1	65.75	1	65.75	1	65.75	1	65.75
30	Elmer's Glue (130g)	36.00	2	72.00	1	36.00		0.00	1	36.00		0.00
34	External Memory	4,000.00	1	4,000.00	1	4,000.00		-		-		-
37	Folder white, long	15.25	12	183.00	6	91.50		-	6	91.50		-
38	Folder white, short	12.25	12	147.00	6	73.50		-	6	73.50		-
39	Folder (Expandable), green-long	13.65	6	81.90	3	40.95		-	3	40.95		-
40	Folder (Expandable), green-short	12.25	6	73.50	3	36.75		-	3	36.75		-
56	Paper clips - vinyl coated (small, medium)	85.00	1	85.00	1	85.00		-		-		-
58	Paste	34.50	1	34.50	1	34.50		-		-		-
59	Plastic Folder (Long)	14.25	6	85.50	3	42.75		-	3	42.75		-
60	Plastic Folder (short)	12.40	6	74.40	3	37.20		-	3	37.20		-
61	Plastic Paper Fastener	35.50	6	213.00	3	106.50		-	3	106.50		-
65	Record Book (Journal No. 85)	333.45	2	666.90	1	333.45		-	1	333.45		-
66	Record book (500 leaves)	525.75	2	1,051.50	1	525.75		-	1	525.75		-
68	Rubbing Alcohol (500ml)	84.00	4	336.00	1	84.00	1	84.00	1	84.00	1	84.00
69	Scissors	200.00	1	200.00	1	200.00		-		-		-
70	Sign Pen (Black & Blue)	86.25	3	258.75	1	86.25	1	86.25	1	86.25		-
72	Softbroom	350.00	1	350.00	1	350.00		-		-		-
88	USB	439.00	1	439.00	1	439.00		-		-		-
OVERALL TOTAL					<u>10,438.20</u>	<u>7,344.60</u>		<u>618.50</u>		<u>1,942.85</u>		<u>532.25</u>

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data

Prepared by:

(SGD) MR. GEOFFREY E. GULAY
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: MUNICIPAL ENGINEERING 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	Air Freshener (Glade)	220.00	2	440.00	1	220.00		-	1	220.00		-
2	Art Paper	12.00	12	144.00	3	36.00	3	36.00	3	36.00	3	36.00
3	Ballpen (black)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
4	Ballpen (blue)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
5	Bond Paper (US) Long	198.00	24	4,752.00	6	1,188.00	6	1,188.00	6	1,188.00	6	1,188.00
6	Bond Paper (US) Short	167.00	24	4,008.00	6	1,002.00	6	1,002.00	6	1,002.00	6	1,002.00
7	Cellophane Tape (1 inch)	35.00	2	70.00	1	35.00		-	1	35.00		-
8	Cork Pins	17.00	1	17.00	1	17.00		0.00		0.00		0.00
9	Correction Pen	65.75	4	263.00	1	65.75	1	65.75	1	65.75	1	65.75
10	Cutter	47.00	4	188.00	1	47.00	1	47.00	1	47.00	1	47.00
11	Electrical Tape	45.00	14	630.00	7	315.00	0	0.00	7	315.00	0	0.00
12	Elmer's Glue (130g))	36.00	2	72.00	1	36.00		0.00	1	36.00		0.00
13	External Memory	4,000.00	1	4,000.00	1	4,000.00		-		-		-
14	Flash Drive	439.00	1	439.00	1	439.00		-		-		-
15	Folder white, long	13.65	24	327.60	6	81.90	6	81.90	6	81.90	6	81.90
16	Folder white, short	12.25	24	294.00	6	73.50	6	73.50	6	73.50	6	73.50
17	Folder (Expandable),green-long	15.25	24	366.00	12	183.00		-	12	183.00		-
18	Folder (Expandable), green-short	13.65	24	327.60	12	163.80		-	12	163.80		-
19	Highlighter Pen	38.00	2	76.00	1	38.00		-	1	38.00		-
20	Ink for HP #678 (black)	450.00	24	10,800.00	6	2,700.00	6	2,700.00	6	2,700.00	6	2,700.00
21	Ink for HP #678 (tri-color)	495.00	24	11,880.00	6	2,970.00	6	2,970.00	6	2,970.00	6	2,970.00
22	Ink for Canon #706 (colored)	570.00	24	13,680.00	6	3,420.00	6	3,420.00	6	3,420.00	6	3,420.00
23	Ink for Canon #705 (black)	550.00	24	13,200.00	6	3,300.00	6	3,300.00	6	3,300.00	6	3,300.00
24	Male Plug	12.75	50	637.50	12	153.00	12	153.00	12	153.00	14	178.50
25	Paper clips - vinyl coated (small, medium)	85.00	1	85.00	1	85.00		-		-		-
26	Paste	34.50	1	34.50	1	34.50		-		-		-
27	Plastic Folder (Long)	14.25	12	171.00	3	42.75	3	42.75	3	42.75	3	42.75
28	Plastic Folder (short)	12.40	12	148.80	3	37.20	3	37.20	3	37.20	3	37.20
29	Plastic Paper Fastener	35.50	4	142.00	1	35.50	1	35.50	1	35.50	1	35.50
30	Record Book (Journal No. 85)	333.45	2	666.90	1	333.45		-	1	333.45		-
31	Record book (500 leaves)	525.75	2	1,051.50	1	525.75		-	1	525.75		-
32	Rubbing Alcohol (500ml)	84.00	4	336.00	1	84.00	1	84.00	1	84.00	1	84.00
	Sub total			69,517.40		21,729.60		15,304.10		17,154.10		15,329.60

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
35	Scissors	200.00		1	200.00	1	200.00		-		-		-
36	Sign Pen (Black & Blue)	86.25		4	345.00	1	86.25	1	86.25	1	86.25	1	86.25
37	Softbroom	350.00		1	350.00	1	350.00		-		-		-
38	Spray Paint Filourescent	250.00		36	9,000.00	9	2,250.00	9	2,250.00	9	2,250.00	9	2,250.00
39	Tulco	150.00		12	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
	Sut-total				11,695.00		3,336.25		2,786.25		2,786.25		2,786.25
OVERALL TOTAL					<u>81,212.40</u>		<u>25,065.85</u>		<u>18,090.35</u>		<u>19,940.35</u>		<u>18,115.85</u>

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data

Prepared by:

(SGD) ENGR. ARISTON BERONIO
(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount					Page 1 of 3 pages			
Department/ Office: OFFICE ON MUNICIPAL HEALTH SERVICES				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	Air Freshener (Glade)	220.00	16	3,520.00	4	880.00	4	880.00	4	880.00	4	880.00
2	Art Paper (pack)	12.00	40	480.00	20	240.00		-	20	240.00		-
3	Ballpen (black)	11.25	40	450.00	10	112.50	10	112.50	10	112.50	10	112.50
4	Ballpen (blue)	11.25	40	450.00	10	112.50	10	112.50	10	112.50	10	112.50
5	Ballpen (RED)	11.25	4	45.00	1	11.25	1	11.25	1	11.25	1	11.25
6	Bathroom tissue	9.50	40	380.00	10	95.00	10	95.00	10	95.00	10	95.00
7	Bath Soap (safeguard-big)	45.00	40	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00
8	Battery AA (2s)	46.50	20	930.00	5	232.50	5	232.50	5	232.50	5	232.50
9	Battery AAA (2s)	65.00	20	1,300.00	5	325.00	5	325.00	5	325.00	5	325.00
10	Blank DVD/CD	29.00	4	116.00	2	58.00		-	2	58.00		-
11	Bond Paper (US) Long	198.00	30	5,940.00	10	1,980.00	5	990.00	10	1,980.00	5	990.00
12	Bond Paper (US) Short	167.00	15	2,505.00	5	835.00	5	835.00	5	835.00		-
13	Calculator	632.00	2	1,264.00	1	632.00		-	1	632.00		-
14	Cartolina (assorted colors)	6.00	24	144.00	6	36.00	6	36.00	6	36.00	6	36.00
15	Cellophane Tape (1 inch)	35.00	8	280.00	2	70.00	2	70.00	2	70.00	2	70.00
16	Correction Pen	65.75	8	526.00	2	131.50	2	131.50	2	131.50	2	131.50
17	Cutter	47.00	1	47.00	1	47.00		-		-		-
18	Dishwashing liquid	258.00	12	3,096.00	3	774.00	3	774.00	3	774.00	3	774.00
19	Disinfectant Spray (Lysol)	363.00	12	4,356.00	3	1,089.00	3	1,089.00	3	1,089.00	3	1,089.00
20	Disinfectant Solution (Lysol-gallon)	1,999.00	8	15,992.00	2	3,998.00	2	3,998.00	2	3,998.00	2	3,998.00
21	Electrical Tape	45.00	1	45.00	1	45.00		-		-		-
22	Elmer's Glue (130g))	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00
23	Envelope (white mailing) long	230.00	1	230.00	1	230.00		-		-		-
24	Envelope (brown) long	15.00	100	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
25	Envelope (brown) short	13.00	50	650.00	15	195.00	10	130.00	15	195.00	10	130.00
26	Extension Wire	350.00	2	700.00	1	350.00		-	1	350.00		-
27	External Memory	4,000.00	1	4,000.00	1	4,000.00		-	0	-		-
28	Flash Drive	439.00	4	1,756.00	1	439.00	1	439.00	1	439.00	1	439.00
29	Folder white, long	13.65	100	1,365.00	25	341.25	25	341.25	25	341.25	25	341.25
30	Folder white, short	12.25	50	612.50	20	245.00	5	61.25	20	245.00	5	61.25
31	Folder (Expandable),green-long	15.25	100	1,525.00	25	381.25	25	381.25	25	381.25	25	381.25
32	Furniture Polish (Pledge)	282.25	4	1,129.00	1	282.25	1	282.25	1	282.25	1	282.25
33	Glass Cleaner	158.00	4	632.00	1	158.00	1	158.00	1	158.00	1	158.00
35	Highlighter Pen	38.00	4	152.00	1	38.00	1	38.00	1	38.00	1	38.00
	SUB TOTAL			58,061.50		19,225.00		12,384.25		14,903.00		11,549.25

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
36	Masking Tape	35.25	8	282.00	2	70.50	2	70.50	2	70.50	2	70.50	
37	Ink for HP # 678 (black)	450.00	12	5,400.00	3	1,350.00	3	1,350.00	3	1,350.00	3	1,350.00	
38	Ink for HP # 678 (tri-color)	495.00	12	5,940.00	3	1,485.00	3	1,485.00	3	1,485.00	3	1,485.00	
39	Ink for KYOCERA (TK-1114)	3,289.55	4	13,158.20	1	3,289.55	1	3,289.55	1	3,289.55	1	3,289.55	
40	Miemo Paper (Wove) Long	196.00	16	3,136.00	4	784.00	4	784.00	4	784.00	4	784.00	
41	Muriatic Acid	127.25	10	1,272.50	3	381.75	2	254.50	3	381.75	2	254.50	
42	Packaging Tape	56.10	4	224.40	1	56.10	1	56.10	1	56.10	1	56.10	
43	Paper Clamp	8.00	20	160.00	5	40.00	5	40.00	5	40.00	5	40.00	
44	Paper clips- vinyl coated (small, medium, large)	85.00	1	85.00	1	85.00	0	-	0	-	0	-	
45	Paper clips- hard (big & small)	45.00	1	45.00	1	45.00		-		-		-	
46	Paste	34.50	8	276.00	2	69.00	2	69.00	2	69.00	2	69.00	
47	Plastic Folder (Long)	14.25	40	570.00	10	142.50	10	142.50	10	142.50	10	142.50	
48	Plastic Paper Fastener	35.50	12	426.00	3	106.50	3	106.50	3	106.50	3	106.50	
49	Puncher	560.00	1	560.00	1	560.00	0	-	0	-	0	-	
50	Record book (500 leaves)	525.75	12	6,309.00	3	1,577.25	3	1,577.25	3	1,577.25	3	1,577.25	
51	Rubbing Alcohol (500ml)	84.00	60	5,040.00	15	1,260.00	15	1,260.00	15	1,260.00	15	1,260.00	
52	Scissors	200.00	2	400.00	1	200.00	0	-	1	200.00	0	-	
53	Sign Pen (Black & Blue)	86.25	12	1,035.00	3	258.75	3	258.75	3	258.75	3	258.75	
54	Soap Powder (big)	480.00	12	5,760.00	3	1,440.00	3	1,440.00	3	1,440.00	3	1,440.00	
55	Softbroom	350.00	12	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3	1,050.00	
56	Stamp Pad	145.00	2	290.00	1	145.00	0	-	1	145.00	0	-	
57	Staple Wire #35	55.00	6	330.00	2	110.00	1	55.00	2	110.00	1	55.00	
58	Staple # 35 Max	180.00	3	540.00	1	180.00	1	180.00	1	180.00		-	
59	Stick Glue	10.00	3	30.00	1	10.00	1	10.00	1	10.00		-	
60	Trash Bag (medium) 10's/pack	30.00	600	18,000.00	150	4,500.00	150	4,500.00	150	4,500.00	150	4,500.00	
61	Thumb Tucks	15.00	8	120.00	2	30.00	2	30.00	2	30.00	2	30.00	
62	Toilet Bowl Cleaner	250.00	40	10,000.00	10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00	
63	Yellow Paper	99.00	2	198.00	1	99.00		-	1	99.00		-	
	Sut-total			83,787.10		21,824.90		20,508.65		21,134.90		20,318.65	
OVERALL TOTAL				141,848.60	41,049.90	32,892.90	36,037.90	31,867.90					

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data or

Prepared by:

(SGD) DR. BALTAZAR FEDERICO C. LIAO, MD, MPH
(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: OFFICE OF THE MUN SOCIAL WELFARE & DEV'T.SERV				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Ballpen (black)	11.25	8	90.00	2	22.50	2	22.50	2	22.50	2	22.50
2	Ballpen (blue)	11.25	8	90.00	2	22.50	2	22.50	2	22.50	2	22.50
3	Bond Paper (US) Long	198.00	8	1,584.00	2	396.00	2	396.00	2	396.00	2	396.00
4	Bond Paper (US) Short	167.00	8	1,336.00	2	334.00	2	334.00	2	334.00	2	334.00
5	Cartolina (assorted colors)	6.00	12	72.00	0	-	6	36.00	6	36.00	0	-
6	Cellophane Tape (1 inch)	35.00	2	70.00	1	35.00		-	1	35.00		-
7	Computer Ink for HP # 678 (black)	450.00	8	3,600.00	2	900.00	2	900.00	2	900.00	2	900.00
8	Computer Ink for HP # 678 (tri-color)	495.00	8	3,960.00	2	990.00	2	990.00	2	990.00	2	990.00
9	Correction Pen	65.75	6	394.50	2	131.50	2	131.50	2	131.50		-
10	Elmer's Glue	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00
11	Envelope (white mailing) long	230.00	1	230.00	1	230.00		-		-		-
12	Envelope (plastic)	250.00	6	1,500.00	6	1,500.00		-		-		-
13	Expanded Folder long	18.00	24	432.00	24	432.00	0	-	0	-	0	-
14	Expanded Folder short	12.25	24	294.00	12	147.00	0	-	12	147.00	0	-
15	Folder plastic, long	14.25	48	684.00	48	684.00		-	0	-		-
16	Folder plastic, short	12.40	24	297.60	12	148.80		-	12	148.80		-
17	Marker Pen (black, blue)	40.00	6	240.00	2	80.00	2	80.00	2	80.00	0	-
18	Paper clips - vinyl coated (small, medium)	85.00	4	340.00	2	170.00		-	2	170.00		-
19	Plastic Paper Fastener	35.50	6	213.00	2	71.00	2	71.00	1	35.50	1	35.50
20	Puncher	560.00	1	560.00	1	560.00		-		-		-
21	Record Book (Journal No. 85)	333.45	2	666.90	1	333.45		-	1	333.45		-
22	Staple Wire #10	95.00	1	95.00	1	95.00		-		-		-
23	Staple Wire #35	55.00	1	55.00	1	55.00		-		-		-
24	Stamp Pad	145.00	1	145.00	1	145.00		-		-		-
25	Stamp Pad Ink	185.00	2	370.00	1	185.00		-	1	185.00		-
OVER ALL TOTAL				17,463.00		7,373.75		3,019.50		3,818.25		2,736.50

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

Prepared by:

(SGD) MS. JUSTINA OLASO
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____		Planned Amount			Page <u>1</u> of <u>3</u> pages							
Department/ Office: OFFICE OF THE HUMAN RESOURCE MGT. SERVICES		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	Ballpen (black)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
2	Ballpen (blue)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
3	Battery AA (2s)	46.50	4	186.00	1	46.50	1	46.50	1	46.50	1	46.50
4	Bond Paper (US) Long	198.00	6	1,188.00	2	396.00	1	198.00	2	396.00	1	198.00
5	Bond Paper (US) Short	167.00	6	1,002.00	2	334.00	1	167.00	2	334.00	1	167.00
6	Camera DSLR	50,000.00	1	50,000.00	1	50,000.00		-		-		-
7	Computer Printer (pref HP 680)	9,000.00	1	9,000.00	1	9,000.00	0	-	0	-	0	-
8	Computer Ribbon Refil (LQ 300)	600.00	24	14,400.00	6	3,600.00	6	3,600.00	6	3,600.00	6	3,600.00
9	Correction Pen	65.75	8	526.00	2	131.50	2	131.50	2	131.50	2	131.50
10	Correction Tape	45.00	8	360.00	2	90.00	2	90.00	2	90.00	2	90.00
11	Elmer's Glue (130g))	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00
12	Folder (Expandable) green-long	15.25	48	732.00	12	183.00	12	183.00	12	183.00	12	183.00
13	Glass Cleaner	158.00	2	316.00	1	158.00		-	1	158.00		-
14	Highlighter Pen	38.00	4	152.00	1	38.00	1	38.00	1	38.00	1	38.00
15	Ink for HP #678 (black)	450.00	32	14,400.00	8	3,600.00	8	3,600.00	8	3,600.00	8	3,600.00
16	Ink for HP #678 (tri-color)	495.00	32	15,840.00	8	3,960.00	8	3,960.00	8	3,960.00	8	3,960.00
17	Ink for HP #680 (tri-color)	650.00	32	20,800.00	8	5,200.00	8	5,200.00	8	5,200.00	8	5,200.00
18	Ink for HP #680 (black)	625.00	32	20,000.00	8	5,000.00	8	5,000.00	8	5,000.00	8	5,000.00
19	Ink for HP #704 (black)	429.00	32	13,728.00	8	3,432.00	8	3,432.00	8	3,432.00	8	3,432.00
20	Ink for HP #704 (colored)	429.00	32	13,728.00	8	3,432.00	8	3,432.00	8	3,432.00	8	3,432.00
21	Laptop	15,000.00	1	15,000.00	1	15,000.00		-		-		-
22	Mechanical Pencil Refill (.5)	85.00	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
23	Paper Clamp	8.00	12	96.00	6	48.00	0	-	6	48.00	0	-
24	Paper clips - vinyl coated (medium)	85.00	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
25	Plastic Paper Fastener	35.50	4	142.00	1	35.50	1	35.50	1	35.50	1	35.50
26	Rubbing Alcohol (500ml)	84.00	12	1,008.00	3	252.00	3	252.00	3	252.00	3	252.00
27	Stamp Pad	145.00	1	145.00	1	145.00		-		-		-
28	Stamp Pad Ink	185.00	2	370.00	1	185.00		-	1	185.00		-
29	Sign Pen (Black)	86.25	4	345.00	1	86.25	1	86.25	1	86.25	1	86.25
OVERALL TOTAL				194,558.00		104,626.25		29,725.25		30,481.25		29,725.25

Prepared by:

SGD) DENNIS THEODORE M. BESING
(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount					Page ___1___ of ___2___ pages					
Department/ Office: MUN. DISASTER RISK REDUCTION MANAGEMENT				Regular	Contingency		Total			Date Submitted: _____				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
1	Air Freshener	220.00	2	440.00	1	220.00		-		-	1	220.00		
2	Ballpen (black)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50		
3	Ballpen (blue)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50		
4	Battery AAA	65.00	2	130.00	1	65.00		-	1	65.00		-		
5	Battery AA	46.50	2	93.00	1	46.50	0	-	1	46.50		-		
6	Bond Paper (US) Long	198.00	4	792.00	1	198.00	1	198.00	1	198.00	1	198.00		
7	Bond Paper (US) Short	167.00	4	668.00	1	167.00	1	167.00	1	167.00	1	167.00		
8	Calculator	632.00	1	632.00	1	632.00		-		-		-		
9	Cartolina (assorted colors)	6.00	10	60.00	3	18.00	3	18.00	2	12.00	2	12.00		
10	Computer Ink epson L220	290.00	8	2,320.00	2	580.00	2	580.00	2	580.00	2	580.00		
11	Cork Pins	17.00	1	17.00	1	17.00		-		-		-		
12	Correction Pen	65.75	4	263.00	1	65.75	1	65.75	1	65.75	1	65.75		
13	Dishwashing Liquid	258.00	8	2,064.00	2	516.00	2	516.00	2	516.00	2	516.00		
14	Elmer's Glue (130g)	36.00	2	72.00	1	36.00		0.00	1	36.00		0.00		
15	Envelope (brown) long	15.00	5	75.00	1	15.00	2	30.00	1	15.00	1	15.00		
16	Envelope (brown) short	13.00	5	65.00	1	13.00	2	26.00	1	13.00	1	13.00		
17	Envelope (white mailing) long	230.00	1	230.00	1	230.00		0.00		0.00		0.00		
18	Folder (Expandable) orange-short	13.65	24	327.60	6	81.90	6	81.90	6	81.90	6	81.90		
19	Folder (Expandable) orange-long	15.25	24	366.00	6	91.50	6	91.50	6	91.50	6	91.50		
20	Folder white long	13.65	24	327.60	6	81.90	6	81.90	6	81.90	6	81.90		
21	Folder white short	12.25	24	294.00	6	73.50	6	73.50	6	73.50	6	73.50		
22	Glass Cleaner	158.00	2	316.00	1	158.00		0.00	1	158.00		0.00		
23	Insect Spray (Lysol)	429.00	1	429.00	1	429.00		0.00		0.00		0.00		
24	Masking Tape	35.25	4	141.00	1	35.25	1	35.25	1	35.25	1	35.25		
25	Paper Clips-hard (big & small)	45.00	2	90.00	1	45.00		0.00	1	45.00		0.00		
26	Plastic Folder (long)	14.25	4	57.00	1	14.25	1	14.25	1	14.25	1	14.25		
27	Plastic Folder (short)	12.40	4	49.60	1	12.40	1	12.40	1	12.40	1	12.40		
28	Plastic Paper Fastener	35.50	1	35.50	1	35.50		0.00		0.00		0.00		
29	Record Book	525.75	2	1,051.50	2	1,051.50		0.00	0	0.00		0.00		
30	Rubbing Alcohol (500ml)	84.00	10	840.00	3	252.00	2	168.00	3	252.00	2	168.00		
31	Scissor	200.00	1	200.00	1	200.00		-		-		-		
32	Sign Pen (Black)	86.25	4	345.00	1	86.25	1	86.25	1	86.25	1	86.25		
33	Soap powder (1kl)	480.00	2	960.00	1	480.00		-	1	480.00		-		
34	Softbroom	350.00	1	350.00	1	350.00		-		-		-		
35	Staple Wire #10	95.00	1	95.00	1	95.00		-		-		-		

36	Staple Wire # 35	55.00	1		55.00	1	55.00		-		-		-
37	Stapler #35 with staple remover	180.00	1		180.00	1	180.00		-		-		-
38	Stick broom	35.00	2		70.00	1	35.00		-	1	35.00	0	-
39	Thumb tucks	15.00	1		15.00	1	15.00		-		-		-
40	Tissue paper	9.50	12		114.00	3	28.50	3	28.50	3	28.50	3	28.50
41	Toilet Bowl Cleaner	250.00	2		500.00	1	250.00		-	1	250.00		-
42	USB flashdrive (kingstone 16gb)	439.00	1		439.00	1	439.00	0	-		-		-
OVERALL TOTAL					<u>16,108.80</u>		<u>7,529.70</u>		<u>2,409.20</u>		<u>3,574.70</u>		<u>2,595.20</u>

I hereby certify that I have reviewed the contents and hereby attest to the veracity and correctness of the data or information contained in this document.

Prepared by:

(SGD) ENGR. LUCIO B. OCIO, JR.
 (Head of Department/Office)
LDRRMO II

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2016**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount						Page <u>1</u> of <u>1</u> pages			
Department/ Office: Office of the Vice Mayor				Regular	Contingency		Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	Air Freshener	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00	
2	Ballpen (black)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75	
3	Ballpen (blue)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75	
4	Bathroom Tissue (4x10 rolls)	14.25	12	171.00	3	42.75	3	42.75	3	42.75	3	42.75	
5	Bond paper (long)	170.00	3	510.00	1	170.00	1	170.00	1	170.00		-	
6	Bond paper (short)	145.00	3	435.00	1	145.00	1	145.00	1	145.00		-	
7	Correction Pen	65.75	4	263.00	1	65.75	1	65.75	1	65.75	1	65.75	
8	External Memory	4,000.00	1	4,000.00	1	4,000.00							
9	Folder white long	15.25	12	183.00	6	91.50	0	-	6	91.50	0	-	
10	Folder white short	12.25	12	147.00	6	73.50	0	-	6	73.50	0	-	
11	Paper clips vinyl coated (S.M.L)	85.00	6	510.00	3	255.00		-	3	255.00		-	
12	Sign Pen (black & blue)	86.25	6	517.50	3	258.75		-	3	258.75		-	
13	Scissors	200.00	1	200.00	1	200.00		-		-		-	
TOTAL				8,086.50		5,589.75		711.00		1,389.75		396.00	

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

Prepared by: _____
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Department/ Office: OFFICE OF THE MUNICIPAL MAYOR: FISHPORT				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	Battery (heavy duty-1.5 v)	40.00	10	400.00	6	240.00		-	4	160.00		-
2	Broom (midribs)	30.00	12	360.00	3	90.00	3	90.00	3	90.00	3	90.00
3	Ceiling fan (14 inches)	1,295.00	1	1,295.00	1	1,295.00		-		-		-
4	Cups	20.00	12	240.00	12	240.00		-		-		-
5	Flashlight	225.00	3	675.00	3	675.00		-		-		-
6	Flourescent (lead)	75.00	6	450.00	3	225.00	3	225.00		-		-
7	Fork	55.00	12	660.00	12	660.00		-		-		-
8	Gasoline (fuel)	41.00	144	5,904.00	36	1,476.00	36	1,476.00	36	1,476.00	36	1,476.00
9	Glass Cleaner	158.00	1	158.00	1	158.00		-		-		-
10	Laddle (stainless)	95.00	1	95.00	1	95.00		-		-		-
11	Laddle (for soup)	125.00	1	125.00	1	125.00		-		-		-
12	Lubricants	185.00	12	2,220.00	3	555.00	3	555.00	3	555.00	3	555.00
13	Paint	1,000.00	2	2,000.00	1	1,000.00		-	1	1,000.00		-
14	Plastic basin	145.00	1	145.00	1	145.00		-		-		-
15	Plastic glasses	20.00	12	240.00	12	240.00		-		-		-
16	Plastic plates	30.00	12	360.00	12	360.00		-		-		-
17	Raincoat	325.00	5	1,625.00	5	1,625.00		-		-		-
18	Rice cooker	970.00	1	970.00	1	970.00		-		-		-
19	Rubber boots	445.00	3	1,335.00	3	1,335.00		-		-		-
20	Soap Powder	480.00	12	5,760.00	3	1,440.00	3	1,440.00	3	1,440.00	3	1,440.00
21	Spoon	45.00	12	540.00	12	540.00		-		-		-
22	Thinner	1,000.00	1	1,000.00	1	1,000.00		-		-		-
OVER ALL TOTAL				26,557.00		14,489.00		3,786.00		4,721.00		3,561.00

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

Prepared by:

(SGD) MONTANO DELA TORRE
(Head of Office)

|

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : **BOHOL, GUINDULMAN**

Plan Control No. _____		Planned Amount			Page <u>1</u> of <u>3</u> pages							
Department/ Office: OFFICE OF THE HUMAN RESOURCE MGT. SERVICES		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	Ballpen (black)	11.25	32	360.00	8	90.00	8	90.00	8	90.00	8	90.00
2	Ballpen (blue)	11.25	32	360.00	8	90.00	8	90.00	8	90.00	8	90.00
3	Battery AA (2s)	46.50	4	186.00	1	46.50	1	46.50	1	46.50	1	46.50
4	Bond Paper (US) Long	198.00	6	1,188.00	2	396.00	1	198.00	2	396.00	1	198.00
5	Bond Paper (US) Short	167.00	6	1,002.00	2	334.00	1	167.00	2	334.00	1	167.00
7	Computer Printer (pref HP 680)	9,000.00	1	9,000.00	1	9,000.00	0	-	0	-	0	-
8	Computer Ribbon Refil (LQ 300)	600.00	32	19,200.00	8	4,800.00	8	4,800.00	8	4,800.00	8	4,800.00
9	Correction Pen	65.75	10	657.50	5	328.75	0	0.00	5	328.75	0	0.00
10	Correction Tape	45.00	10	450.00	5	225.00	0	0.00	5	225.00	0	0.00
11	Elmer's Glue (130g))	36.00	4	144.00	1	36.00	1	36.00	1	36.00	1	36.00
12	Folder (Expandable) green-long	15.25	48	732.00	12	183.00	12	183.00	12	183.00	12	183.00
13	Glass Cleaner	158.00	2	316.00	1	158.00		-	1	158.00		-
14	Highlighter Pen	38.00	10	380.00	5	190.00		-	5	190.00		-
15	Ink for HP #678 (black)	450.00	48	21,600.00	12	5,400.00	12	5,400.00	12	5,400.00	12	5,400.00
16	Ink for HP #678 (tri-color)	495.00	48	23,760.00	12	5,940.00	12	5,940.00	12	5,940.00	12	5,940.00
17	Ink for HP #680 (tri-color)	650.00	60	39,000.00	15	9,750.00	15	9,750.00	15	9,750.00	15	9,750.00
18	Ink for HP #680 (black)	625.00	60	37,500.00	15	9,375.00	15	9,375.00	15	9,375.00	15	9,375.00
19	Ink for HP #704 (black)	429.00	48	20,592.00	12	5,148.00	12	5,148.00	12	5,148.00	12	5,148.00
20	Ink for HP #704 (colored)	429.00	32	13,728.00	8	3,432.00	8	3,432.00	8	3,432.00	8	3,432.00
21	Laptop	15,000.00	1	15,000.00	1	15,000.00		-		-		-
22	Mechanical Pencil Refill (.5)	85.00	4	340.00	1	85.00	1	85.00	1	85.00	1	85.00
23	Paper Clamp	8.00	12	96.00	3	24.00	3	24.00	3	24.00	3	24.00
24	Paper clips - vinyl coated (medium)	85.00	4	340.00	1	85.00	1	85.00	1		1	85.00
25	Plastic Paper Fastener	35.50	8	284.00	2	71.00	2	71.00	2	71.00	2	71.00
26	Rubbing Alcohol (500ml)	84.00	12	1,008.00	3	252.00	3	252.00	3	252.00	3	252.00
27	Stamp Pad	145.00	1	145.00	1	145.00		-		-		-
28	Stamp Pad Ink	185.00	2	370.00	1	185.00		-	1	185.00		-
29	Sign Pen (Black)	86.25	4	345.00	1	86.25	1	86.25	1	86.25	1	86.25
OVERALL TOTAL				208,083.50		70,855.50		45,258.75		46,625.50		45,258.75

Prepared by:

(SGD) RACHEL B.LAGA
(Head of Department/Office)

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018**

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: ECOLOGICAL SOLID WASTE MANAGEMENT				Regular	Contingency	Total			Date Submitted:			
Item No.	Description	Unit Cost	Quantity	Total Cost	D I S T R I B U T I O N							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
2	Ballpen (black)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
3	Ballpen (blue)	11.25	12	135.00	3	33.75	3	33.75	3	33.75	3	33.75
4	Bath Soap (safeguard-big)	45.00	32	1,440.00	8	360.00	8	360.00	8	360.00	8	360.00
5	Cellophane Tape (1 inch)	35.00	8	280.00	2	70.00	2	70.00	2	70.00	2	70.00
	Bond Paper (US) Long	198.00	4	792.00	1	198.00	1	198.00	1	198.00	1	198.00
	Bond Paper (US) Short	167.00	4	668.00	1	167.00	1	167.00	1	167.00	1	167.00
7	Bond Paper (blue)	213.00	8	1,704.00	2	426.00	2	426.00	2	426.00	2	426.00
8	Bond Paper (pink)	213.00	8	1,704.00	2	426.00	2	426.00	2	426.00	2	426.00
6	Cutter	47.00	4	188.00	1	47.00	1	47.00	1	47.00	1	47.00
9	Dishwashing Paste	60.00	8	480.00	2	120.00	2	120.00	2	120.00	2	120.00
10	Electrical Tape	45.00	4	180.00	1	45.00	1	45.00	1	45.00	1	45.00
11	Envelope (brown) long	15.00	24	360.00	6	90.00	6	90.00	6	90.00	6	90.00
12	Envelope (brown) short	13.00	24	312.00	6	78.00	6	78.00	6	78.00	6	78.00
13	Expanded Folder green long	15.25	24	366.00	6	91.50	6	91.50	6	91.50	6	91.50
14	Expanded Folder green short	13.65	24	327.60	6	81.90	6	81.90	6	81.90	6	81.90
15	Flash Drive	439.00	1	439.00	1	439.00	0	-	0	-	0	-
16	Folder white, long	13.65	12	163.80	6	81.90	0	-	6	81.90	0	-
17	Folder white, short	12.25	12	147.00	6	73.50	0	-	6	73.50	0	-
18	Insect spray	429.00	1	429.00	1	429.00	0	-	0	-	0	-
19	Masking Tape	35.25	8	282.00	2	70.50	2	70.50	2	70.50	2	70.50
20	Miemo Paper (Wove) Long	196.00	12	2,352.00	3	588.00	3	588.00	3	588.00	3	588.00
21	paper Clamp	8.00	12	96.00	3	24.00	3	24.00	3	24.00	3	24.00
22	Plastic Folder (Long)	14.25	24	342.00	6	85.50	6	85.50	6	85.50	6	85.50
23	Plastic Folder (short)	12.40	24	297.60	6	74.40	6	74.40	6	74.40	6	74.40
24	Plastic Paper Fastener	35.50	4	142.00	2	71.00		-	2	71.00		-
25	Puncher (2 holes)	560.00	2	1,120.00	1	560.00	0	-	1	560.00	0	-
26	Record book (500 leaves)	525.75	4	2,103.00	1	525.75	1	525.75	1	525.75	1	525.75
27	Sign Pen (black & blue)	86.25	8	690.00	2	172.50	2	172.50	2	172.50	2	172.50
28	Soap Powder (1 kilo)	480.00	16	7,680.00	4	1,920.00	4	1,920.00	4	1,920.00	4	1,920.00
29	Softbroom	350.00	2	700.00	1	350.00	0	-	1	350.00	0	-
30	Staple Wire #35	55.00	2	110.00	1	55.00	0	-	1	55.00	0	-
31	Stapler # 35 Max	180.00	4	720.00	2	360.00	0	-	2	360.00	0	-
32	Trsh Bag (large(10s)	100.00	100	10,000.00	25	2,500.00	25	2,500.00	25	2,500.00	25	2,500.00
	TOTAL			36,885.00								

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

Prepared by:

(SGD) ANECITO MIASCO
(Head of Department/Office)

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FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2018

Province, City or Municipality : BOHOL, GUINDULMAN

Plan Control No. _____				Planned Amount					Page 1 of 3 pages			
Department/ Office: OMM/ENTERPRISE & ECONOMIC VENTURES				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	Air Freshener	220.00	4	880.00	1	220.00	1	220.00	1	220.00	1	220.00
2	Ballpen (black)	11.25	24	270.00	6	67.50	6	67.50	6	67.50	6	67.50
3	Bathroom Tissue	9.50	24	228.00	6	57.00	6	57.00	6	57.00	6	57.00
8	Bath Soap (preferably safeguard)	45.00	24	1,080.00	6	270.00	6	270.00	6	270.00	6	270.00
4	Bond Paper (US) Long	198.00	4	792.00	1	198.00	1	198.00	1	198.00	1	198.00
5	Bond Paper (US) Short	167.00	4	668.00	1	167.00	1	167.00	1	167.00	1	167.00
6	Calculator	632.00	2	1,264.00	1	632.00		0.00	1	632.00		0.00
7	Correction Pen	65.75	8	526.00	2	131.50	2	131.50	2	131.50	2	131.50
8	Dipper	35.00	16	560.00	4	140.00	4	140.00	4	140.00	4	140.00
9	Dishwashing liquid	258.00	6	1,548.00	2	516.00	1	258.00	2	516.00	1	258.00
10	Dust Pan	85.00	16	1,360.00	4	340.00	4	340.00	4	340.00	4	340.00
11	Face Shield Mask (disposable)	7.00	100	700.00	25	175.00	25	175.00	25	175.00	25	175.00
27	Floor Mop	120.00	8	960.00	2	240.00	2	240.00	2	240.00	2	240.00
49	Flash Drive	439.00	1	439.00	1	439.00		0.00		0.00		0.00
52	Folder white, long	13.65	24	327.60	12	163.80		0.00	12	163.80		0.00
61	Glass Cleaner	158.00	4	632.00	1	158.00	1	158.00	1	158.00	1	158.00
64	Highlighter Pen	38.00	4	152.00	1	38.00	1	38.00	1	38.00	1	38.00
33	Marker Pen (black)	40.00	4	160.00	1	40.00	1	40.00	1	40.00	1	40.00
100	Muriatic Acid	127.25	12	1,527.00	3	381.75	3	381.75	3	381.75	3	381.75
21	Natural Rubber Gloves	100.00	36	3,600.00	12	1,200.00	6	600.00	12	1,200.00	6	600.00
103	Pail	98.00	24	2,352.00	6	588.00	6	588.00	6	588.00	6	588.00
103	Paper Clamp	8.00	2	16.00	1	8.00		0.00	1	8.00		0.00
12	Plastic Paper Fastener	35.50	2	71.00	1	35.50		0.00	1	35.50		0.00
17	Raincoat	325.00	32	10,400.00	16	5,200.00	0	0.00	8	2,600.00	8	2,600.00
5	Flashlight (rechargeable)	225.00	16	3,600.00	8	1,800.00		0.00	4	900.00	4	900.00
13	Record Book (Journal No. 85)	333.45	1	333.45	1	333.45		0.00		0.00		0.00
14	Record book (500 leaves)	525.75	1	525.75	1	525.75		0.00		0.00		0.00
19	Rubber boots (male)	445.00	16	7,120.00	4	1,780.00	4	1,780.00	4	1,780.00	4	1,780.00
19	Rubber boots (female)	445.00	10	4,450.00	10	4,450.00		0.00	0	0.00		0.00
123	Rubber Slippers	50.00	24	1,200.00	6	300.00	6	300.00	6	300.00	6	300.00
15	Rubbing Alcohol (500ml)	84.00	12	1,008.00	3	252.00	3	252.00	3	252.00	3	252.00
128	Staple Wire #10	95.00	2	190.00	1	95.00		0.00	1	95.00		0.00
132	Stick Broom	35.00	64	2,240.00	16	560.00	16	560.00	16	560.00	16	560.00
18	Softbroom	350.00	16	5,600.00	4	1,400.00	4	1,400.00	4	1,400.00	4	1,400.00
19	Toilet Bowl Cleaner	250.00	4	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
	Sub total			57,779.80		23,152.25		8,611.75		13,904.05		12,111.75

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
136	Toilet bowl pump	65.00	12		780.00	3	195.00	3	195.00	3	195.00	3	195.00
49	Trash Can	220.00	12		2,640.00	6	1,320.00	0	0.00	6	1,320.00	0	0.00
	Sub total				<u>3,420.00</u>		<u>1,515.00</u>		<u>195.00</u>		<u>1,515.00</u>		<u>195.00</u>
OVERALL TOTAL					<u>61,199.80</u>		<u>24,667.25</u>		<u>8,806.75</u>		<u>15,419.05</u>		<u>12,306.75</u>

We hereby certify that we have reviewed the contents and hereby attest to the veracity and correctness of the data

Prepared by:

(SGD) FELIX P. TAN
(Head of Department/Office)