FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR __2019_____

DILG RECORDS SECTION
ILIGAN CITY
RECEIVED DATE 2/15/2019 BY
RELEASED DATE_____ BY_____

Province, City or Municipality :_____ILIGAN CITY_____
Plan Control No. _____
Department/ Office:

Planned Amount
Regular | Contingency | Total

Page ___1___of___3____ pages
Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	COMMON OFFICE SUPPLIES												
	CITY HUMAN RESOURCE MANAGEMENT OFFICE												
1	Expanded envelope (pink, green)	20.00	1,200	Pcs.	24,000.00	200	4,000.00			500	10,000.00	500	10,000.00
2	Folders (long, white)	8.50	2,250	Pcs.	19,125.00			500	4,250.00	1,000	8,500.00	750	6,375.00
3	Staple remover	50.00	5	dozen	3,000.00	2	1,200.00					3	1,800.00
4	Logbook 500 pages	99.00	5	dozen	5,940.00					5	5,940.00		
5	Logbook 300 pages (merit)	70.00	5	dozen	4,200.00					5	4,200.00		
6	Correction tape	25.00	80	Pcs.	2,000.00			30	750	50	1,250.00		
7	Bond paper, long, subs. 20	220.00	100	reams	22,000.00			50	11,000.00	50	11,000.00		
8	Bond paper, short, subs. 20	200.00	75	reams	15,000.00					75	15,000.00		
9	Sign pen (blue) energel 0.5mm ball needle point	110.00	150	Pcs.	16,500.00	50	5,500.00			50	5,500.00	50	5,500.00
10	Paper fastener (plastic)	60.00	50	boxes	3,000.00							50	3,000.00
11	Pencil # 2, mongol	5.50	500	Pcs.	2,750.00							500	2,750.00
12	Scotch tape 2"	95.00	80	rolls	7,600.00	30	2,850.00					50	4,750.00
13	Scotch tape 1"	20.00	50	rolls	1,000.00							50	1,000.00
14	Double-sided tape	25.00	50	rolls	1,250.00							50	1,250.00
15	Envelope (brown, long)	8.50	1,000	Pcs.	8,500.00			500	4,250.00			500	4,250.00
16	Highlighting pen (green, pink, stabilo)	50.00	50	Pcs.	2,500.00					50	2,500.00		
17	Envelope(brown, short)	6.00	1,000	Pcs.	6,000.00					500	3,000.00	500	3,000.00
18	Green folder w/o metal tab	20.00	300	Pcs.	6,000.00	300	6,000.00						
19	Paper clip, big	35.00	50	boxes	1,750.00	25	875	25	875				
20	Paper clip, small	20.00	50	boxes	1,000.00	25	500	25	500				
34	Push pins	50.00	50	boxes	2,500.00			50	2,500.00				
21	Tin container	150.00	6	Pcs.	900	6	900						
22	CV black ink for Riso	1,900.00	4	Pcs.	7,600.00	1	1,900.00	1	1,900.00	1	1,900.00	1	1,900.00
23	TN 118 black for xerox	4,425.00	4	Pcs.	17,700.00			2	8,850.00			2	8,850.00
24	Sign pen (black) energel 0.5mm ball needle point	110.00	150	Pcs.	16,500.00	75	8,250.00			50	5,500.00	25	2,750.00
25	Permanent marker (blue)	75.00	25	Pcs.	1,875.00							25	1,875.00
26	Permanent marker (black)	75.00	25	Pcs.	1,875.00							25	1,875.00
27	Folder (short, white)	7.00	300	Pcs.	2,100.00			150	1,050.00	150	1,050.00		
28	Stamp pad ink refill (prince)	75.00	100	bottle	7,500.00	50	3,750.00	25	1,875.00	25	1,875.00		
29	White mailing envelope, legal size	1.50	500	Pcs.	750			200	300			300	450
30	White board pen (black)	75.00	50	Pcs.	3,750.00							50	3,750.00
31	White board pen (blue)	75.00	50	Pcs.	3,750.00							50	3,750.00
32	Packaging (clear) 2"	95.00	50	rolls	4,750.00	25	2,375.00					25	2,375.00
TOTAL					224,665.00								

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ANNUAL PROCUREMENT PLAN
FOR THE YEAR __2019_____

Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

Department/ Office:

Planned Amount — Regular | Contingency | Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGTH FORWARD				**224,665.00**								
33	Record of leaves of Absence 25 pcs./pack	750.00	20	packs	15,000.00	10	7,500.00					10	7,500.00
34	Index card 100 pcs./pack 5" x 8"	75.00	24	packs	1,875.00							24	1,875.00
35	Eraser (staedler)	25.00	100	Pcs.	2,500.00					50	1,250.00	50	1,250.00
36	Clear book, long, black, 20 sheets)	95.00	75	Pcs.	7,125.00	75	7,125.00						
37	Glue (elmer's , 40 ml)	30.00	50	Pcs.	1,500.00			25	750			25	750
38	Glue (kippy, 200 grams)	75.00	50	Pcs.	3,750.00			25	1,875.00			25	1,875.00
39	Bond paper, A4	210.00	50	reams	10,500.00					25	5,250.00	25	5,250.00
40	Dater (date stamp)	300.00	6	Pcs.	1,800.00	3	900			3	900		
41	Broom (soft, silhig lanot)	250.00	6	Pcs.	1,500.00	3	750			3	750		
42	Fingertips moistener	50.00	12	Pcs.	600			6	300			6	300
43	Green folder w/ tab	20.00	200	Pcs.	4,000.00	100	2,000.00					100	2,000.00
44	Pentel pen, red	75.00	6	Pcs.	450	6	450						
	CITY BUDGET OFFICE												
45	Ballpen, color (black, blue) good quality		200		4,000	100	2,000	100	2,000.00				
46	Binder Clip, size: 2"		50		500							50	500
47	Envelope, Short, kraft		50		350			50	350.00				
48	Fingertip Moistener		30		1,050			30	1,050.00				
49	Rubber Eraser, big (Steadler)		50		3,000					50	3,000		
50	Folder, long, good quality		100		1,000	100	1,000						
51	Folder, expanded, long, good quality		100		1,200	100	1,200						
52	Glue, paper		5		375					5	375		
53	Highlighter, Stabilo, color: yellow		25		1,125	25	1,125						
54	Maker Pens, broad, color: black & blue		15		510			15	510.00				
55	Paper Multicopy, letter size		150		37,500			29	7,250	60	15,000	65	16,250
56	Paper Multicopy, legal size		250		70,000	63	17,500	63	17,500	63	17,500	63	17,500
57	Pencil, #2, good quality		50		600	50	600						
58	PVC Cover, legal size, clear		40		480	40	480						
59	PVC Cover, letter size, clear		20		200	20	200						
60	Record book, 500 pages		10		750	10	750						
61	Scotch tape, 2"		50		2,000			50	2,000				
62	Sign Pen, Pilot, color: blue		50		2,750			50	2,750				
63	Specialty Paper, legal size		10		900			10	900				
TOTAL					**403,555.00**								

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Department/ Office:

Planned Amount: Regular | Contingency | Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGTH FORWARD				**614,013.00**								
99	Toner (Xerox copier)TN114		4	pcs	16,000.00	2	8,000.00	2	8,000.00				
100	Toner (Xerox copier)TN217		2	pcs	9,000.00			1	4,500.00	1	4,500.00		
101	Printer ribbon, refill												
102	Stamp Pad Ink, 1 li		1	bot	500	1	500						
103	Rubber, eraser,staedler, big												
104	typewriter ribbon												
	CITY ACCOUNTANT'S OFFICE												
105	Paper, Mimeo, s.18 (Legal Size)	150.00	60	rms	9,000.00	15	2,250.00	15	2,250.00	15	2,250.00	15	2,250.00
106	Paper, Mimeo, s.18 (Short)	145.00	120	rms	17,400.00	30	4,350.00	30	4,350.00	30	4,350.00	30	4,350.00
107	Paper, Bond, Premium Grade (A4)	160.00	120	rms	19,200.00	30	4,800.00	30	4,800.00	30	4,800.00	30	4,800.00
108	Paper, Bond,Premium Grade (Short)	170.00	120	rms	20,400.00	30	5,100.00	30	5,100.00	30	5,100.00	30	5,100.00
109	Paper, Bond,Premium Grade (Legal Size)	185.00	120	rms	22,200.00	30	5,550.00	30	5,550.00	30	5,550.00	30	5,550.00
110	Rubber Eraser	180.00	8	packs	1,440.00	2	360.00	2	360.00	2	360.00	2	360.00
111	Yellow Paper	38.00	100	pad	3,800.00	25	950.00	25	950.00	25	950.00	25	950.00
112	Folder - Long	9.00	1000	pcs	9,000.00	250	2,250.00	250	2,250.00	250	2250	250	2,250.00
113	Folder - Short	7.00	1000	pcs	7,000.00	250	1,750.00	250	1,750.00	250	1,750.00	250	1,750.00
114	Pencil - Mongol	65.00	30	bxs	1,950.00	10	650.00	5	325.00	5	325.00	10	650.00
115	Record Book (300 leaves)	89.00	40	pcs	3,560.00	10	890.00	10	890.00	10	890.00	10	890.00
116	Record Book (500 leaves)	185.00	40	pcs	7,400.00	10	1,850.00	10	1,850.00	10.00	1,850.00	10.00	1,850.00
117	Paper Clip Colored Plastic - Big	59.00	80	bxs	4,720.00	20	1,180.00	20	1,180.00	20	1,180.00	20	1,180.00
118	Paper Clip Colored Plastic - Small	45.00	60	bxs	2,700.00	15	675.00	15	675.00	15.00	675.00	15	675.00
119	Paper Fastener Plastic - Long	89.00	60	bxs	5,340.00	15	1,335.00	15	1,335.00	15.00	1,335.00	15	1,335.00
120	Paper Fastener Plastic - Short	55.00	100	bxs	5,500.00	25	1,375.00	25	1,375.00	25.00	1,375.00	25	1,375.00
121	Rubber Band (Small)	65.00	80	bxs	5,200.00	20	1,300.00	20	1,300.00	20.00	1,300.00	20	1,300.00
122	Rubber Band (Big)	189.00	60	bxs	11,340.00	15	2,835.00	15	2,835.00	15.00	2,835.00	15	2,835.00
123	Scoth Tape 1"	48.00	120	rolls	5,760.00	30	1,440.00	30	1,440.00	30.00	1,440.00	30	1440
124	Brown Envelope (Long)	9.00	400	pcs	3,600.00	100	900.00	100	900.00	100.00	900.00	100	900
125	Brown Envelope (Short)	7.00	400	pcs	2,800.00	100	700.00	100	700.00	100.00	700.00	100	700
126	Ballpen (PILOT- Violet 12 pcs)	480.00	30	bxs	14,400.00	10	4,800.00	5	2,400.00	5.00	2,400.00	10	4800
127	Adding Machine Ribbon (Adrite)	59.00	40	bxs	2,360.00	10	590.00	10	590.00	10.00	590.00	10	590.00
128	Adding Machine Tape 2"	35.00	200	pcs	7,000.00	50	1,750.00	50	1,750.00	50.00	1,750.00	50	1,750.00
TOTAL					**832,583.00**								

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Plan Control No. _____

Department/ Office:

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Page ___1___of__3____ pages

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	COMMON COMPUTER SUPPLIES/ CONSUMABLES												
	CITY HUMAN RESOURCE MANAGEMENT OFFICE												
1	Epson ink T664 (black)	420	150	Pcs.	63,000.00	25	10,500.00	75	31,500.00	25	10,500.00	25	10,500.00
2	Epson ink T664 (yellow)	420	50	Pcs.	21,000.00			25	10,500.00	25	10,500.00		
3	Epson ink T664 (blue)	420	50	Pcs.	10,500.00			25	10,500.00	25	10,500.00		
4	Epson ink T664 (magenta)	420	50	Pcs.	10,500.00			25	10,500.00	25	10,50.00		
5	Toner TNP40 -- develop Ineo 4020	16,000.00	3	toner	48,000.00	1	16,000.00			1	16,000.00	1	16,000.00
6	HP laserjet toner cartridge CF 280X (black)	19,000.00	3	toner	57,000.00	1	19,000.00			1	19,000.00	1	19,000.00
7	HP 704 cartridge (black)	500	12	Pcs.	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00
8	HP 704 cartridge (colored)	550	12	Pcs.	6,600.00	3	1,650.00	3	1,650.00	3	1,650.00	3	1,650.00
9	USB 32 GB Kingston	2,500.00	3	Pcs.	7,500.00							3	7,500.00
10	USB 16 GB Kingston	1,250.00	6	Pcs.	7,500.00							6	7,500.00
	CITY LEGAL OFFICE												
11	USB, 16G		4		4,000.00			2	2,000.00	2	2,000.00		
12	mouse												
13	HP Deskjet ink #60												
14	HP Deskjet ink #704		12	Pcs.	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00
15	HP Deskjet ink #678		12	Pcs.	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00
16	EPSON #644, Black		12	bots	5,400.00	3	1,350.00	3	1,350.00	3	1,350.00	3	1,350.00
17	EPSON #644, Yellow, Magenta,		12	bots	6,000.00	3	1,500.00	3	1,500.00	3	1,500.00	3	1,500.00
18	Cyan												
19	External Drive 1TB		2	Pcs.	5,000.00	1	2,500.00					1	2,500.00
	CITY ACCOUNTANT'S OFFICE												
21	EPSON Ribbon Cartridge LQ 300+II	495.00	20	carts	9,900.00	5	2,475.00	5	2,475.00	5	2,475.00	5	2,475.00
22	EPSON Ribbon Cartridge LQ 2190	995.00	20	carts	19,900.00	5	4,975.00	5	4,975.00	5	4,975.00	5	4,975.00
23	EPSON Ribbon Cartridge LX-310	465.00	20	carts	9,300.00	5	2,325.00	5	2,325.00	5	2,325.00	5	2,325.00
24	EPSON Ribbon Cartridge FX- 2175	695.00	20	carts	13,900.00	5	3,475.00	5	3,475.00	5	3,475.00	5	3,475.00
28	EPSON Ribbon Cartridge LQ 2180	960.00	8	carts	7,680.00	2	1,920.00	2	1,920.00	2	1,920.00	2	1,920.00
29	EPSON Ribbon Refill LQ 2180	255.00	40	rolls	10,200.00	10	2,550.00	10	2,550.00	10	2,550.00	10	2,550.00
30	EPSON Ribbon Refill LX-310	140.00	40	rolls	5,600.00	10	1,400.00	10	1,400.00	10	1,400.00	10	1,400.00
31	EPSON Ribbon Refill LX 2175	195.00	40	rolls	7,800.00	10	1,950.00	10	1,950.00	10	1,950.00	10	1,950.00
32	HP Refill Ink- Black	390.00	20	bots	7,800.00	5	1,950.00	5	1,950.00	5	1,950.00	5	1,950.00
33	HP Ink Cartridge- black # 703	590.00	20	carts	11,800.00	5	2,950.00	5	2,950.00	5	2,950.00	5	2,950.00
34	HP Ink Cartridge- black # 704	590.00	30	carts	17,700.00	10	5,900.00	5	2,950.00	5	2,950.00	10	5,900.00
35	HP Ink Cartridge- black # 678	590.00	30	carts	17,700.00	10	5,900.00	5	2,950.00	5	2,950.00	10	5,900.00
TOTAL					409,280.00								

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Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

Department/ Office:

Planned Amount: Regular | Contingency | Total

Page ____1____of___3_____ pages

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
	BALANCE BROUGTH FORWARD				1,662,528.00								
264	Transparent Tape, 1"	45.00	20	piece	900.00			10	450.00			10	450.00
265	Logbook, 300 pages	70.00	50	piece	3,500.00			25	1,750.00			25	1,750.00
266	Bondpaper, S-20, short	180.00	35	ream	6,300.00			18	3,150.00			17	3,150.00
267	Bondpaper, S-20, long	190.00	35	ream	6,650.00			18	3,325.00			17	3,325.00
TOTAL					1,679,878.00								

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Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGTH FORWARD				409,280.00								
36	TONER Magicolor - Yellow 1690 series	5,600.00	2	Carts	11,200.00	1	5,600.00			1	5,600.00		
37	TONER Magicolor - Cyan 1690 series	5,600.00	2	Carts	11,200.00	1	5,600.00			1	5,600.00		
38	TONER Magicolor - Magenta 1690 series	5,600.00	2	Carts	11,200.00	1	5,600.00			1	5,600.00		
39	TONER Magicolor - Black 1690 series	5,400.00	4	Carts	21,600.00	1	5,400.00	1	5,400.00	1	5,400.00	1	5,400.00
40	TONER LASERJET M1319 Mfp	4,900.00	4	Carts	19,600.00	1	4,900.00	1	4,900.00	1	4,900.00	1	4,900.00
41	TONER E-Studio 20, toshiba	4,300.00	10	Carts	43,000.00	2	8,600.00	2	8,600.00	2	8,600.00	4	17,200.00
42	TONER E-Studio 167, toshiba	4,800.00	12	Carts	57,600.00	3	14,400.00	3	14,400.00	3	14,400.00	3	14,400.00
43	TONER E-Studio 205, toshiba	5,500.00	12	Carts	66,000.00	3	16,500.00	3	16,500.00	3	16,500.00	3	16,500.00
44	TONER LASERJET INK PRO 400	5,400.00	2	Carts	10,800.00			1	5,400.00			1	5,400.00
45	MFC - J200 INK (Black)	540.00	16	Carts	8,640.00	4	2,160.00	4	2,160.00	4	2,160.00	4	2,160.00
46	MFC - J200 INK (Colored)	540.00	8	Carts	4,320.00	2	1,080.00	2	1,080.00	2	1,080.00	2	1,080.00
47	HP INK # 678, (colored)	590.00	8	Carts	4,720.00	2	1,180.00	2	1,180.00	2	1,180.00	2	1,180.00
48	HP INK # 703, (colored)	590.00	8	Carts	4,720.00	2	1,180.00	2	1,180.00	2	1,180.00	2	1,180.00
49	HP INK # 704, (colored)	590.00	8	Carts	4,720.00	2	1,180.00	2	1,180.00	2	1,180.00	2	1,180.00
50	EPSON INK, Refill, (Black)	350.00	40	Carts	14,000.00	10	3,500.00	10	3,500.00	10	3,500.00	10	3,500.00
51	EPSON INK, Refill, (Yellow)	350.00	20	bots	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
52	EPSON INK, Refill, (Cyan)	350.00	20	bots	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
53	EPSON INK, Refill, (Magenta)	350.00	20	bots	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
54	DESKTOP COMPUTER COR I3 7TH GEN.	32,500.00	5	units	162,500.00	5	162,500.00						
55	PRINTER L365	13,500.00	4	units	54,000.00	4	54,000.00						
56	EPSON RIBBON CARTRIDGE LQ 310	465.00	40	carts	18,600.00	10	4,650.00	10	4,650.00	10	4,650.00	10	4,650.00
57	EPSON RIBBON CARTRIDGE FX 2175	695.00	20	carts	13,900.00	5	3,475.00	5	3,475.00	5	3475	5	3,475.00
58	EPSON REFILL #664 (black)	350.00	20	bots	7,000.00	5	1,750.00	5	1,750.00	5	1750	5	1,750.00
59	EPSON REFILL #664 (cyan)	350.00	20	bots	7,000.00	5	1750	5	1,750.00	5	1,750.00	5	1,750.00
60	EPSON REFILL #664 (magenta)	350.00	20	bots	7,000.00	5	1750	5	1,750.00	5	1,750.00	5	1,750.00
61	EPSON REFILL #664 (yellow)	350.00	20	bots	7,000.00	5	1750	5	1,750.00	5	1,750.00	5	1,750.00
TOTAL					1,000,600.00								

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ANNUAL PROCUREMENT PLAN
FOR THE YEAR __2019_____

Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

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Planned Amount: Regular | Contingency | Total

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Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGTH FORWARD				1,000,600.00								
62	HP INK Cartridge #704 (black)	590.00	10	carts	5,900.00	5	2,950.00	5	2,950.00				
63	HP INK Cartridge #704 (colored)	590.00	10	carts	5,900.00	5	2,950.00	5	2,950.00				
64	HP INK Cartridge #678 (black)	590.00	10	carts	5,900.00	5	2,950.00	5	2,950.00				
65	EPSON RIBBON Cartridge LQ-2180	960.00	20	carts	19,200.00	5	4,800.00	5	4,800.00	5	4,800.00	5	4,800.00
66	EPSON RIBBON Cartridge LQ 300+II	495.00	20	carts	9,900.00	5	2,475.00	5	2,475.00	5	2,475.00	5	2,475.00
67	TONER LASERJET M1319 Mfp	4,900.00	4	carts	19,600.00	1	4,900.00	1	4,900.00	1	4,900.00	1	4,900.00
68	HP INK Cartridge 678 (black)	590.00	16	carts	9,440.00	4	2,360.00	4	2360	4	2,360.00	4	2,360.00
	CITY TREASURER OFFICE												
31	LASER JET TONER 2035, 05A		4	tubes	23,000	1	5,750.00	1	5,750.00	1	5,750.00	1	5,750.00
32	PRINTER RIBBON REFILL, LX 310, LQ300		200	spools	8,000	50	2,000.00	50	2,000.00	50	2,000.00	50	2,000.00
33	RIBBON CARTRIDGE, LX310,LQ300		4	carts	1,420	1	355.00	1	355.00	1	355.00	1	355.00
34	INK BLACK,L110,L210,TX210		80	bots	30,800	20	7,700.00	20	7,700.00	20	7,700.00	20	7,700.00
35	TONER 17A		4	tubes	21,000	1	5,250.00	1	5,250.00	1	5,250.00	1	5,250.00
36	INK 704, black		40	carts	19,800	10	4,950.00	10	4,950.00	10	4,950.00	10	4,950.00
37	INEO 164 TONER 116		4	tubes	17,000	1	4,250.00	1	4,250.00	1	4,250.00	1	4,250.00
38	INEO KZ30 BLACK		4	tubes	8,600	1	2,150.00	1	2,150.00	1	2,150.00	1	2,150.00
39	INEO KZ30 Master Roll		4	tubes	8,720	1	2,180.00	1	2,180.00	1	2,180.00	1	2,180.00
	CAD- CIVIL SECURITY UNIT												
40	HP Ink Advantage 678 Black		20		9,600.00	10	4,800.00			10	4,800.00		
41	HP Ink Advantage 678 colored		16		7,680.00	4	1,920.00	4	1,920.00	4	1,920.00	4	1,920.00
42	HP Ink Advantage 680 black		10		5,500.00	3	1,650.00	3	1,650.00	1	550.00	3	1,650.00
43	HP Ink Advantage 680 colored		8		5,200.00	2	1,300.00	4	2,600.00			2	1,300.00
	ILGAN CITY WATERWORKS SYSTEM OFFICE												
44	HP 678 black	600.00	10	cart.	6,000.00							10	6,000
45	HP 678 tri-color	700.00	10	cart.	7,000.00							10	7,000
46	EPSON Y T6644 (Yellow)	450.00	10	bot.	4,500.00							10	4,500
47	EPSON M T6643 (Magenta)	450.00	10	bot.	4,500.00							10	4,500
48	EPSON C T6642 (Cyan)	450.00	10	bot.	4,500.00							10	4,500
49	Computer Ribbon Refill (Epson FX-2175)	120.00	100	pc.	12,000.00	50	6,000					50	6,000
TOTAL					1,281,260.00								

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ANNUAL PROCUREMENT PLAN
FOR THE YEAR _____2018___

Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

Department/ Office:

Planned Amount: Regular | Contingency | Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGTH FORWARD				1,281,260.00								
50	2 Terabyte External Hard Disk with	5,200.00	1	pc.	5,200.00	1	5,200						
	power supply (Shock proof)												
	CITY MAYORS OFFICE- BAC												
51	Ink L360 Black	450.00	20	bottle	9,000.00			10	4,500.00			10	4,500.00
52	Ink L360 Cyan	450.00	10	bottle	4,500.00			6	2,700.00			4	1,800.00
53	Ink L360 Magenta	450.00	10	bottle	4,500.00			6	2,700.00			4	1,800.00
54	Ink L360 Yellow	450.00	10	bottle	4,500.00			6	2,700.00			4	1,800.00
55	Toner	3,500.00	6	tube	21,000.00			4	14,000.00			2	7,000.00
TOTAL					1,329,960.00								

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FOR THE YEAR __2019_____

Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

Department/ Office:

Planned Amount: Regular | Contingency | Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	CLEANING EQUIPMENT &SUPPLIES												
	CITY HUMAN RESOURCE MANAGEMENT OFFICE												
1	Alcohol (biogenic, 250 ml)	75.00	100	bottle	7,500.00					50	3,750.00	50	3,750.00
2	Floor wax (natural paste)	25.00	50	boxes	1,250.00			25	625.00			25	625.00
3	Air freshener spray (glade, 320	350.00	36	cans	12,600.00			36	12,600.00				
4	Insect spray (baygon, 320 ml)	350.00	36	cans	12,600.00			36	12,600.00				
	CITY BUGET OFFICE												
5	Air Freshener, 300 ml., lemon scent		25		2,375.00	25	2,375						
6	Bleaching Liquid		8		3,200.00							8	3,200.00
7	Dishwashing Liquid, 250ml, lemon scent		50		4,750.00							50	4,750.00
8	Mophead, cotton		15		2,625.00	15	2,625.00						
9	Scotch Brite Pad		10		550	10	550.00						
	CITY LEGAL OFFICE												
10	Dishwashing paste		10	bxs	500.00			5	250.00	5	250.00	2	100.00
11	Alcohol 500 ml. 70% sol.		80	btls	6,800.00	20	1,700.00	20	1,700.00	20	1,700.00	20	1,700.00
12	Air freshener, Sheldan		20	pcs	3,900.00	5	975.00	5	975.00	5	975.00	5	975.00
13	Baguio Broom		3	pcs	450.00					3	450.00		
14	Tissue paper 2 ply		120	pcs	1,800.00	30	450.00	30	450.00	30	450.00	30	450.00
15	Lysol disinfectant spray, big		4	pcs	1,700.00	2	850.00	2	850.00				
16	Baygon, big		4	pcs	1,500.00	2	750.00	2	750.00				
17	Albatrose		20		560.00	5	140.00	5	140	5	140.00	5	140.00
18	Toilet bowl brush with handle		2	pcs	300.00	2	300.00						
19	Floor map with handle		2	pcs	600.00	1	300.00	1	300.00				
20	Domex, big		4	pcs	600.00	1	300.00	1	300.00				
	CITY TREASURER OFFICE												
21	Air Freshner		60		14,280.00	15	3,570.00	15	3,570.00	15	3,570.00	15	3,570.00
	CAD- CIVIL SECURITY UNIT												
22	Ethyl alcohol 70% 500ml		20		1,500.00	5	375.00	1	375.00			10	750.00
23	Waste Basket Medium size (qlty)		4		400.00					2	200.00	2	200.00
24	Toilet Paper Pack 12's 3 Ply		4		600.00	1	150.00	1	150.00	1	150.00	1	150.00
25	Broom (Soft)		4		600.00	1	150.00	1	150.00	1	150.00	1	150.00
26	Floor map with handle (good qlty)		2		500.00	1	250.00	1		1	250.00		
27	Powder soap (kilo)		4		600.00	1	150.00	1	150.00	1	150.00	1	150.00
TOTAL					84,640.00								

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Province, City or Municipality : _____ILIGAN CITY_____

Plan Control No. _____

Department/ Office:

Planned Amount: Regular | Contingency | Total

Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGHT FORWARD				84,640.00								
	ILIGAN CITY WATERWORKS SYSTEM OFFICE												
28	Detergent Powder, 1 kg./pouch	150.00	40	doz.	6,000.00			20	3,000.00	20	3000		
29	Muriatic Acid, concentrate	200.00	10	gal.	2,000.00			5	1,000	5	1,000		
30	Air Freshener, 280 ml/can	180.00	20	bot.	3,600.00	10	1,800					10	1,800
31	Comfort Room Air Freshener pref. Albatross	20.00	50	pc.	1,000.00	50	1,000						
32	Alcohol (70%), 500 ml	70.00	20	bot.	1,400.00			20	1,400				
33	Tissue Paper	15.00	100	roll	1,500.00	50	750			50	750		
	GREGORIO LLUCH MEMORIAL HOSPITAL												
34	Antibacterial Hand Soap, big	55.00	200	piece	11,000.00	50	10,000.00	50	2,750.00	50	2,750.00	50	2,750.00
35	Baguio Broom	120.00	100	piece	12,000.00	25	2,500.00	25	3,000.00	25	3,000.00	25	3,000.00
36	Creolinesol	300.00	40	liters	12,000.00	10	400.00	10	3,000.00	10	3,000.00	10	3,000.00
37	Door Rug	75.00	40	piece	3,000.00	10	400.00	10	750.00	10	750.00	10	750.00
38	Dust Pan, plastic, HD	150.00	40	piece	6,000.00	10	400.00	10	1,500.00	10	1,500.00	10	1,500.00
39	Empty Sacks BIG	15.00	8000	piece	120,000.00	2000	2,000.00	2000	30,000.00	2000	30,000.00	2000	30,000.00
40	Floor Scrub w/ Long Handle	250.00	40	piece	10,000.00	10	400.00	10	2,500.00	10	2,500.00	10	2,500.00
41	Glass Cleaner, spray	150.00	80	bottle	12,000.00	20	1,600.00	20	3,000.00	20	3,000.00	20	3,000.00
42	Isopropyl Alcohol 250ml 70%	50.00	854	bottle	42,700.00	200	170,800.00	200	10,000.00	200	10,000.00	254	12,700.00
43	Laundry Gloves, HD	120.00	100	pairs	12,000.00	25	2,500.00	25	3,000.00	25	3,000.00	25	3,000.00
44	Lysol	1,800.00	20	gallon	36,000.00	5	100.00	5	9,000.00	5	9,000.00	5	9,000.00
45	Mask, Cloth	60.00	200	piece	12,000.00	50	10,000.00	50	3,000.00	50	3,000.00	50	3,000.00
46	Mop Set (Mop Head and Handle)	350.00	80	set	28,000.00	20	1,600.00	20	7,000.00	20	7,000.00	20	7,000.00
47	Muriatic Acid (Apollo)	120.00	40	gallon	4,800.00	10	400.00	10	1,200.00	10	1,200.00	10	1,200.00
48	Walis tingting	45.00	60	piece	2,700.00	15	900.00	15	675.00	15	675.00	15	675.00
49	Zonrox 500ml 36's	1440.00	20	case	28,800.00	5	100.00	5	7,200.00	5	7,200.00	5	7,200.00
50	Hi-Chlon Granuales	4,500.00	4	container	18,000.00	1	4.00	1	4,500.00	1	4,500.00	1	4,500.00
51	Detergent Soap 1kl 12's	1,400.00	100	case	140,000.00	25	2,500.00	25	35,000.00	25	35,000.00	25	35,000.00
	CITY MAYORS OFFICE- BAC												
52	Alcohol	80.00	16	bottle	1,280.00			8	640.00			8	640.00
TOTAL					612,420.00								

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
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Province, City or Municipality :_____ILIGAN CITY_____
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Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	COMMON OFFICE EQUIPMENT												
	CITY HUMAN RESOURCE MANAGEMENT OFFICE												
1	Data file box w/ cover, big	550	24	Pcs.	13,200.00	12	6,600.00			12	6,600.00		
2	Data file box w/o cover, small	400	15	Pcs.	6,000.00	10	4,000.00					5	2,000.00
3	Paper shredder, heavy duty	8,500.00	1	unit	8,500.00	1	8,500.00						
4	DVD- RW w/ case (imation – 2 hr.)	55	100	Pcs.	5,500.00			50	2,750.00			50	2,750.00
	CITY LEGAL OFFICE												
5	Steel Cabinet, 4 drawers		6	Pcs	48,000.00					3	24,000.00	3	24,000.00
	CAD-CIVIL SECURITY UNIT												
6	Plastic Table Organizer (quality)		4		600.00	2	300.00					2	300.00
TOTAL					13,220.00								

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FOR THE YEAR __2019_____

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Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	COMMON OFFICE DEVICE												
	CITY HUMAN RESOURCE MANAGEMENT OFFICE												
1	Staple wire # 35	55	20	boxes	1,100.00							20	1,100.00
2	Electronic Calculator (Adrite ADX-12V)	700	3	units	2,100.00							3	2,100.00
3	Puncher (heavy duty)	500	3	units	1,500.00							3	1,500.00
4	Stapler (heavy duty)	700	3	units	2,100.00							3	2,100.00
5	Scissor (heavy duty)	75	24	Pcs.	1,800.00					12	900.00	12	900
6	Cutter (heavy duty)	75	24	units	1,800.00			12	900.00	12	900.00		
	CAD- CIVIL SECURITY UNIT												
7	Cutter medium size (quality)		3		300.00	2	200.00		100.00				
8	Tape Dispenser medium(quality)		3		600.00	1	200.00	1		1	200.00	1	200.00
9	Pencil Sharpener medium (quality)		2		400.00	1	200.00					1	200.00
10	Stapler Heavy Duty medium size		1		250.00			1				1	250.00
TOTAL					11,950.00								

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Date Submitted:

Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	GASOLINE AND DIESEL												
	CITY BUDGET OFFICE												
1	Diesel		5,500		287,375	1,375	71,843.75	1,375	71,843.75	1,375	71,843.75	1,375	71,843.75
2	Gasoline		624		33,696	156	8,424.00	156	8,424.00	156	8,424.00	156	8,424.00
3	Engine Oil		104		83,200	26	20,800.00	26	20,800.00	26	20,800.00	26	20,800.00
4	Air Freshener (can)		80		19,200	20	4,800.00	20	4,800.00	20	4,800.00	20	4,800.00
5	Fuel Filter		56		60,480	14	15,120.00	14	15,120.00	14	15,120.00	14	15,120.00
6	Oil Filter		32		16,000	8.00	4,000.00	8	4,000.00	8	4,000.00	8	4,000.00
	CITY LEGAL OFFICE												
7	Supershell Gasoline		6,507.20	li	360,288.00	1,626.80	90,072.00	1,626.80	90,072.00	1,626.80	90,072.00	1,626.80	90,072.00
8	Diesel		5,882.35	li	300,000.00	1,470.80	74,999.72	1,470.80	74,999.72	1,470.80	74,999.72	1,470.80	74,999.72
9	Engine oil		70	li	28,000.00	17	6,800.00	18	7,200.00	17	6,800.00	18	7,200.00
10	Brake fluid		11	li	4,608.00	3	1,152.00	3	1,152.00	3	1,152.00	3	1,152.00
11	2T oil		8	li	2,240.00	2	600.00	2	600.00	2	600.00	2	600.00
12	ATF		8	li	2,240.00	2	600.00	2	600.00	2	600.00	2	600.00
13	Oil filter		4	pcs	1,040.00	1	260.00	1	260.00	1	260.00	1	260.00
14	Fuel filter		4	pcs	1,584.00	1	396.00	1	396.00	1	396.00		
	CITY ACCOUNTANT'S OFFICE												
16	Gasoline	50.00	2,620	Ltrs	131,000.00	655	32,750.00	655	32,750.00	655	32,750.00	655	32,750.00
17	Diesoline	45.00	10,000	Ltrs	450,000.00	2500	112,500.00	2500	112,500.00	2500	112,500.00	2500	112,500.00
18	Engine Oil	375.00	148	Ltrs	55,500.00	37	13,875.00	37	13,875.00	37	13,875.00	37	13,875.00
19	Brake Fluid	435.00	60	Ltrs	26,100.00	15	6,525.00	15	6,525.00	15	6,525.00	15	6,525.00
20	2T	395.00	40	Ltrs	15,800.00	10	3,950.00	10	3,950.00	10	3,950.00	10	3,950.00
21	Coolant	540.00	40	Qrt	21,600.00	10	5,400.00	10	5,400.00	10	5,400.00	10	5,400.00
TOTAL					1,899,951.00								

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Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION 1st Quarter Qty.	1st Quarter Amount	2nd Quarter Qty.	2nd Quarter Amount	3rd Quarter Qty.	3rd Quarter Amount	4th Quarter Qty.	4th Quarter Amount
	BALANCE BROUGHT FORWARD				3,105,671.00								
45	Diesoline	38.00	15,000	liters	570,000	3,750	142,500	3,750	142,500	3,750	142,500	3,750	142,500
46	Gasoline Premium	50.00	1500	liters	75,000	375	18,750	375	18,750	375	18,750	375	18,750
47	Engine Oil (Special) for Diesel	196.00	490	liters	96,040	122	23,912	122	23,912	122	23,912	122	23,912
48	Engine Oil (Special) for Gasoline	196.00	180	liters	35,280	45	8,820	45	8,820	45	8,820	45	8,820
49	WD 40	250.00	24	can	6,000	6	1,500	6	1,500	6	1,500	6	1,500
	CEO-ELECTRICAL MAINTENANCE SECTION												
50	1. Diesel	60.00	4530.0	Ltrs.	271,800	1,132.50	67,950.00	1,132.50	67,950.00	1,132.50	67,950	1,133	67,950
51	2. Gasoline	60.00	300.0	Ltrs.	18,000	75.0	4,500.00	75.00	4,500.00	75.00	4,500	75	4,500
52	3. Engine Oil, Deisel	5,200.00	12.0	gals	62,400	3.0	15,600.00	3.00	15,600.00	3.00	15,600	3	15,600
53	4. Engine Oil, Gasoline	300.00	4.0	Ltrs.	1,200	1.0	300.00	1.00	300.00	1.00	300	1	300
54	5. Oil 10	4,500.00	8.0	Pail	36,000	2.0	9,000.00	2.00	9,000.00	2.00	9,000	2	9,000
55	6. Brake Fluid	375.00	24.0	Ltrs.	9,000	6.0	2,250.00	6.00	2,250.00	6.00	2,250	6	2,250
56	7. ATF	400.00	4.0	Ltrs.	1,600	1.0	400.00	1.00	400.00	1.00	400	1	400
TOTAL					4,287,991.00								

Certified Funds Available
Certified Appropriate Funds Available

Prepared by:

ENGR. JAIME C. SATO
Secretariat Head, BAC

Reviewed By:

ATTY. LEO M. ZARAGOZA
Chairman , BAC

HOSPICIO A. PARAGOSO
City Budget Officer

Approved By:

CELSO G. REGENCIA
City Mayor