

ANNUAL PROCUREMENT PLAN FOR 2014

Name of local Government Unit: Building & Industrial Safety Inspection Services Division
 Plan Control No. _____

Department/Office: CEO BLDG. & INDUSTRIAL SAFETY INSP. SERVICES DIV.				Regular: Contingency		Total		Date Submitted: October 16, 2013				
Item No.	Description	Total # of Units	Unit Cost	Estimated Budget Cost	1st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1.0	CURRENT OPERATING EXPENDITURES											
A.	OFFICE SUPPLIES											
1	Printer Ink HP 703 Black	4	400.00	1,600.00	4	1,600.00						
2	Printer ink HP 703 Colored	4	500.00	2,000.00	4	2,000.00					4	1,600.00
3	Printer Ink HP 900 Black	4	400.00	1,600.00								
4	Printer Ink HP 900 Colored	4	500.00	2,000.00	4	2,000.00						
5	Sign Pen Black (pref. black Dong A-My Gel)	32 pcs	30.00	960.00	32	960.00						
	Printing of Forms (Labor & Materials)											
6	Printing of Application for Building Permit	10 pads	400.00	4,000.00			5 pads	2,000.00	5 pads	2,000.00		
7	Printing of Application for Electrical Permit	10 pads	200.00	2,000.00			5 pads	1,000.00	5 pads	1,000.00		
8	Printing of Application for Plumbing Permit	10 pads	200.00	2,000.00			5 pads	1,000.00	5 pads	1,000.00		
9	Printing of Certificate Of Completion (Bldg.)	10 pads	175.00	1,750.00			5 pads	875.00	5 pads	875.00		
10	Printing of Certificate Of Completion (Elect'l.)	10 pads	175.00	1,750.00			5 pads	875.00	5 pads	875.00		
11	Printing of Certificate Of Completion (Mech'l.)	5 pads	150.00	750.00					5 pads	750.00		
11	Printing of Completion (Plumb'g)	10 pads	175.00	1,750.00			5 pads	875.00	5 pads	875.00		
12	Printing of Consent & Authority	10 pads	150.00	1,500.00			5 pads	750.00	5 pads	750.00		
13	Printing of Guidelines (Standard & <50.00 M2)	10 pads	150.00	1,500.00			5 pads	750.00	5 pads	750.00		
14	Printing Indorsement for Fire Dept. Form (Appl't'n)	10 pads	125.00	1,250.00			5 pads	625.00	5 pads	625.00		
15	Printing of Indorsement for Fire (Appl't'n)	10 pads	125.00	1,250.00			5 pads	625.00	5 pads	625.00		
15	Printing of Indorsement for Fire (Completion)	10 pads	125.00	1,250.00			5 pads	625.00	5 pads	625.00		
16	Printing of Certificate of Occupancy	12 pads	400.00	4,800.00			6 pads	2,400.00	6 pads	2,400.00		
17	Printing of Notice of Violation	12 pads	175.00	2,100.00			6 pads	1,050.00	6 pads	1,050.00		
18	Printing of Demolition Permit	5 pads	150.00	750.00			5 pads	750.00				
19	Folder long, 14 pts.	545 pcs.	3.00	1,635.00	545	1,635.00						
20	Black Ballpen Fine (Pref. Uni lacknock)	42 pcs	38.00	1,596.00			21 pcs	798.00	21 pcs	798.00		
	SUB-TOTAL			39,791.00		8,195.00		14,998.00		14,998.00		1,600.00

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Planned Amount


Department/Office: CEO Bldg. & Industrial Safety Insp. Services Div.				Regular: Contingency		Total		Date Submitted: October 16, 2013				
Item No.	Description	Total # Units	Unit Cost	Estimated Budget Cost	1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
21	TOTAL AMOUNT BROUGHT FORWARD			39,791.00								
	Bond Paper Short (pref. Paper on Multi-Purpose Paper LS 80 gsm)	6 rms	180	1,080.00		8,195.00		14,998.00		14,998.00	6 rms	1,600.00
22	Bond Paper Long (pref. Paper on Multi-Purpose Paper F4 80 gsm)	6rms	220	1,320.00							6 rms	1,320.00
23	Record Book (300 pages big)	24 pcs	46	1,104.00							24 pcs	1,104.00
24	Record Book (Speedway mini 500 pages)	25 pcs	60	1,500.00							25 pcs	1,500.00
25	Violet Redstone's Pad Ink, (32 fl or 946 ml.)	32 bot	45	1,440.00							32 bot	1,440.00
26	Pentel Pen Broad pref. (Pilot red, blue & black)	12 pcs.	35	420.00							12 pcs.	420.00
27	Muriatic Acid for CR	6 gallon	150	900.00							6 gallons	900.00
28	Surf Powder Soap (35 mg) for CR	2 dozen	25	600.00							2 dozen	600.00
29	Battery Energizer AA for wallclock	6 pairs	130	780.00							6	780.00
30	Plastic Paper Fastener	24 boxes	25	600.00							24 boxes	600.00
	SUB-TOTAL			49,535.00		8,195.00		14,998.00		14,998.00		11,334.00
B	TRAVELLING EXPENSES			30,000.00		7,500.00		7,500.00		7,500.00		7,500.00
C	GASOLINE, OIL, & LUBRICANT EXPENSES	360 liters		100,000.00		25,000.00		25,000.00		25,000.00		25,000.00
D	OTHER SUPPLIES EXPENSES			300,000.00		75,000.00		75,000.00		75,000.00		75,000.00

E	REPAIR & MAINTENANCE-MOTOR VEHICLES			50,000.00		12,500.00		12,500.00		12,500.00		12,500.00
	CHANGE OIL		360.00	360.00		360.00						
	OIL FILTERS	4 pcs	65.00	260.00	4	260.00						
	AIR FILTERS	4 pcs	65.00	260.00	4	260.00						
	TIRES	4 pcs	2,250.00	9,000.00	4	9,000.00						
	SPARK PLUGS	6 pcs	60.00	360.00	6	360.00						
	TIE ROD END	1 set	1,700.00	1,700.00	1	1,700.00						
	FUEL FILTERS	4 pcs	65.00	260.00	4	260.00						
	GLOW PLUGS	4 pcs	70.00	280.00	4	280.00						
F	OTHER MAINTENANCE & OPERATING EXPENSES			10,000.00		2,500.00		2,500.00		2,500.00		2,500.00
	TOTAL			P539,535.00		P130,695.00		P137,498.00		P137,498.00		P132,844.00


Prepared by:


CHONA SOCORRO M. MENCHAVEZ
 Building Inspector


Reviewed by:


PAZ S. JARMIN
 OIC, Engineer III
 2/4/14

Recommended by:


CHRISTINE MILAGROS A. ORBE
 OIC, City Engineer

Approved by:


 CELSO G. REGENCIA
 City Mayor

CELSON G. ALQUIZUL
 CHIEF OF STAFF
 CITY GOV'T. DEPT. HEAD I