



ANNUAL PROCUREMENT PLAN CY2014

References No: Gen. Fund Proper 2014

Account Name: REPAIR AND MAINTENANCE OF GOV'T. FACILITIES OUTSIDE CITY HALL PREMISES

Account code: 1061-811-3

Office of Procuring Entity: City General Services Office

DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
					Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter		
amount brought forward	→					25,627.00		25,627.00		25,627.00		25,627.00	102,508.00	
3 gang outlet	3	pcs	85.00	12	3	255.00	3	255.00	3	255.00	3	255.00	1,020.00	
Electrical tape big	4	pcs	50.00	16	4	200.00	4	200.00	4	200.00	4	200.00	800.00	
male plug	2	pcs	30.00	8	2	60.00	2	60.00	2	60.00	2	60.00	240.00	
Other Equipments/materials/JOR not stated above						23,858.00		23,858.00		23,858.00		23,858.00	95,432.00	
TOTAL						50,000.00		50,000.00		50,000.00		50,000.00	200,000.00	

Prepared by:

MARIBETH E. RONDEZ  
Acting Administrative Officer  
City General Services Office

Recommended by:

*Carla O. Baño*  
CARLA O. BAÑO  
Officer-In-Charge  
City General Services Office

Approved by

HON. CELSO G. REGENCIA  
City Mayor  
City Mayor's Office

*Melchor S. Acuzti*  
MELCHOR S. ACUZTI  
CHIEF OF STAFF  
CITY GOVT. DEPT. HEAD



ANNUAL PROCUREMENT PLAN CY2014

Reference No: Gen. Fund Proper 2014  
 Name: OTHER MAINTENANCE AND OPERATING EXPENSE  
 Procuring Entity: City General Services Office

Account code: 1061-969

DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
Whiteboard marker	6	pcs	60.00	24	6	360.00	6	360.00	6	360.00	6	360.00	1,440.00	
Copy paper	4	pads	75.00	16	4	300.00	4	300.00	4	300.00	4	300.00	1,200.00	
Printer, mimeo, groundwood A4	15	rms	100.00	60	15	1,500.00	15	1,500.00	15	1,500.00	15	1,500.00	6,000.00	
Printer, mimeo, groundwood legal size	15	rms	90.00	60	15	1,350.00	15	1,350.00	15	1,350.00	15	1,350.00	5,400.00	
Continuous paper form 11 x 9 1/2	3	bxs	595.00	12	3	1,785.00	3	1,785.00	3	1,785.00	3	1,785.00	7,140.00	
Manila envelope (long)	1	box	450.00	4	1	450.00	1	450.00	1	450.00	1	450.00	1,800.00	
Steel wire no. 35 (26/6 std staples)	20	bxs	40.00	80	20	800.00	20	800.00	20	800.00	20	800.00	3,200.00	
Internet payment P 3,500/month						10,500.00		10,500.00		10,500.00		10,500.00	42,000.00	
Order Request/Other supplies not stated above						7,955.00		7,955.00		7,955.00		7,955.00	31,820.00	
<b>TOTAL</b>						<b>25,000.00</b>		<b>25,000.00</b>		<b>25,000.00</b>		<b>25,000.00</b>	<b>100,000.00</b>	

Prepared by:  
 RIBETH E. RONDEZ  
 Acting Administrative Officer  
 City General Services Office

Recommended by:  
 CARLA O. BAÑO  
 Officer-In-Charge  
 City General Services Office

Approved by:  
 MELCHOR S. ALQUIZOLA  
 CHIEF OF STAFF  
 CITY GOV'T. DEPT. HEAD I  
 HON. CELSO G. REGENCIA  
 City Mayor  
 City Mayor's Office



**AMENDED ANNUAL PROCUREMENT PLAN CY2014**

Project References No: Gen. Fund Proper 2014

Account Name: MAINTENANCE OF PLAZA, PARKS AND MONUMENTS

Account code: 1061-852

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter		
1	Electrical tape big	3	rolls	50.00	12	3	150.00	3	150.00	3	150.00	3	150.00	600.00	
2	Paint thinner	2	gals	450.00	8	2	900.00	2	900.00	2	900.00	2	900.00	3,600.00	
3	Electrical plier big	1	pc	400.00	4	1	400.00	1	400.00	1	400.00	1	400.00	1,600.00	
4	Premium cement	10	bags	260.00	60	10	2,600.00	20	5,200.00	20	5,200.00	10	2,600.00	15,600.00	
5	Roller tray plastic	4	pcs.	75.00	16	4	300.00	4	300.00	4	300.00	4	300.00	1,200.00	
6	QDE white flatwall	5	gals	675.00	20	5	3,375.00	5	3,375.00	5	3,375.00	5	3,375.00	13,500.00	
7	QDE white gloss	4	gals	850.00	16	4	3,400.00	4	3,400.00	4	3,400.00	4	3,400.00	13,600.00	
8	Ordinary plywood 3/4	2	pcs	950.00	8	2	1,900.00	2	1,900.00	2	1,900.00	2	1,900.00	7,600.00	
9	Sand paper #220	10	pcs.	15.00	40	10	150.00	10	150.00	10	150.00	10	150.00	600.00	
10	Paint brush #2	2	pcs	50.00	8	2	100.00	2	100.00	2	100.00	2	100.00	400.00	
11	Marine plywood 3/4	5	pcs	1,200.00	4	0		2	2,400.00	2	2,400.00	0		4,800.00	
12	Marine plywood 1/4	5	pcs	550.00	5	0		0		2	1,100.00	3	1,650.00	2,750.00	
13	Ordinary Plywood 1/4	2	pcs.	350.00	8	2	700.00	2	700.00	2	700.00	2	700.00	2,800.00	
14	Latex flatwall	5	gals	600.00	15	5	3,000.00	5	3,000.00	5	3,000.00	0		9,000.00	
15	Latex gloss	5	gals	950.00	15	5	4,750.00	0		5	4,750.00	5	4,750.00	14,250.00	
16	Finishing nails #2 1/2	3	kls	70.00	12	3	210.00	3	210.00	3	210.00	3	210.00	840.00	
17	CWN #1	3	kls	70.00	12	3	210.00	3	210.00	3	210.00	3	210.00	840.00	
18	Tie wire	6	kls	85.00	24	6	510.00	6	510.00	6	510.00	6	510.00	2,040.00	
19	CWN #2½	5	kls	55.00	20	5	275.00	5	275.00	5	275.00	5	275.00	1,100.00	
20	CWN #3	5	kls	60.00	20	5	300.00	5	300.00	5	300.00	5	300.00	1,200.00	
21	CWN #2	5	kls	50.00	20	5	250.00	5	250.00	5	250.00	5	250.00	1,000.00	
22	Gate valve ½	5	pcs	280.00	20	5	1,400.00	5	1,400.00	5	1,400.00	5	1,400.00	5,600.00	
							24,880.00		25,130.00		30,980.00		23,530.00	104,520.00	

Prepared by:

MARIBETH E. RONDEZ

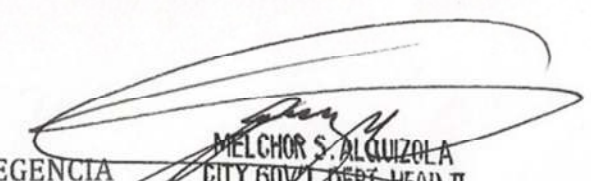
Recommended by:

CARLA O. BAÑO

Approved by

HON. CELSO G. REGENCIA

City Mayor

  
MELCHOR S. ALQUIZOLA  
CITY GOVT. DEPT. HEAD II



Project References No: Gen. Fund Proper 2014

Account Name: MAINTENANCE OF PLAZA, PARKS AND MONUMENTS

Account code: 1061-852

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter		
	amount brought forward						24,880.00		25,130.00		30,980.00		23,530.00	104,520.00	
23	Door knob	1	pcs	650.00	4	1	650.00	1	650.00	1	650.00	1	650.00	2,600.00	
24	Padlock heavy duty	1	pc	900.00	4	1	900.00	1	900.00	1	900.00	1	900.00	3,600.00	
25	Detergent powder pref. surf	20	packs	121.50	60	20	2,430.00	20	2,430.00	20	2,430.00	0		7,290.00	
26	Steel brush with handle	3	pcs	320.00	3	3	960.00	0		0		0		960.00	
27	Liquid fabric conditioner	20	gals	95.00	40	0		20	1,900.00	20	1,900.00	0		3,800.00	
28	Welding rod 6011	1	box	3,200.00	2	0		1	3,200.00	1	3,200.00	0		6,400.00	
29	Sand paper #220	10	pcs.	15.00	40	10	150.00	10	150.00	10	150.00	10	150.00	600.00	
30	Silhig tukog	50	pcs	30.00	200	50	1,500.00	50	1,500.00	50	1,500.00	50	1,500.00	6,000.00	
31	Elbow ¾ x 90 PVC	4	pcs	15.00	16	4	60.00	4	60.00	4	60.00	4	60.00	240.00	
32	Bukag XL	12	pcs	750.00	9	0		4	3,000.00	0		5	3,750.00	6,750.00	
33	Faucet	2	pcs	250.00	7	2	500.00	2	500.00	1	250.00	2	500.00	1,750.00	
34	Circuit breaker 30 amp	2	pcs	495.00	8	2	990.00	2	990.00	2	990.00	2	990.00	3,960.00	
35	Elbow ½ x 90 PVC	5	pcs	10.00	20	5	50.00	5	50.00	5	50.00	5	50.00	200.00	
36	Paint brush 2"	3	pcs.	50.00	12	3	150.00	3	150.00	3	150.00	3	150.00	600.00	
	Gasoline, Oil and Lubricants						20,000.00		25,000.00		20,000.00		25,000.00	90,000.00	
	Other Equipments/JOR/materials not stated above						25,788.64		17,854.00		13,855.92		22,006.80	79,505.36	
	Labor Costing														
	1 casual - Labor General Foreman						21,591.36		17,136.00		21,934.08		20,563.20	81,224.64	
	2 casuals						24,400.00		24,400.00		26,000.00		25,200.00	100,000.00	
	<b>TOTAL</b>						125,000.00		125,000.00		125,000.00		125,000.00	500,000.00	

Prepared by:

MARIBETH E. RONDEZ  
Acting Administrative Officer  
City General Services Office

Recommended by:

CARLA O. BAÑO  
Officer-In-Charge  
City General Services Office

Approved by

HON. CELSO G. REGENCIA  
City Mayor  
City Mayor's Office

MELCHOR S. ALQUIZOLA  
CITY GOV'T. DEPT. HEAD II



AMENDED ANNUAL PROCUREMENT PLAN CY2014

OFFICE OF THE MAYOR  
 CITY OF ILAGAN No. \_\_\_\_\_  
 RECORDS SECTION  
**RECEIVED**  
 DATE: 1-20-2014  
 TIME: *DM*

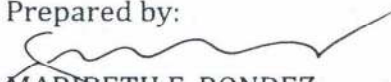
Project References No: Gen. Fund Proper 2014

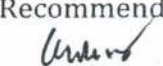
Account Name: REPAIR AND IMPROVEMENT OF CITY HALL BUILDING AND PREMISES


Account code: 1061-811-2

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								BY	GRAND TOTAL	Remarks
						Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter			
1	40w fluorescent	2	sets	600.00	8	2	1,200.00	2	1,200.00	2	1,200.00	2	1,200.00	4,800.00		
2	20w fluorescent	2	sets	350.00	8	2	700.00	2	700.00	2	700.00	2	700.00	2,800.00		
3	Gate valve ¾	5	pcs	370.00	15	5	1,850.00	5	1,850.00	0		5	1,850.00	5,550.00		
4	Gate valve ½	5	pcs	280.00	20	5	1,400.00	5	1,400.00	5	1,400.00	5	1,400.00	5,600.00		
5	Marine plywood 3/4	5	pcs	1,200.00	10	0		5	6,000.00	0		5	6,000.00	12,000.00		
6	Marine plywood 1/4	6	pcs	550.00	12	0		6	3,300.00	0		6	3,300.00	6,600.00		
7	Tie wire	6	kls	85.00	24	6	510.00	6	510.00	6	510.00	6	510.00	2,040.00		
8	Tee 1" P.E.	2	pcs	252.00	8	2	504.00	2	504.00	2	504.00	2	504.00	2,016.00		
9	Silhig tukog	35	pcs	30.00	135	35	1,050.00	35	1,050.00	34	1,020.00	31	930.00	4,050.00		
10	Silhig lanot	10	pcs	155.00	30	10	1,550.00	10	1,550.00	0		10	1,550.00	4,650.00		
11	Rubber pump with handle	5	pcs	75.00	15	5	375.00	5	375.00	0		5	375.00	1,125.00		
12	Dust pan	6	pcs	150.00	18	6	900.00	6	900.00	0		6	900.00	2,700.00		
13	Latex flatwall	5	gals	600.00	20	5	3,000.00	5	3,000.00	5	3,000.00	5	3,000.00	12,000.00		
14	Latex gloss	5	gals	950.00	20	5	4,750.00	5	4,750.00	5	4,750.00	5	4,750.00	19,000.00		
15	marine plywood 1/2	4	pcs	750.00	16	4	3,000.00	4	3,000.00	4	3,000.00	4	3,000.00	12,000.00		
16	Elbow ¾ x 90 PVC	4	pcs	15.00	14	4	60.00	4	60.00	4	60.00	2	30.00	210.00		
17	Flatcord # 16	1	roll	3,500.00	3	0		1	3,500.00	1	3,500.00	1	3,500.00	10,500.00		
18	premium cement	50	bags	260.00	200	50	13,000.00	50	13,000.00	50	13,000.00	50	13,000.00	52,000.00		
19	Paint thinner	2	gals	450.00	8	2	900.00	2	900.00	2	900.00	2	900.00	3,600.00		
20	Roller tray plastic	4	pcs.	75.00	16	4	300.00	4	300.00	4	300.00	4	300.00	1,200.00		
21	Ordinary Plywood 1/2	2	pcs	520.00	8	2	1,040.00	2	1,040.00	2	1,040.00	2	1,040.00	4,160.00		
22	Tile adhesive	4	bags	263.00	6	0		4	1,052.00	0		2	526.00	1,578.00		
		SUBTOTAL					36,089.00		49,941.00		34,884.00		49,265.00	170,179.00		

Prepared by:  
  
 MARIBETH E. RONDEZ  
 Acting Administrative Officer  
 City General Services Office

Recommended by:  
  
 CARLA O. BAÑO  
 Officer-In-Charge  
 City General Services Office

Approved by  
  
 HON. CELSO G. REGENCIA  
 City Mayor  
 City Mayor's Office

MEL CHOR S. QUIZOLA  
 CITY GOV'T. DEPT. HEAD II



AMENDED ANNUAL PROCUREMENT PLAN CY2014

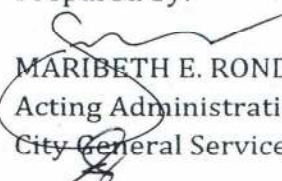
Project References No: Gen. Fund Proper 2014

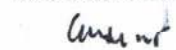
Account Name: REPAIR AND IMPROVEMENT OF CITY HALL BUILDING AND PREMISES

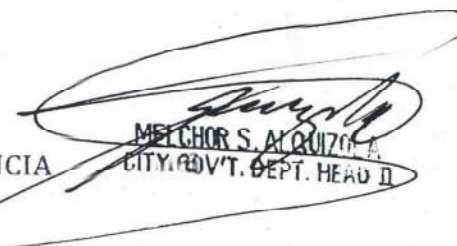
Account code: 1061-811-2

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter		
	amount brought forward						36,089.00		49,941.00		34,884.00		49,265.00	170,179.00	
23	Red lead	2	gals	720.00	8	2	1,440.00	2	1,440.00	2	1,440.00	2	1,440.00	5,760.00	
24	Ordinary Plywood ¼	2	pcs.	350.00	8	2	700.00	2	700.00	2	700.00	2	700.00	2,800.00	
25	CWN #2½	5	kls	55.00	20	5	275.00	5	275.00	5	275.00	5	275.00	1,100.00	
26	CWN #3	5	kls	60.00	17	5	300.00	5	300.00	1.5	90.00	5	300.00	990.00	
27	CWN #2	5	kls	50.00	10	0		5	250.00	5	250.00	0		500.00	
28	Hacksaw Blade	5	pcs.	68.00	15	5	340.00	5	340.00	5	340.00	0		1,020.00	
29	3 gang outlet	6	pcs	85.00	24	6	510.00	6	510.00	6	510.00	6	510.00	2,040.00	
30	Rugby cement	3	bots	75.00	9	3	225.00	3	225.00	0		3	225.00	675.00	
31	Faucet	2	pcs	260.00	8	2	520.00	4	1,040.00	2	520.00	0		2,080.00	
32	Circuit breaker 30 amp	2	pcs	495.00	3	0		2	990.00	0		1	495.00	1,485.00	
33	Elbow ½ x 90 PVC	5	pcs	10.00	20	5	50.00	5	50.00	5	50.00	5	50.00	200.00	
34	Paint brush 2"	3	pcs.	50.00	14	2	100.00	3	150.00	6	300.00	3	150.00	700.00	
35	Sand paper #220	10	pcs.	15.00	40	10	150.00	10	150.00	10	150.00	10	150.00	600.00	
	Other Materials/Supplies not stated above						9,300.00		9,115.35		9,300.00		10,725.52	38,440.87	
	Laborers														
	1 casual -Laborer						12,600.00		10,000.00		12,800.00		10,200.00	45,600.00	
	2 casuals -Special Operation Officer I and Labor Gen. Foreman						46,232.55		36,692.50		46,966.40		37,426.35	167,317.80	
	1 casual -Electrician I						16,167.69		12,831.15		16,424.32		13,088.13	58,511.29	
	<b>TOTAL</b>						124,999.24		125,000.00		124,999.72		125,000.00	499,998.96	

Prepared by:  
  
 MARIBETH E. RONDEZ  
 Acting Administrative Officer  
 City General Services Office

Recommended by:  
  
 CARLA O. BAÑO  
 Officer-In-Charge  
 City General Services Office

Approved by  
  
 HON. CELSO G. REGENCIA  
 City Mayor  
 City Mayor's Office



**ANNUAL PROCUREMENT PLAN CY2014**

Project References No: Gen. Fund Proper 2014

Account Name: REPAIR AND MAINTENANCE OF GOV'T. FACILITIES OUTSIDE CITY HALL PREMISES

Account code: 1061-811-3

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						Qty	1st Quarter	Qty	2nd Quarter	Qty	3rd Quarter	Qty	4th Quarter		
1	gate valve 1/2"	2	pcs	280.00	8	2	560.00	2	560.00	2	560.00	2	560.00	2,240.00	
2	Faucet	3	pcs	250.00	12	3	750.00	3	750.00	3	750.00	3	750.00	3,000.00	
3	TEE 1/2 PE	2	pcs	126.00	8	2	252.00	2	252.00	2	252.00	2	252.00	1,008.00	
4	Elbow 1/2 x 90 PVC	4	pcs	10.00	16	4	40.00	4	40.00	4	40.00	4	40.00	160.00	
5	Premium cement	15	bags	260.00	60	15	3,900.00	15	3,900.00	15	3,900.00	15	3,900.00	15,600.00	
6	Ordinary plywood 1/4	2	pcs	350.00	8	2	700.00	2	700.00	2	700.00	2	700.00	2,800.00	
7	Ordinary plywood 1/2	2	pcs	520.00	8	2	1,040.00	2	1,040.00	2	1,040.00	2	1,040.00	4,160.00	
8	Marine plywood 1/4	2	pcs	450.00	8	2	900.00	2	900.00	2	900.00	2	900.00	3,600.00	
9	Marine plywood 1/2	2	pcs	750.00	8	2	1,500.00	2	1,500.00	2	1,500.00	2	1,500.00	6,000.00	
10	QDE white flatwall	5	gals	675.00	20	5	3,375.00	5	3,375.00	5	3,375.00	5	3,375.00	13,500.00	
11	QDE white gloss	4	gals	850.00	16	4	3,400.00	4	3,400.00	4	3,400.00	4	3,400.00	13,600.00	
12	Paint thinner	2	gals	450.00	8	2	900.00	2	900.00	2	900.00	2	900.00	3,600.00	
13	Padlock heavy duty	2	pcs	900.00	8	2	1,800.00	2	1,800.00	2	1,800.00	2	1,800.00	7,200.00	
14	Elbow 3/4 x 90 PVC	2	pcs	15.00	8	2	30.00	2	30.00	2	30.00	2	30.00	120.00	
15	Gate valve 3/4"	2	pcs	370.00	8	2	740.00	2	740.00	2	740.00	2	740.00	2,960.00	
16	Fluorescent 40W tube	2	pcs	150.00	8	2	300.00	2	300.00	2	300.00	2	300.00	1,200.00	
17	Fluorescent 20W tube	2	pcs	100.00	8	2	200.00	2	200.00	2	200.00	2	200.00	800.00	
18	Circuit breaker 30amp	2	pcs	495.00	8	2	990.00	2	990.00	2	990.00	2	990.00	3,960.00	
19	Circuit breaker 60amp	2	pcs	800.00	8	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00	6,400.00	
20	Paint brush #2	2	pcs	50.00	8	2	100.00	2	100.00	2	100.00	2	100.00	400.00	
21	Marine plywood 3/4	2	pcs	1,200.00	8	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00	9,600.00	
22	Roller tray plastic	2	pcs	75.00	8	2	150.00	2	150.00	2	150.00	2	150.00	600.00	
							25,627.00		25,627.00		25,627.00		25,627.00	102,508.00	

Prepared by:

**MARIBETH E. RONDEZ**  
Acting Administrative Officer  
City General Services Office

Recommended by:

**CARLA O. BAÑO**  
Officer-In-Charge  
City General Services Office

Approved by:

**HON. CELSO G. REGENCIA**  
City Mayor  
City Mayor's Office

**MELCHOR S. ALQUIZOLA**  
CHIEF OF STAFF  
CITY GOV'T. DEPT. HEAD



















AMENDED ANNUAL PROCUREMENT PLAN CY2014

Project References No: Gen. Fund Proper 2014  
 Account Name: OFFICE SUPPLIES  
 Name of Procuring Entity: City General Services Office

Account code: 1061-755

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
1	Ballpen (black) pref. UNI	4	bxes	195.00	16	4	780.00	4	780.00	4	780.00	4	780.00	3,120.00	
2	Stamp Pad ink	3	bots	20.00	12	3	60.00	3	60.00	3	60.00	3	60.00	240.00	
3	Masking tape 24 mm	12	rolls	28.00	48	12	336.00	12	336.00	12	336.00	12	336.00	1,344.00	
4	Canon black IP300	2	pcs	1,390.00	8	2	2,780.00	2	2,780.00	2	2,780.00	2	2,780.00	11,120.00	
5	Canon colored IP300	2	pcs	1,595.00	8	2	3,190.00	2	3,190.00	2	3,190.00	2	3,190.00	12,760.00	
6	Computer ribbon LX-300	30	pcs	45.00	120	30	1,350.00	30	1,350.00	30	1,350.00	30	1,350.00	5,400.00	
7	Typewriter ribbon	2	doz	270.00	8	2	540.00	2	540.00	2	540.00	2	540.00	2,160.00	
8	HP #60 (black)	4	pcs	890.00	12	3	2,670.00	3	2,670.00	3	2,670.00	3	2,670.00	10,680.00	
9	HP #60 (colored)	4	pcs	1,040.00	12	3	3,120.00	3	3,120.00	3	3,120.00	3	3,120.00	12,480.00	
10	Folder short	200	pcs	3.00	800	200	600.00	200	600.00	200	600.00	200	600.00	2,400.00	
11	Folder long	200	pcs	5.00	800	200	1,000.00	200	1,000.00	200	1,000.00	200	1,000.00	4,000.00	
12	Logbook (300 leaves)	40	pcs	65.00	50	0		20	1,300.00	30	1,950.00	0		3,250.00	
13	Logbook (500 leaves)	40	pcs	105.00	50	0		20	2,100.00	30	3,150.00	0		5,250.00	
14	Mighty Bond	3	pcs	43.00	12	3	129.00	3	129.00	3	129.00	3	129.00	516.00	
15	Paper, multicopy, A4/short 80 gsm	40	rms	130.00	110	0		40	5,200.00	30	3,900.00	40	5,200.00	14,300.00	
16	Paper, multicopy, legal size	40	rms	175.00	140	40	7,000.00	30	5,250.00	40	7,000.00	30	5,250.00	24,500.00	
17	Paper clips (big)	20	bxes	25.00	60	0		20	500.00	20	500.00	20	500.00	1,500.00	
18	Paper clips (small)	20	bxes	35.00	60	0		20	700.00	20	700.00	20	700.00	2,100.00	
19	Paper fastener plastic colored	40	pcs	35.00	80	0		40	1,400.00	0		40	1,400.00	2,800.00	
20	Pentel pen (black)	12	pcs	32.50	48	12	390.00	12	390.00	12	390.00	12	390.00	1,560.00	
21	Scotch tape #1	20	pcs	15.00	80	20	300.00	20	300.00	20	300.00	20	300.00	1,200.00	
22	Epson cyan	2	pcs	425.00		2	850.00	2	850.00	2	850.00	2	850.00	3,400.00	
			SUBTOTAL				25,095.00		34,545.00		35,295.00		31,145.00	126,080.00	

Prepared by:

MARIBETH E. RONDEZ  
 Acting Administrative Officer  
 City General Services Office

Recommended by:

CARLA O. BAÑO  
 Officer-In-Charge  
 City General Services Office

Approved by

HON. CELSO G. REGENCIA  
 City Mayor  
 City Mayor's Office

MELCHOR S. ALQUIZOLA  
 CITY GOV'T. DEPT. HEAD II



AMENDED ANNUAL PROCUREMENT PLAN CY2014

Project References No: Gen. Fund Proper 2014

Account Name: OFFICE SUPPLIES

Name of Procuring Entity: City General Services Office

Account code: 1061-755

page 2

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE								GRAND TOTAL	Remarks
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter						
	amount brought forward					25,095.00	34,545.00	35,295.00	31,145.00	126,080.00					
23	Brown envelope (long)	90	pcs	5.00	360	90	450.00	90	450.00	90	450.00	90	450.00	1,800.00	
24	Brown envelope (short)	90	pcs	4.00	360	90	360.00	90	360.00	90	360.00	90	360.00	1,440.00	
25	Automated Voltage Regulator	1	unit	540.00	1	1	540.00	0		0		0		540.00	
26	Computer Ink Hp #704 black	6	pcs	600.00	24	6	3,600.00	6	3,600.00	6	3,600.00	6	3,600.00	14,400.00	
27	Copier xerox toner	1	pc	5,495.00	4	1	5,495.00	1	5,495.00	1	5,495.00	1	5,495.00	21,980.00	
28	Electric typewriter ribbon	2	pcs	550.00	6	0		2	1,100.00	2	1,100.00	2	1,100.00	3,300.00	
29	Epson Cartridge 2175	1	pcs	545.00	2	1	545.00	1	545.00	0		0		1,090.00	
30	Epson Cartridge LX 300+	2	pcs	264.00	4	2	528.00	0		2	528.00	0		1,056.00	
31	Computer Ink Hp #704 colored	6	pcs	600.00	24	6	3,600.00	6	3,600.00	6	3,600.00	6	3,600.00	14,400.00	
32	Master Cut for Riso Machine	1	pc	2,170.00	4	1	2,170.00	1	2,170.00	1	2,170.00	1	2,170.00	8,680.00	
33	Mailing envelope (long)	1	box	450.00	2	0		0		1	450.00	1	450.00	900.00	
34	Paper, mimeo, groundwood A4	15	rms	100.00	30	0		15	1,500.00	0		15	1,500.00	3,000.00	
35	Paper, mimeo, groundwood legal size	15	rms	150.00	30	0		15	2,250.00	0		15	2,250.00	4,500.00	
36	Packaging tape #2	5	pcs	39.50	20	5	197.50	5	197.50	5	197.50	5	197.50	790.00	
37	Riso Ink	1	pc	1,795.00	4	1	1,795.00	1	1,795.00	1	1,795.00	1	1,795.00	7,180.00	
38	Staple wire no. 35 (26/6 std staples)	20	bxs	40.00	60	0		20	800.00	20	800.00	20	800.00	2,400.00	
39	Pencil, mongol #2	6	bxs	60.00	23	6	360.00	6	360.00	6	360.00	5	300.00	1,380.00	
40	Yellow paper	6	pads	75.00	24	6	450.00	6	450.00	6	450.00	6	450.00	1,800.00	
41	Ballpen (blue) pref. UNI	4	bxs	195.00	16	4	780.00	4	780.00	4	780.00	4	780.00	3,120.00	
42	Epson magenda	2	pcs	425.00	8	2	850.00	2	850.00	2	850.00	2	850.00	3,400.00	
43	Epson black	2	pcs	425.00	8	2	850.00	2	850.00	2	850.00	2	850.00	3,400.00	
	<b>SUBTOTAL</b>						47,665.50		61,697.50		59,130.50		58,142.50	226,636.00	

Prepared by:

MARIBETH E. RONDEZ  
Acting Administrative Officer  
City General Services Office

Recommended by:

CARLA O. BAÑO  
Officer-In-Charge  
City General Services Office

Approved by

HON. CELSO G. REGENCIA  
City Mayor  
City Mayor's Office

MELCHOR S. ALQUIZOLA  
CITY GOV'T. DEPT. HEAD II



**Ammended**



AMENDED ANNUAL PROCUREMENT PLAN CY2014

Project References No: Gen. Fund Proper 2014

Account Name: REPAIR AND MAINTENANCE OF MOTOR VEHICLES

Account code: 1061-841

Name of Procuring Entity: City General Services Office

No.	DESCRIPTION OF MATERIALS/SUPPLIES	Quantity	Units	Unit Cost	Total Quantities Purchased	PROCUREMENT SCHEDULE				GRAND TOTAL	Remarks		
						1st Quarter	2nd Quarter	3rd Quarter	4th Quarter				
1	Front tire with tube 2.50 x 17	1	pcs	1,800.00	2	0	1	1,800.00	0	1	1,800.00	3,602.00	
2	Rear tire with tube 2.75 x 17	1	pcs	1,950.00	2	0	1	1,950.00	0	1	1,950.00	3,902.00	
3	Sprocket 14 teeth	1	pcs	115.00	4	1	115.00	1	115.00	1	115.00	463.00	
4	Sprocket 38 teeth	1	pcs	450.00	4	1	450.00	1	450.00	1	450.00	1,803.00	
5	Chain Heavyduty	1	pcs	610.00	4	1	610.00	1	610.00	1	610.00	2,443.00	
	Other JOR, materials not stated above						11,325.00	7,575.00	11,325.00	7,575.00	37,800.00		
	<b>TOTAL</b>						12,500.00	12,500.00	12,500.00	12,500.00	50,000.00		

Prepared by:

MARIBETH E. RONDEZ  
Acting Administrative Officer  
City General Services Office

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Officer-In-Charge  
City General Services Office

Approved by

HON. CELSO G. REGENCIA  
City Mayor  
City Mayor's Office

MELCHOR S. ALONZOLA  
CITY GOV'T. DEPT. HEAD II



