FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: ADMINISTRATORS 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	Audio castte tape 90 min.	75.00	10	pc	750.00	2	150.00	4	300.00	2	150.00	2	150.00
2	Ballpen Pilot blk	24.00	114	pc	2,736.00	24	576.00	30	720.00	30	720.00	30	720.00
3	Ballpen Pilot blue	24.00	94	pc	2,256.00	24	576.00	30	720.00	20	480.00	20	480.00
4	Ballpen Pilot red	24.00	50	pc	1,200.00	10	240.00	15	360.00	10	240.00	15	360.00
5	Battery energizer AA 4's	175.00	15	cart	2,625.00	3	525.00	4	700.00	4	700.00	4	700.00
6	Body bag blk (for messenger)	750.00	3	pc	2,250.00	3	2,250.00		-		-		-
7	Carbon paper long	275.00	1	bx	275.00	1	275.00		-		-		-
8	CD. Rewritable Sony	55.00	10	pc	550.00	10	550.00		-		-		-
9	Clearbook long	85.00	4	pc	340.00	4	340.00		-		-		-
10	Clip backfold 50mm	9.50	30	pc	285.00	5	47.50	5	47.50	10	95.00	10	95.00
11	Clip backfold small	3.00	10	pc	30.00	10	30.00		-		-		-
12	Clip board w/ cover	90.00	5	pc	450.00	5	450.00		-		-		-
13	Computer cover 1 set (18 in monitor)	120.00	5	set	600.00	5	600.00		-		-		-
14	Correction pen Uni	125.00	4	pc	500.00	4	500.00		-		-		-
15	Correction tape	85.00	4	pc	340.00	4	340.00		-		-		-
16	Cutter,paper 12"x15"	1,500.00	1	pc	1,500.00	1	1,500.00		-		-		-
17	Envelope brown short	2.00	50	pc	100.00	20	40.00		-	20	40.00	10	20.00
18	Envelope brown long	2.50	100	pc	250.00	25	62.50	25	62.50	25	62.50	25	62.50
19	Envelope mailing white long	275.00	2	bx	550.00	2	550.00		-		-		-
20	Envelope plastic long thick w/ handle	75.00	6	pc	450.00	6	450.00		-		-		-
21	Eraser rubber, staedler	25.00	50	pc	1,250.00	15	375.00	10	250.00	5	125.00	20	500.00
22	Expanding file folder organizer	180.00	4	pc	720.00	4	720.00		-		-		-
23	External hard drive 500 GB	4,950.00	1	pc	4,950.00	1	4,950.00		-		-		-
24	Fastener plastic	40.00	4	bx	160.00	2	80.00	2	80.00		-		-
25	Folder brown pb w/fastener long	12.50	45	pc	562.50	45	562.50		-		-		-
26	Folder white long	4.50	50	pc	225.00	15	67.50	10	45.00	10	45.00	15	67.50
27	Folder white short	4.00	25	pc	100.00	25	100.00		-		-		-
TOTAL	Page 1 of 3				**26,004.50**		**16,907.00**		**3,285.00**		**2,657.50**		**3,155.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: ADMINISTRATORS 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**
28	Glue all purpose big	60.00	6	jar	360.00	2	120.00	1	60.00	1	60.00	2	120.00
29	Ink cart Canon 810 blk	975.00	55	cart	53,625.00	10	9,750.00	15	14,625.00	15	14,625.00	15	14,625.00
30	Ink cart Canon 811 colored	1,200.00	69	cart	82,800.00	9	10,800.00	20	24,000.00	20	24,000.00	20	24,000.00
31	Ink HP 678 blk	595.00	35	cart	20,825.00	5	2,975.00	10	5,950.00	10	5,950.00	10	5,950.00
32	Ink HP 678 colored	595.00	35	cart	20,825.00	5	2,975.00	10	5,950.00	10	5,950.00	10	5,950.00
33	Magnetic clip holder	125.00	6	pc	750.00	6	750.00		-		-		-
34	Marker fluorescent stabilo	35.00	15	pc	525.00	3	105.00	3	105.00	4	140.00	5	175.00
35	Marker pentelpen permanent blk	35.00	10	pc	350.00	2	70.00	2	70.00	2	70.00	4	140.00
36	Monitor screen filter 16" Glass filter	450.00	5	pc	2,250.00	5	2,250.00		-		-		-
37	Mouse	550.00	4	pc	2,200.00	4	2,200.00		-		-		-
38	Mouse pad	75.00	4	pc	300.00	4	300.00		-		-		-
39	Notebook steno(Veco)	30.00	12	pc	360.00	3	90.00	3	90.00	3	90.00	3	90.00
40	Paper weight big	95.00	5	pc	475.00	5	475.00		-		-		-
41	Paper, bond Nappco long	250.00	18	rm	4,500.00	3	750.00	5	1,250.00	5	1,250.00	5	1,250.00
42	Paper,bond Nappco short	275.00	18	rm	4,950.00	3	825.00	5	1,375.00	5	1,375.00	5	1,375.00
43	Paper ,bond Paragon long	250.00	3	rm	750.00	3	750.00		-		-		-
44	Paper,bond Paragon short	225.00	3	rm	675.00	3	675.00		-		-		-
45	Pen holder	275.00	3	pc	825.00	3	825.00		-		-		-
46	Pencil Mongol	75.00	12	bx	900.00	3	225.00	3	225.00	3	225.00	3	225.00
47	Photo paper Veco short	150.00	6	pck	900.00	6	900.00		-		-		-
48	Post-it-note 3x3	50.00	12	pad	600.00	3	150.00	3	150.00	3	150.00	3	150.00
49	Puncher h.d.	650.00	1	pc	650.00	1	650.00		-		-		-
50	Rainbow pad	45.00	8	pad	360.00	2	90.00	2	90.00	2	90.00	2	90.00
51	Record book 300pp	75.00	17	pc	1,275.00	3	225.00	7	525.00	2	150.00	5	375.00
52	Record book 500pp	75.00	18	pc	1,350.00	3	225.00	5	375.00	5	375.00	5	375.00
53	Ribbon for typewriter manual	25.00	2	spool	50.00	2	50.00		-		-		-
54	Ruler 12"	8.50	5	pc	42.50	5	42.50		-		-		-
55	Scissor heavy duty	85.00	1	pair	85.00	1	85.00		-		-		-
56	Sharpener h.d.	450.00	1	pc	450.00	1	450.00		-		-		-
57	Sign pen Hi-tech pt vio grip blk	75.00	6	pc	450.00	6	450.00		-		-		-
58	Staple wire	38.00	7	bx	266.00	1	38.00	2	76.00	2	76.00	2	76.00
59	Stapler w/ remover	295.00	1	pc	295.00	1	295.00		-		-		-
TOTAL	Page 2 of 3				**205,018.50**		**40,560.50**		**54,916.00**		**54,576.00**		**54,966.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**						**Page ___1___of__3____ pages**		
Department/ Office: ADMINISTRATORS 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**
60	Stick-up padding glue	175.00	4	pc	700.00	4	700.00		-		-		-
61	Tape doublesided tape # 1	30.00	5	rl	150.00	5	150.00		-		-		-
62	Tape transparent # 1	30.00	3	rl	90.00	3	90.00		-		-		-
63	Toner Kyocera TK 135 kit	5,250.00	4	pc	21,000.00	1	5,250.00	1	5,250.00	1	5,250.00	1	5,250.00
64	Uni pen 0.8	65.00	30	pc	1,950.00	12	780.00	6	390.00	6	390.00	6	390.00
65	USB 16 gig	1,200.00	2	pc	2,400.00	2	2,400.00		-		-		-
					26,290.00		**9,370.00**		**5,640.00**		**5,640.00**		**5,640.00**
GRAND TOTAL	Page 3 of 3				**257,313.00**		**66,837.50**		**63,841.00**		**62,873.50**		**63,761.00**

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 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY AGRICULTURIST					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
						D I S T R I B U T I O N							
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	Ballpen Leone blk	15.00	85	set	1,275.00	25	375.00		-	30	450.00	30	450.00
2	Ballpen Panda blk	6.00	25	pc	150.00	25	150.00		-		-		-
3	Columnar notebook 12 cols.	30.00	3	pc	90.00	3	90.00		-		-		-
4	Correction pen Uni	125.00	13	pck	1,625.00	3	375.00		-	5	625.00	5	625.00
5	Glue,Elmers small	45.00	4	btle	180.00	4	180.00		-		-		-
6	Ink cart Canon 810 blk	975.00	18	cart	17,550.00	4	3,900.00	4	3,900.00	5	4,875.00	5	4,875.00
7	Ink cart Canon 811 colored	1,200.00	12	cart	14,400.00	3	3,600.00	3	3,600.00	3	3,600.00	3	3,600.00
8	Marker fluorescent stabilo	35.00	24	set	840.00	6	210.00	6	210.00	6	210.00	6	210.00
9	Notebook,field	95.00	14	pc	1,330.00	14	1,330.00		-		-		-
10	Paper, bond long Corona	475.00	2	bx	950.00	2	950.00		-		-		-
11	Paper, bond short Corona	450.00	2	rl	900.00	2	900.00		-		-		-
12	Paper ,bond Paragon long	250.00	13	ream	3,250.00	3	750.00		-	5	1,250.00	5	1,250.00
13	Paper,bond Paragon short	225.00	22	ream	4,950.00	3	675.00	5	1,125.00	7	1,575.00	7	1,575.00
14	Tape doublesided # 1	30.00	1	roll	30.00	1	30.00		-		-		-
	SUB TOTAL				**47,520.00**		**13,515.00**		**8,835.00**		**12,585.00**		**12,585.00**
GRAND TOTAL					**93,530.00**		**23,326.33**		**21,695.38**		**24,198.33**		**24,309.96**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**						**Page ___1___of__3_____ pages**		
Department/ Office: CITY AGRICULTURIST					**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	BLADE, heavy duty cutter(L500), 10 pcs./pack	9.36	3	pck	28.08	2	18.72	1	9.36		-		-
2	CALCULATOR, scientific, 10 digits, dot	341.12	1	pc	341.12	1	341.12		-		-		-
3	CLIP BACKFOLD 50mm,125/bx	43.6	11	bx	479.60	3	130.80	4	174.40	4	174.40		-
4	CORRECTION TAPE	21.79	3	pc	65.37	3	65.37		-		-		-
5	CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	364	5	bx	1,820.00	1	364.00	2	728.00		-	2	728.00
6	DVD RE-WRITABLE, 4x speed, 4.7GB capacity	23.46	24	pc	563.04	4	93.84		-	10	234.60	10	234.60
7	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	14	pc	6,552.00	2	936.00	4	1,872.00	4	1,872.00	4	1,872.00
8	FOLDER, tagboard, legal size, 1000s/box	413.92	4	bx	1,655.68	1	413.92	1	413.92	1	413.92	1	413.92
9	GLUE, all purpose, 300 grams min.	37.43	9	pc	336.87	3	112.29	3	112.29	3	112.29		-
10	INK CARTRIDGE, HP CN692AA(HP 704) blk	338.44	43	cart	14,552.92	7	2,369.08	12	4,061.28	12	4,061.28	12	4,061.28
11	INK CARTRIDGE, HP CN693AA(HP 704) tri color	338.44	23	cart	7,784.12	5	1,692.20	6	2,030.64	6	2,030.64	6	2,030.64
12	MARKER, permanent, black	13.5	36	pc	486.00	6	81.00	10	135.00	10	135.00	10	135.00
13	MARKING PEN, whiteboard, black	15.08	36	pc	542.88	6	90.48	10	150.80	10	150.80	10	150.80
14	MOUSE, optical, USB conection type	197.6	2	pc	395.20	2	395.20		-		-		-
15	NOTE PAD, (2"x3"), 100 sheets/pad	31.2	6	pad	187.20	3	93.60	3	93.60		-		-
16	NOTE PAD, (3"x3"), 100 sheets/pad	36.4	8	pad	291.20	4	145.60	4	145.60		-		-
17	PAPER, bond, Premium Grade legal	119.22	23	ream	2,742.06	5	596.10	6	715.32	6	715.32	6	715.32
18	PAPER, ruled pad,216mmx330mm, 90 sheets/pad	20.57	41	pad	843.37	10	205.70	11	226.27	10	205.70	10	205.70
19	PENCIL, lead, w/eraser, 0ne(1) dozen per box	24.89	12	bx	298.68	3	74.67	3	74.67	3	74.67	3	74.67
20	RECORD BOOK, 300 pages, smyth sewn	50.44	12	book	605.28	6	302.64		-	6	302.64		-
21	SCISSORS, (6")	18.72	24	pair	449.28	6	112.32	6	112.32	6	112.32	6	112.32
22	SIGN PEN, black	41.48	32	pc	1,327.36	8	331.84	8	331.84	8	331.84	8	331.84
23	STAMP PAD INK, violet, 50mL	27.04	2	pc	54.08	1	27.04		-	1	27.04		-
24	STAPLE WIRE, standard, #35	25.98	42	bx	1,091.16	6	155.88	12	311.76	12	311.76	12	311.76
25	STAPLER, heavy duty, standard	162.84	7	pair	1,139.88	2	325.68	5	814.20		-		-
26	TAPE, masking, 24mm, 50 meters length	41.6	16	rl	665.60	4	166.40	4	166.40	4	166.40	4	166.40
27	TAPE, transparent, 24mm, 50 meters	10.87	43	rl	467.41	10	108.70	11	119.57	11	119.57	11	119.57
28	TAPE, packaging, 48mm, 50 meters	20.38	12	rl	244.56	3	61.14	3	61.14	3	61.14	3	61.14
SUB TOTAL					**46,010.00**		**9,811.33**		**12,860.38**		**11,613.33**		**11,724.96**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY ASSESSOR'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	Ballpen HBW blck	5.00	192	pc	960.00	48	240.00	48	240.00	48	240.00	48	240.00
2	Ballpen HBW red	5.00	96	pc	480.00	24	120.00	24	120.00	24	120.00	24	120.00
3	Ballpen Pilot blk	24.00	480	pc	11,520.00	120	2,880.00	120	2,880.00	120	2,880.00	120	2,880.00
4	Ballpen Pilot blue	24.00	96	pc	2,304.00	24	576.00	24	576.00	24	576.00	24	576.00
5	Ballpen Pilot red	24.00	96	pc	2,304.00	24	576.00	24	576.00	24	576.00	24	576.00
6	Calculator 14 digits DW-120TV	1,250.00	8	pc	10,000.00	2	2,500.00	2	2,500.00	2	2,500.00	2	2,500.00
7	Correction fluid	35.00	100	btl	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
8	Correction pen Uni	125.00	32	pc	4,000.00	8	1,000.00	8	1,000.00	8	1,000.00	8	1,000.00
9	Envelope brown long	2.50	120	pc	300.00	30	75.00	30	75.00	30	75.00	30	75.00
10	Envelope plastic long thick w/ handle	75.00	200	pc	15,000.00	50	3,750.00	50	3,750.00	50	3,750.00	50	3,750.00
11	Eraser Faber Castell-7061-50	15.00	40	pc	600.00	10	150.00	10	150.00	10	150.00	10	150.00
12	Fastener metal	45.00	24	bx	1,080.00	6	270.00	6	270.00	6	270.00	6	270.00
13	Folder green pb w/fastener long	12.50	100	pc	1,250.00	25	312.50	25	312.50	25	312.50	25	312.50
14	Folder white short	4.00	40	pc	160.00	10	40.00	10	40.00	10	40.00	10	40.00
15	Ink cart. Canon 40	1,180.00	32	cart	37,760.00	8	9,440.00	8	9,440.00	8	9,440.00	8	9,440.00
16	Ink cart. Canon 41	1,475.00	16	cart	23,600.00	4	5,900.00	4	5,900.00	4	5,900.00	4	5,900.00
17	Ink for tech pen,staedler	95.00	12	btl	1,140.00	3	285.00	3	285.00	3	285.00	3	285.00
18	Keyboard A4 tech	650.00	16	pc	10,400.00	4	2,600.00	4	2,600.00	4	2,600.00	4	2,600.00
19	Mech. Pencil 0.7	175.00	16	pc	2,800.00	4	700.00	4	700.00	4	700.00	4	700.00
20	Mouse	550.00	24	pc	13,200.00	6	3,300.00	6	3,300.00	6	3,300.00	6	3,300.00
21	Paper,bond hard copy long	250.00	100	rm	25,000.00	25	6,250.00	25	6,250.00	25	6,250.00	25	6,250.00
22	Paper, bond hard copy short	225.00	60	rm	13,500.00	15	3,375.00	15	3,375.00	15	3,375.00	15	3,375.00
23	Ribbon Lx-300	175.00	300	bx	52,500.00	75	13,125.00	75	13,125.00	75	13,125.00	75	13,125.00
TOTAL					**233,358.00**		**58,339.50**		**58,339.50**		**58,339.50**		**58,339.50**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3_____ pages			
Department/ Office: CITY 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
24	Rubber bond big	175.00	12	pck	2,100.00	3	525.00	3	525.00	3	525.00	3	525.00
25	Scissor heavy duty	85.00	8	pair	680.00	2	170.00	2	170.00	2	170.00	2	170.00
26	Sign pen mygel blk 0.7	25.00	48	pc	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
27	Sign pen mygel blk 0.3	25.00	96	pc	2,400.00	24	600.00	24	600.00	24	600.00	24	600.00
28	Sign pen mygel blk 0.5	25.00	576	pc	14,400.00	144	3,600.00	144	3,600.00	144	3,600.00	144	3,600.00
29	Sign pen mygel blue 0.5	25.00	96	pc	2,400.00	24	600.00	24	600.00	24	600.00	24	600.00
30	Sign pen mygel red 0.5	25.00	144	pc	3,600.00	36	900.00	36	900.00	36	900.00	36	900.00
31	Staple wire	38.00	100	bx	3,800.00	25	950.00	25	950.00	25	950.00	25	950.00
32	Stapler w/ remover	295.00	20	pc	5,900.00	5	1,475.00	5	1,475.00	5	1,475.00	5	1,475.00
33	Tape magic	195.00	4	rl	780.00	1	195.00	1	195.00	1	195.00	1	195.00
34	Tape transparent # 1	30.00	100	rl	3,000.00	25	750.00	25	750.00	25	750.00	25	750.00
35	Technical pen Rotring	2,250.00	4	set	9,000.00	1	2,250.00	1	2,250.00	1	2,250.00	1	2,250.00
36	Ticket Puncher	120.00	4	pc	480.00	1	120.00	1	120.00	1	120.00	1	120.00
37	Tray,filing 3 layers	650.00	16	pc	10,400.00	4	2,600.00	4	2,600.00	4	2,600.00	4	2,600.00
38	Triangle (30x 60) 12 length Orion	75.00	8	pc	600.00	2	150.00	2	150.00	2	150.00	2	150.00
39	Triangle 45 Orion	75.00	4	set	300.00	1	75.00	1	75.00	1	75.00	1	75.00
40	Triangular scale	350.00	4	pc	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
41	Trodat assessor	750.00	4	pc	3,000.00	1	750.00	1	750.00	1	750.00	1	750.00
42	UPS	3,850.00	12	pc	46,200.00	3	11,550.00	3	11,550.00	3	11,550.00	3	11,550.00
SUB TOTAL					**111,640.00**		**27,910.00**		**27,910.00**		**27,910.00**		**27,910.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY 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	BATTERY, size AA, alkaline, 2 pcs./packet	36.4	4	packt	145.60	1	36.40	1	36.40	1	36.40	1	36.40
2	COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2"	520	20	box	10,400.00	5	2,600.00	5	2,600.00	5	2,600.00	5	2,600.00
3	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	8	pc	3,744.00	2	936.00	2	936.00	2	936.00	2	936.00
4	INK CARTRIDGE, HP C9351AA (HP 21)	615.06	56		34,443.36	14	8,610.84	14	8,610.84	14	8,610.84	14	8,610.84
5	INK CARTRIDGE, HP C9352AA (HP 22)	708.9	36		25,520.40	9	6,380.10	9	6,380.10	9	6,380.10	9	6,380.10
6	Clip backfold 25mm,12s/bx	15.6	24	bx	374.40	6	93.60	6	93.60	6	93.60	6	93.60
7	CLIP, backfold, 19mm, 12s/box	7.54	12		90.48	3	22.62	3	22.62	3	22.62	3	22.62
8	Correction tape	21.79	60	pc	1,307.40	15	326.85	15	326.85	15	326.85	15	326.85
9	ENVELOPE, mailing white, 500s/box long	159.78	4		639.12	1	159.78	1	159.78	1	159.78	1	159.78
10	MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	49.56	8		396.48	2	99.12	2	99.12	2	99.12	2	99.12
11	MARKER, fluorescent, 3 colors/set	41.6	16		665.60	4	166.40	4	166.40	4	166.40	4	166.40
12	MARKING PEN, whiteboard, black	15.08	8		120.64	2	30.16	2	30.16	2	30.16	2	30.16
13	MARKER, permanent, black	13.5	28		378.00	7	94.50	7	94.50	7	94.50	7	94.50
14	MARKER, permanent, blue	13.5	12		162.00	3	40.50	3	40.50	3	40.50	3	40.50
15	MARKER, permanent, red	13.5	28		378.00	7	94.50	7	94.50	7	94.50	7	94.50
16	PAPER, ruled pad,216mmx330mm, 90 sheets/pad	20.57	20		411.40	5	102.85	5	102.85	5	102.85	5	102.85
17	RECORD BOOK, 300 pages, smyth sewn	50.44	20	book	1,008.80	5	252.20	5	252.20	5	252.20	5	252.20
18	RECORD BOOK, 500 pages, smyth sewn	88.4	20	book	1,768.00	5	442.00	5	442.00	5	442.00	5	442.00
SUB TOTAL					**81,953.68**		**20,488.42**		**20,488.42**		**20,488.42**		**20,488.42**
GRAND TOTAL					**426,951.68**		**106,737.92**		**106,737.92**		**106,737.92**		**106,737.92**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: BJMP					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
						D I S T R I B U T I O N							
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	Ballpen Fiber Castle blk	12.00	40	pc	480.00	10	120.00	10	120.00	10	120.00	10	120.00
2	Ballpen Fiber Castle red	12.00	8	pc	96.00	2	24.00	2	24.00	2	24.00	2	24.00
3	Correction fluid	35.00	3	btl	105.00	1	35.00	1	35.00	1	35.00		-
4	Envelope brown long	2.50	125	pc	312.50	25	62.50	30	75.00	30	75.00	40	100.00
5	Envelope mailing white long	275.00	1	bx	275.00	1	275.00		-		-		-
6	Folder green pb w/o fastener long	12.00	60	pc	720.00	10	120.00		-	25	300.00	25	300.00
7	Folder white long	4.50	170	pc	765.00	15	67.50		-	75	337.50	80	360.00
8	Glue,Elmers big	175.00	2	btl	350.00	1	175.00		-		-	1	175.00
9	Ink cart. Hp # 21	975.00	13	cart	12,675.00	3	2,925.00	3	2,925.00	4	3,900.00	3	2,925.00
10	Ink cart. Hp # 22	1,080.00	7	cart	7,560.00	2	2,160.00	1	1,080.00	2	2,160.00	2	2,160.00
11	Magazine file box single (green) large	120.00	2	pc	240.00	1	120.00		-		-	1	120.00
12	Marker fluorescent stabilo	35.00	2	pc	70.00	2	70.00		-		-		-
13	Marker for whiteboard blk	50.00	35	pc	1,750.00	5	250.00	5	250.00	10	500.00	15	750.00
14	Marker pentelpen permanent blk	35.00	14	pc	490.00	4	140.00		-	5	175.00	5	175.00
15	Paper fastener metal	45.00	3	bx	135.00	1	45.00		-	1	45.00	1	45.00
16	Paper,bond long infinite	250.00	8	rm	2,000.00	2	500.00	1	250.00	2	500.00	3	750.00
17	Paper,bond short Infinite	225.00	8	rm	1,800.00	2	450.00	1	225.00	2	450.00	3	675.00
18	Pencil Mongol	75.00	3	bx	225.00	1	75.00		-	1	75.00	1	75.00
19	Photo paper long	250.00	4	pck	1,000.00	2	500.00		-	1	250.00	1	250.00
20	Record book 200pp	55.00	5	pc	275.00	2	110.00		-	1	55.00	2	110.00
21	Record book 500pp	75.00	4	pc	300.00	2	150.00		-	1	75.00	1	75.00
22	Scissor heavy duty	85.00	1	pair	85.00	1	85.00		-		-		-
23	Stamp pad ink blk	45.00	1	btl	45.00	1	45.00		-		-		-
SUB TOTAL					**31,753.50**		**8,504.00**		**4,984.00**		**9,076.50**		**9,189.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List
. PROCUREMENT PLAN
R THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: BJMP					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
24	Stamp pad small	45.00	2	pc	90.00	2	90.00		-		-		-
25	Staple wire	38.00	5	bx	190.00	2	76.00		-		-	3	114.00
26	Stapler w/ remover	295.00	3	pc	885.00	1	295.00		-	1	295.00	1	295.00
27	Tape transparent # 1	30.00	11	rl	330.00	4	120.00		-	2	60.00	5	150.00
SUB TOTAL					1,495.00		581.00		-		355.00		559.00
GRAND TOTAL					33,248.50		9,085.00		4,984.00		9,431.50		9,748.00

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CITY BUDGET 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	Baoqing Auto Pencil 282.0mm	275.00	8	bx	2,200.00	3	825.00		-	5	1,375.00		-
2	Calculator 14 digits DW-120TV	1,250.00	5	pc	6,250.00	2	2,500.00		-	3	3,750.00		-
3	Correction pen Uni	125.00	12	pc	1,500.00	12	1,500.00		-		-		-
4	Correction tape	85.00	27	pc	2,295.00	12	1,020.00		-	15	1,275.00		-
5	Cutter H.C. L500 NT	250.00	4	pc	1,000.00	2	500.00		-	2	500.00		-
6	Envelope brown short	2.00	100	pc	200.00	50	100.00		-	50	100.00		-
7	Envelope brown long	2.50	100	pc	250.00	50	125.00		-	50	125.00		-
8	Eraser rubber, staedler	25.00	20	pc	500.00	20	500.00		-		-		-
9	Folder brown pb w/fastener long	12.50	50	pc	625.00	50	625.00		-		-		-
10	Folder green pb w/fastener short	11.50	100	pc	1,150.00	50	575.00		-	50	575.00		-
11	Folder white long	4.50	100	pc	450.00	50	225.00		-	50	225.00		-
12	Folder white short	4.00	100	pc	400.00	50	200.00		-	50	200.00		-
13	Glue,Elmers big	175.00	18	btl	3,150.00	3	525.00	10	1,750.00	5	875.00		-
14	Ink cart Canon 810 blk	975.00	154	cart	150,150.00	34	33,150.00	40	39,000.00	40	39,000.00	40	39,000.00
15	Ink cart Canon 811 colored	1,200.00	37	cart	44,400.00	7	8,400.00	10	12,000.00	10	12,000.00	10	12,000.00
16	Ink cart. HP # 60 blk	885.00	52	cart	46,020.00	22	19,470.00	10	8,850.00	10	8,850.00	10	8,850.00
17	Marker pentelpen permanent blk	35.00	5	pc	175.00	5	175.00		-		-		-
18	Mouse	550.00	5	pc	2,750.00	5	2,750.00		-		-		-
19	Paper fastener plastic	40.00	5	bx	200.00	5	200.00		-		-		-
20	Rainbow pad	45.00	5	pad	225.00	5	225.00		-		-		-
21	Sticker paper matte white	50.00	41	pck	2,050.00	10	500.00	10	500.00		-	21	1,050.00
22	Tape transparent # 1	30.00	9	rl	270.00	4	120.00		-		-	5	150.00
23	Tape transparent #2	45.00	10	rl	450.00	5	225.00		-		-	5	225.00
TOTAL					**266,660.00**		**74,435.00**		**62,100.00**		**68,850.00**		**61,275.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CENRO					**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 Fiber Castle blk	12.00	100	pc	1,200.00	30	360.00	25	300.00	25	300.00	20	240.00
2	Ballpen Fiber Castle red	12.00	20	pc	240.00	10	120.00		-	10	120.00		-
3	Ballpen Pilot blk	24.00	55	pc	1,320.00	15	360.00	15	360.00	12	288.00	13	312.00
4	Ballpen violet w/ glitters	25.00	12	pc	300.00	3	75.00	3	75.00	3	75.00	3	75.00
5	Battery energizer AA 4's	175.00	11	cart	1,925.00	4	700.00	2	350.00		-	5	875.00
6	Battery energizer AAA 4's	175.00	11	cart	1,050.00	2	350.00	2	350.00	2	350.00	5	-
7	Correction pen Uni	125.00	40	pc	5,000.00	5	625.00	10	1,250.00	10	1,250.00	15	1,875.00
8	Dater (2013 onwards)	145.00	2	pc	290.00	2	290.00		-		-		-
9	DTR	175.00	8	pck	1,400.00	2	350.00	2	350.00		-	4	700.00
10	Folder green pb w/o fastener long	12.00	130	pc	1,560.00	40	480.00	40	480.00	20	240.00	30	360.00
11	Folder white long	4.50	80	pc	360.00	25	112.50	25	112.50	15	67.50	15	67.50
12	Folder white short	4.00	60	pc	240.00	15	60.00	30	120.00		-	15	60.00
13	Glue,Elmers big	175.00	14	btl	2,450.00	3	525.00	3	525.00	3	525.00	5	875.00
14	Ink cart Canon 810 blk	975.00	51	cart	49,725.00	14	13,650.00	12	11,700.00	15	14,625.00	10	9,750.00
15	Ink cart Canon 811 colored	1,200.00	18	cart	21,600.00	4	4,800.00	6	7,200.00	4	4,800.00	4	4,800.00
16	Marker fluorescent stabilo	35.00	4	pc	140.00	4	140.00		-		-		-
17	Marker pentelpen permanent blk	35.00	16	pc	560.00	4	140.00	4	140.00	4	140.00	4	140.00
18	Notebook steno(Veco)	30.00	16	pc	480.00	4	120.00	3	90.00	4	120.00	5	150.00
19	Paper fastener plastic	40.00	3	bx	120.00	3	120.00		-		-		-
20	Paper,bond hard copy long	250.00	33	rm	8,250.00	10	2,500.00	10	2,500.00	13	3,250.00		-
21	Paper, bond hard copy short	225.00	40	rm	9,000.00	10	2,250.00	10	2,250.00	10	2,250.00	10	2,250.00
22	Pencil Mongol	75.00	6	bx	450.00	2	150.00	2	150.00		-	2	150.00
23	Post-it-note 3x3	50.00	25	pad	1,250.00	6	300.00	5	250.00	8	400.00	6	300.00
SUB TOTAL					**108,910.00**		**28,577.50**		**28,552.50**		**28,800.50**		**22,979.50**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CENRO					**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**
24	Puncher h.d.	650.00	1	pc	650.00	1	650.00		-		-		-
25	Rainbow pad	45.00	19	pad	855.00	4	180.00	5	225.00		-	10	450.00
26	Sign pen mygel blk 0.5	25.00	48	pc	1,200.00	14	350.00	12	300.00	12	300.00	10	250.00
27	Stapler w/ remover	295.00	9	pc	2,655.00	2	590.00		-	2	590.00	5	1,475.00
28	Tape doublesided tape # 1	30.00	6	rl	180.00	2	60.00		-	4	120.00		-
29	Uni pen 0.8	65.00	5	pc	325.00	5	325.00		-		-		-
SUB TOTAL					**5,865.00**		**2,155.00**		**525.00**		**1,010.00**		**2,175.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CENRO					**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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	1	pc	468.00	1	468.00		-		-		-
2	INK CARTRIDGE, HP C9351AA (HP 21)	615.06	6		3,690.36	2	1,230.12	1	615.06	2	1,230.12	1	615.06
3	ENVELOPE, expanding, plastic, legal size	39.81	10		398.10	5	199.05		-	5	199.05		-
4	MARKING PEN, whiteboard, black	15.08	6		90.48	3	45.24		-	3	45.24		-
5	MARKER, permanent, red	13.5	2		27.00	2	27.00		-		-		-
6	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	15.6	7	box	109.20	7	109.20		-		-		-
7	PAPER CLIP, gem type, 32mm, 100s/box	8.84	3	box	26.52	3	26.52		-		-		-
8	RECORD BOOK, 300 pages, smyth sewn	50.44	6	book	302.64	6	302.64		-		-		-
9	STAPLE WIRE, standard, #35	25.98	32		831.36	2	51.96	13	337.74	5	129.90	12	311.76
10	TAPE, transparent, 48mm, 50 meters	20.38	5	RL	101.90	5	101.90		-		-		-
SUB TOTAL					**6,045.56**		**2,561.63**		**952.80**		**1,604.31**		**926.82**
GRAND TOTAL					**120,820.56**		**33,294.13**		**30,030.30**		**31,414.81**		**26,081.32**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: COOP					**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 Pilot blk	24.00	200	pc	4,800.00	50	1,200.00	50	1,200.00	50	1,200.00	50	1,200.00
2	Ballpen Pilot red	24.00	20	pc	480.00	10	240.00	10	240.00		-		-
3	Carbon paper long	275.00	5	bx	1,375.00	1	275.00	1	275.00	1	275.00	2	550.00
4	CD. Rewritable Sony	55.00	12	pc	660.00	3	165.00	3	165.00	3	165.00	3	165.00
5	Correction pen Uni	125.00	12	pc	1,500.00	6	750.00	2	250.00	2	250.00	2	250.00
6	Glue,Elmers big	175.00	9	btl	1,575.00	5	875.00	4	700.00		-		-
7	Ink cart. Canon 40	1,180.00	18	cart	21,240.00	3	3,540.00	3	3,540.00	6	7,080.00	6	7,080.00
8	Ink cart. Canon 41	1,475.00	11	cart	16,225.00	2	2,950.00	3	4,425.00	3	4,425.00	3	4,425.00
9	Ink cart. Hp # 27	1,295.00	12	cart	15,540.00	3	3,885.00	6	7,770.00	3	3,885.00		-
10	Ink cart. Hp # 28	1,500.00	5	cart	7,500.00	2	3,000.00	1	1,500.00	1	1,500.00	1	1,500.00
11	Magazine file box double	250.00	4	pc	1,000.00	4	1,000.00		-		-		-
12	Marker fluorescent stabilo	35.00	6	pc	210.00	6	210.00		-		-		-
13	Paper specialty board cream short	50.00	12	pck	600.00	3	150.00	3	150.00	6	300.00		-
14	Paper, bond Nappco long	250.00	20	rm	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
15	Paper,bond Nappco short	275.00	20	rm	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5	1,375.00
16	Paper,Manila	3.50	127	pc	444.50	127	444.50		-		-		-
17	Pencil Mongol	75.00	12	bx	900.00	12	900.00		-		-		-
18	Plastic cover gauge 6	1,500.00	2	rl	3,000.00	1	1,500.00	1	1,500.00		-		-
19	Ribbon for typewriter manual	25.00	4	spool	100.00	4	100.00		-		-		-
20	Scissor heavy duty	85.00	4	pair	340.00	4	340.00		-		-		-
21	Sharpener h.d.	450.00	1	pc	450.00	1	450.00		-		-		-
22	Sign pen Hi-tech pt vio grip blk	75.00	24	pc	1,800.00	12	900.00	12	900.00		-		-
23	Stapler w/ remover	295.00	4	pc	1,180.00	4	1,180.00		-		-		-
24	Sticker paper short	50.00	4	pck	200.00	1	50.00	1	50.00	1	50.00	1	50.00
TOTAL					**91,619.50**		**26,729.50**		**25,290.00**		**21,755.00**		**17,845.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: COMMISSION ON AUDIT					**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 Pilot blk	24.00	40	pc	960.00	10	240.00	10	240.00	10	240.00	10	240.00
2	Ballpen Pilot blue	24.00	8	pc	192.00	2	48.00	2	48.00	2	48.00	2	48.00
3	Ballpen Pilot red	24.00	40	pc	960.00	10	240.00	10	240.00	10	240.00	10	240.00
4	Correction pen Uni	125.00	18	pc	2,250.00	9	1,125.00		-	9	1,125.00		-
5	Drum DR 113	2,800.00	2	pc	5,600.00	1	2,800.00		-		-	1	2,800.00
6	Envelope expanding kraft legal size	12.00	50	pc	600.00	50	600.00		-		-		-
7	Folder Morocco/Fancy A4 size	9.50	2	pc	19.00	2	19.00		-		-		-
8	Index tab	90.00	15	bx	1,350.00	5	450.00	5	450.00		-	5	450.00
9	Ink HP # 61 blk	795.00	45	cart	35,775.00	15	11,925.00	10	7,950.00	10	7,950.00	10	7,950.00
10	Pad ink (Trodat Printy 4927)	295.00	8	btl	2,360.00	2	590.00	2	590.00	2	590.00	2	590.00
11	Paper,bond long infinite	250.00	30	rm	7,500.00	5	1,250.00	10	2,500.00	5	1,250.00	10	2,500.00
12	Paper,bond short Infinite	225.00	40	rm	9,000.00	10	2,250.00	10	2,250.00	10	2,250.00	10	2,250.00
13	Sign pen Pilot blk	60.00	30	pc	1,800.00	10	600.00	10	600.00	10	600.00		-
14	Sign pen Pilot red	60.00	48	pc	2,880.00	12	720.00	12	720.00	12	720.00	12	720.00
SUB TOTAL					**71,246.00**		**22,857.00**		**15,588.00**		**15,013.00**		**17,788.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR _____

Province, City or Municipality :_____

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: COMMISSION ON AUDIT					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	INK CARTRIDGE, HP C9351AA (HP 21)	615.06	27		16,606.62	6	3,690.36	7	4,305.42	7	4,305.42	7	4,305.42
2	CLIP, backfold, 19mm, 12s/box	7.54	9		67.86	3	22.62	2	15.08	2	15.08	2	15.08
3	Index tab,self adhesive	67.6	5		338.00	5	338.00		-		-		-
4	Lead for mechanical pencil 0.5	11.44	20	tube	228.80	5	57.20	5	57.20	10	114.40		-
5	MARKER, permanent, black	13.5	8		108.00	2	27.00	2	27.00	2	27.00	2	27.00
6	INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	588.54	98		57,676.92	23	13,536.42	25	14,713.50	25	14,713.50	25	14,713.50
SUB TOTAL					**75,026.20**		**17,671.60**		**19,118.20**		**19,175.40**		**19,061.00**
GRAND TOTAL					**146,272.20**		**40,528.60**		**34,706.20**		**34,188.40**		**36,849.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CCAO					**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 HBW blue	5.00	20	pc	100.00	20	100.00		-		-		-
2	Ballpen Panda blk	6.00	200	pc	1,200.00	100	600.00		-	100	600.00		-
3	Battery energizer 9V	190.00	85	cart	16,150.00	60	11,400.00		-	25	4,750.00		-
4	Blade for heavy duty cutter	75.00	3	pck	225.00	3	225.00		-		-		-
5	Calculator 12 D MX 12V-W	550.00	5	pc	2,750.00	5	2,750.00		-		-		-
6	Certificate holder blue	50.00	575	pc	28,750.00	200	10,000.00		-	375	18,750.00		-
7	Cont. ink Epson T13	450.00	2	set	900.00	1	450.00		-	1	450.00		-
8	Corkboard 4 x 8	2,750.00	1	pc	2,750.00	1	2,750.00		-		-		-
9	Correction tape	85.00	45	pc	3,825.00	25	2,125.00		-	20	1,700.00		-
10	Cutter Maped	120.00	25	pc	3,000.00	25	3,000.00		-		-		-
11	Data file box	120.00	30	pc	3,600.00	30	3,600.00		-		-		-
12	Digital video casette tape	195.00	40	pck	7,800.00	20	3,900.00		-	20	3,900.00		-
13	DTR	175.00	3	pck	525.00	3	525.00		-		-		-
14	Envelope mailing white long	275.00	2	bx	550.00	1	275.00		-	1	275.00		-
15	Eraser rubber, staedler	25.00	35	pc	875.00	15	375.00		-	20	500.00		-
16	Expanding file folder organizer	180.00	10	pc	1,800.00	10	1,800.00		-		-		-
17	Fastener plastic	40.00	50	bx	2,000.00	50	2,000.00		-		-		-
18	Fax paper	75.00	20	rl	1,500.00	10	750.00		-	10	750.00		-
19	Folder green pb w/fastener long	12.50	200	pc	2,500.00	100	1,250.00		-	100	1,250.00		-
20	Folder white long	4.50	200	pc	900.00	100	450.00		-	100	450.00		-
21	Folder white short	4.00	200	pc	800.00	100	400.00		-	100	400.00		-
22	Glue all purpose big	60.00	9	jar	540.00	5	300.00		-	4	240.00		-
23	Illustration board	75.00	20	pc	1,500.00	10	750.00		-	10	750.00		-
SUB TOTAL					**84,540.00**		**49,775.00**		**-**		**34,765.00**		**-**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :_____

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CCAO					**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**
24	Index card 5 x 8	60.00	30	pck	1,800.00	15	900.00		-	15	900.00		-
25	Ink cart Canon 810 blk	975.00	9	cart	8,775.00	4	3,900.00		-	5	4,875.00		-
26	Ink cart Canon 811 colored	1,200.00	9	cart	10,800.00	4	4,800.00		-	5	6,000.00		-
27	Keyboard A4 tech	650.00	5	pc	3,250.00	5	3,250.00		-		-		-
28	Mouse pad	75.00	12	pc	900.00	12	900.00		-		-		-
29	Notebook Corona	60.00	30	pc	1,800.00	15	900.00		-	15	900.00		-
30	Paper specialty board cream long	60.00	90	pck	5,400.00	30	1,800.00		-	60	3,600.00		-
31	Paper specialty board cream short	50.00	90	pck	4,500.00	30	1,500.00		-	60	3,000.00		-
32	Paper,bond hard copy long	250.00	160	rm	40,000.00	50	12,500.00		-	110	27,500.00		-
33	Paper, bond hard copy short	225.00	160	rm	36,000.00	50	11,250.00		-	110	24,750.00		-
34	Paper,construction	50.00	30	pck	1,500.00	15	750.00		-	15	750.00		-
35	Parker refill	120.00	7	pc	840.00	7	840.00		-		-		-
36	Pencil Mongol	75.00	10	bx	750.00	5	375.00		-	5	375.00		-
37	Photo paper Veco short	150.00	21	pck	3,150.00	21	3,150.00		-		-		-
38	Plastic twine	75.00	5	rl	375.00	3	225.00		-	2	150.00		-
39	Post-it-note 3x4	55.00	35	pad	1,925.00	15	825.00		-	20	1,100.00		-
40	Push pin hammer head	45.00	18	bx	810.00	8	360.00		-	10	450.00		-
41	Riso ink CR1630	2,500.00	5	pc	12,500.00	2	5,000.00		-	3	7,500.00		-
42	Rubber bond big	175.00	2	pck	350.00	1	175.00		-	1	175.00		-
43	Sharpener h.d.	450.00	2	pc	900.00	2	900.00		-		-		-
44	Sign pen Parker	275.00	4	pc	1,100.00	4	1,100.00		-		-		-
45	Stapler w/ remover	295.00	10	pc	2,950.00	5	1,475.00		-	5	1,475.00		-
46	Sticker paper short	50.00	25	pck	1,250.00	25	1,250.00		-		-		-
47	Tape doublesided tape # 1	30.00	30	rl	900.00	15	450.00		-	15	450.00		-
48	Tape magic	195.00	10	rl	1,950.00	5	975.00		-	5	975.00		-
49	Tape masking # 1	30.00	50		1,500.00	10	300.00		-	40	1,200.00		-
50	Tape packaging	45.00	10	rl	450.00	5	225.00		-	5	225.00		-
SUB TOTAL					**146,425.00**		**60,075.00**		**-**		**86,350.00**		**-**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :_____

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CCAO					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
						D I S T R I B U T I O N							
Item No.	**Description**	**Unit Cost**	**Quantity**		**Total Cost**	**1st Quarter**		**2nd Quarter**		**3rd Quarter**		**4th Quarter**	
						Qty.	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**
51	Tape transparent # 1	30.00	25	rl	750.00	10	300.00		-	15	450.00		-
52	Toner task Alfa 220 ink cartridge	9,500.00	3	cart	28,500.00	2	19,000.00		-	1	9,500.00		-
53	Uni pen 0.8	65.00	28	pc	1,820.00	13	845.00		-	15	975.00		-
54	USB Wireless (Wi fi receiver)	400.00	3	pc	1,200.00	3	1,200.00		-		-		-
TOTAL					**32,270.00**		**21,345.00**		**-**		**10,925.00**		**-**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :_____

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: CCAO					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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	6	pc	2,808.00	6	2,808.00		-		-		-
2	PAPER, ruled pad,216mmx330mm, 90 sheets/pad	20.57	30		617.10	15	308.55		-	15	308.55		-
3	PAPER CLIP, gem type, 32mm, 100s/box	8.84	20	box	176.80	10	88.40		-	10	88.40		-
4	STAPLE WIRE, standard, #35	25.98	30		779.40	15	389.70		-	15	389.70		-
SUB TOTAL					**4,381.30**		**3,594.65**		**-**		**786.65**		**-**
GRAND TOTAL					**267,616.30**		**134,789.65**		**-**		**132,826.65**		**-**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: LIPA CITY FIRE STATION					**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	Calculator 14 digits DW-120TV	1,250.00	1	pc	1,250.00	1	1,250.00		-		-		-
2	Carbon paper long	275.00	4	bx	1,100.00	1	275.00	1	275.00	1	275.00	1	275.00
3	CD. Rewritable Sony	55.00	7	pc	385.00	1	55.00	2	110.00	2	110.00	2	110.00
4	Correction fluid	35.00	11	btl	385.00	1	35.00		-	10	350.00		-
5	Correction tape	85.00	6	pc	510.00	1	85.00		-	5	425.00		-
6	Envelope brown short	2.00	35	pc	70.00	5	10.00	10	20.00	10	20.00	10	20.00
7	Envelope brown long	2.50	35	pc	87.50	5	12.50	10	25.00	10	25.00	10	25.00
8	Envelope mailing white long	275.00	2	bx	550.00	1	275.00		-	1	275.00		-
9	Fastener plastic	40.00	4	bx	160.00	1	40.00	1	40.00	1	40.00	1	40.00
10	Folder white long	4.50	14	pc	63.00	4	18.00		-	10	45.00		-
11	Folder white short	4.00	14	pc	56.00	4	16.00		-	10	40.00		-
12	Glue,Elmers small	45.00	1	btl	45.00	1	45.00		-		-		-
13	Ink cart Canon 810 blk	975.00	6	cart	5,850.00	1	975.00	2	1,950.00	1	975.00	2	1,950.00
14	Ink cart Canon 811 colored	1,200.00	6	cart	7,200.00	1	1,200.00	2	2,400.00	1	1,200.00	2	2,400.00
15	Ink refill (blk,magenta,yellow,blue)	250.00	2	btl	500.00	1	250.00		-	1	250.00		-
16	Marker fluorescent stabilo	35.00	1	pc	35.00	1	35.00		-		-		-
17	Marker pentelpen permanent blk	35.00	1	pc	35.00	1	35.00		-		-		-
18	Marker pentelpen permanent blue broad	35.00	1	pc	35.00	1	35.00		-		-		-
19	Marker pentelpen permanent red	35.00	1	pc	35.00	1	35.00		-		-		-
20	Paper clip small	9.50	1	bx	9.50	1	9.50		-		-		-
21	Paper ,bond Paragon long	250.00	7	rm	1,750.00	1	250.00	2	500.00	2	500.00	2	500.00
22	Paper,bond Paragon short	225.00	8	rm	1,800.00	1	225.00	2	450.00	3	675.00	2	450.00
23	Pencil Mongol	75.00	1	bx	75.00	1	75.00		-		-		-
SUB TOTAL					**21,986.00**		**5,241.00**		**5,770.00**		**5,205.00**		**5,770.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: LIPA CITY FIRE STATION					**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**
24	Push pin hammer head	45.00	2	bx	90.00	1	45.00		-	1	45.00		-
25	Record book 300pp	75.00	1	pc	75.00	1	75.00		-		-		-
26	Record book 500pp	75.00	1	pc	75.00	1	75.00		-		-		-
27	Ribbon for typewriter manual	25.00	1	spool	25.00	1	25.00		-		-		-
28	Scissor heavy duty	85.00	1	pair	85.00	1	85.00		-		-		-
29	Sign pen .7 Pilot	60.00	7	pc	420.00	1	60.00	2	120.00	2	120.00	2	120.00
30	Stamp pad w/ ink	60.00	1	pc	60.00	1	60.00		-		-		-
31	Tape transparent 2	45.00	1	rl	45.00	1	45.00		-		-		-
32	USB 2 gig	450.00	2	pc	900.00	1	450.00		-	1	450.00		-
SUB TOTAL					**1,775.00**		**920.00**		**120.00**		**615.00**		**120.00**
GRAND TOTAL					**23,761.00**		**6,161.00**		**5,890.00**		**5,820.00**		**5,890.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: DILG					**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 Pilot blk	24.00	18	pc	432.00	3	72.00	5	120.00	5	120.00	5	120.00
2	Battery energizer AA 4's	175.00	4	cart	700.00	1	175.00	1	175.00	1	175.00	1	175.00
3	Calculator 12 D MX 12V-W	550.00	1	pc	550.00	1	550.00		-		-		-
4	Clearbook long	85.00	3	pc	255.00	3	255.00		-		-		-
5	DTR	175.00	2	pck	350.00	1	175.00		-		-	1	175.00
6	Eraser whiteboard	25.00	2	pc	50.00	1	25.00		-	1	25.00		-
7	Fax paper	75.00	19	rl	1,425.00	4	300.00	5	375.00	5	375.00	5	375.00
8	Folder green pb w/fastener short	11.50	5	pc	57.50	5	57.50		-		-		-
9	Folder sliding clear plastic long	12.00	8	pc	96.00	3	36.00		-	5	60.00		-
10	Folder sliding clear plastic short	11.00	8	pc	88.00	3	33.00		-	5	55.00		-
11	Folder white long	4.50	40	pc	180.00	10	45.00	10	45.00	10	45.00	10	45.00
12	Folder white short	4.00	40	pc	160.00	10	40.00	10	40.00	10	40.00	10	40.00
13	Glue,Elmers small	45.00	1	btl	45.00	1	45.00		-		-		-
14	Magazine file box single (green) large	120.00	16	pc	1,920.00	4	480.00	4	480.00	4	480.00	4	480.00
15	Marker fluorescent stabilo	35.00	6	pc	210.00	3	105.00		-	3	105.00		-
16	Marker for whiteboard blk	50.00	4	pc	200.00	1	50.00	1	50.00	1	50.00	1	50.00
17	Marker pentelpen permanent blk	35.00	4	pc	140.00	1	35.00	1	35.00	1	35.00	1	35.00
18	Note pad 3x3	50.00	12	pad	600.00	6	300.00		-	6	300.00		-
19	Paper clip big	20.00	2	bx	40.00	1	20.00		-	1	20.00		-
20	Paper clip small	9.50	2	bx	19.00	1	9.50		-	1	9.50		-
21	Paper, bond long Corona	475.00	12	rm	5,700.00	3	1,425.00	3	1,425.00	3	1,425.00	3	1,425.00
22	Paper, bond short Corona	450.00	11	rm	4,950.00	2	900.00	3	1,350.00	3	1,350.00	3	1,350.00
23	Pencil Mongol	75.00	4	bx	300.00	1	75.00	1	75.00	1	75.00	1	75.00
	page 1 of 3												
Sub Total					**18,467.50**		**5,208.00**		**4,170.00**		**4,744.50**		**4,345.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: DILG					Regular	Contingency		Total		Date Submitted:			
						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
24	Post-it-note 3x3	50.00	8	pad	400.00	2	100.00	2	100.00	2	100.00	2	100.00
25	Sign pen Pilot blk	60.00	19	pc	1,140.00	4	240.00	5	300.00	5	300.00	5	300.00
26	Stamp pad ink violet	120.00	1	btl	120.00	1	120.00		-		-		-
27	Stamp pad small	45.00	2	pc	90.00	1	45.00		-	1	45.00		-
28	Staple wire	38.00	2	bx	76.00	1	38.00		-	1	38.00		-
29	Stapler w/ remover	295.00	1	pc	295.00	1	295.00		-		-		-
30	Tape doublesided tape # 1	30.00	2	rl	60.00	1	30.00		-		-	1	30.00
31	Tape masking # 2	45.00	2	RL	90.00	1	45.00	1	45.00		-		-
32	Tape transparent # 1	30.00	2	rl	60.00	1	30.00	1	30.00		-		-
33	Wrapping paper,kraft	3.50	4	rl	14.00	4	14.00		-		-		-
	page 2 of 3												
Sub Total					**2,345.00**		**957.00**		**475.00**		**483.00**		**430.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: DILG					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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	1	pc	468.00	1	468.00		-		-		-
2	Correction tape	21.79	12	pc	261.48	3	65.37	3	65.37	3	65.37	3	65.37
Sub Total					**729.48**		**533.37**		**65.37**		**65.37**		**65.37**
	page 3 of 3												
GRAND TOTAL					**21,541.98**		**6,698.37**		**4,710.37**		**5,292.87**		**4,840.37**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: CIVIL REGISTRAR'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	Eraser rubber, staedler	25.00	12	pc	300.00	12	300.00		-		-		-
2	Numberer 12 digits	950.00	4	pc	3,800.00	2	1,900.00		-	2	1,900.00		-
3	Paper, bond Nappco long	250.00	140	rm	35,000.00	40	10,000.00	50	12,500.00		-	50	12,500.00
4	Paper,bond Nappco short	275.00	140	rm	38,500.00	40	11,000.00	50	13,750.00		-	50	13,750.00
5	Paste redstone	35.00	20	jars	700.00	20	700.00		-		-		-
6	Pencil Mongol	75.00	12	bx	900.00	12	900.00		-		-		-
7	Puncher h.d.	650.00	1	pc	650.00	1	650.00		-		-		-
8	Ribbon for typewriter manual	25.00	12	spool	300.00	12	300.00		-		-		-
9	Rubber stamp	450.00	10	pc	4,500.00	5	2,250.00	5	2,250.00		-		-
10	Stamp pad ink blk	45.00	12	btl	540.00	7	315.00	5	225.00		-		-
11	Stamp pad w/ ink	60.00	6	pc	360.00	3	180.00	3	180.00		-		-
12	Stapler w/ remover	295.00	4	pc	1,180.00	4	1,180.00		-		-		-
13	Sticker paper short	50.00	5	pck	250.00	5	250.00		-		-		-
14	Toner for xerox FUJI	6,500.00	15	cart	97,500.00	5	32,500.00	5	32,500.00	5	32,500.00		-
SUB TOTAL					**184,480.00**		**62,425.00**		**61,405.00**		**34,400.00**		**26,250.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**				
Department/ Office: CITY CIVIL REGISTRAR'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	COLUMNAR PAD, 4 cols, 50 gsm min.	21.84	5	pad	109.20	5	109.20		-		-		-	
2	ENVELOPE, mailing white, 500s/box long	159.78	6		958.68	3	479.34		-	3	479.34		-	
3	RECORD BOOK, 300 pages, smyth sewn	50.44	20	book	1,008.80	10	504.40	10	504.40		-		-	
4	STAPLE WIRE, standard, #35	25.98	70		1,818.60	20	519.60	20	519.60	30	779.40		-	
5	TAPE, transparent, 48mm, 50 meters	20.38	30		611.40	30	611.40		-		-		-	
SUB TOTAL					**4,506.68**		**2,223.94**		**1,024.00**		**1,258.74**		**-**	
GRAND TOTAL					**188,986.68**		**64,648.94**		**62,429.00**		**35,658.74**		**26,250.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY LEGAL 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	Ink Brother Innobella LC57 (C,Y,M)	795.00	27	pc	21,465.00	6	4,770.00	6	4,770.00	9	7,155.00	6	4,770.00
2	Ink Brother Innobella blk LC57	1,275.00	9	pc	11,475.00	2	2,550.00	2	2,550.00	3	3,825.00	2	2,550.00
3	Ink cart Canon 830	1,050.00	8	cart	8,400.00	2	2,100.00	2	2,100.00	2	2,100.00	2	2,100.00
4	Ink cart Canon 831	1,200.00	8	cart	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
5	Paper, bond Nappco long	250.00	13	rm	3,250.00	5	1,250.00	2	500.00	3	750.00	3	750.00
6	Paper,bond Nappco short	275.00	17	rm	4,675.00	2	550.00	5	1,375.00	5	1,375.00	5	1,375.00
7	Stamp pad ink blk	45.00	10	btl	450.00	5	225.00		-		-	5	225.00
8	USB 8 gig	750.00	4	pc	3,000.00	3	2,250.00		-		-	1	750.00
TOTAL					**62,315.00**		**16,095.00**		**13,695.00**		**17,605.00**		**14,920.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: LIBRARY SERVICES SECTION					**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 Panda blk	6.00	50	pc	300.00	50	300.00		-		-		-
2	Ballpen Pilot blk	24.00	13	pc	312.00	12	288.00		-		-	1	24.00
3	Correction pen Uni	125.00	6	pc	750.00	3	375.00	3	375.00		-		-
4	Glue,Elmers big	45.00	3	btl	135.00	1	45.00		-		-	2	90.00
5	Ink cart Canon 830	1,050.00	18	cart	18,900.00	8	8,400.00	5	5,250.00	5	5,250.00		-
6	Ink cart Canon 831	1,200.00	10	cart	12,000.00	5	6,000.00	5	6,000.00		-		-
7	Plastic cover gauge 6	1,500.00	8	rl	12,000.00	2	3,000.00	2	3,000.00	2	3,000.00	2	3,000.00
8	Rugby	95.00	3	can	285.00	1	95.00	2	190.00		-		-
TOTAL					**44,682.00**		**18,503.00**		**14,815.00**		**8,250.00**		**3,114.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: LIPA CITY PAROLE and PROBATION 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	Ballpen Pilot blk	24.00	27	pc	648.00	3	72.00	8	192.00	8	192.00	8	192.00
2	Ballpen Pilot blue	24.00	32	pc	768.00	8	192.00	8	192.00	8	192.00	8	192.00
3	Ballpen Pilot red	24.00	32	pc	768.00	8	192.00	8	192.00	8	192.00	8	192.00
4	Carbon paper long	275.00	8	bx	2,200.00	2	550.00	2	550.00	2	550.00	2	550.00
5	Cont. Ink T6643 EPSON	450.00	4	set	1,800.00	1	450.00	1	450.00	1	450.00	1	450.00
6	Correction fluid	35.00	7	btl	245.00	3	105.00		-	4	140.00		-
7	Eraser rubber, staedler	25.00	8	pc	200.00	4	100.00		-	4	100.00		-
8	Fastener plastic	40.00	8	bx	320.00	2	80.00	2	80.00	2	80.00	2	80.00
9	Folder white long	4.50	95	pc	427.50	20	90.00	25	112.50	25	112.50	25	112.50
10	Glue,Elmers small	45.00	4	btl	180.00	1	45.00	1	45.00	1	45.00	1	45.00
11	Marker fluorescent stabilo	35.00	1	pc	35.00	1	35.00		-		-		-
12	Marker pentelpen permanent blk	35.00	3	pc	105.00	3	105.00		-		-		-
13	Paper ,bond Paragon long	250.00	11	rm	2,750.00	3	750.00	3	750.00	2	500.00	3	750.00
14	Paper,bond Paragon short	225.00	11	rm	2,475.00	3	675.00	3	675.00	2	450.00	3	675.00
15	Paper,construction	50.00	1	pck	50.00	1	50.00		-		-		-
16	Paper,Manila	3.50	75	pc	262.50	25	87.50		-	50	175.00		-
17	Pencil Mongol	75.00	26	bx	1,950.00	7	525.00	7	525.00	5	375.00	7	525.00
18	Photo paper Veco short	150.00	2	pck	300.00	1	150.00		-	1	150.00		-
19	Record book 300pp	75.00	1	pc	75.00	1	75.00		-		-		-
20	Ribbon *#8750*	175.00	11	bx	1,925.00	2	350.00	3	525.00	3	525.00	3	525.00
21	Sign pen Pilot blk	60.00	30	pc	1,800.00	3	180.00	9	540.00	9	540.00	9	540.00
22	Sticker paper short	50.00	7	pck	350.00	1	50.00	2	100.00	2	100.00	2	100.00
23	Tape masking # 1	30.00	4		120.00	1	30.00	1	30.00	1	30.00	1	30.00
24	Tape transparent # 1	30.00	1	rl	30.00	1	30.00		-		-		-
TOTAL					**19,784.00**		**4,968.50**		**4,958.50**		**4,898.50**		**4,958.50**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: SANGGUNIANG PANGLUNGSOD					**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 blk HBW	5.00	100	pc	500.00	25	125.00	25	125.00	25	125.00	25	125.00
2	Ballpen Panda blk	6.00	60	pc	360.00	24	144.00	12	72.00	12	72.00	12	72.00
3	Battery eveready 9 volt	85.00	10	cart	850.00	5	425.00	5	425.00		-		-
4	Battery energizer AA 4's	175.00	20	cart	3,500.00	5	875.00	5	875.00	5	875.00	5	875.00
5	Correction pen Uni	125.00	10	pc	1,250.00	5	625.00	5	625.00		-		-
6	Envelope brown short	2.00	100	pc	200.00	50	100.00	25	50.00	25	50.00		-
7	Envelope brown long	2.50	200	pc	500.00	50	125.00	50	125.00	50	125.00	50	125.00
8	Envelope expanded long plastic	50.00	15	pc	750.00	10	500.00	5	250.00		-		-
9	Folder green pb w/fastener long	12.50	100	pc	1,250.00	100	1,250.00		-		-		-
10	Folder white long	4.50	200	pc	900.00	50	225.00	50	225.00	50	225.00	50	225.00
11	Folder white short	4.00	30	pc	120.00	15	60.00	15	60.00		-		-
12	Glue,Elmers big	175.00	2	btl	350.00	2	350.00		-		-		-
13	Index tab transparent (5' color blue)	90.00	20	bx	1,800.00	10	900.00	10	900.00		-		-
14	Keyboard A4 tech	650.00	2	pc	1,300.00	2	1,300.00		-		-		-
15	Marker fluorescent stabilo	35.00	5	pc	175.00	5	175.00		-		-		-
16	Marker for whiteboard blk	50.00	10	pc	500.00	5	250.00	5	250.00		-		-
17	Marker pentelpen permanent blk	35.00	10	pc	350.00	5	175.00	5	175.00		-		-
18	Notebook steno(Veco)	30.00	20	pc	600.00	5	150.00	5	150.00	5	150.00	5	150.00
19	Paper clip small	9.50	10	bx	95.00	5	47.50	5	47.50		-		-
20	Paper specialty board cream long	60.00	10	pck	600.00	5	300.00	5	300.00		-		-
21	Paper,bond hard copy long	250.00	250	rm	62,500.00	75	18,750.00	75	18,750.00	50	12,500.00	50	12,500.00
22	Paper, bond hard copy short	225.00	250	rm	56,250.00	75	16,875.00	75	16,875.00	50	11,250.00	50	11,250.00
23	Paste redstone	35.00	5	jars	175.00	2	70.00	2	70.00	1	35.00		-
TOTAL					**134,875.00**		**43,796.50**		**40,349.50**		**25,407.00**		**25,322.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: SANGGUNIANG PANGLUNGSOD					**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**
24	Post-it-note 3x3	50.00	10	pad	500.00	5	250.00	5	250.00		-		-
25	Record book 500pp	75.00	10	pc	750.00	10	750.00		-		-		-
26	Sign pen Pilot blk	60.00	72	pc	4,320.00	24	1,440.00	24	1,440.00	24	1,440.00		-
27	Staple wire	38.00	10	bx	380.00	10	380.00		-		-		-
28	Stapler w/ remover	295.00	10	pc	2,950.00	10	2,950.00		-		-		-
29	Sticker paper matte white	50.00	30	pck	1,500.00	20	1,000.00	10	500.00		-		-
30	UPS	3,850.00	2	pc	7,700.00	2	7,700.00		-		-		-
31	Wooden frame w/ glass 8 1/2 x 13	175.00	5	pc	875.00	5	875.00		-		-		-
32	Yellow pad	35.00	10	pad	350.00	5	175.00	5	175.00		-		-
SUBH TOTAL					**19,325.00**		**15,520.00**		**2,365.00**		**1,440.00**		**-**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: SANGGUNIANG PANGLUNGSOD					**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	COMPACT DISK RECORDABLE, min. of 700MB, 80 min	10.92	25		273.00	25	273.00		-		-		-
2	TAPE, transparent, 48mm, 50 meters	20.38	30		611.40	10	203.80	10	203.80	10	203.80		-
SUB TOTAL					**884.40**		**476.80**		**203.80**		**203.80**		**-**
GRAND TOTAL					**155,084.40**		**59,793.30**		**42,918.30**		**27,050.80**		**25,322.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PERMITS and LICENSING 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	Ballpen Panda blk	6.00	190	pc	1,140.00	40	240.00	50	300.00	50	300.00	50	300.00
2	Correction pen Uni	125.00	15	pc	1,875.00	15	1,875.00		-		-		-
3	Envelope expanded long plastic	50.00	90	pc	4,500.00	40	2,000.00		-	50	2,500.00		-
4	Eraser hard (color blk & white) big	28.00	10	pc	280.00	5	140.00		-	5	140.00		-
5	Folder green pb w/o fastener long	12.00	100	pc	1,200.00	50	600.00		-	50	600.00		-
6	Folder white long	4.50	50	pc	225.00	50	225.00		-		-		-
7	Ink cart Canon 810 blk	975.00	22	cart	21,450.00	6	5,850.00	6	5,850.00	5	4,875.00	5	4,875.00
8	Ink cart Canon 811 colored	1,200.00	20	cart	24,000.00	5	6,000.00	5	6,000.00	5	6,000.00	5	6,000.00
9	Marker pentelpen permanent blk	35.00	15	pc	525.00	10	350.00		-	5	175.00		-
10	Paper ,bond Paragon long	250.00	20	rm	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
11	Paper,bond Paragon short	225.00	20	rm	4,500.00	5	1,125.00	5	1,125.00	5	1,125.00	5	1,125.00
12	Scissor heavy duty	85.00	10	pair	850.00	10	850.00		-		-		-
13	Sign pen Hi-tech pt vio grip blk	75.00	90	pc	6,750.00	20	1,500.00	30	2,250.00	20	1,500.00	20	1,500.00
14	Sign pen mygel blk 0.5	25.00	75	pc	1,875.00	15	375.00	20	500.00	20	500.00	20	500.00
15	Sign pen Pilot red	60.00	7	pc	420.00	7	420.00		-		-		-
16	Staple wire	38.00	80	bx	3,040.00	20	760.00	20	760.00	20	760.00	20	760.00
17	Stapler w/ remover	295.00	18	pc	5,310.00	3	885.00	5	1,475.00	5	1,475.00	5	1,475.00
18	Tape doublesided tape # 2	175.00	6	rl	1,050.00	3	525.00		-	3	525.00		-
19	Toner Brother HL2150 N series	3,850.00	4	cart	15,400.00	1	3,850.00	1	3,850.00	1	3,850.00	1	3,850.00
20	Yellow pad	35.00	40	pad	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
TOTAL					**100,790.00**		**29,170.00**		**23,710.00**		**25,925.00**		**21,985.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PLANNING and DEVELOPMENT 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	Ballpen Pilot blk	24.00	200	pc	4,800.00	50	1,200.00	50	1,200.00	50	1,200.00	50	1,200.00
2	Cartolina asstd.colors	6.00	40	pc	240.00	20	120.00	20	120.00		-		-
3	Cartolina linen	15.00	40	pc	600.00	40	600.00		-		-		-
4	CD. Rewritable Sony	55.00	20	pc	1,100.00	10	550.00	10	550.00		-		-
5	Clearbook long	85.00	40	pc	3,400.00	10	850.00	10	850.00	10	850.00	10	850.00
6	Columnar notebook 10 cols.	30.00	2	pc	60.00	2	60.00		-		-		-
7	DVD rewritable	55.00	20	pc	1,100.00	10	550.00	10	550.00		-		-
8	DVD recordable	55.00	20	pc	1,100.00	10	550.00	10	550.00		-		-
9	Fax paper	75.00	4	rl	300.00	1	75.00	1	75.00	1	75.00	1	75.00
10	Folder green pb w/fastener long	12.50	100	pc	1,250.00	100	1,250.00		-		-		-
11	Folder morocco long w/ plastic cover	15.00	300	pc	4,500.00	75	1,125.00	75	1,125.00	75	1,125.00	75	1,125.00
12	Folder morocco short w/ plastic cover	14.00	200	pc	2,800.00	50	700.00	50	700.00	50	700.00	50	700.00
13	Ink cart Canon 810 blk	975.00	30	cart	29,250.00	10	9,750.00	10	9,750.00	10	9,750.00		-
14	Ink cart Canon 811 colored	1,200.00	29	cart	34,800.00	9	10,800.00	10	12,000.00	10	12,000.00		-
15	Ink cart Canon 830	1,050.00	40	cart	42,000.00	10	10,500.00	10	10,500.00	10	10,500.00	10	10,500.00
16	Ink cart Canon 831	1,200.00	40	cart	48,000.00	10	12,000.00	10	12,000.00	10	12,000.00	10	12,000.00
17	Ink cart. Canon 40	1,180.00	30	cart	35,400.00	10	11,800.00	10	11,800.00	10	11,800.00		-
18	Ink cart. Canon 41	1,475.00	30	cart	44,250.00	10	14,750.00	10	14,750.00	10	14,750.00		-
19	Laptop blower	450.00	3	pc	1,350.00	3	1,350.00		-		-		-
20	Paper specialty board 240GSM Ivory color long	60.00	5	pck	300.00	5	300.00		-		-		-
21	Paper specialty board 240GSM Ivory color short	50.00	5	pck	250.00	5	250.00		-		-		-
22	Paper bond A4 size	245.00	10	rm	2,450.00	10	2,450.00		-		-		-
23	Paper,bond hard copy long	250.00	77	rm	19,250.00	17	4,250.00	20	5,000.00	20	5,000.00	20	5,000.00
SUB TOTAL					**278,550.00**		**85,830.00**		**81,520.00**		**79,750.00**		**31,450.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PLANNING and DEVELOPMENT OFFICE					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
						D I S T R I B U T I O N							
Item No.	**Description**	**Unit Cost**	**Quantity**		**Total Cost**	**1st Quarter**		**2nd Quarter**		**3rd Quarter**		**4th Quarter**	
						Qty.	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**
24	Paper, bond hard copy short	225.00	75	rm	16,875.00	15	3,375.00	20	4,500.00	20	4,500.00	20	4,500.00
25	Pencil Mongol	75.00	6	bx	450.00	2	150.00	2	150.00	2	150.00		-
26	Ring binder 1	38.50	20	pc	770.00	10	385.00	10	385.00		-		-
27	Ring binder 1/2	15.00	20	pc	300.00	10	150.00	10	150.00		-		-
28	Ring binder 1- 1/2	65.00	20	pc	1,300.00	10	650.00	10	650.00		-		-
29	Ring binder 2	80.00	20	pc	1,600.00	10	800.00	10	800.00		-		-
30	Sliding plastic cover long	12.00	100	pc	1,200.00	50	600.00	50	600.00		-		-
31	Sliding plastic cover short	10.00	100	pc	1,000.00	50	500.00	50	500.00		-		-
32	Table sign	2,500.00	3	pc	7,500.00	3	7,500.00		-		-		-
33	Tape doublesided tape # 1	30.00	2	rl	60.00	2	60.00		-		-		-
34	Tape magic	195.00	2	rl	390.00	2	390.00		-		-		-
35	Tape packaging	45.00	4	rl	180.00	2	90.00	2	90.00		-		-
36	Toner Kyocera TK 135 kit	5,250.00	9	pc	47,250.00	2	10,500.00	3	15,750.00	3	15,750.00	1	5,250.00
37	Uni pen 0.8	65.00	20	pc	1,300.00	5	325.00	5	325.00	5	325.00	5	325.00
38	Uni pen 0.5	65.00	4	pc	260.00	2	130.00	2	130.00		-		-
39	Uni pen 0.2	65.00	4	pc	260.00	2	130.00	2	130.00		-		-
40	UPS	3,850.00	3	pc	11,550.00	3	11,550.00		-		-		-
41	Yellow pad	35.00	40	pad	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
					93,645.00		**37,635.00**		**24,510.00**		**21,075.00**		**10,425.00**
TOTAL					**372,195.00**		**123,465.00**		**106,030.00**		**100,825.00**		**41,875.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PERSONNEL 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	Audio castte tape 90 min.	75.00	20	pc	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
2	Ballpen Pilot(Green)	24.00	9	pc	216.00	3	72.00	2	48.00	2	48.00	2	48.00
3	Ballpen Pilot blk	24.00	33	pc	792.00	20	480.00	4	96.00	5	120.00	4	96.00
4	Ballpen Pilot blue	24.00	32	pc	768.00	20	480.00	4	96.00	4	96.00	4	96.00
5	Ballpen Pilot red	24.00	26	pc	624.00	20	480.00	2	48.00	2	48.00	2	48.00
6	Ballpen violet w/ glitters	25.00	26	pc	650.00	20	500.00	2	50.00	2	50.00	2	50.00
7	Battery energizer AA 4's	175.00	32	cart	5,600.00	8	1,400.00	8	1,400.00	8	1,400.00	8	1,400.00
8	Battery energizer AAA 4's	175.00	32	cart	5,600.00	8	1,400.00	8	1,400.00	8	1,400.00	8	1,400.00
9	Brown Envelope long	2.50	150	pc	375.00	100	250.00		-	50	125.00		-
10	Calculator 12 D MX 12V-W	550.00	5	pc	2,750.00	3	1,650.00		-	2	1,100.00		-
11	Computer ribbon EPSON LQ2180	1,200.00	16	box	19,200.00	3	3,600.00	4	4,800.00	4	4,800.00	5	6,000.00
12	Continous form 1 ply 9-1/2x11	675.00	15	bx	10,125.00	4	2,700.00	4	2,700.00	4	2,700.00	3	2,025.00
13	Continous form 2 ply 9-1/2x11	850.00	5	bx	4,250.00	2	1,700.00	1	850.00	1	850.00	1	850.00
14	Continous form 4 ply 11 x 14 7/8	2,100.00	32	bx	67,200.00	6	12,600.00	9	18,900.00	9	18,900.00	8	16,800.00
15	Corona Bond #20S	450.00	71	ream	31,950.00	21	9,450.00	15	6,750.00	20	9,000.00	15	6,750.00
16	Corona Bond #20L	475.00	95	ream	45,125.00	20	9,500.00	25	11,875.00	25	11,875.00	25	11,875.00
17	Correction pen Uni	125.00	12	pc	1,500.00	3	375.00	3	375.00	3	375.00	3	375.00
18	Dater (2013 onwards)	145.00	5	pc	725.00	2	290.00	1	145.00	1	145.00	1	145.00
19	Diskette	45.00	4	bx	180.00	2	90.00		-	2	90.00		-
20	Expanding file folder organizer	180.00	2	pc	360.00	2	360.00		-		-		-
21	Plastic fastener	40.00	7	bx	280.00	7	280.00		-		-		-
22	Fax ribbon Canon-IF-C501	1,250.00	5	pc	6,250.00	2	2,500.00	1	1,250.00	1	1,250.00	1	1,250.00
23	Folder green pb w/fastener short	11.50	100	pc	1,150.00	50	575.00		-	50	575.00		-
24	Folder Morocco/Fancy legal size	10.00	44	pc	440.00	11	110.00	11	110.00	11	110.00	11	110.00
SUB TOTAL					**207,610.00**		**51,217.00**		**51,268.00**		**55,432.00**		**49,693.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PERSONNEL 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**
25	Folder white long	4.50	280	pc	1,260.00	70	315.00	70	315.00	70	315.00	70	315.00
26	Glue all-purpose 200grms 225ml	105.00	2	jar	210.00	1	105.00		-	1	105.00		-
27	Ink Cartridge HP C6656A #56	1,195.00	6	pc	7,170.00	1	1,195.00	2	2,390.00	1	1,195.00	2	2,390.00
28	Ink cart Canon 810 blk	975.00	18	cart	17,550.00	4	3,900.00	6	5,850.00	2	1,950.00	6	5,850.00
29	Ink cart Canon 811 colored	1,200.00	15	cart	18,000.00	3	3,600.00	5	6,000.00	2	2,400.00	5	6,000.00
30	Ink cart Canon 830	1,050.00	16	cart	16,800.00	3	3,150.00	5	5,250.00	3	3,150.00	5	5,250.00
31	Ink cart Canon 831	1,200.00	17	cart	20,400.00	3	3,600.00	5	6,000.00	2	2,400.00	7	8,400.00
32	Journal Notebook 2 columns	30.00	5	pc	150.00	2	60.00	1	30.00	1	30.00	1	30.00
33	Keyboard	650.00	4	pc	2,600.00	1	650.00	1	650.00	1	650.00	1	650.00
34	Lead for mech. Pencil 0.5	50.00	8	tubes	400.00	2	100.00	2	100.00	2	100.00	2	100.00
35	Marker pentelpen permanent blk	35.00	4	pc	140.00	1	35.00	1	35.00	1	35.00	1	35.00
36	Messenger bag	750.00	1	pc	750.00	1	750.00		-		-		-
37	Mouse	550.00	7	pc	3,850.00	2	1,100.00	2	1,100.00	2	1,100.00	1	550.00
38	Paper bond Nappco long	250.00	29	ream	7,250.00	9	2,250.00	7	1,750.00	5	1,250.00	8	2,000.00
39	Paper bond Nappco short	275.00	29	ream	7,975.00	9	2,475.00	7	1,925.00	5	1,375.00	8	2,200.00
40	Notebook Corona	60.00	7	pc	420.00	2	120.00	3	180.00	1	60.00	1	60.00
41	Paper clip big	20.00	12	bx	240.00	3	60.00	3	60.00	3	60.00	3	60.00
42	Parker refill	120.00	12	pc	1,440.00	3	360.00	3	360.00	3	360.00	3	360.00
43	Pilot Hi- Tecpoint (V10 Grip)	75.00	6	pc	450.00	2	150.00	1	75.00	2	150.00	1	75.00
44	Post-it-note 3x3	50.00	4	pad	200.00	1	50.00	1	50.00	1	50.00	1	50.00
45	Rainbow pad	45.00	4	pad	180.00	2	90.00		-	2	90.00		-
46	Ring binder 1	38.50	5	pc	192.50	2	77.00		-	3	115.50		-
48	Ring binder 1/2	15.00	5	pc	75.00	2	30.00		-	3	45.00		-
49	Ring binder 2	80.00	4	pc	320.00	4	320.00		-		-		-
50	Ring binder 3/4	27.50	4	pc	110.00	2	55.00		-	2	55.00		-
51	RJ45	15.00	12	pc	180.00	12	180.00		-		-		-
52	Sign pen Pilot blk	60.00	16	pc	960.00	4	240.00	4	240.00	4	240.00	4	240.00
53	Sony Video Tape 8-120 (H18 MP)	275.00	1	pc	275.00	1	275.00		-		-		-
SUB TOTAL					**109,547.50**		**25,292.00**		**32,360.00**		**17,280.50**		**34,615.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PERSONNEL 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**
54	Specialty paper	50.00	10	pck	500.00	5	250.00		-	5	250.00		-
55	Stamp pad big	175.00	2	pc	350.00	2	350.00		-		-		-
56	Stamp pad ink blk	45.00	4	btl	180.00	1	45.00	1	45.00	1	45.00	1	45.00
57	Sticker paper (assorted color)	50.00	14	pck	700.00	6	300.00		-	3	150.00	5	250.00
58	Toner Canon LBP 3050	4,500.00	4	cart	18,000.00	1	4,500.00	1	4,500.00	1	4,500.00	1	4,500.00
59	Toner TN113	3,995.00	4	cart	15,980.00	1	3,995.00	1	3,995.00	1	3,995.00	1	3,995.00
60	Toner,xerox drum	12,950.00	2	cart	25,900.00	1	12,950.00		-	1	12,950.00		-
61	USB 16 gig	1,200.00	2	pc	2,400.00	1	1,200.00		-	1	1,200.00		-
SUB TOTAL					**64,010.00**		**23,590.00**		**8,540.00**		**23,090.00**		**8,790.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY PERSONNEL OFFICE					**Regular**	**Contingency**		**Total**		**Date Submitted:**			
						D I S T R I B U T I O N							
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	ENVELOPE, mailing white, 500s/box long	159.78	1		159.78	1	159.78		-		-		-
2	Lead for mechanical pencil 0.5	11.44	3	tube	34.32	3	34.32		-		-		-
3	RECORD BOOK, 500 pages, smyth sewn	88.4	15	book	1,326.00	5	442.00	3	265.20	5	442.00	2	176.80
4	STAPLE WIRE, standard, #35	25.98	6		155.88	6	155.88		-		-		-
5	TAPE, masking, 24mm, 50 meters length	41.60	3		124.80	3	124.80		-		-		-
6	TAPE, transparent, 48mm, 50 meters	20.38	6		122.28	6	122.28		-		-		-
7	INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	588.54	32		18,833.28	8	4,708.32	8	4,708.32	8	4,708.32	8	4,708.32
8	INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	706.86	30		21,205.80	8	5,654.88	7	4,948.02	8	5,654.88	7	4,948.02
9	INK CARTRIDGE, HP CN692AA(HP 704) blk	338.44	31	cart	10,491.64	4	1,353.76	9	3,045.96	9	3,045.96	9	3,045.96
10	INK CARTRIDGE, HP CN693AA(HP 704) tri color	338.44	14	cart	4,738.16	3	1,015.32	4	1,353.76	4	1,353.76	3	1,015.32
SUB TOTAL					**57,191.94**		**13,771.34**		**14,321.26**		**15,204.92**		**13,894.42**
GRAND TOTAL					**445,219.44**		**112,240.34**		**111,924.26**		**112,282.42**		**108,772.42**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CITY ACCOUNTANT 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	CD. Rewritable Sony	55.00	25	pc	1,375.00	5	275.00	20	1,100.00		-		-
2	Columnar notebook 3 cols.	30.00	2	pc	60.00	2	60.00		-		-		-
3	Cont. ink flow Brother	250.00	4	set	1,000.00	2	500.00		-	2	500.00		-
4	Cont. ink flow Canon	250.00	4	set	1,000.00	2	500.00		-	2	500.00		-
5	Continous form 1 ply 9-1/2x13	950.00	4	bx	3,800.00	1	950.00	1	950.00	1	950.00	1	950.00
6	Continous form 2 ply 9-1/2x13	1,400.00	4	bx	5,600.00	1	1,400.00	1	1,400.00	1	1,400.00	1	1,400.00
7	Cutter,paper 12"x15"	1,500.00	1	pc	1,500.00	1	1,500.00		-		-		-
8	Fax paper	75.00	4	rl	300.00	1	75.00	1	75.00	1	75.00	1	75.00
9	Folder hardbound w/ fastener	18.00	800	pc	14,400.00	150	2,700.00	200	3,600.00	200	3,600.00	250	4,500.00
10	Ink cart Canon 810 blk	975.00	5	cart	4,875.00	1	975.00	2	1,950.00	2	1,950.00		-
11	Ink cart Canon 811 colored	1,200.00	5	cart	6,000.00	1	1,200.00	2	2,400.00	2	2,400.00		-
12	Paper,bond Nappco long	250.00	80	ream	20,000.00	20	5,000.00	20	5,000.00	20	5,000.00	20	5,000.00
13	Paper,bond Nappco short	275.00	135	ream	37,125.00	30	8,250.00	35	9,625.00	35	9,625.00	35	9,625.00
14	Paste redstone	35.00	4	jars	140.00	1	35.00	1	35.00	1	35.00	1	35.00
15	Plastic twine	75.00	5	rl	375.00	2	150.00	1	75.00	1	75.00	1	75.00
16	Puncher h.d.	650.00	3	pc	1,950.00	3	1,950.00		-		-		-
17	Ribbon Lx 300 refill	75.00	60	rl	4,500.00	15	1,125.00	15	1,125.00	15	1,125.00	15	1,125.00
18	Rubber bond big	175.00	2	pck	350.00	1	175.00		-	1	175.00		-
19	Sign pen mygel blk 0.5	25.00	150	pc	3,750.00	40	1,000.00	40	1,000.00	40	1,000.00	30	750.00
20	Stapler w/ remover	295.00	3	pc	885.00	3	885.00		-		-		-
21	Toner ink 78A	6,000.00	9	cart	54,000.00	2	12,000.00	2	12,000.00	3	18,000.00	2	12,000.00
22	Toner- KM 2035(Philcopy)	8,500.00	8	pc	68,000.00	2	17,000.00	2	17,000.00	4	34,000.00		-
23	Trodat Acctg	950.00	1	pc	950.00	1	950.00		-		-		-
TOTAL					**231,935.00**		**58,655.00**		**57,335.00**		**80,410.00**		**35,535.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**				
Department/ Office: CITY ACCOUNTANT 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	INK CARTRIDGE, HP C9351AA (HP 21)	615.06	18		11,071.08	3	1,845.18	5	3,075.30	5	3,075.30	5	3,075.30	
2	INK CARTRIDGE, HP C9352AA (HP 22)	708.9	12		8,506.80	3	2,126.70	3	2,126.70	3	2,126.70	3	2,126.70	
3	Toner cartridge,HP CE285A	2655.06	5	cart	13,275.30	1	2,655.06	2	5,310.12	2	5,310.12		-	
SUB TOTAL					**32,853.18**		**6,626.94**		**10,512.12**		**10,512.12**		**5,202.00**	
GRAND TOTAL					**264,788.18**		**65,281.94**		**67,847.12**		**90,922.12**		**40,737.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CITY VETERINARIAN 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	Ballpen Panda blk	6.00	5	pc	30.00	1	6.00	2	12.00	1	6.00	1	6.00
2	Ballpen Pilot blk	24.00	7	pc	168.00	2	48.00	2	48.00	1	24.00	2	48.00
3	CD Recordable Single	55.00	80	pc	4,400.00	20	1,100.00	20	1,100.00	20	1,100.00	20	1,100.00
4	CD. Rewritable Sony	55.00	50	pc	2,750.00	10	550.00		-	20	1,100.00	20	1,100.00
5	Clip Buldog 3"	15.00	44	pc	660.00	12	180.00	12	180.00	10	150.00	10	150.00
6	Columnar pad 4 columns	30.00	13	pad	390.00	4	120.00	3	90.00	3	90.00	3	90.00
7	Correction fluid	35.00	11	btl	385.00	3	105.00	2	70.00	3	105.00	3	105.00
8	Correction pen Uni	125.00	21	pc	2,625.00	6	750.00	4	500.00	5	625.00	6	750.00
9	Cutter Maped	120.00	4	pc	480.00	1	120.00	1	120.00	1	120.00	1	120.00
10	Envelope brown short	2.00	80	pc	160.00	20	40.00	20	40.00	20	40.00	20	40.00
11	Envelope brown long	2.50	70	pc	175.00	20	50.00	20	50.00	15	37.50	15	37.50
12	Envelope plastic long thick w/ handle	75.00	24	pc	1,800.00	6	450.00	6	450.00	6	450.00	6	450.00
13	External hard drive 500 GB	4,950.00	4	pc	19,800.00	1	4,950.00	1	4,950.00	1	4,950.00	1	4,950.00
14	Fastener plastic	40.00	8	bx	320.00	2	80.00	2	80.00	2	80.00	2	80.00
15	Folder sliding clear plastic long	12.00	80	pc	960.00	20	240.00	20	240.00	20	240.00	20	240.00
16	Folder sliding clear plastic short	11.00	80	pc	880.00	20	220.00	20	220.00	20	220.00	20	220.00
17	Folder white long	4.50	115	pc	517.50	30	135.00	30	135.00	30	135.00	25	112.50
18	Folder white short	4.00	120	pc	480.00	30	120.00	30	120.00	30	120.00	30	120.00
19	Glue,Elmers big	175.00	4	btl	700.00	1	175.00	1	175.00	1	175.00	1	175.00
20	Index card 5 x 8	60.00	8	pck	480.00	2	120.00	2	120.00	2	120.00	2	120.00
21	Ink Black for Rubber Stamp	120.00	4	pc	480.00	1	120.00	1	120.00	1	120.00	1	120.00
22	Ink cart. Canon 40	1,180.00	14	cart	16,520.00	4	4,720.00	4	4,720.00	3	3,540.00	3	3,540.00
23	Ink cart. Canon 41	1,475.00	12	cart	17,700.00	3	4,425.00	3	4,425.00	3	4,425.00	3	4,425.00
24	Ink cart. Hp # 27	1,295.00	18	cart	23,310.00	3	3,885.00	5	6,475.00	5	6,475.00	5	6,475.00
SUB TOTAL					**96,170.50**		**22,709.00**		**24,440.00**		**24,447.50**		**24,574.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY VETERINARIAN 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**
25	Keyboard	650.00	1	pc	650.00	1	650.00		-		-		-
26	Marker for whiteboard blk	50.00	18	pc	900.00	6	300.00	5	250.00	3	150.00	4	200.00
27	Mouse	550.00	4	pc	2,200.00	1	550.00	1	550.00	1	550.00	1	550.00
28	Mouse pad w/ Arm Rest	75.00	4	roll	300.00	1	75.00	1	75.00	1	75.00	1	75.00
29	Notebook steno(Veco)	30.00	8	pc	240.00	2	60.00	2	60.00	2	60.00	2	60.00
30	Paper clip big	20.00	12	bx	240.00	3	60.00	3	60.00	3	60.00	3	60.00
31	Paper clip small	9.50	16	bx	152.00	4	38.00	4	38.00	4	38.00	4	38.00
32	Paper ,bond Paragon long	250.00	20	rm	5,000.00	4	1,000.00	6	1,500.00	4	1,000.00	6	1,500.00
33	Paper,bond Paragon short	225.00	18	rm	4,050.00	4	900.00	4	900.00	4	900.00	6	1,350.00
34	Paste redstone	35.00	4	jars	140.00	1	35.00	1	35.00	1	35.00	1	35.00
35	Pentel Pen Black	35.00	24	pc	840.00	6	210.00	6	210.00	6	210.00	6	210.00
36	Pencil Mongol	75.00	7	bx	525.00	4	300.00	1	75.00	1	75.00	1	75.00
37	Photo paper Veco short	150.00	4	pck	600.00	1	150.00	1	150.00	1	150.00	1	150.00
38	Puncher h.d.	650.00	3	pc	1,950.00	1	650.00	1	650.00		-	1	650.00
39	Record book 200pp	55.00	12	pc	660.00	3	165.00	3	165.00	3	165.00	3	165.00
40	Ruler 18"	45.00	12	pc	540.00	3	135.00	3	135.00	3	135.00	3	135.00
41	Scissor heavy duty	85.00	1	pair	85.00	1	85.00		-		-		-
42	Sharpener h.d.	450.00	1	pc	450.00	1	450.00		-		-		-
43	Sign pen Pilot blk	60.00	6	pc	360.00	3	180.00	1	60.00	1	60.00	1	60.00
44	Stamp pad small	45.00	4	pc	180.00	1	45.00	1	45.00	1	45.00	1	45.00
45	Staple wire	38.00	3	bx	114.00	3	114.00		-		-		-
46	Sticker Color Asstd.	50.00	15	pc	750.00	15	750.00		-		-		-
47	Tape doublesided tape # 1	30.00	12	rl	360.00	3	90.00	3	90.00	3	90.00	3	90.00
48	Tape masking # 2	45.00	12	RL	540.00	3	135.00	3	135.00	3	135.00	3	135.00
49	Tape Dispenser	140.00	4	pc	560.00	1	140.00	1	140.00	1	140.00	1	140.00
50	Tape packaging	45.00	12	rl	540.00	3	135.00	3	135.00	3	135.00	3	135.00
51	Tape transparent # 1	30.00	20	rl	600.00	5	150.00	5	150.00	5	150.00	5	150.00
52	Tape transparent 2	45.00	2	rl	90.00	2	90.00		-		-		-
SUB TOTAL					**23,616.00**		**7,642.00**		**5,608.00**		**4,358.00**		**6,008.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: CITY VETERINARIAN 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
53	Touch & Go	35.00	11	pc	385.00	3	105.00	3	105.00	3	105.00	2	70.00
54	USB 2 gig	450.00	11	pc	4,950.00	2	900.00	3	1,350.00	3	1,350.00	3	1,350.00
55	Wooden frame w/ glass 8 1/2 x 11	150.00	31	pc	4,650.00	8	1,200.00	8	1,200.00	7	1,050.00	8	1,200.00
56	Yellow pad	35.00	22	pad	770.00	6	210.00	6	210.00	6	210.00	4	140.00
SUB TOTAL					10,755.00		2,415.00		2,865.00		2,715.00		2,760.00
GRAND TOTAL					130,541.50		32,766.00		32,913.00		31,520.50		33,342.00

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: GENERAL SERVICES 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	Adaptor	75.00	10	pc	750.00	3	225.00	3	225.00	3	225.00	1	75.00
2	Ballpen HBW blck	5.00	400	pc	2,000.00	100	500.00	100	500.00	100	500.00	100	500.00
3	Ballpen HBW blue	5.00	300	pc	1,500.00	75	375.00	75	375.00	75	375.00	75	375.00
4	Ballpen HBW red	5.00	140	pc	700.00	35	175.00	35	175.00	35	175.00	35	175.00
5	Battery eveready 2A	40.00	36	pc	1,440.00	6	240.00	10	400.00	10	400.00	10	400.00
6	Brown Envelope long	2.50	400	pc	1,000.00	100	250.00	100	250.00	100	250.00	100	250.00
7	Brown Envelope short	2.00	400	pc	800.00	100	200.00	100	200.00	100	200.00	100	200.00
8	CD. Rewritable Sony	55.00	24	pc	1,320.00	6	330.00	6	330.00	6	330.00	6	330.00
9	Columnar notebook 10 cols.	30.00	40	pc	1,200.00	10	300.00	10	300.00	10	300.00	10	300.00
10	Correction pen Uni	125.00	96	pc	12,000.00	24	3,000.00	24	3,000.00	24	3,000.00	24	3,000.00
11	Correction tape (Whimper)	85.00	36	pc	3,060.00	12	1,020.00	8	680.00	8	680.00	8	680.00
12	Dater (2013 onwards)	145.00	12	pc	1,740.00	3	435.00	3	435.00	3	435.00	3	435.00
13	DTR	175.00	20	pck	3,500.00	5	875.00	5	875.00	5	875.00	5	875.00
14	Folder green pb w/fastener long	12.50	800	pc	10,000.00	200	2,500.00	200	2,500.00	200	2,500.00	200	2,500.00
15	Folder white long	4.50	1000	pc	4,500.00	250	1,125.00	250	1,125.00	250	1,125.00	250	1,125.00
16	Folder white short	4.00	1000	pc	4,000.00	250	1,000.00	250	1,000.00	250	1,000.00	250	1,000.00
17	Illustration board	75.00	12	pc	900.00	3	225.00	3	225.00	3	225.00	3	225.00
18	Ink cart. HP # 60 blk	885.00	28	cart	24,780.00	7	6,195.00	7	6,195.00	7	6,195.00	7	6,195.00
19	Ink cart. HP # 60 colored	1,050.00	28	cart	29,400.00	7	7,350.00	7	7,350.00	7	7,350.00	7	7,350.00
20	Ink cart. Canon 40	1,180.00	12	cart	14,160.00	3	3,540.00	3	3,540.00	3	3,540.00	3	3,540.00
21	Ink cart.Canon #41 colored	1,475.00	12	cart	17,700.00	3	4,425.00	3	4,425.00	3	4,425.00	3	4,425.00
22	Ink HP # 61 blk	795.00	24	cart	19,080.00	6	4,770.00	6	4,770.00	6	4,770.00	6	4,770.00
23	Ink HP # 61 colored	980.00	16	cart	15,680.00	4	3,920.00	4	3,920.00	4	3,920.00	4	3,920.00
SUB TOTAL					**171,210.00**		**42,975.00**		**42,795.00**		**42,795.00**		**42,645.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**							**Page ___1___of__3_____ pages**		
Department/ Office: GENERAL SERVICES 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**	
24	Marker pentelpen permanent blk broad	35.00	96	pc	3,360.00	24	840.00	24	840.00	24	840.00	24	840.00	
25	Mighty Bond	50.00	12	pc	600.00	3	150.00	3	150.00	3	150.00	3	150.00	
26	Mech. Pencil 0.5	175.00	6	pc	1,050.00	2	350.00	2	350.00	2	350.00		-	
27	Notebook steno(Veco)	30.00	100	pc	3,000.00	12	360.00	32	960.00	28	840.00	28	840.00	
28	Paint Marker White	120.00	24	pc	2,880.00	6	720.00	6	720.00	6	720.00	6	720.00	
29	Paper,bond hard copy long	250.00	72	rm	18,000.00	18	4,500.00	18	4,500.00	18	4,500.00	18	4,500.00	
30	Paper, bond hard copy short	225.00	80	rm	18,000.00	20	4,500.00	20	4,500.00	20	4,500.00	20	4,500.00	
31	Pilot Signpen V10 Grip blk	75.00	48	pc	3,600.00	12	900.00	12	900.00	12	900.00	12	900.00	
32	Post-it-note 3x3	50.00	36	pad	1,800.00	10	500.00	6	300.00	10	500.00	10	500.00	
33	Sharpener h.d.	450.00	6	pc	2,700.00	2	900.00	2	900.00		-	2	900.00	
34	Sign pen mygel blk 0.7	25.00	96	pc	2,400.00	24	600.00	24	600.00	24	600.00	24	600.00	
35	Staple remover	18.00	6	pc	108.00	2	36.00		-	2	36.00	2	36.00	
36	Stapler w/ remover	295.00	24	pc	7,080.00	6	1,770.00	6	1,770.00	6	1,770.00	6	1,770.00	
37	Toner 05A	5,500.00	8	cart	44,000.00	2	11,000.00	2	11,000.00	2	11,000.00	2	11,000.00	
38	Toner laserjet P1006	5,950.00	8	cart	47,600.00	2	11,900.00	2	11,900.00	2	11,900.00	2	11,900.00	
39	Toner laserjet P2015N	5,950.00	8	cart	47,600.00	2	11,900.00	2	11,900.00	2	11,900.00	2	11,900.00	
40	Toner Xerox Machine	5,000.00	4	pc	20,000.00	1	5,000.00	1	5,000.00	1	5,000.00	1	5,000.00	
41	Yellow pad	35.00	60	pad	2,100.00	15	525.00	15	525.00	15	525.00	15	525.00	
SUB TOTAL					**225,878.00**		**56,451.00**		**56,815.00**		**56,031.00**		**56,581.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: GENERAL SERVICES 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	Lead for mechanical pencil 0.5	11.44	12	tube	137.28	3	34.32	3	34.32	3	34.32	3	34.32
2	STAPLE WIRE, standard, #35	25.98	24		623.52	6	155.88	6	155.88	6	155.88	6	155.88
3	INK CARTRIDGE, HP CN692AA(HP 704) blk	338.44	12	cart	4,061.28	3	1,015.32	3	1,015.32	3	1,015.32	3	1,015.32
4	INK CARTRIDGE, HP CN693AA(HP 704) tri color	338.44	12	cart	4,061.28	3	1,015.32	3	1,015.32	3	1,015.32	3	1,015.32
SUB TOTAL					8,883.36		2,220.84		2,220.84		2,220.84		2,220.84
GRAND TOTAL					405,971.36		101,646.84		101,830.84		101,046.84		101,446.84

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: CITY MAYOR'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	Ballpen Fiber Castle blk	12.00	200	pc	2,400.00	50	600.00	50	600.00	50	600.00	50	600.00
2	Ballpen Fiber Castle red	12.00	200	pc	2,400.00	50	600.00	50	600.00	50	600.00	50	600.00
3	Ballpen HBW blck	5.00	120	pc	600.00	30	150.00	30	150.00	30	150.00	30	150.00
4	Ballpen Pilot blk	24.00	200	pc	4,800.00	50	1,200.00	50	1,200.00	50	1,200.00	50	1,200.00
5	Ballpen Pilot blue	24.00	200	pc	4,800.00	50	1,200.00	50	1,200.00	50	1,200.00	50	1,200.00
6	Cont.ink- Canon(R,Y,B,G)	1,000.00	48	pc	48,000.00	12	12,000.00	12	12,000.00	12	12,000.00	12	12,000.00
7	Cont.ink-EPSON L110(R,Y,B,G)	450.00	48	pc	21,600.00	12	5,400.00	12	5,400.00	12	5,400.00	12	5,400.00
8	Cont. Ink Conversion Kit	2,500.00	4	pc	10,000.00	1	2,500.00	1	2,500.00	1	2,500.00	1	2,500.00
9	Correction pen Uni	125.00	40	pc	5,000.00	10	1,250.00	10	1,250.00	10	1,250.00	10	1,250.00
10	Correction tape	85.00	24	pc	2,040.00	6	510.00	6	510.00	6	510.00	6	510.00
11	DTR	175.00	60	pck	10,500.00	15	2,625.00	15	2,625.00	15	2,625.00	15	2,625.00
12	Envelope brown short	2.00	400	pc	800.00	100	200.00	100	200.00	100	200.00	100	200.00
13	Envelope brown long	2.50	400	pc	1,000.00	100	250.00	100	250.00	100	250.00	100	250.00
14	Folder green pb w/fastener long	12.50	250	pc	3,125.00	63	787.50	62	775.00	63	787.50	62	775.00
15	Folder,pressboard,plain,short,100s/box	10.50	300	pck	3,150.00	75	787.50	75	787.50	75	787.50	75	787.50
16	Folder white long	4.50	200	pc	900.00	50	225.00	50	225.00	50	225.00	50	225.00
17	Folder white short	4.00	200	pc	800.00	50	200.00	50	200.00	50	200.00	50	200.00
18	Glue,Elmers big	175.00	20	btl	3,500.00	5	875.00	5	875.00	5	875.00	5	875.00
19	Ink cart Canon 810 blk	975.00	20	cart	19,500.00	5	4,875.00	5	4,875.00	5	4,875.00	5	4,875.00
20	Ink cart Canon 811 colored	1,200.00	20	cart	24,000.00	5	6,000.00	5	6,000.00	5	6,000.00	5	6,000.00
21	Ink Samsung ML1660	4,500.00	18	pc	81,000.00	5	22,500.00	4	18,000.00	5	22,500.00	4	18,000.00
22	Marker Stabilo green	35.00	4	box	140.00	1	35.00	1	35.00	1	35.00	1	35.00
23	Marker Stabilo orange	35.00	4	box	140.00	1	35.00	1	35.00	1	35.00	1	35.00
24	Marker for whiteboard blk	50.00	72	pc	3,600.00	18	900.00	18	900.00	18	900.00	18	900.00
SUB TOTAL					**253,795.00**		**65,705.00**		**61,192.50**		**65,705.00**		**61,192.50**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**								**Page ___1___of__3_____ pages**	
Department/ Office: CITY MAYOR'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**	
25	Paper Clip, Bulldog,large	15.00	50	pc	750.00	13	195.00	12	180.00	13	195.00	12	180.00	
26	Paper Clip,Buldog,medium	9.50	50	pc	475.00	13	123.50	12	114.00	13	123.50	12	114.00	
27	Paper Clip, Buldog,small	7.50	10	box	75.00	3	22.50	2	15.00	3	22.50	2	15.00	
28	Paper,bond long infinite	250.00	150	rm	37,500.00	38	9,500.00	37	9,250.00	38	9,500.00	37	9,250.00	
29	Paper,bond short Infinite	225.00	150	rm	33,750.00	38	8,550.00	37	8,325.00	38	8,550.00	37	8,325.00	
30	Paper,bond hard copy long	250.00	200	rm	50,000.00	50	12,500.00	50	12,500.00	50	12,500.00	50	12,500.00	
31	Paper, bond hard copy short	225.00	200	rm	45,000.00	50	11,250.00	50	11,250.00	50	11,250.00	50	11,250.00	
32	Paper,mimeo white wove short 1st class	135.00	40	rm	5,400.00	10	1,350.00	10	1,350.00	10	1,350.00	10	1,350.00	
33	Plastic cover gauge 6	1,500.00	1	rl	1,500.00	1	1,500.00		-		-		-	
34	Post-it-note 1x3	35.00	25	set	875.00	7	245.00	6	210.00	6	210.00	6	210.00	
35	Post-it-note 2x3	45.00	25	pad	1,125.00	7	315.00	6	270.00	6	270.00	6	270.00	
36	Post-it-note 3x3	50.00	25	pad	1,250.00	7	350.00	6	300.00	6	300.00	6	300.00	
37	Post it Note,plastic fir signature	160.00	25	set	4,000.00	7	1,120.00	6	960.00	6	960.00	6	960.00	
38	Puncher h.d.	650.00	4	pc	2,600.00	1	650.00	1	650.00	1	650.00	1	650.00	
39	Rainbow pad	45.00	40	pad	1,800.00	10	450.00	10	450.00	10	450.00	10	450.00	
40	Record book 200pp	55.00	2	pc	110.00	2	110.00		-		-		-	
41	Ruler,plastic,23in	60.00	6	pc	360.00	3	180.00		-	3	180.00		-	
42	Sign pen mygel blk 0.5	25.00	100	pc	2,500.00	25	625.00	25	625.00	25	625.00	25	625.00	
43	Sign pen-0.07	25.00	100	pc	2,500.00	25	625.00	25	625.00	25	625.00	25	625.00	
44	Sign Pen (Pilot Hi-Tech point V10 Grip Black)	75.00	100	pc	7,500.00	25	1,875.00	25	1,875.00	25	1,875.00	25	1,875.00	
45	Sticker paper long	44.75	20	pck	895.00	20	895.00		-		-		-	
46	Tape transparent # 1	30.00	3	rl	90.00	3	90.00		-		-		-	
47	Tape transparent 1/2	15.00	5	rl	75.00	5	75.00		-		-		-	
48	Transparent Tape, magic	195.00	3	rl	585.00	3	585.00		-		-		-	
49	Thumbtacks	10.00	4	box	40.00	1	10.00	1	10.00	1	10.00	1	10.00	
50	Toner NEO164 photocopier	4,950.00	8	pc	39,600.00	2	9,900.00	2	9,900.00	2	9,900.00	2	9,900.00	
51	USB 16 gig	1,200.00	3	pc	3,600.00	3	3,600.00		-		-		-	
52	Yellow pad	35.00	40	pad	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00	
SUB TOTAL					**245,355.00**		**67,041.00**		**59,209.00**		**59,896.00**		**59,209.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY MAYOR'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	BATTERY, size AA, alkaline, 2 pcs./packet	36.4	40	packt	1,456.00	10	364.00	10	364.00	10	364.00	10	364.00
2	BATTERY, size AAA, alkaline, 2 pcs./packet	14.56	40		582.40	10	145.60	10	145.60	10	145.60	10	145.60
3	CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	364	4		1,456.00	1	364.00	1	364.00	1	364.00	1	364.00
4	ENVELOPE, mailing white, 500s/box long	159.78	16		2,556.48	4	639.12	4	639.12	4	639.12	4	639.12
5	FOLDER, pressboard, plain, legal, 100s/box	851.64	300		255,492.00	75	63,873.00	75	63,873.00	75	63,873.00	75	63,873.00
6	Index tab,self adhesive	67.6	20		1,352.00	5	338.00	5	338.00	5	338.00	5	338.00
7	MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	49.56	40		1,982.40	10	495.60	10	495.60	10	495.60	10	495.60
8	MARKER, permanent, black	13.5	60		810.00	15	202.50	15	202.50	15	202.50	15	202.50
9	MARKER, permanent, blue	13.5	60		810.00	15	202.50	15	202.50	15	202.50	15	202.50
10	MARKER, permanent, red	13.5	60		810.00	15	202.50	15	202.50	15	202.50	15	202.50
11	NOTE BOOK, stenographer's, 40 leaves	7.49	40		299.60	10	74.90	10	74.90	10	74.90	10	74.90
12	Paper mimeo Whitewove,210mmx297mm (A4)	145.6	10	rm	1,456.00	10	1,456.00		-		-		-
13	PAPER FASTENER, for paper, metal, 50 sets/box	82.04	40		3,281.60	10	820.40	10	820.40	10	820.40	10	820.40
14	PAPER CLIP, gem type,jumbo, 48mm, 100s/box	15.6	40	box	624.00	10	156.00	10	156.00	10	156.00	10	156.00
15	PAPER CLIP, gem type, 32mm, 100s/box	8.84	40	box	353.60	10	88.40	10	88.40	10	88.40	10	88.40
16	PENCIL, lead, w/eraser, 0ne(1) dozen per box	24.89	50		1,244.50	13	323.57	12	298.68	13	323.57	12	298.68
17	PUSH PIN, flat head type, assorted colors, 100s/box	30	10		300.00	3	90.00	3	90.00	2	60.00	2	60.00
18	RECORD BOOK, 300 pages, smyth sewn	50.44	40	book	2,017.60	10	504.40	10	504.40	10	504.40	10	504.40
19	RECORD BOOK, 500 pages, smyth sewn	88.4	40	book	3,536.00	10	884.00	10	884.00	10	884.00	10	884.00
20	SIGN PEN, blue	41.48	40		1,659.20	10	414.80	10	414.80	10	414.80	10	414.80
21	SIGN PEN, red	41.48	40		1,659.20	10	414.80	10	414.80	10	414.80	10	414.80
22	STAMP PAD, felt pad, min 60mm x 100mm	24.96	8		199.68	2	49.92	2	49.92	2	49.92	2	49.92
23	STAPLE WIRE, standard, #35	25.98	100		2,598.00	25	649.50	25	649.50	25	649.50	25	649.50
24	TAPE, masking, 24mm, 50 meters length	41.60	16		665.60	4	166.40	4	166.40	4	166.40	4	166.40
25	TAPE, masking, 48mm, 50 meters length	83.82	20		1,676.40	5	419.10	5	419.10	5	419.10	5	419.10
26	TAPE, transparent, 24mm, 50 meters	10.87	20		217.40	5	54.35	5	54.35	5	54.35	5	54.35
27	TAPE, transparent, 48mm, 50 meters	20.38	20		407.60	5	101.90	5	101.90	5	101.90	5	101.90
SUB TOTAL					**289,503.26**		**73,495.26**		**72,014.37**		**72,009.26**		**71,984.37**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**						**Page ___1___of__3_____ pages**			
Department/ Office: CITY MAYOR'S OFFICE					**Regular**	**Contingency**		**Total**			**Date Submitted:**			
						D I S T R I B U T I O N								
Item No.	**Description**	**Unit Cost**	**Quantity**		**Total Cost**	**1st Quarter**		**2nd Quarter**		**3rd Quarter**		**4th Quarter**		
						Qty.	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**	**Qty.**	**Amount**	
28	SCISSORS, (6")	18.72	5	pair	93.60	5	93.60		-		-		-	
29	STAMPING DATER, self-inking stamp	436.80	3		1,310.40	3	1,310.40		-		-		-	
30	STAPLER, heavy duty, standard	162.84	3		488.52	3	488.52		-		-		-	
31	STAPLE REMOVER, twin jaws	19.64	3		58.92	3	58.92		-		-		-	
32	TAPE DISPENSER, heavy duty, for 24mm(1")	40.23	1		40.23	1	40.23		-		-		-	
SUB TOTAL					**1,991.67**		**1,991.67**		**-**		**-**		**-**	
GRAND TOTAL					**790,644.93**		**208,232.93**		**192,415.87**		**197,610.26**		**192,385.87**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY HEALTH 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	Ballpen blue Panda	6.00	270	pc	1,620.00	135	810.00		-		-	135	810.00
2	Ballpen Fiber Castle blk	12.00	303	pc	3,636.00	30	360.00	108	1,296.00		-	165	1,980.00
3	Ballpen Fiber Castle red	12.00	102	pc	1,224.00	15	180.00		-		-	87	1,044.00
4	Ballpen HBW blck	5.00	300	pc	1,500.00	100	500.00		-	100	500.00	100	500.00
5	Ballpen Panda blk	6.00	1,001	pc	6,006.00	425	2,550.00	216	1,296.00		-	360	2,160.00
6	Ballpen green Panda	6.00	205	pc	1,230.00	25	150.00	108	648.00		-	72	432.00
7	Ballpen red Panda	6.00	171	pc	1,026.00	6	36.00		-		-	165	990.00
8	Battery energizer AA 4's	175.00	119	cart	20,825.00	6	1,050.00	37	6,475.00		-	76	13,300.00
9	Battery energizer AAA 4's	175.00	118	cart	20,650.00	4	700.00	38	6,650.00		-	76	13,300.00
10	Book rack (blue)	120.00	1	pair	120.00	1	120.00		-		-		-
11	Carbon paper long	275.00	11	bx	3,025.00	3	825.00	6	1,650.00		-	2	550.00
12	Cartolina asstd.colors	6.00	12	pc	72.00	12	72.00		-		-		-
14	Clearbook filler 10's- Brand: Seagull	50.00	5	pc	250.00	5	250.00		-		-		-
15	Clearbook long blue-Brand:Seagull	165.00	30	pc	4,950.00	15	2,475.00	15	2,475.00		-		-
16	Clearbook long red-Brand:Seagull	165.00	18	pc	2,970.00	18	2,970.00		-		-		-
17	Clearbook short-Blue	75.00	5	pc	375.00	5	375.00		-		-		-
18	Clip board w/ cover	90.00	10	pc	900.00	10	900.00		-		-		-
19	Cont. ink flow Brother	250.00	15	set	3,750.00	1	250.00	6	1,500.00	1	250.00	7	1,750.00
20	Cont. ink flow Canon	250.00	2	set	500.00	1	250.00		-	1	250.00		-
21	Continous form 1 ply 9-1/2x13	950.00	2	bx	1,900.00	1	950.00		-	1	950.00		-
22	Corkboard 2 x 3	600.00	3	pc	1,800.00	1	600.00	2	1,200.00		-		-
23	Correction tape	85.00	127	pc	10,795.00	15	1,275.00		-	112	9,520.00		-
24	Data file box	120.00	2	pc	240.00	2	240.00		-		-		-
25	DTR	175.00	36	pck	6,300.00	9	1,575.00	9	1,575.00	9	1,575.00	9	1,575.00
TOTAL					**95,664.00**		**19,463.00**		**24,765.00**		**13,045.00**		**38,391.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY HEALTH 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**
26	Envelope brown short	2.00	100	pc	200.00	100	200.00		-		-		
27	Envelope brown long	2.50	1200	pc	3,000.00	1200	3,000.00		-		-		-
28	Envelope expanded long plastic	50.00	100	pc	5,000.00	100	5,000.00		-		-		-
29	Epson Stylus T13 ink-73N black	600.00	1	pc	600.00	1	600.00		-		-		-
30	Epson Stylus T13 ink-73N colored	600.00	1	pc	600.00	1	600.00		-		-		-
31	Eraser-rubber Steadler BIG	35.00	25	pc	875.00	25	875.00		-		-		-
32	Eraser whiteboard	25.00	2	pc	50.00	2	50.00		-		-		-
33	Folder sliding clear plastic long	12.00	15	pc	180.00	15	180.00		-		-		-
36	Folder white long	4.50	800	pc	3,600.00	300	1,350.00	500	2,250.00		-		-
37	Folder white short	4.00	400	pc	1,600.00	200	800.00	200	800.00		-		-
38	Glue,Elmers big	175.00	99	btl	17,325.00	11	1,925.00	88	15,400.00		-		-
39	HP Laser Jet Pro Toner 128A Black	3,800.00	4	pc	15,200.00	2	7,600.00		-	2	7,600.00		-
40	HP Laser Jet Pro Toner 128A Cyan	3,800.00	2	pc	7,600.00	1	3,800.00		-	1	3,800.00		-
41	HP Laser Jet Pro Toner 128A Magenta	3,800.00	2	pc	7,600.00	1	3,800.00		-	1	3,800.00		-
42	HP Laser Jet Pro Toner 128A Yellow	3,800.00	2	pc	7,600.00	1	3,800.00		-	1	3,800.00		-
43	Index card 5 x 8	60.00	1	pck	60.00	1	60.00		-		-		-
44	Index card box 5x8 Plastic	120.00	1	pc	120.00	1	120.00		-		-		-
45	Ink cart Canon 831	1,200.00	3	cart	3,600.00	3	3,600.00		-		-		-
46	Ink cart. HP # 60 blk	885.00	7	cart	6,195.00	2	1,770.00		-		-	5	-
47	Ink cart. HP # 60 colored	1,050.00	7	cart	7,350.00	2	2,100.00		-		-	5	4,425.00
48	Ink cart. Hp # 27	1,295.00	4	cart	5,180.00	2	2,590.00		-		-	2	5,250.00
49	Ink cart. Hp # 28	1,500.00	3	cart	4,500.00	1	1,500.00		-		-	2	2,590.00
50	Keyboard	650.00	2	pc	3,650.00	1	650.00		-		-	1	3,000.00
51	Konica Developer Toner Cartridge	3,750.00	2	pc	7,500.00	1	3,750.00		-	1	3,750.00		-
52	Magazine file box single (green) large	120.00	9	pc	1,080.00	9	1,080.00		-		-		-
53	Magazine file box double	250.00	10	pc	2,500.00	10	2,500.00		-		-		-
54	Marker pentelpen permanent blk	35.00	197	pc	6,895.00	158	5,530.00	39	1,365.00		-		-
55	Marker pentelpen permanent red	35.00	45	pc	350.00	10	350.00			35			
TOTAL					**120,010.00**		**59,180.00**		**19,815.00**		**22,750.00**		**15,265.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: CITY HEALTH 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
56	Metal dish tray (yellow and pink)	600.00	2	pc	1,200.00	2	1,200.00		-		-		-
57	Mouse	550.00	2	pc	1,100.00	1	550.00		-		-	1	550.00
58	Mouse pad	75.00	3	pc	225.00	2	150.00		-		-	1	75.00
59	Notebook Corona	60.00	103	pc	6,180.00	15	900.00	88	5,280.00		-		-
60	Notebook hard board cover(4x7)	95.00	87	pc	8,265.00	15	1,425.00		-		-	72	6,840.00
61	Paper clip big	20.00	7	bx	140.00	7	140.00		-		-		-
62	Paper clip small	9.50	102	bx	969.00	14	133.00	88	836.00		-		-
63	Paper,mimeo white wove long	145.00	6	rm	870.00	1	145.00		-		-	5	725.00
64	Paste redstone	35.00	94	jars	3,290.00	6	210.00	88	3,080.00		-		-
65	Pencil Mongol	75.00	2	bx	150.00	2	150.00		-		-		-
66	Permanent Marker black-Pilot REFILL	85.00	143	pc	12,155.00	11	935.00	34	2,890.00	28	2,380.00	70	5,950.00
67	Plastic fastener	40.00	102	box	4,080.00	14	560.00	88	3,520.00		-		-
68	Post-it-note 3x3 neon orange	45.00	102	pad	4,590.00	14	630.00	88	3,960.00		-		-
69	Post-it-note 4x4 neon green	60.00	1	pad	60.00	1	60.00		-		-		-
70	Post-it-note 4x4 neon orange	60.00	1	pad	60.00	1	60.00		-		-		-
71	Post-it-note 4x4 neon pink	60.00	1	pad	60.00	1	60.00		-		-		-
72	Push pin round head	45.00	9	box	405.00	9	405.00		-		-		-
73	Record book 300pp	75.00	5	pc	375.00	5	375.00		-		-		-
74	Ring binder 1	38.50	2	pc	77.00	2	77.00		-		-		-
75	Ring binder-Flexible cover	100.00	1	pc	100.00	1	100.00		-		-		-
76	Rugby	95.00	1	can	95.00	1	95.00		-		-		-
77	Ruler 12"	8.50	12	pc	102.00	12	102.00		-		-		-
78	Ruler 18"	45.00	65	pc	2,925.00	1	45.00		-		-	64	2,880.00
79	Sign pen mygel blk 0.7	25.00	533	pc	13,325.00	195	4,875.00	266	6,650.00		-	72	1,800.00
80	Sign pen mygel blue 0.5	25.00	102	pc	2,550.00	30	750.00		-		-	72	1,800.00
81	Sign pen mygel brown	25.00	76	pc	1,900.00	4	100.00		-		-	72	1,800.00
82	Sign pen mygel green	25.00	97	pc	2,425.00	25	625.00		-		-	72	1,800.00
TOTAL					**67,673.00**		**14,857.00**		**26,216.00**		**2,380.00**		**24,220.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY HEALTH 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**
83	Sign pen mygel orange	25.00	76	pc	1,900.00	4	100.00		-		-	72	1,800.00
84	Sign pen mygel pink	25.00	76	pc	1,900.00	4	100.00		-		-	72	1,800.00
85	Sign pen mygel red 0.5	25.00	98	pc	2,450.00	26	650.00		-		-	72	1,800.00
86	Sign pen mygel violet	25.00	81	pc	2,025.00	9	225.00		-		-	72	1,800.00
87	Sign pen Pilot blk	60.00	75	pc	4,500.00	75	4,500.00		-		-		-
88	Stabilo-Pink	35.00	10	pc	350.00	10	350.00		-		-		-
89	Stabilo-Yellow	35.00	1	pc	35.00	1	35.00		-		-		-
90	Tape doublesided tape # 1	30.00	27	rl	810.00	27	810.00		-		-		-
91	Tape masking # 1	30.00	3		90.00	3	90.00		-		-		-
92	Tape masking # 2	45.00	2	RL	90.00	2	90.00		-		-		-
93	Tape Dispenser	140.00	2	pc	280.00	2	280.00		-		-		-
94	Trodat-Name,3 layer small	360.00	17	pc	6,120.00	2	720.00		-		-	15	5,400.00
SUB TOTAL					**20,550.00**		**7,950.00**		**-**		**-**		**12,600.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**				
Department/ Office: CITY HEALTH 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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	4	pc	1,872.00	4	1,872.00		-		-		-	
2	MARKING PEN, whiteboard, black	15.08	39		588.12	39	588.12		-		-		-	
3	MARKING PEN, whiteboard, blue	15.08	4		60.32	4	60.32		-		-		-	
4	MARKING PEN, whiteboard, red	15.08	7		105.56	7	105.56		-		-		-	
5	RECORD BOOK, 300 pages, smyth sewn	50.44	5	book	252.20	5	252.20		-		-		-	
6	RECORD BOOK, 500 pages, smyth sewn	88.4	39	book	3,447.60	39	3,447.60		-		-		-	
7	STAPLE WIRE, standard, #35	25.98	56		1,454.88	1	25.98		-	55	1,428.90		-	
8	TAPE, transparent, 48mm, 50 meters	20.38	38		774.44	38	774.44		-		-		-	
					8,555.12		**7,126.22**		**-**		**1,428.90**		**-**	
TOTAL					**312,452.12**		**108,576.22**		**70,796.00**		**39,603.90**		**90,476.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: ABC					**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 Panda blk	6.00	100	pc	600.00	25	150.00	25	150.00	25	150.00	25	150.00
2	Ballpen Pilot blk	24.00	100	pc	2,400.00	25	600.00	25	600.00	25	600.00	25	600.00
3	Calculator 14 digits DW-120TV	1,250.00	3	pc	3,750.00	3	3,750.00		-		-		-
4	Cont. ink 101 blk	450.00	3	btl	1,350.00	3	1,350.00		-		-		-
5	Cont. ink 101 colored	450.00	2	btl	900.00	2	900.00		-		-		-
6	Correction tape	85.00	5	pc	425.00	5	425.00		-		-		-
7	cort board	1,200.00	2	pc	2,400.00	2	2,400.00		-		-		-
8	Folder green pb w/o fastener long	12.00	50	pc	600.00	50	600.00		-		-		-
9	Folder white long	4.50	200	pc	900.00	50	225.00	50	225.00	50	225.00	50	225.00
10	Folder white short	4.00	200	pc	800.00	50	200.00	50	200.00	50	200.00	50	200.00
11	Glue,Elmers big	175.00	8	btl	1,400.00	2	350.00	2	350.00	2	350.00	2	350.00
12	Marker Black Pilot	35.00	10	pc	350.00	3	105.00	2	70.00	3	105.00	2	70.00
13	Paper bond Long	250.00	20	rm	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
14	Paper bond short	225.00	20	rm	4,500.00	5	1,125.00	5	1,125.00	5	1,125.00	5	1,125.00
15	Plastic fastener	40.00	10	box	400.00	5	200.00		-	5	200.00		-
16	Record book 200pp	55.00	10	pc	550.00	2	110.00	3	165.00	2	110.00	3	165.00
17	Sign pen Pilot blk	60.00	8	pc	480.00	2	120.00	2	120.00	2	120.00	2	120.00
18	Stapler w/ remover	295.00	5	pc	1,475.00	5	1,475.00		-		-		-
19	Whiteboard (2.5ftx3ft)	1,050.00	2	pc	2,100.00	2	2,100.00		-		-		-
20	Yellow pad	35.00	15	pad	525.00	5	175.00		-	5	175.00	5	175.00
SUB TOTAL					**30,905.00**		**17,610.00**		**4,255.00**		**4,610.00**		**4,430.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: ABC					**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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468	9	pc	4,212.00	3	1,404.00	2	936.00	2	936.00	2	936.00
2	RECORD BOOK, 300 pages, smyth sewn	50.44	10	book	504.40	3	151.32	2	100.88	3	151.32	2	100.88
3	STAPLE WIRE, standard, #35	25.98	20		519.60	5	129.90	5	129.90	5	129.90	5	129.90
4	TAPE, transparent, 24mm, 50 meters	10.87	3		32.61	3	32.61		-		-		-
5	STAPLE REMOVER, twin jaws	19.64	5		98.20	5	98.20		-		-		-
SUB TOTAL					**5,366.81**		**1,816.03**		**1,166.78**		**1,217.22**		**1,166.78**
GRAND TOTAL					**36,271.81**		**19,426.03**		**5,421.78**		**5,827.22**		**5,596.78**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: MTCC					**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 Panda blk	6.00	320	pc	1,920.00	80	480.00	80	480.00	80	480.00	80	480.00
2	Correction fluid	35.00	160	btl	5,600.00	40	1,400.00	40	1,400.00	40	1,400.00	40	1,400.00
3	Epson Ribbon LQ-300+II(refill)	60.00	180	rl	10,800.00	45	2,700.00	45	2,700.00	45	2,700.00	45	2,700.00
4	Eraser rubber, staedler	25.00	180	pc	4,500.00	45	1,125.00	45	1,125.00	45	1,125.00	45	1,125.00
5	Paper, bond Nappco long	250.00	16	rm	4,000.00	4	1,000.00	4	1,000.00	4	1,000.00	4	1,000.00
6	Paper,bond Nappco short	275.00	16	rm	4,400.00	4	1,100.00	4	1,100.00	4	1,100.00	4	1,100.00
7	Pencil Mongol	75.00	60	bx	4,500.00	15	1,125.00	15	1,125.00	15	1,125.00	15	1,125.00
8	Sign pen mygel blk 0.5	25.00	195	pc	4,875.00	45	1,125.00	50	1,250.00	50	1,250.00	50	1,250.00
9	Stapler w/ remover	295.00	30	pc	8,850.00	6	1,770.00	8	2,360.00	8	2,360.00	8	2,360.00
10	Tape transparent # 1	30.00	80	rl	2,400.00	20	600.00	20	600.00	20	600.00	20	600.00
TOTAL					**51,845.00**		**12,425.00**		**13,140.00**		**13,140.00**		**13,140.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					Planned Amount					Page ___1___of__3____ pages			
Department/ Office: PUBLIC ATTORNEY'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	Sign pen Pilot blk	60.00	20	pc	1,200.00	5	300.00	5	300.00	5	300.00	5	300.00
2	Staple remover	18.00	2	pc	36.00	2	36.00		-		-		-
SUB TOTAL					1,236.00		336.00		300.00		300.00		300.00

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**							**Page ___1___of__3_____ pages**		
Department/ Office: PUBLIC ATTORNEY'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	FOLDER, tagboard, legal size, 100s/box	413.92	4		1,655.68	1	413.92	1	413.92	1	413.92	1	413.92	
2	PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	144.35	20		2,887.00	5	721.75	5	721.75	5	721.75	5	721.75	
3	PAPER, ruled pad,216mmx330mm, 90 sheets/pad	20.57	20		411.40	5	102.85	5	102.85	5	102.85	5	102.85	
4	PAPER FASTENER, for paper, metal, 50 sets/box	82.04	12		984.48	3	246.12	3	246.12	3	246.12	3	246.12	
5	STAPLE REMOVER, twin jaws	19.64	2		39.28	2	39.28		-		-		-	
6	PAPER, multicopy, legal, for laser printing	174.72	40		6,988.80	10	1,747.20	10	1,747.20	10	1,747.20	10	1,747.20	
7	INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	1177.08	8		9,416.64	2	2,354.16	2	2,354.16	2	2,354.16	2	2,354.16	
8	INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	706.86	4		2,827.44	1	706.86	1	706.86	1	706.86	1	706.86	
TOTAL					**25,210.72**		**6,332.14**		**6,292.86**		**6,292.86**		**6,292.86**	
GRAND TOTAL					**26,446.72**		**6,668.14**		**6,592.86**		**6,592.86**		**6,592.86**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CITY 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	Adding Machine Tape	80.00	50	pc	4,000.00	15	1,200.00	10	800.00	10	800.00	15	1,200.00
2	Adding Machine Ribbon	40.00	24	pc	960.00	8	320.00	4	160.00	4	160.00	8	320.00
3	Ballpen Leone red	15.00	25	pc	375.00	10	150.00	5	75.00	5	75.00	5	75.00
4	Ballpen Panda blk	6.00	50	pc	300.00	10	60.00	15	90.00	15	90.00	10	60.00
5	Barc Clip	100.00	24	pc	2,400.00	12	1,200.00		-		-	12	1,200.00
6	Calculator 14 digits DW-120TV	1,250.00	24	pc	30,000.00	10	12,500.00	6	7,500.00	4	5,000.00	4	5,000.00
7	Carbon paper long Club	600.00	10	bx	6,000.00	4	2,400.00	2	1,200.00	2	1,200.00	2	1,200.00
8	Columnar notebook 3 cols.	30.00	30	pc	900.00	10	300.00	8	240.00	6	180.00	6	180.00
9	Columnar worksheet pad 18 cols	75.00	24	pad	1,800.00	10	750.00	2	150.00	2	150.00	10	750.00
10	Continous form 1 ply 9-1/2x11	675.00	30	bx	20,250.00	10	6,750.00	5	3,375.00	5	3,375.00	10	6,750.00
11	Continous form 2 ply 9-1/2x11	850.00	30	bx	25,500.00	10	8,500.00	5	4,250.00	5	4,250.00	10	8,500.00
12	Correction pen Uni	125.00	300	pc	37,500.00	100	12,500.00	50	6,250.00	50	6,250.00	100	12,500.00
13	Developer cartridge Epson 521	7,800.00	8	pc	62,400.00	2	15,600.00	2	15,600.00	2	15,600.00	2	15,600.00
14	DTR	175.00	20	pck	3,500.00	10	1,750.00		-		-	10	1,750.00
15	Epson Developer Cartridge EPL 6200	4,800.00	12	pc	57,600.00	2	9,600.00	3	14,400.00	3	14,400.00	4	19,200.00
16	Epson Photo Conductor Unit	5,000.00	9	pc	45,000.00	5	25,000.00	1	5,000.00	1	5,000.00	2	10,000.00
17	Fastener plastic	40.00	38	bx	1,520.00	15	600.00	10	400.00	7	280.00	6	240.00
18	Fax paper	75.00	10	rl	750.00	4	300.00	2	150.00	1	75.00	3	225.00
19	Folder w/ fastener long	17.00	530	pc	9,010.00	150	2,550.00	100	1,700.00	140	2,380.00	140	2,380.00
20	Ink cart Canon 830	1,050.00	10	cart	10,500.00	2	2,100.00	2	2,100.00	2	2,100.00	4	4,200.00
21	Ink cart Canon 831	1,200.00	8	cart	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
22	Ink HP 678 blk	595.00	13	cart	7,735.00	4	2,380.00	3	1,785.00	3	1,785.00	3	1,785.00
23	Ink HP 678 colored	595.00	12	cart	77,355.00	3	1,785.00	3	1,785.00	3	1,785.00	3	1,785.00
24	Ink HP 85-A	4,800.00	60	cart	357,410.00	15	72,000.00	15	72,000.00	15	72,000.00	15	72,000.00
TOTAL					**772,365.00**		**182,695.00**		**141,410.00**		**139,335.00**		**169,300.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**									**Page ___1___of__3_____ pages**			
Department/ Office: CITY 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**				
25	Marker pentelpen permanent blk	35.00	106	pc	3,710.00	46	1,610.00	20	700.00	20	700.00	20	700.00				
26	Master roll for risograph	3,950.00	4	pc	15,800.00	1	3,950.00	1	3,950.00	1	3,950.00	1	3,950.00				
27	Mouse with USB Port	600.00	20	pc	12,000.00	5	3,000.00	5	3,000.00	5	3,000.00	5	3,000.00				
28	Paper clip big	20.00	120	bx	2,400.00	40	800.00	40	800.00	20	400.00	20	400.00				
29	Paper,bond hard copy long	250.00	80	rm	20,000.00	20	5,000.00	20	5,000.00	20	5,000.00	20	5,000.00				
30	Paper,mimeo white wove long	145.00	120	rm	17,400.00	120	17,400.00		-		-		-				
31	Paper,mimeo white wove short 1st class	135.00	400	rm	54,000.00	120	16,200.00	75	10,125.00	75	10,125.00	130	17,550.00				
32	Paste redstone	35.00	5	jars	175.00	5	175.00		-		-		-				
33	Pay Envelope Coin 8 and 1/2	275.00	100	bx	27,500.00	20	5,500.00	20	5,500.00	20	5,500.00	40	11,000.00				
34	Pencil Mongol	75.00	24	bx	1,800.00	6	450.00	6	450.00	6	450.00	6	450.00				
35	Pencil Sharpener	480.00	4	bx	1,920.00	2	960.00		-		-	2	960.00				
36	Record book 250 pp	60.00	59	book	3,540.00	19	1,140.00	10	600.00	10	600.00	20	1,200.00				
37	Ribbon 321 OKI microline	450.00	80	pc	36,000.00	20	9,000.00	20	9,000.00	20	9,000.00	20	9,000.00				
38	Ribbon for typewriter manual	25.00	20	spool	500.00	8	200.00	10	250.00		-	2	50.00				
39	Ribbon LX 300 Plus	280.00	60	pc	16,800.00	20	5,600.00	10	2,800.00	10	2,800.00	20	5,600.00				
40	Riso ink CR1630	2,500.00	8	pc	20,000.00	2	5,000.00	2	5,000.00	2	5,000.00	2	5,000.00				
41	Rubber bond big	175.00	60	pck	10,500.00	10	1,750.00	10	1,750.00	20	3,500.00	20	3,500.00				
42	Stamp pad big	175.00	8	pc	1,400.00	2	350.00	2	350.00	2	350.00	2	350.00				
43	Stamp pad ink blk	45.00	2	btl	90.00	1	45.00		-		-	1	45.00				
44	Stapler w/ remover	295.00	20	pc	5,900.00	10	2,950.00	5	1,475.00	3	885.00	2	590.00				
45	Toner HP12A	4,800.00	12	cart	57,600.00	4	19,200.00	2	9,600.00	2	9,600.00	4	19,200.00				
46	Toner ink 78A	6,000.00	6	cart	36,000.00	2	12,000.00	1	6,000.00	1	6,000.00	2	12,000.00				
47	Toner ink xerox	6,800.00	2	cart	13,600.00	2	13,600.00		-		-		-				
48	Trodat Self-Inking	950.00	8	pc	7,600.00	2	1,900.00	2	1,900.00	2	1,900.00	2	1,900.00				
49	USB Printer Cable	100.00	4	bx	400.00	2	200.00		-		-	2	200.00				
50	Yellow pad	35.00	34	pad	1,190.00	10	350.00	10	350.00	10	350.00	4	140.00				
					367,825.00		**128,330.00**		**68,600.00**		**69,110.00**		**101,785.00**				
GRAND TOTAL					**1,140,190.00**		**311,025.00**		**141,410.00**		**139,335.00**		**169,300.00**				

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CITY ENGINEER'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	Ballpen HBW blck	5.00	240	pc	1,200.00	240	1,200.00		-		-		-
2	Ink cart. Hp # 21	975.00	18	cart	17,550.00	5	4,875.00	5	4,875.00	4	3,900.00	4	3,900.00
3	Paper,mimeo white wove long	145.00	44	rm	6,380.00	11	1,595.00	11	1,595.00	11	1,595.00	11	1,595.00
4	Paper bond hard copy Long	250.00	200	rm	50,000.00	50	12,500.00	50	12,500.00	50	12,500.00	50	12,500.00
5	Paper bond hard copy short	225.00	200	rm	45,000.00	50	11,250.00	50	11,250.00	50	11,250.00	50	11,250.00
6	Pencil Mongol	75.00	20	bx	6,000.00	20	1,500.00	20	1,500.00	20	1,500.00	20	1,500.00
7	Record book 200pp	55.00	22	pc	1,210.00	7	385.00	5	275.00	5	275.00	5	275.00
8	Stapler w/ remover	295.00	2	pc	590.00	2	590.00		-		-		-
9	Tape transparent # 1	30.00	15	rl	450.00	15	450.00		-		-		-
10	Triangular scale	350.00	4	pc	1,400.00	4	1,400.00		-		-		-
SUB TOTAL					**129,780.00**		**35,745.00**		**31,995.00**		**31,020.00**		**31,020.00**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**				
Department/ Office: CITY ENGINEER'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	FLASH DRIVE, 4GB, USB 2.0, plug and play	292.08	12		3,504.96	12	3,504.96		-		-		-	
2	FOLDER, tagboard, legal size, 100s/box	413.92	1		413.92	1	413.92		-		-		-	
3	Paper mimeo Whitewove,210mmx297mm (A4)	145.60	20	rm	2,912.00	20	2,912.00		-		-		-	
4	RECORD BOOK, 300 pages, smyth sewn	50.44	5	book	252.20	5	252.20		-		-		-	
SUB TOTAL					**7,083.08**		**7,083.08**		**-**		**-**		**-**	
GRAND TOTAL					**136,863.08**		**42,828.08**		**31,995.00**		**31,020.00**		**31,020.00**	

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3____ pages**			
Department/ Office: CSWDO					**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 Panda blk	6.00	50	pc	300.00	50	300.00		-		-		-
2	Carbon paper long Club	600.00	4	bx	2,400.00	1	600.00	1	600.00	1	600.00	1	600.00
3	Correction pen Uni	125.00	30	pc	3,750.00	10	1,250.00	5	625.00	10	1,250.00	5	625.00
4	Envelope brown short	2.00	100	pc	200.00	50	100.00		-	50	100.00		-
5	Envelope brown long	2.50	100	pc	250.00	50	125.00		-	50	125.00		-
6	Folder white long	4.50	100	pc	450.00	100	450.00		-		-		-
7	Glue all purpose big	60.00	3	jar	180.00	1	60.00	1	60.00	1	60.00		-
8	Ink cart. HP # 60 colored	1,050.00	22	cart	23,100.00	7	7,350.00	7	7,350.00	5	5,250.00	3	3,150.00
9	Ink HP # 61 blk	795.00	20	cart	15,900.00	5	3,975.00	7	5,565.00	5	3,975.00	3	2,385.00
10	Ink HP # 61 colored	980.00	19	cart	18,620.00	5	4,900.00	7	6,860.00	4	3,920.00	3	2,940.00
11	Ink refill (blk,magenta,yellow,blue)	250.00	35	btl	8,750.00	10	2,500.00	10	2,500.00	11	2,750.00	4	1,000.00
12	Marker fluorescent stabilo	35.00	5	pc	175.00	5	175.00		-		-		-
13	Paper clip small	9.50	5	bx	47.50	2	19.00	1	9.50	1	9.50	1	9.50
14	Paper fastener plastic	40.00	2	bx	80.00	2	80.00		-		-		-
15	Paper ,bond Paragon long	250.00	29	rm	7,250.00	7	1,750.00	8	2,000.00	8	2,000.00	6	1,500.00
16	Paper,bond Paragon short	225.00	28	rm	6,300.00	6	1,350.00	8	1,800.00	8	1,800.00	6	1,350.00
17	Post-it-note 2x3	45.00	10	pad	450.00	10	450.00		-		-		-
18	Ribbon for typewriter manual	25.00	10	spool	250.00	2	50.00	3	75.00	3	75.00	2	50.00
19	Sign pen mygel blk 0.5	25.00	24	pc	600.00	24	600.00		-		-		-
20	Staple wire	38.00	6	bx	228.00	2	76.00	1	38.00	2	76.00	1	38.00
21	Tape masking # 2	45.00	1	RL	45.00	1	45.00		-		-		-
22	Tape transparent # 1	30.00	6	rl	180.00	2	60.00	1	30.00	2	60.00	1	30.00
SUB TOTAL					**89,505.50**		**26,265.00**		**27,512.50**		**22,050.50**		**13,677.50**

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

Prepared by: _____

(Head of Department/Office)

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2014

Province, City or Municipality :LIPA CITY GOVERNMENT

Plan Control No. _____					**Planned Amount**					**Page ___1___of__3_____ pages**			
Department/ Office: CSWDO					**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	FLASH DRIVE, 8GB, USB 2.0, plug and play	468.00	4	pc	1,872.00	1	468.00	1	468.00	1	468.00	1	468.00
2	RECORD BOOK, 300 pages, smyth sewn	50.44	30	book	1,513.20	15	756.60		-	15	756.60		-
3	INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	588.54	7	cart	4,119.78	7	4,119.78		-		-		-
4	INK CARTRIDGE, HP CN692AA(HP 704) blk	338.44	38	cart	12,860.72	8	2,707.52	10	3,384.40	10	3,384.40	10	3,384.40
5	INK CARTRIDGE, HP CN693AA(HP 704) tri color	338.44	24	cart	8,122.56	4	1,353.76	6	2,030.64	8	2,707.52	6	2,030.64
SUB TOTAL					**28,488.26**		**9,405.66**		**5,883.04**		**7,316.52**		**5,883.04**
GRAND TOTAL					**117,993.76**		**35,670.66**		**33,395.54**		**29,367.02**		**19,560.54**

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

Prepared by: _____

(Head of Department/Office)