

CITY OF NAGA

DEPT/OFFICE : Naga City Abattoir

FUNCTION/PROJECT/ACTIVITY

FUND: GENERAL

## ANNUAL PROCUREMENT PLAN

## OFFICE SUPPLIES

Quality	Unit	Item Description	Estimated Unit Cost	Estimated Target Cost	1st quarter	2nd quarter	3rd Quarter	4TH Quarter
pcs.	154	Ballpen	4.02	217.08	54.27	54.27	54.27	54.27
boxes	24	Staple wire	38.32	153.28	76.64		76.64	
boxes	12	paper Fashener	21.09	42.18	21.09		21.09	
boxes	12	Carbon paper	223.44	446.88	223.44		223.44	
rolls	14	Type writer ribbon	19.79	79.16	19.79	19.79	19.79	19.79
pcs.	20	Record Book 500 pp	48.40	919.60	242.00	242.00	242.00	193.60
pcs.	10	Record Book 500 pp	30.29	302.90	121.16	60.58	60.58	60.58
pcs.	25	Folder Long	3.36	84.00	21.00	21.00	21.00	21.00
pcs.	25	Folder Short	2.96	74.00	18.50	18.50	18.50	18.50
pcs.	1	Computer Ink	1,956.27	1,956.27		1,956.27		
box.	2	Stencil	483.87	967.74	483.87		483.87	
pcs.	2	Gestetner Ink # 217	220.00	240.00	240.00			
pcs.	4	Scotch Tape # 2	9.44	37.76	9.44	9.44	9.44	9.44
pcs.	4	Masking Tape	22.72	90.88	22.72	22.72	22.72	22.72
liters	12	Meat Ink	900.00	900.00	225.00	225.00	225.00	225.00
pcs.	4	Stamping pad	37.92	75.84	37.92		37.92	
pcs.	24	Pentel pen	32.44	129.76	64.88		64.88	
pcs.	24	Whiteboard Pen	46.06	184.24	92.12		92.12	
boxes	24	pencil	57.36	229.44	57.36	57.36	57.36	57.36
pcs.	4	Correction Fluid	21.61	86.44	86.44			
rims	20	white Waves Long S-18	131.27	2,625.40	656.35	656.35	656.35	656.35
rims	20	white Waves Short s-18	113.11	2,262.20	565.55	565.55	565.55	565.55
rims	26	Bookpaper Short S-20	149.72	898.32	299.44	149.72	299.44	149.72
rims	26	Bookpaper Long S-20	177.45	1,064.70	354.90	177.45	354.90	177.45
pcs.	(2)	puncher	129.94	259.88	259.88			
pad	25	Leave Form	79.60	398.00	159.20	79.60	79.60	79.60
pcs.	(4)	scissor	26.69	106.76	106.76			
pcs.	2	molar file	61.36	122.72	122.72			
pcs.	24	staple w/ remover	237.37	949.48	474.74		474.74	
pc.	(1)	USB	372.59	372.59	372.59			
				<b>16,277.50</b>	<b>5,489.77</b>	<b>4,315.60</b>	<b>4,161.20</b>	<b>2,310.93</b>

OTHER SUPPLIES EXPENSES								
Quantity	Unit	Description	Estimated Unit Cost	Estimated Target Cost	1st quarter	2nd quarter	3rd Quarter	4TH Quarter
unit	1	Printing Calculator Casio DR 1212 L	8,474.50	8,474.60	8,474.60			
pc.	1	Calculator 12 digits MS 270-TV	495.00	495.00	495.00			
unit	1	Electric Fan Rot-a-air	1,895.00	1,895.00	1,895.00			
pc.	1	clip board	30.85	30.85	30.85			
rolls	3	Ribbon for Printing Calculator	30.00	90.00	90.00			
rolls	6	roll paper for printing calculator	21.50	129.00	129.00			
pcs.	2	pail (big) black	68.00	136.00	136.00			
pcs.	25	Scotch Brite	28.00	700.00	700.00			
pcs.	50	Steel Wool	6.50	325.00	325.00			
bottle	<del>33</del>	Alcohol 500 ml Family	74.50	2,458.50	2,458.50			
pcs.	3	ballpen Organizer	95.00	285.00	285.00			
pcs.	<del>10</del>	Mop head	66.76	667.60	667.60			
pcs.	<del>4</del>	Mopholder	110.81	443.24	443.24			
pcs.	<del>4</del>	Soft Broom	74.56	298.24	298.24			
pcs.	<del>50</del>	Hardbroom	12.45	622.50	622.50			
pcs.	<del>4</del>	safeguard	21.91	107.64	107.64			
pcs.	<del>20</del>	Liquid Soap	30.95	619.00	619.00			
pcs.	<del>4</del>	Air Freshner	84.95	339.80	339.80			
pcs	1	molar file	61.36	61.36	61.36			
				18,178.33	18,178.33	13,773.89	13,773.89	13,773.89

Note : Other Supplies item will be progam 2nd, 3rd & 4th quarter as need arises