

**2012 ANNUAL PROCUREMENT PLAN**  
(From January-December 2012)

*Handwritten signature*  
2/1/12

Department: City Environment And Natural Resources Office

Targetted Results	PPAs	PROCUREMENTS				Fund Source (Acct. Name)
		Qty.	Unit	Description	Est. Unit Cost	
Administrative Support Services						
a) Issuances of Environmental Certifications and Permits		10	pcs.	Computer Ribbon (E.LX-300)	85.00	850.00
		4	box	Steadler Pen (HB)	90.00	360.00
		4	box	3 fly paper	315.00	1,260.00
b) Processing of payrolls, vouchers and various requisitions & payments of office and claims of ENRO Personnel		4	pcs.	Magic tape roll	15.00	60.00
		16	boxes	Paper Fastener metal w/ plastic coated	21.34	341.44
		5	10 pcs.	Correction Fluid (Touch & Go)	20.90	209.00
		3	1 tube	tracing paper 20x30 (70/75)	60.00	60.00
c) Office Reports & Communications (Reports & Communications from ENRO Office,		5	15 reams	Book Paper Long S-20	174.34	2,615.10
		15	reams	Book Paper Short S-20	150.14	2,252.10
		48	pcs	Ballpen HBW-2000	4.02	96.48
		1	2 set	Computer Ink Refill (EpsonT13) /	400.00	800.00
		6	5 pcs	Pentil pen (broad and fine)	25.00	125.00
		4	box	sign pen	85.00	340.00
		1	2 pcs	cutter	32.00	64.00
d) Complete Office Records are recorded and physically segregated and Filed ENRO		100	pcs.	Folder Long	3.16	316.00
		100	pcs.	Brown Envelope Long	1.36	136.00
		12	pcs.	1" Scatch Tape	8.00	96.00
		4	pcs.	Stabilo Pen	25	100.00
		1	pc	Point 1' Steadler Tech. Pen (1)	198. <sup>00</sup> 350	350.00
e) Daily Time Records of ENRO Personnel		200	pcs.	Bundy Card	1.18	236.00
		30	pcs.	Typewriter ribbon (Globian)	13.00	390.00
		10	pcs	Masking tape	2.50	25.00
		5	10 pad	Leave Form	78.00	780.00
		5	10 pcs	wyteboard pen	18.00	180.00
f) Instructional Materials used during the meetings of ENRO		24	pcs.	Manila Paper	2.24	53.76

TOTAL FUNDING REQUIRED .....

**12,095.88**

Prepared By:

*G. Manaoag*  
**GIRLIE O. MANAOG**  
STAFF

Noted By:

*Oscar P. Orozco*  
**OSCAR P. OROZCO**  
City ENRO

Approved by:

*John G. Bongat*  
**JOHN G. BONGAT**  
City Mayor

**2012 ANNUAL PROCUREMENT PLAN**  
(From January-December 2012)

Department: City Environment And Natural Resources Office

Targetted Results	PPAs	PROCUREMENTS					Fund Source (Acct. Name)
		Qty.	Unit	Description	Est. Unit Cost	Est. Total Cost	
Targetted Results	PPAs	PROCUREMENTS					Fund Source (Acct. Name)
		Qty.	Unit	Description	Est. Unit Cost	Est. Total Cost	
1) Attend Conferences, Trainings, Workshops and implemented improved policies and systems in City ENRO Programs.				Transportation Allowance & per diem of personnel concerned	19,000.00	19,000.00	
2) Training for Customers on the Environmental Programs				Meals & Snacks (40 participants)	3,000.00	3,000.00	
				Training Materials	10,000.00	10,000.00	
3) Repair and Maintenance of Office Equipment	Repair & Maintenance of Computer Hardwares/Softwares, Printer & Typewriters			Computer Hardwares/Softwares, Printer & Typewriters	3,000.00	3,000.00	
4) Repair and Maintenance of Machineries	Office Equipments Grasscutter & Chainsaw			Motor pump	65,000.00	65,000.00	
				Grasscutter & Chainsaw			
5) Other Maintenance & Operating Expenses	Office Eqpts.			Electrical, Aircon, Electric Fan	3,000.00	3,000.00	
<b>TOTAL FUNDING.....</b>						<b>103,000.00</b>	

Prepared By:

  
**GIRLIE O. MANAOG**  
Administrative Aide I

Noted By:

  
**OSCAR P. OROZCO**  
City ENRO

APPROVED:

  
**JOHN G. BONGAT**  
City Mayor






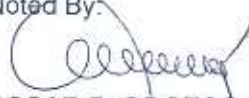
**2012 ANNUAL PROCUREMENT PLAN  
(January-December 2012)**

Department: City Environment And Natural Resources Office/ Watershed Management Division

Targetted Results	PPAs	Target Output	U R E M E N T S				Est. Unit Cost	Est. Total Cost
			Qty.	Unit	Description			
1. Well-trimmed trees at City Hall Compound, school campuses, parks and streets in Naga City	Trimming of trees at City Hall Cmpd., School Campuses, parks and streets in Naga City	3 Parks 27 school campuses City Hall Compound City Streets	1 10 5 2 4	set ltrs. pc. pcs. pcs.	Scientific Telescopic Pruner Regular Gasoline Chain Rounded File Sparkplug	55,000.00 45.00 1,000.00 100.00 70.00	55,000.00 450.00 5,000.00 200.00 280.00	
2. Grasscutting services provided along City Hall Compound, Center Islands, Parks, Public School Campuses and thoroughfares.	Grasscutting within City Hall compound, center islands, parks, public school campuses and thoroughfares	City Hall Compound 3 groups of center islands 2 Parks 15 School Campuses City Streets	1 5 6 5 2 3	unit ltrs. pcs. pcs. sets pcs.	Grasscutter Regular Gasoline Sparkplug Blades Grasscutter Gear Assembly Grinder	15,000.00 45.00 70.00 450.00 5,500.00 50.00	15,000.00 225.00 420.00 2,250.00 11,000.00 150.00	
3. ENRO Nursery, Center Islands, City Hall Cmpd., Panganiban Beautification Project and parks are maintained and improved.	Regular maintenance of center islands, city hall cmpd., Panganiban Beautification Project and ENRO City Nursery	2 City Nursery 3 groups of Center Islands 2 Parks	10 2 2 5 5 5 2	kgs. sets sets pcs. bags kgs. kgs. kgs.	Tie Wire Heavy Duty Wheelbarrow Rotary Aerial Sprinklers Rake Complete Fertilizers 14-14-14 Crop Giant (15-15-15) Crop Giant (19-19-30) Benlate Fungicide	18.00 1,400.00 1,000.00 400.00 1,500.00 200.00 200.00 700.00	180.00 2,800.00 2,000.00 2,000.00 7,500.00 1,000.00 1,000.00 1,400.00	
Sub-Total.....							107,855.00	

Prepared By:

  
**ANTONIO A. AÑONUEVO**  
Supervising Env't. Mgt. Specialist  
Watershed Mgt. Division

Noted By:  
  
**OSCAR P. OROZCO**  
City ENRO


APPROVED:  
  
**JOHN G. BONGAT**  
City Mayor

Targetted Results	PPAs	Target Output	PROCUREMENTS				
			Qty.	Unit	Description	Est. Unit Cost	Est. Total Cost
4. Potted ornamental plants and forest trees are produced	Production of potted forest trees and	Production of potted forest trees and	5	bags	Ammonium Sulfate (21-0-0)	800.00	4,000.00
	ornamental plants	ornamental plants	3	kgs.	Muriate Potash (0-0-60)	1,000.00	3,000.00
	at City ENRO	at City ENRO	5	pcks.	Size - 4x6 (1,000/pack)	300.00	1,500.00
	Nursery	Nursery	5	pcks.	Size - 6x10 (1,000/pack)	500.00	2,500.00
			5	pcks.	Size 12x12	600.00	3,000.00

Sub-Total..... 14,000.00

TOTAL FUNDING REQUIRED THIS QUARTER..... **121,855.00**

Prepared By:

  
**ANTONIO A. AÑONUEVO**  
 Supervising Env't. Mgt. Specialist  
 Watershed Mgt. Division

Noted By:

  
**OSCAR P. OROZCO**  
 City ENRO

APPROVED:

  
**JOHN G. BONGAT**  
 City Mayor