FDP Form 4b - Annual Procurement Plan or Procurement List, Summary

Summary by Office

Department	Head of Department / Office	Total Cost
MUNICIPAL MAYOR	TEDDY C. TUMANG	500,000.00
MUNICIPAL TREASURER	ANITA A. LAGMAN	580,000.00
MUNICIPAL BUDGET	ALICE A. REYES	115,000.00
MSWD	JEANETTE DS. LACSON	300,000.00
MPDC	MARLON M. MACABALI	150,000.00
HRMO	CHRISTOPHER TORRES	300,000.00
MUNICIPAL ASSESSOR	ANTONIO G. REYES	450,000.00
MUNICIPAL ACCOUNTING	PERLITA T. LAGMAN	150,000.00
MUNICIPAL AGRICULTURE	LAULY M. PINEDA	100,000.00
MUNICIPAL CIVIL REGISTRAR	ROSANA T. AGUAS	230,000.00
MUNICIPAL ENGINEER	JESUS S. PUNZALAN	250,000.00
MCH	DR. HILARIO JAMES M. CUNANAN JR.	2,200,000.00
MUNICIPAL LEGAL	ATTY. JUVY ANN ATINAJA	55,000.00
MHO	DR. HILARIO JAMES M. CUNANAN JR.	150,000.00
SANGGUNIANG BAYAN	JONATHAN R. PANGAN	400,000.00
GSO		800,000.00
		30,000.00

Prepared By:

ADONIS L. COSIO
Head, BAC Secretariat

Approved By:

TEDDY C. TUMANG
Local Chief Executive

Annual Supplies Procurement Program
by 2020

Provincial / City/Municipality: Municipality of Mexico
Fund Special Account:
Dept Office/Unit Municipal Mayor
Fund:

Item No. (1)	Particulars (2)	Cost					Allotment by Quarter							
		Quantity On Hand (3)	Unit	Proposed (4)	Unit (5)	Total	1st Quarter (7)		2nd Quarter (8)		3rd Quarter (9)		4th Quarter (10)	
1	Bond paper (long)		rms	500	208.00	104,000.00	500	104,000.00		-		-		-
2	Bond paper (short)		rms.	600	181.00	108,600.00	600	108,600.00		-		-		-
3	Bond Paper A3		rms.	12	338.50	4,062.00	12	4,062.00		-		-		-
4	Expanded Folder long (Green)		pcs.	450	3.95	1,777.50	450	1,777.50		-		-		-
5	Ballpen Blue (pilot)		bxs.	30	285.00	8,550.00	30	8,550.00		-		-		-
6	Ballpen Black (Pilot)		bxs.	50	285.00	14,250.00	50	14,250.00		-		-		-
7	Signpen (V10Grip)		bxs.	10	785.00	7,850.00	10	7,850.00		-		-		-
8	Staple Wire big		bxs.	45	46.00	2,070.00	45	2,070.00		-		-		-
9	Staple Wire Small#10		bxs.	5	35.20	176.00	5	176.00		-		-		-
10	Stabillo		pcs.	50	35.00	1,750.00	50	1,750.00		-		-		-
11	Stamp Pad		bxs.	10	51.70	517.00	10	517.00		-		-		-
12	Fastener Metal		bxs.	30	20.00	600.00	30	600.00		-		-		-
13	Fastener 8 1/2 size Plastic		bxs.	21	46.00	966.00	21	966.00		-		-		-
14	Scotch Tape 1"		pcs.	72	16.00	1,152.00	72	1,152.00		-		-		-
15	Masking tape1"		pcs.	35	34.00	1,190.00	35	1,190.00		-		-		-
16	Correction tape		pcs.	55	27.00	1,485.00	55	1,485.00		-		-		-
17	Rubber Band Small		bxs.	30	25.00	750.00	30	750.00		-		-		-
18	Permanent Marker Blue		pcs.	30	36.00	1,080.00	30	1,080.00		-		-		-
19	FLASH DRIVE (32,16,8GB)		pcs.	20	871.00	17,420.00	20	17,420.00		-		-		-
20	YELLOW PAPER		pads	20	20.00	400.00	20	400.00		-		-		-
21	DATER		pcs.	2	59.00	118.00	2	118.00				-		
				Totals		**278,763.50**		**278,763.50**		-				

Prepared by:

LEMEN C. SAMPANG
PRIVATE SECRETARY II

Recommended by:
BAC-TWG

Approved by:

TEDDY C. TUMANG
Municipal Mayor

Annual Supplies Procurement Program
by 2020

Provincial / City/Municipality: Municipality of Mexico
Fund Special Account:
Dept Office/Unit Municipal Mayor
Fund:

Item No. (1)	Particulars (2)	Cost					Allotment by Quarter							
		Quantity On Hand (3)	Unit	Proposed (4)	Unit (5)	Total	1st Quarter (7)		2nd Quarter (8)		3rd Quarter (9)		4th Quarter (10)	
22	WHITE ENVELOPE LONG		pcs.	405	0.70	283.50	405	283.50		-		-		-
23	PAPER CLIP BIG		bxs.	65	20.00	1,300.00	65	1,300.00		-		-		-
24	STICKER NOTE		pads	200	20.00	4,000.00	200	4,000.00		-		-		-
25	FABER CASTELL BALLPEN (BLUE)		pcs	25	12.00	300.00	25	300.00		-		-		-
26	FABER CASTELL BALLPEN (BLACK)		pcs	25	12.00	300.00	25	300.00		-		-		-
27	FABER CASTELL (RED)		pcs.	50	12.00	600.00	50	600.00		-		-		-
28	RUBBER BAND BIG		bxs.	4	225.00	900.00	4	900.00		-		-		-
29	PHOTO PAPER		pad	17	100.00	1,700.00	17	1,700.00		-		-		-
30	EXPANDED ENVELOPE		pcs	300	13.50	4,050.00	300	4,050.00		-		-		-
31	EXTERNAL HARD DISC 2 TB		pcs	1	6,199.25	6,199.25	1	6,199.25		-		-		-
32	PILOR PROJECTOR MARKER (THIN)		pcs	2	70.00	140.00	2	140.00		-		-		-
33	CLIP BACKFOLD 19MM		bxs.	5	25.00	125.00	5	125.00		-		-		-
34	CLIP BACKFOLD 32MM		bxs.	5	35.00	175.00	5	175.00		-		-		-
35	WHITE BOARD ERASER		pcs	4	5.00	20.00	4	20.00		-		-		-
36	EPSON 663 COLORED		btls	9	299.00	2,691.00	9	2,691.00		-		-		-
37	EPSON 664 COLORED		btls	9	299.00	2,691.00	9	2,691.00		-		-		-
38	COLORED BAND PAPER ASSORTED		pcs	3	395.00	1,185.00	3	1,185.00		-		-		-
39	BINDER CLIP		bxs	30	35.00	1,050.00	30	1,050.00		-		-		-
40	Stamp pad INK		btls	1	35.00	35.00	1	35.00		-		-		-
41	Permanent Marker Black		pcs	15	36.00	540.00	15	540.00		-		-		-
					TOTALS	**28,284.75**		**28,284.75**		**-**				

Prepared by:

LEMEN C. SAMPANG
PRIVATE SECRETARY II

Recommended by:
BAC-TWG

Approved by:

TEDDY C. TUMANG
Municipal Mayor

ANNUAL SUPPLIES P
By

Provincial / City / Municipality **MEXICO, PAMPANGA**
Fund / Special Account **GENERAL FUND**
Dept. / Office / Unit **MUNICIPAL TREASURER'S OFFIC**
Fund

Item No. (1)	Particulars (2)	C	
		Quantiy on Hand (3)	Proposed (4)
1	Cash Book		30
2	Check Booklet		100
3	Bond Paper (Long) / ream		100
4	Bond Paper (Short) / ream		70
5	Duct tape		10
6	Folder (Long) / piece		250
7	Business White Envelope		2
8	Carbon Paper Plastofoil (Long) / box		2
9	Faber Castell Ballpen (Blue/Black) / piece		200
10	Pilot Ballpen (Black/Blue)		100
11	Correction Tape / piece		50
12	Scissors (big)		10
13	Fastener (Plastic) / box		5
14	Rubber Band (small) / box		50
15	Paper Clip (big)		100
16	Cutter (heavy Duty)		10
17	Pilot G-2 Gel Ink 0.7		24
18	Pentel Pen Pilot (Black) / piece		10
19	USB (32GB) / piece		5
20	Stapler with remover		10
21	Staple Wire No. 35 / box		30
22	Staple Wire No. 23/13mm		30
23	Scotch Tape 1"		30
24	Tape Dispenser (Big)		5
25	Stamp Pad Ink		20
26	Masking Tape 1"		20
27	Calculator (12 digits)		10
28	Printer Ribbon LX-310		10
29	Printer Ribbon FX-2175		10

Item No. (1)	Particulars (2)	C	
		Quantiy on Hand (3)	Proposed (4)
30	Canon AC-312 Toner Cartridge		30
31	Epson 664 Ink Black		5
32	Epson 003 Ink Magenta		5
33	Epson 003 Ink Cyan		5

34	Epson 003 Ink yellow		5
35	Epson 003 Ink black		5
36	Canon 790 ink Black		5
37	Canon 790 Ink Cyan		5
38	Canon 790 Ink Yellow		5
39	Canon 790 Ink Magenta		5
40	Printed Forms - Report of Collections		60
	and Deposits		
41	Tax Register		50,000
42	Blank Forms (12.5 x 24 in)		10
43	Blank Forms (12.5 x 36 in)		10
44	Printed Forms - Requisition And Issue Slip		10
45	Printed Forms - Invoice and Receipt of		10
	Accountable Forms		
46	Sticker (Calibration)		2000
TOTAL			

PROCUREMENT PROGRAM
Year 2020

CE

Cost		Allotment by Quarter			
Unit	Total	1	2	3	4
(5)	(6)	(7)	(8)	(9)	(10)
288.00	9,504.00	4,752.00		4,752.00	
350.00	35,000.00	17,500.00		17,500.00	
274.50	27,450.00	13,725.00		13,725.00	
232.50	16,275.00	8,137.50		8,137.50	
255.00	2,550.00	1,275.00		1,275.00	
5.75	1,437.50	718.75		718.75	
499.25	998.50	499.25		499.25	
855.00	1,710.00	855.00		855.00	
13.75	2,750.00	1,375.00		1,375.00	
28.00	2,800.00	1,400.00		1,400.00	
39.00	1,950.00	975.00		975.00	
120.00	1,200.00	600.00		600.00	
39.00	195.00	117.00		78.00	
30.00	1,500.00	750.00		750.00	
11.50	1,150.00	575.00		575.00	
100.00	1,000.00	500.00		500.00	
67.50	1,620.00	810.00		810.00	
45.00	450.00	225.00		225.00	
500.00	2,500.00	1,250.00		1,250.00	
480.00	4,800.00	2,400.00		2,400.00	
57.00	1,710.00	855.00		855.00	
120.00	3,600.00	1,800.00		1,800.00	
30.00	900.00	450.00		450.00	
90.00	450.00	270.00		180.00	
40.00	800.00	400.00		400.00	
30.00	600.00	300.00		300.00	
500.00	5,000.00	2,500.00		2,500.00	
195.00	1,950.00	975.00		975.00	
480.00	4,800.00	2,400.00		2,400.00	

Cost		Allotment by Quarter			
Unit	Total	1	2	3	4
(5)	(6)	(7)	(8)	(9)	(10)
1,500.00	45,000.00	22,500.00		22,500.00	
400.00	2,000.00	1,000.00		1,000.00	
400.00	2,000.00	1,000.00		1,000.00	
400.00	2,000.00	1,000.00		1,000.00	

435.00	2,175.00	1,305.00		870.00	
435.00	2,175.00	1,305.00		870.00	
435.00	2,175.00	1,305.00		870.00	
435.00	2,175.00	1,305.00		870.00	
435.00	2,175.00	1,305.00		870.00	
435.00	2,175.00	1,305.00		870.00	
1,200.00	72,000.00	72,000.00			
5.00	250,000.00	250,000.00			
950.00	9,500.00	9,500.00			
980.00	9,800.00	9,800.00			
900.00	9,000.00	9,000.00			
900.00	9,000.00	9,000.00			
10.00	20,000.00	20,000.00			
	580,000.00	**481,019.50**	**-**	**98,980.50**	**-**

FORM NO. 7

ANNUAL SU

Province /City/Municipality: MEXICO
Fund/Special Account: General Fund
Dept./Office/Unit: Municipal Budget Office
Fund: 115,000.00

Item No.	Particulars	CC		
		Total Budget	Proposed	
	letterhead long	28,000.00	10	rms
	letterhead short	50,000.00	20	rms
	paper clip	825.00	11	bxs
	sign pen blue	1,625.00	5	bxs
	sign pen black	1,625.00	5	bxs
	pentel pen(black)	900.00	20	pcs
	Stapler with remover (Max)	4,800.00	12	pcs
	Plastofoil Carbon short (black)	1,100.00	2	packs
	Plastofoil Carbon long (black)	1,550.00	2	packs
	Staple wire	600.00	10	bxs
	correction pen	2,500.00	50	pcs
	Correction tape	4,000.00	10	bxs
	Envelope plain white Long	1,500.00	3	bxs
	Envelope plain white Short	1,500.00	3	bxs
	Highlighter pen(stabillo)	1,500.00	3	bxs
	Ruler	300.00	10	pcs
	Pencil	110.00	1	bx
	Adding Machine tape	2,400.00	6	packs
	Scissor	200.00	4	pcs
		105,035.00		

Prepared by:

ALICE A. REYES
Municipal Budget Officer

Noted by:

BAC/TWG

FORM NO. 7

ANNUAL SU

Province /City/Municipality: MEXICO
Fund/Special Account: General Fund

Dept./Office/Unit: Municipal Budget Office
Fund: 115,000.00

Item No.	Particulars	Total Budget	Proposed	CC
	Fastener	240.00	6	bxs
	Magazine Files	1,400.00	10	pcs
	Masking tape 1"	1,200.00	24	rolls
	Bond paper short	5,875.00	25	rms
	USB 8gb	300.00	1	pc
	Batteries (AAA)	450.00	10	pcs
	Glue	300.00	10	pcs
	Scotch Tape 1"	200.00	10	pcs
	Sub total page 2			
	Sub total page 1			
	Grand Total			

Prepared by:

ALICE A. REYES
Municipal Budget Officer

Noted by:

BAC/TWG

IPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2020

)ST		Allotment by Quarter		
Unit	Total	1	2	3
2,800.00	28,000.00	28,000.00	-	-
2,500.00	50,000.00	25,000.00	25,000.00	-
75.00	825.00	825.00	-	-
325.00	1,625.00	812.50	812.50	-
325.00	1,625.00	812.50	812.50	-
45.00	900.00	900.00	-	-
400.00	4,800.00	2,400.00	2,400.00	-
550.00	1,100.00	550.00	550.00	-
775.00	1,550.00	775.00	775.00	-
60.00	600.00	600.00	-	-
50.00	2,500.00	1,250.00	1,250.00	-
400.00	4,000.00	2,000.00	2,000.00	-
500.00	1,500.00	750.00	750.00	-
500.00	1,500.00	750.00	750.00	-
500.00	1,500.00	750.00	750.00	-
30.00	300.00	300.00	-	-
110.00	110.00	110.00	-	-
400.00	2,400.00	1,200.00	1,200.00	-
50.00	200.00	200.00	-	-
	105,035.00	67,985.00	37,050.00	-

Approved by:

TEDDY C. TUMANG
Municipal Mayor

IPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2020

)ST		Allotment by Quarter		
Unit	Total	1	2	3
40.00	240.00	240.00	-	-
140.00	1,400.00	700.00	700.00	-
50.00	1,200.00	1,200.00		-
235.00	5,875.00	5,875.00		-
300.00	300.00	300.00		-
45.00	450.00	450.00		-
30.00	300.00	150.00	150.00	
20.00	200.00	200.00	-	
	9,965.00	9,115.00	850.00	-
	105,035.00	67,985.00	37,050.00	-
	115,000.00	77,100.00	37,900.00	-

Approved by:

TEDDY C. TUMANG
Municipal Mayor

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LBE Form No. 7

Annual Supplies Procurement Program
By OFFICE 2020

Provincial/City/Municipality: MEXICO
Fund/Special Account:
Dept/Office/Unit:MSWD
Fund:

Item No. (1)	Particulars (2)	Cost					
		Quantity On Hand (3)	Proposed (4)		Unit (5)	Total (6)	1 (7)
1	Corona Bond Paper		100	ream	260.00	2,600.00	25
2	Corona Bond Paper (Short)		100	ream	240.00	24,000.00	25
3	Pilot Ballpen (Black)		40	boxes	200.00	8,000.00	10
4	White Envelope Long		1	box	300.00	300.00	1
5	Folder Long		800	pcs	11.00	8,800.00	200
6	Ink Black		4	bottles	1,500.00	6,000.00	2
7	Ink Colored		4	bottles	1,600.00	6,400.00	2
8	Staple Wire		40	bottles	35.00	1,400.00	10
9	Brown Envelope Long		500	pcs	2.00	1,000.00	250
10	Pencil Mongol #2		20	boxes	120.00	2,400.00	5
11	Correction Tape		80	pcs	50.00	4,000.00	20
12	Pilot Pentel Pen Black		30	pcs	80.00	2,400.00	7.5
13	White Board Marker		30	pcs	80.00	2,400.00	7.5
14	Yellow Paper		100	pads	60.00	6,000.00	25
15	Paste		12	pcs	60.00	720.00	3
16	Pilot Sign Pen		20	pcs	65.00	1,300.00	5
17	Scotch Tape		10	pcs	50.00	500.00	5
18	Stapler		20	pcs	500.00	10,000.00	5
19	Logbook		100	pcs	50.00	5,000.00	25
20	Tape Dispender		5	pcs	300.00	1,500.00	3
21	Stabillo		20	pcs	80.00	1,600.00	5
22	Steno Notebook		15	pcs	60.00	1,200.00	5
23	Paper Clip		27	boxes	10.00	270.00	13.5
24	Magazine File		40	pcs	150.00	6,000.00	10
25	USB Drive		20	pcs	500.00	10,000.00	5
26	Calculator		10	pcs	500.00	5,000.00	5
27	Cartridge HP 60		4	pcs	1,000.00	4,000.00	1
28	Cartridge Cannon Black		4	pcs	1,200.00	4,800.00	1
29	Sharpener		2	pcs	500.00	1,000.00	1
30	Fastener Plastic		20	boxes	50.00	1,000.00	5
31	Puncher Heavy Duty		5	pcs	300.00	1,500.00	3
32	Scissor		20	pcs	50.00	1,000.00	5
33	Ruler		10	pcs	15.00	150.00	5
34	Letterhead Long		32	ream	1,500.00	48,000.00	16
	TOTAL					**180,240.00**	

LBE Form No. 7

Annual Supplies Procurement Program
By OFFICE 2020

Provincial/City/Municipality: MEXICO
Fund/Special Account:
Dept/Office/Unit: MSWD.
Fund:

Item No. (1)	Particulars (2)	Cost				
		Quantity On Hand (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)
35	Letterhead Short		32 ream	1,300.00	41,600.00	
36	Ink Black Toner		20 bottles	1,500.00	30,000.00	
37	Janitorial Supplies				18,280.00	
	TOTAL				**89,880.00**	
	GRAND TOTAL					

Prepared by:

JEANETTE DS. LACSON
Dept./Office/Unit Head

Total	2 (8)	Total	3 (9)	Total	4 (10)	Total
6,500.00	25	6,500	25	6,500.00	25	6,500
6,000.00	25	6000	25	6,000.00	25	6000
2,000.00	10	2000	10	2,000.00	10	2000
300.00	0		0		0	
2,200.00	200	2200	200	2,200.00	200	2200
3,000.00	0		2	3,000.00	0	
3,200.00	0		2	3,200.00	0	
350.00	10	350	10	350.00	10	350
500.00	0		250	500.00	0	
600.00	5	600	5	600.00	5	600
1,000.00	20	1000	20	1,000.00	20	1000
600.00	7.5	600	7.5	600.00	7.5	600
600.00	7.5	600	7.5	600.00	7.5	600
1,500.00	25	1500	25	1,500.00	25	1500
180.00	3	180	3	180.00	3	180
325.00	5	325	5	325.00	5	325
250.00	0		5	250.00	0	
2,500.00	5	2500	5	2,500.00	5	2500
1,250.00	25	1250	25	1,250.00	25	1250
900.00	0		2	600	0	
400.00	5	400	5	400.00	5	400
300.00	5	300	5	300.00	5	300
135.00	0		13.5	135.00	0	
1,500.00	10	1500	10	1500	10	1500
2,500.00	5	2500	5	2,500.00	5	2500
2,500.00	0		5	2,500.00	0	
1,000.00	1	1000	1	1,000.00	1	1000
1,200.00	1	1200	1	1,200.00	1	1200
500.00	0		1	500.00	0	
250.00	5	250	5	250.00	5	250
900.00	0		2	600.00	0	
250.00	5	250	5	250.00	5	250
75.00	0		5	75.00	0	
24,000.00	0		16	24,000.00	0	
69,265.00		**33005**		**68,365.00**		**33005**

Total	2 (8)	Total	3 (9)	Total	4 (10)	Total
20,800.00				20,800.00		
7,500.00		7500		7,500.00		7500
4,570.00		4570		4,570.00		4570

Approved by:

TEDDY C. TUMANG
Municipal Mayor

112038
37962

LBE Form No. 7

Annual Supplies Procurement Program
By OFFICE 2020

Provincial/City/Municipality: MEXICO
Fund/Special Account:
Dept/Office/Unit: M.P.D.C.
Fund:

Item No. (1)	Particulars (2)	Cost					
		Quantity On Hand (3)	Proposed (4)		Unit (5)	Total (6)	1 (7)
1	Bond paper long		60	reams	230.00	13,800.00	30
2	Bond paper short		60	reams	210.00	12,600.00	40
3	Bond Paper A4		10	reams	220.00	2,200.00	7
4	Photo Paper		12	packs	100.00	1,200.00	8
5	Special Paper		20	packs	35.00	700.00	15
6	Sticky Note		5	pads	70.00	350.00	3
7	Ballpen (black)		150	pcs.	15.00	2,250.00	100
8	sign pen black .6		55	pcs.	40.00	2,200.00	40
9	PP Lever Arch File		50	pcs.	60.00	3,000.00	45
10	Pencil		5	box	75.00	375.00	4
11	Highlighter		10	pcs.	36.00	360.00	6
12	Pentel Pen		20	pcs.	30.00	600.00	15
13	White Board Marker		20	pcs.	55.00	1,100.00	15
14	White Board eraser		2	pcs.	35.00	70.00	1
15	Brown envelope short		30	pcs.	5.00	150.00	20
16	Brown envelope long		30	pcs.	6.00	180.00	20
17	White mail envelope long		100	pcs.	1.00	100.00	25
18	Expanding Folder		50	pcs.	30.00	1,500.00	30
19	Expanding Envelope		50	pcs.	20.00	1,000.00	30
20	White Board 24 x 36		1	pc.	1,200.00	1,200.00	1
21	Staple wire		15	bxs.	45.00	675.00	10
22	Cutter		3	pcs.	31.00	93.00	2
23	Ruler Steel		3	pcs.	95.00	285.00	3
24	Puncher heavy duty		1	pc.	960.00	960.00	1
25	Puncher Single Hole		2	pcs.	120.00	240.00	1
26	Batteries AA		50	pcs.	20.00	1,000.00	30
27	Batteries AAA		50	pcs.	20.00	1,000.00	30
28	bizhub 164 toner		6	pcs.	5,050.00	30,300.00	4
29	Computer Ink (black) refill		40	btls.	300.00	12,000.00	20
30	Computer Ink (Yellow) refill		20	btls.	300.00	6,000.00	15
31	Computer Ink (Magenta) refill		20	btls.	300.00	6,000.00	15
32	Computer Ink (Cyan) refill		20	btls.	300.00	6,000.00	15
33	Computer Ink (light cyan) refill		5	btls.	300.00	1,500.00	3
34	Computer Ink (light magenta) refill		5	btls.	300.00	1,500.00	3
	TOTAL					**112,488.00**	

LBE Form No. 7

Annual Supplies Procurement Program
By OFFICE 2020

Provincial/City/Municipality: MEXICO
Fund/Special Account:
Dept/Office/Unit: M.P.D.C.
Fund:

Item No. (1)	Particulars (2)	Quantity On Hand (3)	Cost Proposed (4)		Unit (5)	Total (6)	1 (7)
35	plastic cover		5	rolls	35.00	175.00	3
36	Stamp pad Ink		3	pcs.	35.00	105.00	2
37	Stamp Pad		3	pcs.	45.00	135.00	2
38	Push Pin		2	box	30.00	60.00	1
39	plastic ringbinder 1 inch dia		50	pcs.	30.00	1,500.00	40
40	binding cover long pvc clear		10	packs	90.00	900.00	5
41	Binder Clip big		50	pcs.	15.00	750.00	30
42	Mouse Pad		5	pcs.	35.00	175.00	3
43	CD-R		30	pcs.	15.00	450.00	20
44	DVD-R		30	pcs.	25.00	750.00	20
45	Air Freshener		40	btls.	180.00	7,200.00	20
46	trash bag		17	packs	150.00	2,550.00	10
47	dustpan		1	pcs.	75.00	75.00	1
48	broom		3	pcs.	144.00	432.00	2
49	alcohol		50	btls.	70.00	3,500.00	30
50	Multi purpose cleaner		5	btls.	160.00	800.00	3
51	Downy		200	pcs.	6.00	1,200.00	150
52	Tissue		30	bundle	240.00	7,200.00	20
53	packaging tape		10	pcs.	90.00	900.00	5
54	Double sided adhesive tape		10	pcs.	100.00	1,000.00	5
55	Double Sided tape		10	pcs.	79.00	790.00	5
56	Scotch tape		10	pcs.	35.00	350.00	5
57	Paper clip (big)		5	bxs.	34.00	170.00	3
58	Paper clip (small)		5	bxs.	29.00	145.00	3
59	correction tape		30	pcs.	50.00	1,500.00	15
60	external hard drive		2	pcs.	2,000.00	4,000.00	1
61	glue (roll on)		20	pcs.	35.00	700.00	10
	TOTAL					**37,512.00**	
	GRAND TOTAL					**150,000.00**	

Prepared by:

MARLON M. MACABALI
Dept./Office/Unit Head

Total	2		3	Total	4	Total
	(8)		(9)		(10)	
6,900.00	x	x	30	6,900.00	x	x
8,400.00	x	x	20	4,200.00	x	x
1,540.00	x	x	3	660.00	x	x
800.00	x	x	4	400.00	x	x
525.00	x	x	5	175.00	x	x
210.00	x	x	2	140.00	x	x
1,500.00	x	x	50	750.00	x	x
1,600.00	x	x	10	400.00	x	x
2,700.00	x	x	5	300.00	x	x
300.00	x	x	1	75.00	x	x
216.00	x	x	4	144.00	x	x
450.00	x	x	5	150.00	x	x
825.00	x	x	5	275.00	x	x
35.00	x	x	1	35.00	x	x
100.00	x	x	10	50.00	x	x
120.00	x	x	10	60.00	x	x
25.00	x	x	25	25.00	x	x
900.00	x	x	20	600.00	x	x
600.00	x	x	20	400.00	x	x
1,200.00	x	x	x	x	x	x
450.00	x	x	5	225.00	x	x
62.00	x	x	1	31.00	x	x
285.00	x	x	x	x	x	x
960.00	x	x	x	x	x	x
120.00	x	x	1	120.00	x	x
600.00	x	x	20	400.00	x	x
600.00	x	x	20	400.00	x	x
20,200.00	x	x	2	10,100.00	x	x
6,000.00	x	x	20	6,000.00	x	x
4,500.00	x	x	5	1,500.00	x	x
4,500.00	x	x	5	1,500.00	x	x
4,500.00	x	x	5	1,500.00	x	x
900.00	x	x	2	600.00	x	x
900.00	x	x	2	600.00	x	x
73,523.00				**38,715.00**		

Total	2 (8)	Total	3 (9)	Total	4 (10)	Total
105.00	x	x	2	70.00	x	x
70.00	x	x	1	35.00	x	x
90.00	x	x	1	45.00	x	x
30.00	x	x	1	30.00	x	x
1,200.00	x	x	10	300.00	x	x
450.00	x	x	5	450.00	x	x
450.00	x	x	20	300.00	x	x
105.00	x	x	2	70.00	x	x
300.00	x	x	10	150.00	x	x
500.00	x	x	10	250.00	x	x
3,600.00	x	x	20	3,600.00	x	x
1,500.00	x	x	7	1,050.00	x	x
75.00	x	x	x	x	x	x
288.00	x	x	1	144.00	x	x
2,100.00	x	x	20	1,400.00	x	x
480.00	x	x	2	320.00	x	x
900.00	x	x	50	300.00	x	x
4,800.00	x	x	10	2,400.00	x	x
450.00	x	x	5	450.00	x	x
500.00	x	x	5	500.00	x	x
395.00	x	x	5	395.00	x	x
175.00	x	x	5	175.00	x	x
102.00	x	x	2	68.00	x	x
87.00	x	x	2	58.00	x	x
750.00	x	x	15	750.00	x	x
2,000.00	x	x	1	2,000.00	x	x
350.00	x	x	10	350.00	x	x
21,852.00				**15,660.00**		

Approved by:

TEDDY C. TUMANG
Municipal Mayor

112038
37962

LBE Form No. 7

Annual Supplies Procurement Pro

by 2020

Provincial/City/Municipality: Municipality of Mexico

Fund/ Special Account: Special Account:

Dept/ Office/Unit Human Resource Mgmt. Office

Fund: 300,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit (5)
1	Bond paper (long)		125 rms	250.00
2	Bond paper (Short)		130 rms.	200.00
3	Bond paper (A4)		20 rms.	250.00
4	Staple wire Big		25 boxes	50.00
5	USB Flash Drive 32 gb		10 units	700.00
6	Scotch tape		60 rolls	20.00
7	Masking tape		20 rolls	30.00
8	Computer Ink (1000ml) (Black)		10 bottles	1,000.00
9	Computer Ink (1000 ml) (Cyan)		8 bottles	1,000.00
10	Computer Ink (1000 ml) (Yellow)		8 bottles	1,000.00
11	Computer Ink (1000 ml) (Magenta)		8 bottles	1,000.00
12	Expanded Folder Long (Green)		500 pcs.	25.00
13	Ballpen Black Pilot		10 boxes	300.00
14	Ballpen (Black) Panda		30 dozen	80.00
15	Pencil(Mongol)		12 boxes	100.00
16	Correction Tape		100 pcs	30.00
17	Fastener plastic Short		25 boxes	40.00
18	Fastener plastic Long 8 1/2		6 boxes	250.00
19	Brown Envelope (Short)		200 pcs	3.00
20	Brown envelope (long)		200 pcs	3.00
21	Brown Folder (long)		250 pcs	4.00
22	Brown Folder (short)		250 pcs.	3.50
23	Carbon Paper Long		2 packs	500.00

Prepared by: Recommenc

CHRISTOPHER A. TORRES **BAC-TWG**

Dept./Office/Unit Head

LBE Form No. 7

Annual Supplies Procurement Pro

by 2020

Provincial/City/Municipality: Municipality of Mexico

Fund/Special Account:

Dept./Office/Unit: Human Resource Mgmt. Office

Fund: P250,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit (5)
24	Highlighter Stabilo		25 pcs	40.00
25	Stapler (max) with staple remover		10 pcs.	400.00
26	Sign Pen (V10GRIP) black		15 boxes	800.00
27	Magazine Box		15 pcs	350.00
28	Yellow Pad Paper		30 pads	40.00
29	Calculator		8 pcs.	400.00
31	Filer		20 pcs	250.00
32	Eraser		24 pcs.	20.00
33	Stamp pad ink (Black)		10 bottles	40.00
34	Stamp pad ink (Red)		10 bottles	40.00
35	Stam pad Ink (Blue)		10 bottles	40.00
36	Permanent Marker Black		40 pcs	40.00
37	Sign Pen Black		10 boxes	300.00
38	Stamp Pad		10 pcs	60.00
39	Stamp (Received with Date)		6 pcs	600.00
40	Tape Dispenser		4 pcs	150.00
41	Binder Clips Medium 41mm		20 boxes	50.00
42	Binder Clips Medium 51mm		20 boxes	60.00
43	File Tray Organizer		4 pcs	500.00
44	ID Accessories (Ink and Cards)		10 boxes	5,000.00
45	Photo Paper		50 packs	100.00

Prepared by: Recommenc

CHRISTOPHER A. TORRES **BAC-TWG**

Dept./Office/Unit Head

LBE Form No. 7

Annual Supplies Procurement P
by 2020

Provincial/City/Municipality: Municipality of Mexico

Fund/Special Account:

Dept./Office/Unit: Human Resource Mgmt. Office

Fund: P250,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit (5)
46	Special Paper		120 packs	30.00
47	Sticker Note		20 packs	20.00
48	Sticker Paper		50 packs	50.00
49	Packaging Tape		20 pcs	50.00
50	Double Sided Tape		15 rolls	40.00

51	White Envelope Short		150 pcs	1.00
52	Mouse		6 pcs	300.00
53	Electric Blower		1 pc	1,375.00
54	Paper Shredder		1 pc	2,500.00
55	Ruler		6 pcs.	50.00
56	Dater		2 pcs	100.00
57	Lever Arch File (Blue)		20 pcs	250.00
58	Rubber Band Small		6 box	30.00
59	Rubber Band Big		5 box	250.00
60	Desktop Sharpener		2 pcs	300.00
61	Glue roll on		50 pcs	20.00
62	White Envelope Long		250 pcs	1.00
63	Paper Clip Small		20 boxes	10.00
64	Paper Clip Big		30 boxes	25.00
65	Puncher Heavy Duty		5 pcs.	500.00

Prepared by: Recommenc

CHRISTOPHER A. TORRES **BAC-TWG**

Dept./Office/Unit Head

LBE Form No. 7

Annual Supplies Procurement Pro

by 2020

Provincial/City/Municipality: Municipality of Mexico

Fund/ Special Account: Special Account:

Dept/ Office/Unit Human Resource Mgmt. Office

Fund: 300,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit (5)
66	Scissors		12 pcs	60.00
67	Correction Pen		6 pcs.	100.00
68	Elmer's Glue		20 pcs	50.00
69	Corrugated Box		25 pcs	150.00
70	Cork Board		4 pcs	500.00
71	Push Pins		100 pcs	100.00
72	Detergent powder		20 kls	80.00
73	Zonrox		20 btls	50.00
74	Alcohol		30 btls	100.00
75	Soap Bar		15 pcs	30.00
76	Mop		3 pcs	700.00
77	Broom		5 pcs	150.00
78	Dishwashing Liquid		20 bottles	80.00
79	Liquid Soap		20 btls	80.00

80	Trash Bag Big		40 packs	50.00
81	Sponge		30 pcs	15.00
82	Air Freshener		15 bottles	200.00
83	Insecticide		15 bottles	120.00
84	Trash Can		3 pcs	100.00
85	Dust pan		3 pcs	100.00
86	Glass Cleaner		6 pcs	120.00
87	Tissue		45 packs	180.00

TOTAL

Prepared by:

Recommenc

CHRISTOPHER A. TORRES
Dept./Office/Unit Head

BAC-TWG

ıgram

	Allotment by Quarter			
Total	1 (7)	2 (8)	3 (9)	4 (10)
31,250.00	15,625.00		15,625.00	
26,000.00	13,000.00		13,000.00	
5,000.00	5,000.00			
1,250.00		625.00		625.00
7,000.00	3,500.00		3,500.00	
1,200.00	600.00		600.00	
600.00	600.00			
10,000.00	5,000.00		5,000.00	
8,000.00	4,000.00		4,000.00	
8,000.00	4,000.00		4,000.00	
8,000.00	4,000.00		4,000.00	
12,500.00	6,250.00			6,250.00
3,000.00	1,500.00		1,500.00	
2,400.00	1,200.00		1,200.00	
1,200.00	600.00			600.00
3,000.00	1,500.00		1,500.00	
1,000.00	500.00		500.00	
1,500.00	750.00		750.00	
600.00	300.00		300.00	
600.00	300.00		300.00	
1,000.00	500.00		500.00	
875.00	875.00			
1,000.00	500.00		500.00	
134,975.00	**70,100.00**	**625.00**	**56,775.00**	**7,475.00**

ıled by: Approved by:

TEDDY C. TUMANG
Local Chief Executive

ıgram

	Allotment by Quarter			
Total (6)	1 (7)	2 (8)	3 (9)	4 (10)
1,000.00	500.00		500.00	
4,000.00	2,000.00		2,000.00	
12,000.00	6,000.00		6,000.00	
5,250.00	5,250.00			
1,200.00	1,200.00			
3,200.00	3,200.00			
5,000.00	5,000.00			
480.00	240.00		240.00	
400.00	200.00	200.00		
400.00	200.00	200.00		
400.00	200.00	200.00		
1,600.00	800.00		800.00	
3,000.00	1,500.00		1,500.00	
600.00	300.00		300.00	
3,600.00	3,600.00			
600.00	300.00		300.00	
1,000.00	500.00		500.00	
1,200.00	600.00		600.00	
2,000.00	2,000.00			
50,000.00		50,000.00		
5,000.00	2,500.00	2,500.00		
101,930.00	**36,090.00**	**53,100.00**	**12,740.00**	**0.00**

led by: Approved by:

TEDDY C. TUMANG
Local Chief Executive

Program

	Allotment by Quarter			
Total (6)	1 (7)	2 (8)	3 (9)	4 (10)
3,600.00	1,800.00		1,800.00	
400.00	200.00		200.00	
2,500.00	1,250.00		1,250.00	
1,000.00	500.00	500.00		
600.00	300.00	300.00		

150.00	75.00		75.00	
1,800.00	1,800.00			
1,375.00	1,375.00			
2,500.00	2,500.00			
300.00	150.00		150.00	
200.00	200.00			
5,000.00	2,500.00		2500	
180.00	180.00			
1,250.00	625.00		625.00	
600.00	600.00			
1,000.00	500.00		500.00	
250.00	250.00			
200.00	200.00			
750.00	750.00			
2,500.00	1,250.00		1,250.00	
26,155.00	**17,005.00**	**800.00**	**8,350.00**	**0.00**

led by: Approved by:

TEDDY C. TUMANG

Local Chief Executive

gram

	Allotment by Quarter			
Total	1 (7)	2 (8)	3 (9)	4 (10)
720.00	360.00		360.00	
600.00	300.00		300.00	
1,000.00	500.00		500.00	
3,750.00	3,750.00			
2,000.00	2,000.00			
100.00	100.00			
1,600.00	400.00	400.00	400.00	400.00
1,000.00	250.00	250.00	250.00	250.00
3,000.00	750.00	750.00	750.00	750.00
450.00	450.00			
2,100.00	2,100.00			
750.00	500.00		250.00	
1,600.00	800.00		800.00	
1,600.00	1,600.00			

2,000.00	1,000.00		1,000.00	
450.00	450.00			
3,000.00	1,500.00		1,500.00	
1,800.00	1,800.00			
300.00	300.00			
300.00	300.00			
720.00	720.00			
8,100.00	2,700.00	2,700.00	2,700.00	
36,940.00	**22,630.00**	**4,100.00**	**8,810.00**	**1,400.00**
300,000.00	**145,825.00**	**58,625.00**	**86,675.00**	**8,875.00**
			GRAND TOTAL	**300,000.00**

ıed by: Approved by:

TEDDY C. TUMANG
Local Chief Executive

LBE Form No. 7

Annual Supplies Procuremen
For the Year 2020

Municipality: **Mexico**
Fund/Special Account:
Department: **Office of the Municipal Assessor**
Fund: **Office Supplies / Php 450,000.00**

Item No	Particulars	Cost		
		Quantity On Hand	Proposed	Unit
(1)	(2)	(3)	(4)	(5)
1	Book Cover with Volt		350 pcs.	450.00
2	Record Book		100 books	110.00
3	Yellow Paper		20 pads	55.00
4	Bond Paper Short (Paper One)		250 rms.	235.00
5	Bond Paper Logn (Paper One)		150 rms.	275.00
6	A3 Bond Paper (Paper One)		5 rms.	550.00
7	Big Brown Envelope		300 pcs.	5.00
8	Short Brown Envelope		100 pcs.	4.00
9	Long White Folder		300 pcs.	6.00
10	Short White Folder		100 pcs.	5.00
11	Expanded Long Folder		100 pcs.	24.00
12	Business White Envelope		5 boxes	300.00
13	Pilot Ballpen (Black, Blue, Red)		30 boxes	300.00
14	Pilot Pentel Pen (Flat/Pointed)		30 pcs.	60.00
15	Mongol Pencil		12 boxes	120.00
16	Energel .7 Ball Metal Point Sign Pen Black		15 boxes	1,000.00
17	Pilot Sign Pen .7 Blue		6 boxes	650.00
18	Stabillo		30 pcs.	68.00
19	Tech Pen 1.2 and 1.0		6 pcs.	850.00
	Sub-Total			

Prepared by:

ANTONIO G. REYES
Municipal Assessor

Recommended by:

BAC-TWG

LBE Form No. 7

Annual Supplies Procurement Pro
For the Year 2020

Municipality: **Mexico**
Fund/Special Account:

Department: **Office of the Municipal Assessor**
Fund: **Office Supplies / Php 450,000.00**

Item	Particu	Cost		
		Quantity On Hand	Proposed	Unit
(1)	(2)	(3)	(4)	(5)
20	Staedler Rubber Eraser		6 pcs.	80.00
21	Epson Printer Ink		150 btls.	325.00
22	Toner- Tas Alfa 1800 (Kyocera Photocopy Machine		3 boxes	7,000.00
23	Glue Roll On		24 pcs.	25.00
24	Double Sided Tape		12 rolls	40.00
25	Scotch Tape "1"		30 rolls	18.00
26	Masking Tape "1"		10 rolls	36.00
27	Dack Tape "4"		10 rolls	400.00
28	Packaging Tape "2"		5 rolls	80.00
29	External Hard Drive 1TB		2 unit	3,200.00
30	USB Flash Drive 32gb		5 pcs.	960.00
31	Keyboard		10 pcs.	450.00
32	Mouse		10 pcs.	400.00
33	Calculator		6 unit	410.00
34	Tape Dispenser		5 pcs.	90.00
35	Sharpener		3 pcs.	350.00
36	Heavy Duty Puncher		3 pcs.	420.00
37	Stapler with Remover		10 pcs.	480.00
Sub-Total				

Prepared by: **Recommended by:**

ANTONIO G. REYES **BAC-TWG**
Municipal Assessor

LBE Form No. 7

Annual Supplies Procurement Pro
For the Year 2020

Municipality: **Mexico**
Fund/Special Account:
Department: **Office of the Municipal Assessor**
Fund: **Office Supplies / Php 450,000.00**

Item	Particu	Cost		
		Quantity On Hand	Proposed	Unit

(1)	(2)	(3)	(4)	(5)
38	Stapler Wire (No. 35 / 5000 stapler)		30 boxes	60.00
39	Paper Clip Big		20 boxes	27.00
40	Paper Clip Small		30 boxes	12.00
41	Correction Tape		30 rolls	36.00
42	Water Based Correction Fluid		10 btls.	36.00
43	Sharpener		3 unit	375.00
44	Cutter Big		12 pcs.	25.00
45	Rubber Bond Pioneer (Big)		20 boxes	230.00
46	Rubber Bond Small		20 boxes	50.00
47	Stamp Pad		3 pcs.	70.00
48	Stamp Pad Ink		5 btls.	50.00
49	Rubber Stamp		10 pcs.	300.00
50	Dater with Received		3 pcs.	950.00
51	Orion Ruler		5 pcs.	35.00
52	Pair of Scissor		6 pcs.	53.00
53	Magazine Box		10 box	150.00
54	2 Layer Filing Tray		3 pcs.	270.00
55	Walking Meter		1 unit	2,000.00
56	Binder Clip 1-5/8"		2 box	400.00
Sub-Total				

Prepared by: **Recommended by:**

ANTONIO G. REYES **BAC-TWG**

Municipal Assessor

LBE Form No. 7

Annual Supplies Procurement Pro
For the Year 2020

Municipality: **Mexico**

Fund/Special Account:

Department: **Office of the Municipal Assessor**

Fund: **Office Supplies / Php 450,000.00**

Item	Particu	Cost		
		Quantity On Hand	Proposed	Unit
(1)	(2)	(3)	(4)	(5)
57	Binder Clip 1-1/4"		2 box	350.00
58	Binder Clip Small Colored		3 box	300.00

	Sub-Total			

Prepared by: **Recommended by:**

ANTONIO G. REYES **BAC-TWG**

Municipal Assessor

ıt Program

	Allotment Quarter				
Total	**1**	**2**	**3**	**4**	
(6)	**(7)**	**(8)**	**(9)**	**(10)**	
157,500.00	67,500.00		45,000.00	45,000.00	157,500.00
11,000.00		11,000.00			11,000.00
1,100.00	1,100.00				1,100.00
58,750.00	58,750.00				58,750.00
41,250.00	41,250.00				41,250.00
2,750.00	2,750.00				2,750.00
1,500.00	1,500.00				1,500.00
400.00	400.00				400.00
1,800.00	1,800.00				1,800.00
500.00	500.00				500.00
2,400.00	2,400.00				2,400.00
1,500.00	900.00		600.00		1,500.00
9,000.00	6,000.00		3,000.00		9,000.00
1,800.00	1,800.00				1,800.00
1,440.00	1,440.00				1,440.00
15,000.00	10,000.00		5,000.00		15,000.00
3,900.00	1,950.00			1,950.00	3,900.00
2,040.00		2,040.00			2,040.00
5,100.00	5,100.00		-	-	5,100.00
318,730.00	**205,140.00**	**13,040.00**	**53,600.00**	**46,950.00**	318,730.00

Approved by:

TEDDY C. TUMANG
Municipal Mayor

gram

Allotment Quarter					
Total	**1**	**2**	**3**	**4**	
(6)	**(7)**	**(8)**	**(9)**	**(10)**	-
318,730.00	**205,140.00**	**13,040.00**	**53,600.00**	**46,950.00**	318,730.00
480.00		480.00			480.00
48,750.00	16,250.00	16,250.00		16,250.00	48,750.00
21,000.00	7,000.00	7,000.00	7,000.00		21,000.00
600.00	600.00				600.00
480.00	240.00		240.00		480.00
540.00	180.00	180.00	180.00		540.00
360.00		360.00			360.00
4,000.00	2,000.00		2,000.00		4,000.00
400.00		400.00			400.00
6,400.00	6,400.00				6,400.00
4,800.00	4,800.00				4,800.00
4,500.00	2,250.00		2,250.00		4,500.00
4,000.00	2,000.00		2,000.00		4,000.00
2,460.00	820.00		820.00	820.00	2,460.00
450.00	450.00				450.00
1,050.00	1,050.00				1,050.00
1,260.00	1,260.00				1,260.00
4,800.00	4,800.00				4,800.00
425,060.00	**255,240.00**	**37,710.00**	**68,090.00**	**64,020.00**	

Approved by:

TEDDY C. TUMANG
Municipal Mayor

gram

Allotment Quarter				
Total	**1**	**2**	**3**	**4**

(6)	(7)	(8)	(9)	(10)	
425,060.00	**255,240.00**	**37,710.00**	**68,090.00**	**64,020.00**	**425,060.00**
1,800.00	1,800.00				1,800.00
540.00	540.00				540.00
360.00	360.00				360.00
1,080.00		1,080.00			1,080.00
360.00	360.00				360.00
1,125.00		1,125.00			1,125.00
300.00	150.00		150.00		300.00
4,600.00	2,300.00		2,300.00		4,600.00
1,000.00	500.00		500.00		1,000.00
210.00	70.00		70.00	70.00	210.00
250.00	150.00		100.00		250.00
3,000.00	900.00		2,100.00		3,000.00
2,850.00	2,850.00				2,850.00
175.00		175.00			175.00
318.00	318.00				318.00
1,500.00		1,500.00			1,500.00
810.00		810.00			810.00
2,000.00	2,000.00				2,000.00
800.00	800.00				800.00
448,138.00	**268,338.00**	**42,400.00**	**73,310.00**	**64,090.00**	**448,138.00**

Approved by:

TEDDY C. TUMANG
Municipal Mayor

gram

Allotment Quarter					
Total	**1**	**2**	**3**	**4**	
(6)	**(7)**	**(8)**	**(9)**	**(10)**	
448,138.00	**268,338.00**	**42,400.00**	**73,310.00**	**64,090.00**	**448,138.00**
700.00	700.00				700.00
900.00	900.00				900.00

449,738.00	**269,938.00**	**42,400.00**	**41,373.00**	**115,418.00**	**449,738.00**

Approved by:

TEDDY C. TUMANG
Municipal Mayor

MUNICIPALITY OF MEXICO
FUND/SPECIAL ACCOUNT: OFFICE SUPPLIES
DEPT./OFFICE /UNIT: OFFICE OF THE MUNICIPAL ACCOUNTANT
FUND: php 150,000.00

			Cost		
Item no.	Particulars	Quantity on Hand	**Proposed**	**Unit of Measurement**	**Unit Price**
1	2	3	4		5
1	Bond paper long		50	pcs.	215.25
2	Bond paper short		100	ream	194.50
3	Bond Paper A3		50	ream	386.00
4	Calculator TX-1210- HI II 12 digits		4	pc	450.00
5	Canon Cartridge G series black		2	pc	2,300.00
6	Canon Cartridge G series colored		2	pc	2,300.00
7	Cartridge 704 Black		30	pcs.	800.00
8	Heavy duty sharpener XL		4	pcs.	390.00
9	Puncher 75 XL		2	pcs.	1,250.00
10	Masking /Packing tape		50	roll	30.00
11	Ruler	Metal 40 inches	1	pc	550.00
12	Cutter big		10	pc	85.00
13	Ruler	metal 12 inches	20	pc	150.00
14	Fastener Plastic 70mm 8 1/2		50	box	269.00
15	Fastener metal		20	bxs	120.00
16	Pentel pen Broad (black)		20	pc	70.00
17	Pentel pen fine point (black)		20	pc	70.00
18	Mongol pencil "2" x12		20	box	99.00
19	Ballpen (black)		51	pc	10.50
20	Correction tape		50	pc	34.50
21	Scissor		20	pc	55.00
22	Flash drive 32gb		10	pc	480.00
23	Mouse & keyboard wireless		5	pcs.	765.00
24	Glue with sponge tip		48	pc	13.50
25	Record book 500 leaves		57	pc	102.00
26	Scotch tape "1"		50	pc	18.00
27	Usb hub		10	pc	525.00
28	Ink	GI-790 (BLK)135ml	20	*pc*	435.00
29	Dater stamp	w/ receive	10	*pc*	80.00
30	Folder long (assorted color)		8	pack	100.00
31					
32					
33					

34					
35					
36					
	Contingency:	1,645.00			
	T O T A L				

Prepared by:

PERLITA T. LAGMAN
Municipal Accountant

Recommended by:

ANNUAL PROCUREMENT PLAN

By: Year 2020

	Allotment by Quarter					
Total	**1st**		**2nd**		**3rd**	
6	7		8		9	
10,762.50	10	4,305.00	20	4,305.00	10	2,152.50
19,450.00	20	3,845.00	30	5,835.00	20	3,890.00
19,300.00	10	3,860.00	10	3,860.00	20	7,720.00
1,800.00	2	900.00		-	2	900.00
4,600.00	1	2,300.00		-	1	2,300.00
4,600.00	1	2,300.00		-		-
24,000.00	10	8,000.00	10	8,000.00	5	4,000.00
1,560.00	2	780.00		-		-
2,500.00	1	1,250.00		-	1	1,250.00
1,500.00	10	300.00	20	600.00	20	600.00
550.00	1	550.00		-		-
850.00		-	5	425.00	5	425.00
3,000.00		-	10	1,500.00	5	750.00
13,450.00	20	5,380.00	10	2,690.00	10	2,690.00
2,400.00		-		-		-
1,400.00	10	700.00		-	10	700.00
1,400.00		-	10	700.00	10	700.00
1,980.00		-	10	990.00		-
535.50	10	105.00	10	105.00		-
1,725.00	20	690.00	20	690.00	10	345.00
1,100.00		-	10	550.00	10	550.00
4,800.00		-	5	2,400.00		-
3,825.00		-		-	5	3,825.00
648.00		-	20	270.00	10	135.00
5,814.00	10	1,020.00	10	1,020.00	20	2,040.00
900.00		-	20	360.00	20	360.00
5,250.00		-	5	2,625.00	5	2,625.00
8,700.00		-		-		-
800.00		-	5	400.00	5	400.00
800.00		-	5	500.00		-
		-		-		-
		-		-		-
		-		-		-

		-		-		-
		-		-		-
		-		-		-
150,000.00		36,285.00		37,825.00		38,357.50

Approved by:

BAC TWG

TEDDY C. TUMANG
Municipal Mayor

4th	
10	
10	2,152.50
30	5,835.00
10	3,860.00
	-
	-
	-
5	4,000.00
2	780.00
	-
	-
	-
	-
5	750.00
10	2,690.00
10	1,200.00
	-
5	350.00
10	990.00
20	210.00
	-
	-
5	2,400.00
	-
20	270.00
10	1,020.00
10	180.00
	-
20	8,700.00
	-
5	500.00
	-
	-
	-

	-
	-
	-
	35,887.50

FORM NO. 7

ANNUAL SUPPLIES PROCUREM
BUDGET YEAR 20

Province /City/Municipality: MEXICO
Fund/Special Account: GENERAL FUND
Dept./Office/Unit: Office Of the Municipal Agriculturist
Fund: 100,000.00

Item No.	Particulars	COST		
		Total Budget	Proposed	Unit
		100,000.00		
1	Bond paper long	20,616.75	99 reams	208.25
2	Bond paper short	18,042.75	99 reams	182.25
3	A4 Bond Paper	440.00	2 reams	220.00
4	Correction tape	2,025.00	75PCS	27.00
5	Correction Fluid	2,025.00	75 pcs	27.00
6	Scotch Tape	320.00	20 pcs	16.00
7	Ballpen black	3,551.80	301 boxes	11.80
8	Ballpen blue	1,180.00	100 boxes	11.80
9	signpen 0.5 black	2,850.00	10 boxes	285.00
10	pentel pen black	1,750.00	50 boxes	35.20
11	ink black (epson 6641)	14,950.00	50 btls	299.00
12	ink colored (epson 6642,6643 & 6644)	14,950.00	50 btls	299.00
13	brown envelope long	1,426.00	775 pcs	1.84
14	brown envelope short	1,426.00	775 pcs	1.84
15	staple wire	874.00	19 boxes	46.00
16	wifi usb lan	4575.00	5 pcs	915.00
17	pencil	4,300.00	50 boxes	86.00
18	filling tray 2 layer	795	3 pcs	265.00
19	magazine box	2125	25 pcs	85
20	brown folder long	1,778.00	508 pcs	3.5
21				
22				
	TOTAL	100,000.30		

Prepared by:

CRISANTO S. EVENGELISTA
Municipal Agriculturist

Noted by:

BAC/TWG

IENT PROGRAM
20

	Allotment by Quarter			
Total	1	2	3	4
20,616.75	5,154.19	5,154.19	5,154.19	5,154.19
18,042.75	4,510.69	4,510.69	4,510.69	4,510.69
440.00	440.00	440.00		
2,025.00	1,012.50	1,012.50		
2,025.00	1,012.50	1,012.50		
320.00	160.00	160.00		
3,551.80	1,775.90	1,775.90		
1,180.00	590.00	590.00		
2,850.00	1,425.00	1,425.00		
1,750.00	875.00	875.00		
14,950.00	7,475.00	7,475.00		
14,950.00	7,475.00	7,475.00		
1,426.00	713.00	713.00		
1,426.00	713.00	713.00		
874.00	437.00	437.00		
4,575.00	2,287.50	2,287.50		
4,300.00	2,150.00	2,150.00		
795.00	397.50	397.50		
2125	1,062.50	1062.5		
1778	889.00	889		
100,000.30	40,555.28	40,555.28	9,664.88	9,664.88

Approved by:

TEDDY C. TUMANG
Municipal Mayor

LBE Form No. 7

Annual Supplies Procurement Program
By 2020

Provincial/City/Municipality: Mexico, Pampanga
Fund/Special Account: General Funds
Dept./Office/Unit: Municipal Civil Registrar
Fund: OFFICE SUPPLIES

Item No. (1)	Particulars (2)	Cost			
		Quantity On Hand (3)	Proposed (4)	Unit (5)	Total (6)
1	Ceritificate of Live Birth		40	240 /pad	9,600.00
2	Certificate of Marriage		30	240 /pad	7,200.00
3	Certificate of Death		30	240 /pad	7,200.00
4	Application for Marriage License		30	296 /pad	8,880.00
5	Book Binder		3	3000 /bk	9,000.00
6	Bond paper Short paper One		50	232.5 /rm	11,625.00
7	Bond Paper Long Paper One		45	274.5 /rm	12,352.50
8	Ballpen faber castell black		20	162 /dz	3,240.00
9	Ballpen panda black,.red		80	162 /dz	12,960.00
10	Sign Pen.05		20	356 /bx	7,120.00
11	Typerwriter Ribbon		40	28 /pc	1,120.00
12	Folder Long		800	6 /pc	4,800.00
13	Fastener Plastic		10	42 /bx	420.00
14	Correction Tape		80	35 /pc	2,800.00
15	Stapler Big with remover\		5	480 /pc	2,400.00
16	Staple Wire No.35		40	57 /bx	2,280.00
17	Cable Spiral Wrap		10	150 pc	1,500.00
18	Pentel Pen		40	60 /pc	2,400.00
19	Envelope Long		200	3 /pc	600.00
					107,497.50

Recommended by:

ROSANA T. AGUAS
Dept./Office/Unit Head

BAC-TWG

LBE Form No. 7

Annual Supplies Procurement Program

By 2020

Provincial/City/Municipality: Mexico, Pampanga
Fund/Special Account: General Funds
Dept./Office/Unit: Municipal Civil Registrar
Fund: OFFICE SUPPLIES

Item No. (1)	Particulars (2)	Cost			
		Quantity On Hand (3)	Proposed (4)	Unit (5)	Total (6)
20	Rubberband Arrow		3	230 /bx	690.00
21	Stamp Pad		8	68 /pc	544.00
22	Stamp Pad Ink blue and black		16	50 /btl	800.00
23	Paper Clip		60	27 /bx	1,620.00
24	Record Book 500p		10	105 /pc	1,050.00
25	Puncher Heavy Duty		1	430 /pc	430.00
26	Magazine Box		20	135 /pc	2,700.00
27	Mouse		2	235 /pc	470.00
28	Bottle Ink Epson Tricolor 664		36	395 /btl	14,220.00
29	Bottle Ink Epson Black 664		32	395 /btl	12,640.00
30	Keyboard		2	525 /pc	1,050.00
31	Epson No. 003 Tricolor		48	400 /pc	19,200.00
32	Epson No. 003 Black		36	355 /pc	12,780.00
33	Catridge No. 98		16	1100 /pc	17,600.00
34	Cartridge No. 88		16	880 /pc	14,080.00
35	Calculator		2	405 /pc	810.00
					208,181.50

Recommended by:

RO ROSANA T. AGUAS
Dept./Office/Unit Head

BAC-TWG

LBE Form No. 7

Annual Supplies Procurement Program
By 2020

Provincial/City/Municipality: Mexico, Pampanga

Fund/Special Account: General Funds
Dept./Office/Unit: Municipal Civil Registrar
Fund: OFFICE SUPPLIES

Item No. (1)	Particulars (2)	Cost			
		Quantity On Hand (3)	Proposed (4)	Unit (5)	Total (6)
36	Sharpener		1	290 /pc	290.00
37	Pencil Mongol No. 2		20	110 /bx	2,200.00
38	Glue Roll On		20	30 /pc	600.00
39	Scotch Tape 1 inch		5	30 /pc	150.00
40	Mouse Pad		8	25 /pc	200.00
41	Flash drive 32gb		7	485 /pc	3,395.00
42	Flash Drive 16gb		8	320 /pc	2,560.00
43	Duct Tape 48mm. 2 inches		8	260 /pc	2,080.00
44	Dater		4	68 /pc	272.00
45	Scoth Tape 2 inches		10	60 /pc	600.00
46	Folder Short		150	5 /pc	750.00
47	Brown Envelope Short		100	2 /pc	200.00
48	Rubber Eraser		15	53 /pc	795.00
49	Chicago Screw 2in		300	15 /pc	4,500.00
50	Binder Clip		15	25 /pc	375.00
51	Stabilo		20	68 /pc	1,360.00
52	Scissors Big		15	90 /pc	1,350.00
					229,858.50

Recommended by:

ROSANA T. AGUAS
Dept./Office/Unit Head

BAC-TWG

Allotment by Quarter			
1 (7)	2 (8)	3 (9)	4 (10)
4,800.00		4,800.00	
4,800.00		2,400.00	-
4,800.00		2,400.00	-
5,920.00		2,960.00	-
-	9,000.00	-	-
5,812.50	-	5,812.50	-
5,490.00	-	5,490.00	1,372.50
1,620.00		1,620.00	
6,480.00		6,480.00	
3,560.00	3,560.00	-	-
280.00	280.00	280.00	280.00
1,200.00	1,200.00	1,200.00	1,200.00
210.00		210.00	-
1,400.00		1,400.00	-
	2,400.00		
570.00	570.00	570.00	570.00
1,500.00			
1,200.00		1,200.00	-
150.00	150.00	150.00	150.00
49,792.50	**17,160.00**	**36,972.50**	**3,572.50**

Approved by:

TEDDY C. TUMANG
Local Chief Executive

Allotment by Quarter			
1 (7)	2 (8)	3 (9)	4 (10)
690.00			
272.00		272.00	-
400.00		400.00	-
405.00	405.00	405.00	405.00
-	1,050.00	-	-
-	430.00	-	-
1,350.00		1,350.00	
470.00	-	-	-
7,110.00		7,110.00	
6,320.00		6,320.00	-
525.00		-	525.00
9,600.00		9,600.00	
6,390.00		6,390.00	-
8,800.00		8,800.00	-
7,040.00		7,040.00	-
	810.00	-	-
99,164.50	**19,855.00**	**84,659.50**	**4,502.50**

Approved by:

TEDDY C. TUMANG
Local Chief Executive

Allotment by Quarter			
1 (7)	2 (8)	3 (9)	4 (10)
	-	290.00	-
1,100.00	-		1,100.00
300.00	-	300.00	-
150.00	-	-	-
200.00		-	-
2,425.00		970.00	-
1,280.00			1,280.00
1,040.00	-		1,040.00
68.00	68.00	68.00	68.00
300.00	-	300.00	-
500.00		250.00	
200.00			
397.50		397.50	-
2,250.00			2,250.00
	375.00		-
340.00	340.00	340.00	340.00
1,350.00			
111,065.00	**20,638.00**	**87,575.00**	**10,580.50**

Approved by:

TEDDY C. TUMANG
Local Chief Executive

LBE Form No. 7

Annual Supplies P
By Y

Provincial/City/Municipality: Mexico
Fund/Special Account:
Dept./Office/Unit: Office of the Municipal Engineer
Fund: -P- 250,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit Cost (5)
1	Yellow Pad		12 pads	25.00
2	Pencil Mongol		4 bxs.	90.00
3	Folder (Long)		100 pcs.	4.50
4	Folder (Short)		100 pcs.	4.00
5	Copy Paper Subs. 20 (Long)		250 rms.	210.00
6	Copy Paper Subs. 20 (Short)		107 rms.	190.00
7	Expanding Folder Green (Long)		100 pcs.	25.00
8	Expanding Folder Green Short		100 pcs.	12.00
9	Brown Envelop (Long)		100 pcs.	2.50
10	Brown Envelop (Short)		100 pcs.	2.00
11	Scotch Tape 1"		8 pcs	20.00
12	Magic Tape		5 pcs	230.00
13	Masking Tape 1"		5 pcs.	40.00
14	Pentel Pen (Blue)		20 pcs	36.00
15	Pentel Pen (Black)		20 pcs	36.00
16	Highlighter (Stabilo)		20 pcs	45.00
17	Pilot Pen Blue (Ordinary)		6 bxs	290.00
18	Pilot Pen Black (Ordinary)		2 bxs.	290.00
19	Pilot G-5 (Black)		3 bxs	560.00
20	Pilot G-5 (Blue)		3 bxs	560.00

Prepared by:

Recommended

JESUS S. PUNZALAN
Municipal Engineer

CYNTHIA Y. Z
BAC-TV

Annual Supplies F
By Y

Provincial/City/Municipality: Mexico
Fund/Special Account:
Dept./Office/Unit: Office of the Municipal Engineer
Fund: -P- 250,000.00

Item No. (1)	Particulars (2)	Cost		
		Quantity On Hand (3)	Proposed (4)	Unit Cost (5)
41	Electrical Permit Forms		1 rm.	900.00
42	Mechanical Permit Forms		1 rm.	900.00
43	Ordinary Electrical Permit Forms		4 rms.	900.00
44	Letter Head		1 rm.	1,800.00
45	Sanitary Permit Forms		1 rm.	900.00
46	Building Permit Forms		2 rms.	900.00
47	Stapler Wire (Big)		10 bxs.	50.00
48	Tape Dispenser		2 pcS.	117.00
49	Comp. Ink (Black # 21)		4 pcs.	1,180.00
50	Comp. Ink (Black # 22)		4 pcs.	1,200.00
51	Special Paper		50 sets	27.00
53	Ordinary Calculator		4 pcs.	460.00
54	Scientific Calculator		2 pcs.	1,300.00
	TOTAL			

Prepared by:

JESUS S. PUNZALAN
Municipal Engineer

Recommended

CYNTHIA Y. Z
BAC-TW

LBE Form No. 7

Annual Supplies F
By Y

Provincial/City/Municipality: Mexico
Fund/Special Account:
Dept./Office/Unit: Office of the Municipal Engineer
Fund: -P- 250,000.00

Item No.	Particulars	Cost		
		Quantity	Proposed	Unit Cost

(1)	(2)	On Hand (3)	(4)	(5)
21	Pencil Lead .5		12 tubes	65.00
22	Mechanical Pencil		6 pcs.	225.00
23	Vinyl Paper Clip Small		10 bxs.	10.00
24	Photo Paper		3 packs	170.00
25	Puncher		2 pcs.	350.00
26	Steadler Eraser (Rubber)		10 pcs.	20.00
27	Correction Tape		50 pcs.	30.00
28	Envelope Ord. (Pure White)		300 pcs.	0.80
29	Plastic Fashener		12 bxs.	39.00
30	Stamp Pad (Black & Blue)		4 pcs.	78.00
31	Stamp Pad Ink (Black & Blue)		8 pcs.	50.00
32	Comp. Ink Canon #810 Black		20 pcs.	990.00
33	Comp. Ink Canon #811 Colored		12 pcs.	1,270.00
34	Stapler Big		8 pcs.	400.00
35	Glue		4 pcs.	12.00
36	Scissor (big)		4 pcs.	55.00
37	Cutter (big)		4 pcs.	25.00
38	Cutter Blade		4 bxs.	20.00
39	Mouse		4 pcs.	250.00
40	Paper Clip (Big)		10 bxs.	25.00
	TOTAL			

Prepared by:

Recommended

JESUS S. PUNZALAN
Municipal Engineer

CYNTHIA Y. Z
BAC-TW

LBE Form No. 7

Annual Supplies I
By Y

Provincial/City/Municipality: Mexico
Fund/Special Account:
Dept./Office/Unit: Office of the Municipal Engineer
Fund: -P- 250,000.00

Item No. (1)	Particulars (2)	Cost Quantity On Hand (3)	Proposed (4)	Unit Cost (5)
55	Consumables/Parts Toner (Copier Machine Bizhub 185)		4 pcs.	5,000.00
56	USB 16 GB		10 pcs	465.00

57	Comp. Ink Canon #40 Black		8 pcs.	1,350.00
58	Comp. Ink Canon #41 Colored		8 pcs.	1,700.00
59	Copy Paper A3		30 rms.	400.00
60	Comp. Ink Epson 6641 Black		10 pcs.	310.00
61	Comp. Ink Epson 6642,6643,644 Colored		12 pcs.	310.00
62	External Hard Disc		4 pcs.	5,417.00
	TOTAL			
	GRAND TOTAL			

Prepared by:

JESUS S. PUNZALAN
Municipal Engineer

Recommended

CYNTHIA Y. Z
BAC-TW

Procurement Program
Year 2020

	Allotment by Quarter			
Total (6)	1 (7)	2 (8)	3 (9)	4 (10)
300.00	75.00	75.00	75.00	75.00
360.00	90.00	90.00	90.00	90.00
450.00	112.50	112.50	112.50	112.50
400.00	100.00	100.00	100.00	100.00
52,500.00	21,000.00	10,500.00	10,500.00	10,500.00
20,330.00	9,500.00			10,830.00
2,500.00	625.00	625.00	625.00	625.00
1,200.00	300.00	300.00	300.00	300.00
250.00	62.50	62.50	62.50	62.50
200.00	50.00	50.00	50.00	50.00
160.00	40.00	40.00	40.00	40.00
1,150.00	460.00	230.00	230.00	230.00
200.00	80.00	40.00		80.00
720.00	180.00	180.00	180.00	180.00
720.00	180.00	180.00	180.00	180.00
900.00	225.00	225.00	225.00	225.00
1,740.00	580.00	290.00	290.00	580.00
580.00	580.00			
1,680.00	560.00		560.00	560.00
1,680.00	560.00	560.00	560.00	
88,020.00	**35,360.00**	**13,660.00**	**14,180.00**	**24,820.00**

by:

ZAPATA
VG

Approved by:

TEDDY C. TUMANG
Municipal Mayor
Local Chief Executive

Procurement Program
ear 2020

Allotment by Quarter				
Total (6)	1 (7)	2 (8)	3 (9)	4 (10)
900.00	900.00			
900.00	900.00			
3,600.00	900.00	900.00	900.00	900.00
1,800.00	1,800.00			
900.00	900.00			
1,800.00	900.00	900.00		
500.00	250.00			250.00
234.00	234.00			
4,720.00	2,360.00			2,360.00
4,800.00	2,400.00			2,400.00
1,350.00	1,350.00			
1,840.00	1,840.00			
2,600.00	2,600.00			
25,944.00	**17,334.00**	**1,800.00**	**900.00**	**5,910.00**

by: Approved by:

APATA **TEDDY C. TUMANG**
NG Municipal Mayor
Local Chief Executive

Procurement Program
Year 2020

Allotment by Quarter				
Total	1	2	3	4

(6)	(7)	(8)	(9)	(10)
780.00	195.00	195.00	195.00	195.00
1,350.00	675.00	225.00	225.00	225.00
100.00	50.00			50.00
510.00	510.00			
700.00	700.00			
200.00	200.00			
1,500.00	750.00			
240.00	240.00			
468.00	234.00		234.00	
312.00	312.00			
400.00	200.00			200.00
19,800.00	4,950.00	4,950.00	4,950.00	4,950.00
15,240.00	3,810.00	3,810.00	3,810.00	3,810.00
3,200.00	1,600.00		1,600.00	
48.00	48.00			
220.00	220.00			
100.00	100.00			
80.00	80.00			
1,000.00	1,000.00			
250.00		125.00		
46,498.00	**15,874.00**	**9,305.00**	**11,014.00**	**10,305.00**

by:

Approved by:

:APATA
VG

TEDDY C. TUMANG
Municipal Mayor
Local Chief Executive

Procurement Program
ear 2020

Allotment by Quarter				
Total (6)	1 (7)	2 (8)	3 (9)	4 (10)
20,000.00	20,000.00			
4,650.00	4,650.00			

10,800.00	2,700.00	2,700.00	2,700.00	2,700.00
13,600.00	3,400.00	3,400.00	3,400.00	3,400.00
12,000.00	4,000.00	4,000.00		4,000.00
3,100.00		1,550.00		1,550.00
3,720.00	930.00	930.00	930.00	930.00
21,668.00	21,668.00			
89,538.00	**57,348.00**	**12,580.00**	**7,030.00**	**12,580.00**
250,000.00	**122,036.00**	**36,065.00**	**35,394.00**	**56,505.00**

by:

Approved by:

ZAPATA
VG

TEDDY C. TUMANG
Municipal Mayor
Local Chief Executive

MEXICO CO

ANNUA

FOR

STOCK NO.	PARTICULARS	UNIT OF MEASURE	PROPOSED QUANTITY YEARLY	ESTIMATED UNIT PRICE
1	Adding Machine Ribbon (140 Tm	pc	10	80.00
2	Adding Machine Tape	pc	12	30.00
3	Ballpen (Black)	pc	1,000	10.00
4	Ballpen (Blue)	pc	240	10.00
5	Ballpen (Red)	pc	120	10.00
6	Battery 9V	pc	60	120.00
7	Battery Aa	pc	200	30.00
8	Battery Aaa	pc	300	40.00
9	Battery Size C	pc	80	95.00
10	Binder Clip Big	box	4	125.00
11	Binder Clip Small	box	4	120.00
12	Bond Paper A4 (70Gsm)	ream	1,000	195.00
13	Bond Paper Long (70Gsm)	ream	1,600	210.00
14	Bond Paper Short	ream	708	180.00
15	Calculator, Compact Electronic,	pc	20	180.00
16	Carbon Paper Long (Black)	box	30	600.00
17	Cash Box Big	pc	2	2,400.00
18	Clip Board	pc	80	90.00
19	Colored Paper(Blue, Pink, Yellow	pack	300	250.00
20	Colored Pen (Stabilo)	pc	80	40.00
21	Columnar Pad 22 Coluimns	pc	20	80.00
22	Columnar Pad 24 Coluimns	pc	40	80.00
23	Columnar Pad 32 Columns	pc	10	120.00
24	Columnar Pad 8 Columns	pc	10	80.00
25	Continuous Paper 1 Ply	box	40	720.00
26	Continuous Paper 2 Ply	box	30	1,000.00
27	Continuous Paper 3 Ply	box	160	900.00
28	Cork Board	pc	4	1,000.00
29	Cork Pin	bx	12	55.00
30	DCP Toner (ACT 1K)	pc	200	1,000.00
31	Doh Red Book	pc	1	1,000.00
32	Double Adhesive Tape	pc	16	50.00
33	Brown Envelope (Long)	pc	600	3.50
34	Brown Envelope (Short)	pc	240	3.00
35	Epson Ink (Black)	pc	100	395.00
36	Epson Ink (Multicolor)	pc	40	395.00
37	Eraser	pc	20	25.00
38	Fastener (Metal)	box	200	65.00
39	File Magazine	pc	50	170.00
40	Folder Clear	pc	10	60.00
41	Folder (Press - Expandable)	pc	50	35.00
42	Folder Long	pack	300	500.00
43	Folder Short	pack	80	400.00
44	Glue	pc	50	45.00
45	Index Card 1/2	pc	2,000	1.25

46	Index Card 1/4	pc	1,200	1.25
47	Laminating Film	pc	600	15.00
48	Laminating Pouch	pc	1,000	2.00
49	Lazerjet P1102	pc	180	1,500.00
50	Lx 300 Cartridge	pc	40	150.00
51	Lx 310 Cartridge	pc	300	150.00
52	Masking Tape	pc	8	50.00
53	Money Detector	pc	4	1,000.00
54	Paper Clip Big	box	80	35.00
55	Paper Clip Small	box	60	30.00
56	Paste	pc	20	25.00
57	Pencil	pc	200	10.00
58	Permanent Marker (Black)	pc	240	40.00
59	Permanent Marker (Blue)	pc	100	40.00
60	Puncher Paper Heavy Duty With	pc	10	400.00
61	Record Book (200 Pages)	pc	60	65.00
62	Record Book (300 Pages)	pc	200	80.00
63	Record Book (500 Pages)	pc	100	120.00
64	Record Of Admission And Discha	pc	6	2,200.00
65	Riso Black Ink	pc	48	1,150.00
66	Riso Master Roll	pc	28	1,320.00
67	Rubber Band Big	box	10	210.00
68	Rubber Band Small	box	10	100.00
69	Ruler	pc	8	30.00
70	Scissors	pc	28	70.00
71	Scissors (Heavy Duty)	pc	2	330.00
72	Scotch Tape (1'Thick)	pc	800	25.00
73	Scotch Tape Dispenser	pc	10	150.00
74	Sharpener	pc	10	150.00
75	Sign Pen Black 0.5Mm Needle Ti	pc	60	45.00
76	Sign Pen Blue 0.5Mm Needle Tip	pc	80	45.00
77	Stamp Pad	pc	4	50.00
78	Stamp Pad Ink-Black	bot	24	50.00
79	Staple Wire Remover	pc	8	60.00
80	Staple Wire Standard	box	200	60.00
81	Stapler (Standard Type)	pc	40	450.00
82	White Envelope	pc	4,000	1.00
83	White Ink (Correction Tape)	pc	240	40.00
84	Whiteboard - Big	pc	4	4,400.00
85	Whiteboard - Small	pc	2	700.00
86	Whiteboard Eraser	pc	2	200.00
87	Whiteboard Marker (Black)	pc	200	50.00
88	Yellow Pad	pc	8	30.00
89	Birth Certificate Forms	pads	80	310.00
90	Death Certificate Forms	pads	10	310.00
91	Medical Certificate Forms	pads	80	250.00
92	Certificate Of Confinement	pads	50	250.00
93	Blood Bank Patient History Form	ream	5	4,500.00
94	Clinical Abstract	pads	5	250.00
95	Fetal Death Certificate	pads	5	310.00
			GRAND TOTAL	

Prepared by:

BILLY RAY M. MALONZO
ACCOUNTANT II

DR. HILARIO JAMES M. CUNANAN, JR., MD
CHIEF OF HOSPITAL

MMUNITY HOSPITAL

AL PROCUREMENT PLAN
OFFICE SUPPLIES
CALENDAR YEAR 2020

ANNUAL ESTIMATED COST	DIVISION PER QUARTER						
	1ST		2nd		3rd		
800.00	3	240.00	3	240.00	2	160.00	2
360.00	3	90.00	3	90.00	3	90.00	3
10,000.00	250	2,500.00	250	2,500.00	250	2,500.00	250
2,400.00	60	600.00	60	600.00	60	600.00	60
1,200.00	30	300.00	30	300.00	30	300.00	30
7,200.00	15	1,800.00	15	1,800.00	15	1,800.00	15
6,000.00	50	1,500.00	50	1,500.00	50	1,500.00	50
12,000.00	75	3,000.00	75	3,000.00	75	3,000.00	75
7,600.00	20	1,900.00	20	1,900.00	20	1,900.00	20
500.00	1	125.00	1	125.00	1	125.00	1
480.00	1	120.00	1	120.00	1	120.00	1
195,000.00	250	48,750.00	250	48,750.00	250	48,750.00	250
336,000.00	400	84,000.00	400	84,000.00	400	84,000.00	400
127,440.00	177	31,860.00	177	31,860.00	177	31,860.00	177
3,600.00	5	900.00	5	900.00	5	900.00	5
18,000.00	8	4,800.00	8	4,800.00	7	4,200.00	7
4,800.00	1	2,400.00	1	2,400.00		-	
7,200.00	20	1,800.00	20	1,800.00	20	1,800.00	20
75,000.00	75	18,750.00	75	18,750.00	75	18,750.00	75
3,200.00	20	800.00	20	800.00	20	800.00	20
1,600.00	5	400.00	5	400.00	5	400.00	5
3,200.00	10	800.00	10	800.00	10	800.00	10
1,200.00	3	360.00	3	360.00	2	240.00	2
800.00	3	240.00	3	240.00	2	160.00	2
28,800.00	10	7,200.00	10	7,200.00	10	7,200.00	10
30,000.00	8	8,000.00	8	8,000.00	7	7,000.00	7
144,000.00	40	36,000.00	40	36,000.00	40	36,000.00	40
4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1
660.00	3	165.00	3	165.00	3	165.00	3
200,000.00	50	50,000.00	50	50,000.00	50	50,000.00	50
1,000.00	1	1,000.00		-		-	
800.00	4	200.00	4	200.00	4	200.00	4
2,100.00	150	525.00	150	525.00	150	525.00	150
720.00	60	180.00	60	180.00	60	180.00	60
39,500.00	25	9,875.00	25	9,875.00	25	9,875.00	25
15,800.00	10	3,950.00	10	3,950.00	10	3,950.00	10
500.00	5	125.00	5	125.00	5	125.00	5
13,000.00	50	3,250.00	50	3,250.00	50	3,250.00	50
8,500.00	13	2,210.00	13	2,210.00	12	2,040.00	12
600.00	3	180.00	3	180.00	2	120.00	2
1,750.00	13	455.00	13	455.00	12	420.00	12
150,000.00	75	37,500.00	75	37,500.00	75	37,500.00	75
32,000.00	20	8,000.00	20	8,000.00	20	8,000.00	20
2,250.00	13	585.00	13	585.00	12	540.00	12
2,500.00	500	625.00	500	625.00	500	625.00	500

1,500.00	300	375.00	300	375.00	300	375.00	300
9,000.00	150	2,250.00	150	2,250.00	150	2,250.00	150
2,000.00	250	500.00	250	500.00	250	500.00	250
270,000.00	45	67,500.00	45	67,500.00	45	67,500.00	45
6,000.00	10	1,500.00	10	1,500.00	10	1,500.00	10
45,000.00	75	11,250.00	75	11,250.00	75	11,250.00	75
400.00	2	100.00	2	100.00	2	100.00	2
4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1
2,800.00	20	700.00	20	700.00	20	700.00	20
1,800.00	15	450.00	15	450.00	15	450.00	15
500.00	5	125.00	5	125.00	5	125.00	5
2,000.00	50	500.00	50	500.00	50	500.00	50
9,600.00	60	2,400.00	60	2,400.00	60	2,400.00	60
4,000.00	25	1,000.00	25	1,000.00	25	1,000.00	25
4,000.00	3	1,200.00	3	1,200.00	2	800.00	2
3,900.00	15	975.00	15	975.00	15	975.00	15
16,000.00	50	4,000.00	50	4,000.00	50	4,000.00	50
12,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25
13,200.00	2	4,400.00	2	4,400.00	1	2,200.00	1
55,200.00	12	13,800.00	12	13,800.00	12	13,800.00	12
36,960.00	7	9,240.00	7	9,240.00	7	9,240.00	7
2,100.00	3	630.00	3	630.00	2	420.00	2
1,000.00	3	300.00	3	300.00	2	200.00	2
240.00	2	60.00	2	60.00	2	60.00	2
1,960.00	7	490.00	7	490.00	7	490.00	7
660.00	1	330.00	1	330.00		-	
20,000.00	200	5,000.00	200	5,000.00	200	5,000.00	200
1,500.00	3	450.00	3	450.00	2	300.00	2
1,500.00	3	450.00	3	450.00	2	300.00	2
2,700.00	15	675.00	15	675.00	15	675.00	15
3,600.00	20	900.00	20	900.00	20	900.00	20
200.00	1	50.00	1	50.00	1	50.00	1
1,200.00	6	300.00	6	300.00	6	300.00	6
480.00	2	120.00	2	120.00	2	120.00	2
12,000.00	50	3,000.00	50	3,000.00	50	3,000.00	50
18,000.00	10	4,500.00	10	4,500.00	10	4,500.00	10
4,000.00	1000	1,000.00	1000	1,000.00	1000	1,000.00	1000
9,600.00	60	2,400.00	60	2,400.00	60	2,400.00	60
17,600.00	1	4,400.00	1	4,400.00	1	4,400.00	1
1,400.00	1	700.00	1	700.00		-	
400.00	1	200.00	1	200.00		-	
10,000.00	50	2,500.00	50	2,500.00	50	2,500.00	50
240.00	2	60.00	2	60.00	2	60.00	2
24,800.00	20	6,200.00	20	6,200.00	20	6,200.00	20
3,100.00	3	930.00	3	930.00	2	620.00	2
20,000.00	20	5,000.00	20	5,000.00	20	5,000.00	20
12,500.00	13	3,250.00	13	3,250.00	12	3,000.00	12
22,500.00	2	9,000.00	1	4,500.00	1	4,500.00	1
1,250.00	2	500.00	1	250.00	1	250.00	1
1,550.00	2	620.00	1	310.00	1	310.00	1
2,200,000.00		559,340.00		553,280.00		543,690.00	

Recommending Approval: Approved:

BAC TWG

HON. TEDDY C. TUM
Municipal Mayor

2,200,000.00

4th		
160.00	-	-
90.00	-	-
2,500.00	-	-
600.00	-	-
300.00	-	-
1,800.00	-	-
1,500.00	-	-
3,000.00	-	-
1,900.00	-	-
125.00	-	-
120.00	-	-
48,750.00	-	-
84,000.00	-	-
31,860.00	-	-
900.00	-	-
4,200.00	-	-
-	-	-
1,800.00	-	-
18,750.00	-	-
800.00	-	-
400.00	-	-
800.00	-	-
240.00	-	-
160.00	-	-
7,200.00	-	-
7,000.00	-	-
36,000.00	-	-
1,000.00	-	-
165.00	-	-
50,000.00	-	-
-	-	-
200.00	-	-
525.00	-	-
180.00	-	-
9,875.00	-	-
3,950.00	-	-
125.00	-	-
3,250.00	-	-
2,040.00	-	-
120.00	-	-
420.00	-	-
37,500.00	-	-
8,000.00	-	-
540.00	-	-
625.00	-	-

375.00		-	-
2,250.00		-	-
500.00		-	-
67,500.00		-	-
1,500.00		-	-
11,250.00		-	-
100.00		-	-
1,000.00		-	-
700.00		-	-
450.00		-	-
125.00		-	-
500.00		-	-
2,400.00		-	-
1,000.00		-	-
800.00		-	-
975.00		-	-
4,000.00		-	-
3,000.00		-	-
2,200.00		-	-
13,800.00		-	-
9,240.00		-	-
420.00		-	-
200.00		-	-
60.00		-	-
490.00		-	-
-		-	-
5,000.00		-	-
300.00		-	-
300.00		-	-
675.00		-	-
900.00		-	-
50.00		-	-
300.00		-	-
120.00		-	-
3,000.00		-	-
4,500.00		-	-
1,000.00		-	-
2,400.00		-	-
4,400.00		-	-
-		-	-
-		-	-
2,500.00		-	-
60.00		-	-
6,200.00		-	-
620.00		-	-
5,000.00		-	-
3,000.00		-	-
4,500.00		-	-
250.00		-	-
310.00		-	-
543,690.00	-	-	

ANG

FORM NO. 7

ANNUAL SUPPLIES PROCURE
BUDGET YEAR 2

Province /City/Municipality: MEXICO
Fund/Special Account: GENERAL FUND
Dept./Office/Unit: Legal Office
Fund: #REF!

Item No.	Particulars	Cost			
		Total Budget	Proposed		Unit
1	Paper One Bond Paper (Legal)	3,300.00	rms	12	275.00
2	Paper One Bond Paper (Short)	1,880.00	rms	8	235.00
3	Folder (Long)	1,440.00	pcs	240	6.00
4	Folder (Short)	600.00	pcs	120	5.00
5	Brown Envelope (Short)	300.00	pcs	120	2.50
6	Brown Envelope (Long)	360.00	pcs	120	3.00
7	Staple Wire #35	288.00	box	6	48.00
8	USB Flash drive	3,600.00	pcs	4	900.00
9	USB Mouse	1,600.00	pcs	2	800.00
10	Paper Clip (Small)	60.00	box	6	10.00
11	Paper Clip (Big)	126.00	box	6	21.00
12	Fastener (Plastic)	80.00	box	2	40.00
13	Double Sided Tape	168.00	rolls	4	42.00
14	1" Masking Tape	80.00	rolls	4	20.00
15	1" Scotch Tape	120.00	pcs	4	30.00
16	Pilot Sign Pen (red)	299.00	box	1	299.00
17	Pilot Sign Pen (Black)	598.00	box	2	299.00
18	Pilot Permanent Marker (Black)	444.00	pcs	12	37.00
19	Pilot Ballpen (Black)	1,196.00	box	4	299.00
20	Calligraphy Pen 1.0	420.00	pcs	6	70.00
					Sub Total

Prepared by:

ATTY. JOVY ANN R. ATINAJA
Municipal Legal Officer - 1

Noted by:

BAC/TWG

FORM NO. 7

ANNUAL SUPPLIES PROCURE
BUDGET YEAR 2

Province /City/Municipality: MEXICO
Fund/Special Account: GENERAL FUND
Dept./Office/Unit: Legal Office

Fund: **#REF!**

Item No.	Particulars	Cost			
		Total Budget	Proposed		Unit
21	Battery AA	684.00	pcs	12	57.00
22	Battery AAA	360.00	pcs	12	30.00
23	Sticky Note	168.00	packs	8	21.00
24	Sign Here Sticky note	160.00	packs	8	20.00
25	Photo Papers	400.00	packs	4	100.00
26	Ink Refill (EPSON 664 Black)	9,600.00	btls.	24	400.00
27	Ink Refill (EPSON 664 Cyan)	4,800.00	btls.	12	400.00
28	Ink Refill (EPSON 664 Magenta)	4,800.00	btls.	12	400.00
29	Ink Refill (EPSON 664 Yellow)	4,800.00	btls.	12	400.00
30	CLIP, backfold, 19mm, 12 pcs./box	84.00	box	4	21.00
31	CLIP, backfold, 32mm, 12 pcs./box	140.00	box	4	35.00
32	CORRECTION TAPE	840.00	pcs	24	35.00
33	SCISSORS, (6")	220.00	pcs	4	55.00
34	Desk Calendar (Medium Size)	247.00	pc.	1	247.00
35	White board eraser	112.00	pc.	4	28.00
36	Calling Cards	1,300.00	boxes	2	650.00
37	Desk Pads	8,100.00	reams	6	1,350.00
38	Mailing Envelope (long)	500.00	pcs.	500	1.00
39	Sharpener (Heavy duty)	500.00	pc	375	1.00
40					
					Sub Total

Prepared by:

ATTY. JOVY ANN R. ATINAJA
Municipal Legal Officer - 1

Noted by:

BAC/TWG

:MENT PROGRAM
2020

	Allotment by Quarter			
Total	**1**	**2**	**3**	**4**
3,300.00	3	3	3	3
1,880.00	2	2	2	2
1,440.00	60	60	60	60
600.00	30	30	30	30
300.00	30	30	30	30
360.00	30	30	30	30
288.00	3		3	
3,600.00	4			
1,600.00	2			
60.00	3		3	
126.00	6		3	
80.00	1		1	
168.00	1	1	1	1
80.00	1	1	1	1
120.00	1	1	1	1
299.00	1			
598.00	1		1	
444.00	3	3	3	3
1,196.00	1	1	1	1
420.00	3		3	
16,959.00				

Approved by:

TEDDY C. TUMANG
Municipal Mayor

:MENT PROGRAM
2020

	Allotment by Quarter			
Total	**1**	**2**	**3**	**4**
684.00	6		6	
360.00	6		6	
168.00	4		4	
160.00	4		4	
400.00	1	1	1	1
9,600.00	6	6	6	6
4,800.00	3	3	3	3
4,800.00	3	3	3	3
4,800.00	3	3	3	3
84.00	1	1	1	1
140.00	1	1	1	1
840.00	6	6	6	6
220.00	4			
247.00	1			
112.00	2		2	
1,300.00	1		1	
8,100.00	3		3	
500.00	125	125	125	125
375.00	1			
37,690.00				

Approved by:

TEDDY C. TUMANG
Municipal Mayor

ANNUAL PROC

PROVINCE/CITY/MUNICIPALITY: **MEXICO, PAMPANGA**
FUND/SPECIAL ACCOUNT:
DEPT./OFFICE/UNIT: **RHU 1, 2, 3, 4, 5**
FUND:

PARTICULARS	UNIT OF MEASURE	PROPOSED QUANTITY	ESTIMATED UNIT PRICE
BOND PAPER (8.5 x 11)	REAMS	500	300.00
BOND PAPER (8.5 x 14)	REAMS	500	300.00
PRINTED FORMS	REAMS	200	500.00
BALLPEN (BLACK)	BXS	60	120.00
FOLDER (LONG)	PCS	1200	7.00
FOLDER (SHORT)	PCS	1200	5.00
ENVELOPE (LONG)	PCS	500	7.00
ENVELOPE (SHORT)	PCS	500	5.00
STAPLER	PCS	60	150.00
STAPLE WIRE	BXS	60	150.00
CORRECTION TAPE	PCS	300	40.00
SIGN PEN (BLUE)	BXS 10s	6	600.00
PENTEL PEN (BLACK)	BXS 10s	12	400.00
PUNCHER	PCS	12	250.00
MASKING TAPE (big)	PCS	40	35.00
SCOTCH TAPE	PCS	40	30.00
LOGBOOK	PCS	120	80.00
YELLOW PAPER	PADS	100	30.00
TYPEWRITER RIBBON	PCS	20	30.00
SCISSORS	PCS	40	45.00
PLASTIC COVER	YARDS	20	15.00
FASTENER	BXS	20	60.00
PENCIL	BXS	12	65.00
CALCULATOR	PCS	20	200.00
INDEX CARD 4" X 6"	PCS	500	1.00
PRINTER INK (L210) - BLACK	BOTTLE	100	200.00
PRINTER INK (L210) - MAGENTA	BOTTLE	40	200.00
PRINTER INK (L210) - YELLOW	BOTTLE	40	200.00
PRINTER INK (L210) - CYAN	BOTTLE	40	200.00
FILLING BOX	PCS	30	300.00
COURT BOARD	PCS	5	700.00
GRAND TOTAL			

Prepared by:

DR. HILARIO JAMES M. CUNANAN JR.
Dep./Office/Unit Head

Recommended by:

BAC-

:UREMENT PROGRAM (OFFICE SUPPLIES)
CY 2020

ESTIMATED COST	DIVISION FOR EACH QUARTER			
	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
150,000.00	37,500.00	37,500.00	37,500.00	37,500.00
150,000.00	37,500.00	37,500.00	37,500.00	37,500.00
100,000.00	25,000.00	25,000.00	25,000.00	25,000.00
7,200.00	1,800.00	1,800.00	1,800.00	1,800.00
8,400.00	2,100.00	2,100.00	2,100.00	2,100.00
6,000.00	1,500.00	1,500.00	1,500.00	1,500.00
3,500.00	875.00	875.00	875.00	875.00
2,500.00	625.00	625.00	625.00	625.00
9,000.00	2,250.00	2,250.00	2,250.00	2,250.00
9,000.00	2,250.00	2,250.00	2,250.00	2,250.00
12,000.00	3,000.00	3,000.00	3,000.00	3,000.00
3,600.00	900.00	900.00	900.00	900.00
4,800.00	1,200.00	1,200.00	1,200.00	1,200.00
3,000.00	750.00	750.00	750.00	750.00
1,400.00	350.00	350.00	350.00	350.00
1,200.00	300.00	300.00	300.00	300.00
9,600.00	2,400.00	2,400.00	2,400.00	2,400.00
3,000.00	750.00	750.00	750.00	750.00
600.00	150.00	150.00	150.00	150.00
1,800.00	450.00	450.00	450.00	450.00
300.00	75.00	75.00	75.00	75.00
1,200.00	300.00	300.00	300.00	300.00
780.00	195.00	195.00	195.00	195.00
4,000.00	1,000.00	1,000.00	1,000.00	1,000.00
500.00	125.00	125.00	125.00	125.00
20,000.00	5,000.00	5,000.00	5,000.00	5,000.00
8,000.00	2,000.00	2,000.00	2,000.00	2,000.00
8,000.00	2,000.00	2,000.00	2,000.00	2,000.00
8,000.00	2,000.00	2,000.00	2,000.00	2,000.00
9,000.00	4,500.00		4,500.00	-
3,500.00	3,500.00			
549,880.00	**142,345.00**	**134,345.00**	**138,845.00**	**134,345.00**

Approved by:

TWG

HON. TEDDY C. TUMANG
Local Chief Executive

REMARKS

ANNUAL

For

Plan Control No.

Department / Office: Sangguniang Bayan

Item No.	Description	Unit	Unit Cost	Quantity
1	3-Layered paper tray	pc.	660.00	10
2	Ball pen (black)	box	365.00	15
3	Ball pen (blue)	box	365.00	10
4	Binder Clip 1"	box	23.00	25
5	Binder Clip 1/4"	box	25.00	25
6	Binder Clip 2"	box	65.00	30
7	Binder Clip 3/4"	box	12.00	25
8	Binder Clip 5/8"	box	50.00	25
9	Bond paper (legal size)	ream	360.00	50
10	Bond paper (letter size)	ream	330.00	50
11	Brown Envelope (long), 100s	bundle	300.00	3
12	Calculator	pc.	170.00	3
13	Clear Sheet	pack	55.00	500
14	Computer Ink (Canon, 790BK)	pc.	300.00	50
15	Computer Ink (Canon, 790C)	pc.	300.00	12
16	Computer Ink (Canon, 790M)	pc.	300.00	12
17	Computer Ink (Canon, 790Y)	pc.	300.00	12
18	Correction tape	pc.	25.00	100
19	Desk Pad (SB Members)	pad	180.00	240
20	Desk Pad (Vice-Mayor)	pad	180.00	24
21	Document Case	pc.	350.00	50
22	Double-sided tape 12mm	roll	30.00	40
23	Double-sided tape 18mm	roll	46.00	15
24	Fine Board Paper	pack	55.00	300
25	Folder divider (long) 5 tabs	pack	26.00	40
26	Folder pressboard (long)	pc.	35.00	400
27	Folder (white, long), 100s	bundle	450.00	10
28	Ink bottles (Epson, black)	pc.	295.00	20
29	Ink bottles (Epson, blue)	pc.	295.00	12
30	Ink bottles (Epson, red)	pc.	295.00	12
31	Ink bottles (Epson, yellow)	pc.	295.00	12
32	Letterhead (SB, legal size)	ream	2,000.00	40
33	Letterhead (SB, letter size)	ream	1,900.00	20
34	Letterhead (VM, long)	ream	2,000.00	20

35	Letterhead (VM, short)	ream	1,900.00	20
36	Lever arch file 3"	pc.	200.00	60
37	Masking Tape 2”	roll	35.00	6
38	Optimum Toner Cartridge (OPT-F410A-Black)	bottle	3,880.00	6
39	Optimum Toner Cartridge (OPT-F411A-Cyan)	bottle	4,980.00	10
40	Optimum Toner Cartridge (OPT-F412A-Yellow)	bottle	4,980.00	10
41	Optimum Toner Cartridge (OPT-F413A-Magenta)	bottle	4,980.00	10
42	Optimum Toner Cartridge (OPT-55X-Black)	bottle	8,000.00	6
43	Paper clip (small)	box	15.00	15
44	Pencil	box	85.00	10
45	Permanent marker (black)	pc.	39.00	12
46	Permanent marker (blue)	pc.	39.00	6
47	Photo Paper	pack	125.00	100
48	Plastic Fastener	box	115.00	12
49	Puncher	pc.	250.00	2
50	Record Book	pc.	80.00	12
51	Rubber band	box	40.00	4
52	Scotch Tape (clear magic)	roll	120.00	20
53	Scotch Tape 4”	roll	50.00	10
54	Scotch Tape 18mm	roll	46.00	15
55	Sign pen (fine, 0.5 black)	box	650.00	14
56	Sign pen (fine, 0.5, blue)	box	650.00	6
57	Staple wire (big)	box	25.00	40
58	Stapler w/remover	pc.	369.00	6
59	Sticker Paper	pack	46.00	50
60	Sticky Notes	pc.	45.00	30
61	Storage box	pc.	334.00	40
62	Toner (Gestetner)	bottle	4,400.00	6
63	White envelope (long), 500s	box	375.00	20
64	White envelope (short), 500s	box	250.00	10
65	Whiteboard marker (black)	pc.	26.00	12
66	Whiteboard marker (blue)	pc.	26.00	6
67	Yellow pad	pad	38.00	24
68	Cafeteria Supplies			
69	Janitorial Supplies			
	Grand Total:			

This is to certify that the above procurement is in accordance with the objectives of this offi

. **PROCUREMENT PLAN**

Budget Year 2020

Planned Amount							
Regular	**Contingency**				**Date Submitted: July 16, 2019**		
Total Cost	**D I S T R I B U T I O N**						
	1ST QUARTER		**2ND QUARTER**		**3RD QUARTER**		**4TH Q**
6,600.00	5	3,300.00	0	0.00	5	3,300.00	0
5,475.00	8	2,920.00	0	0.00	7	2,555.00	0
3,650.00	5	1,825.00	0	0.00	5	1,825.00	0
575.00	12	276.00	0	0.00	13	299.00	0
625.00	13	325.00	0	0.00	12	300.00	0
1,950.00	15	975.00	0	0.00	15	975.00	0
300.00	13	156.00	0	0.00	12	144.00	0
1,250.00	12	600.00	0	0.00	13	650.00	0
18,000.00	25	9,000.00	0	0.00	25	9,000.00	0
16,500.00	25	8,250.00	0	0.00	25	8,250.00	0
900.00	2	600.00	0	0.00	1	300.00	0
510.00	2	340.00	0	0.00	1	170.00	0
27,500.00	250	13,750.00	0	0.00	250	13,750.00	0
15,000.00	25	7,500.00	0	0.00	25	7,500.00	0
3,600.00	6	1,800.00	0	0.00	6	1,800.00	0
3,600.00	6	1,800.00	0	0.00	6	1,800.00	0
3,600.00	6	1,800.00	0	0.00	6	1,800.00	0
2,500.00	50	1,250.00	0	0.00	50	1,250.00	0
43,200.00	120	21,600.00	0	0.00	120	21,600.00	0
4,320.00	12	2,160.00	0	0.00	12	2,160.00	0
17,500.00	25	8,750.00	0	0.00	25	8,750.00	0
1,200.00	20	600.00	0	0.00	20	600.00	0
690.00	10	460.00	0	0.00	5	230.00	0
16,500.00	150	8,250.00	0	0.00	150	8,250.00	0
1,040.00	20	520.00	0	0.00	20	520.00	0
14,000.00	200	7,000.00	0	0.00	200	7,000.00	0
4,500.00	5	2,250.00	0	0.00	5	2,250.00	0
5,900.00	10	2,950.00	0	0.00	10	2,950.00	0
3,540.00	6	1,770.00	0	0.00	6	1,770.00	0
3,540.00	6	1,770.00	0	0.00	6	1,770.00	0
3,540.00	6	1,770.00	0	0.00	6	1,770.00	0
80,000.00	20	40,000.00	0	0.00	20	40,000.00	0
38,000.00	10	19,000.00	0	0.00	10	19,000.00	0
40,000.00	10	20,000.00	0	0.00	10	20,000.00	0

38,000.00	10	19,000.00	0	0.00	10	19,000.00	0
12,000.00	30	6,000.00	0	0.00	30	6,000.00	0
210.00	3	105.00	0	0.00	3	105.00	0
23,280.00	3	11,640.00	0	0.00	3	11,640.00	0
49,800.00	5	24,900.00	0	0.00	5	24,900.00	0
49,800.00	5	24,900.00	0	0.00	5	24,900.00	0
49,800.00	5	24,900.00	0	0.00	5	24,900.00	0
48,000.00	3	24,000.00	0	0.00	3	24,000.00	0
225.00	7	105.00	0	0.00	8	120.00	0
850.00	5	425.00	0	0.00	5	425.00	0
468.00	6	234.00	0	0.00	6	234.00	0
234.00	3	117.00	0	0.00	3	117.00	0
12,500.00	50	6,250.00	0	0.00	50	6,250.00	0
1,380.00	6	690.00	0	0.00	6	690.00	0
500.00	1	250.00	0	0.00	1	250.00	0
960.00	6	480.00	0	0.00	6	480.00	0
160.00	2	80.00	0	0.00	2	80.00	0
2,400.00	10	1,200.00	0	0.00	10	1,200.00	0
500.00	5	250.00	0	0.00	5	250.00	0
690.00	8	368.00	0	0.00	7	322.00	0
9,100.00	7	4,550.00	0	0.00	7	4,550.00	0
3,900.00	3	1,950.00	0	0.00	3	1,950.00	0
1,000.00	20	500.00	0	0.00	20	500.00	0
2,214.00	3	1,107.00	0	0.00	3	1,107.00	0
2,300.00	25	1,150.00	0	0.00	25	1,150.00	0
1,350.00	15	675.00	0	0.00	15	675.00	0
13,360.00	20	6,680.00	0	0.00	20	6,680.00	0
26,400.00	3	13,200.00	0	0.00	3	13,200.00	0
7,500.00	10	3,750.00	0	0.00	10	3,750.00	0
2,500.00	5	1,250.00	0	0.00	5	1,250.00	0
312.00	6	156.00	0	0.00	6	156.00	0
156.00	3	78.00	0	0.00	3	78.00	0
912.00	12	456.00	0	0.00	12	456.00	0
120,000.00		60,000.00	0	0.00		60,000.00	0
12,000.00		6,000.00	0	0.00		6,000.00	0
884,366.00							

ice.

Prepared by:

ADONIS L. COSIO
Secretary to the Sanggunian

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