

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 of 3 pages				
Department/Office: DA				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Aircon 2hp	35,000.00	1 unit	35,000.00	1 unit	35,000.00						
2	Electric Fan w/ stand	2,000.00	2 units	4,000.00	2 units	4,000.00						
3	Ceiling Fan	2,000.00	2 units	4,000.00	2 units	4,000.00						
4	Office Table	4,950.00	2 units	9,900.00	2 units	9,900.00						
5	Computer (Acer)	35,000.00	1 set	35,000.00	1 set	35,000.00						
6	Digital Camera (Sony)	10,000.00	1 pc	10,000.00	1 pc	10,000.00						

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

Prepared by:

SGD. ADOLFO BRUZO
Municipal Agriculturist

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: DSWD				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Epson Printer L210	13,800.00	1 unit	13,800.00	1 unit	13,000.00						
2	Steel Cabinet – 4 drawers	13,680.00	1 unit	13,680.00	1 unit	13,680.00						
3	UPS	5,795.00	1 unit	5,795.00	1 unit	5,795.00						

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

Prepared by:

SGD. HELEN J. MENDOZA
MSWDO

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: ENGINEERING				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Hammer	1,299.95	2 pcs	2,599.00	2 pcs	2,599.00						
2	Measurement Tape (5m)	458	1 pc	458	1 pc	458						
3	Measurement Tape (10m)	700	1 pc	700	1pc	700						
4	Screw Drivers	800	1 pc	800	1pc	800						
5	Hacksaw Handle	270	1 pc	270	1 pc	270						
6	Wood Saw	378	1 pc	378	1 pc	378						
7	Pliers	395	1 pc	395	1 pc	395						
8	Side Cutter	260	1 pc	260	1 pc	260						
9	Adjustable Wrench	595	1 pc	595	1 pc	595						
10	Lever Bar	299.95	1 pc	299.95	1 pc	299.95						
11	Pipe Wrench (big)	424	1 pc	424	1 pc	424						
12	Shovel	699.95	2 pcs	699.95	2 pcs	699.95						
13	Extension Wire (HD) 316	695	1 pc	695	1 pc	695						
14	Flatcord	695	1 pc	695	1pc	695						
15	Electric Hand drill	9,495.00	1 unit	9,495.00	1 unit	9,495.00						
16	Electric Fan	1,998.00	1 unit	1,998.00	1 unit	1,998.00						
17	Vise Grip	349.95	1 unit	349.95	1 unit	349.95						
18	Raincoat (Double)	575	2 pcs	1,150.00	2 pcs	1,150.00						
19	Boots	377	4 pairs	1,508.00	4 pairs	1,508.00						
20	Hard Hat	175	6 pcs	1,050.00	6 pcs	1,050.00						
21	Battery AAsize	348	1 dozen	348	1 dozen	348						
22	Steel Cabinet	13,950.00	1 unit	13,950.00			1 unit	13,950.00				
23	Chair	1,950.00	4 pcs	7,800.00			4 pcs	7,800.00				
24	Table	4,950.00	2 pcs	9,900.00					2 pcs	9,900.00		

25	Level Measuring Survey Instrument		1 unit								1 unit	
26	Computer Desktop	35,000.00	1 set	35,000.00	1 set	35,000.00						

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

Prepared by:

SGD. ENGR. RAYMUND P. CAM
Municipal Engineer

	OS: Windows 8.1 Professional											
	64-bit											
	Input Devices: Logitech Wireless											
	Keyboard and Mouse											
	I/O Ports: 16-in-1 Card Reader											
	Software: Office 2013 Professional											
2	Monitor: ACER P191W LCD	6,000.00	1 unit		1 unit	6,000.00						
	Monitor											
3	EPSON L355 Printer	15,000.00	1 unit		1 unit	15,000.00						
4	Executive Chair	1,950.00	1 unit		1 unit	1,950.00						
5	APC Back-Up 800VA, 230V AVR (BX 800CI-AS)	6,000.00	1 unit		1 unit	6,000.00						
6	GPS Garmin Oregon 600 GPS	10,000.00	1 unit		1 unit	10,000.00						
7	External HD Seagate Back-up plus 1TB (STDR 100030x) USB 3.0	6,500.00	1 unit		1 unit	6,500.00						

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

Prepared by:

SGD. ENGR. JOSE CHITO C. MILANTE
MPDC

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: Bureau of Fire				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Steel Cabinet (Hemarco)	13,680.00	1 unit	13,680.00	1 unit	13,680.00						
2	Plastic chairs (uratex)	458.2	4 pcs	1,832.80	4 pcs	1,832.80						

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

Prepared by:

SGD. SFO1 JOEY F. VILLARAMA
Fire Prevention Officer

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: OSCA				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Durabox (5 layers)	2,500.00	1 Unit	2,500.00	1 Unit	2,500.00						

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

Prepared by:

SGD. MARIETTA V. MARIANO
OSCA Head

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2015

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: EXECUTIVE				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Wall clock (big)	1,395.00	2 pcs	1,395.00	2 pcs	1,395.00						
2	Computer table	2,500.00	2 sets	5,000.00	2 sets	5,000.00						
3	Coffee table	1,000.00	2 pcs	2,000.00	2 pcs	2,000.00						
4	Computer	50,000.00	5 sets	250,000.00			2 sets	100,000.00	2 sets	100,000.00	1 set	50,000.00
5	Video Camera	60,000.00	1 unit	60,000.00	1 unit	60,000.00						
6	Memory Card Macro 32GB	10,000.00	1 pc	10,000.00			1 pc	10,000.00				
7	Printer	15,000.00	2 units	30,000.00			1 unit	15,000.00	1 unit	15,000.00		
8	Laptop	60,000.00	2 units	120,000.00			2 units	120,000.00				
9	Card Printer Ribbon Pointman Printer	2,000.00	20 sets		10 sets	20,000.00	10 sets	20,000.00				
10	PVC Card Designer	15	1000 pcs	15,000.00	400 pcs	6,000.00	400 pcs	6,000.00	200 pcs	3,000.00		
11	Plastic Table	950	30 pcs	28,500.00	10 pcs				20 pcs			
12	Plastic Chair	500	500 pcs	250,000.00			200 pcs	100,00.00	200 pcs	100,000.00	100 pcs	50,000.00
13	37.5 KVA Distribution of Transformer Pole type, Conventional-Double Bushing, w/ tap changer HV: 13.2/7.62 KV LV: 240/120 Volts Frequency: 60hz Core Losses 105 watts (maximum) at 30@ C Copper Losses: 360 watts (maximum) at 85@ C	150,400.00	1 unit	150,400.00	1 unit	150,400.00						
14	Clamp, Hot Line, #2-#4/0 ACSR main to #2-#4/0	425	1 pc	425	1 pc	425						

15	Cutout and Arrester Combination with Load break	6,550.00	1 set	6,550.00	1 set	6,550.00						
16	Link, Fuse, universal, bottom head, 2 amperes, Std.	97	1 pc	97	1 pc	97						
17	Bolt machine, 5/8"x10"	42	1 pc	42	1 pc	42						
18	Meter, Electronic KW, Digital, 1 Phase, Class 200, 2W,240V,60Hz,15A, Form 1S	1,750.00	1 pc	1,750.00	1 pc	1,750.00						
19	Conductor, Duplex, #2, ACSR, AWG 6/1	42	100 units	4,200.00	100 units	4,200.00						
20	Voltage Regulator	10,000.00	2 units	20,000.00	2 units	20,000.00						
21	LINKYS E2500 Advanced Dual Band N Router	3,500.00	2 units	7,000.00	2 units	7,000.00						
22	External Drive	20,000.00	2 units	40,000.00			2 units	40,000.00				
23	USB 32GB	10,000.00	2 pcs	30,000.00	1 pc	10,000.00	2 pcs	20,000.00				
24	Xerox Machine	70,000.00	1 unit	70,000.00			1 unit	70,000.00				
25	UPS	6,000.00	2 units	12,000.00			2 units	12,000.00				
26	Floor Polisher	30,000.00	2 units	60,000.00	2 units	60,000.00						
27	Grasscutter (4stroke)	10,000.00	2 units	20,000.00	2 units	20,000.00						

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

Prepared by:

SGD. ANGELITA D. VASQUEZ
Supply Officer-Designate

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: SB				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Cabinet	13,680.00	1 unit	78	1 unit	78						
2	Van	1,200,000.00	1 unit	1,200,000.00	1 unit	1,200,000.00						
3	Office Table	4,950.00	5 units	19,800.00	5 units	19,800.00						
4	Executive Chair/Table	6,850.00	1 set	6,850.00	1 set	6,850.00						
5	Sala Set	5,000.00	1 set	5,000.00	1 set	5,000.00						
6	Mobile phone	8,000.00	1 unit	8,000.00	1 unit	8,000.00						
7	Office Table	4,950.00	10 units	49,500.00	10 units	49,500.00						
8	Executive chair	1,900.00	14 units	26,600.00	14 units	26,600.00						
9	Computer	40,000.00	1 set	40,000.00	1 set	40,000.00						

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Prepared by:

SGD. ARCHIMEDES P. VALENCIA

SB Secretary

**ANNUAL PROCUREMENT PLAN
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OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: COA				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Office Tables	4,950.00	1 unit	4,950.00	1 unit	4,950.00						
2	Chair	550	3 pcs	1,650.00	3 pcs	1,650.00						
3	Printer (3 in 1)	14,700.00	1 unit	14,700.00	1 unit	14,700.00						

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

Prepared by:

SGD. RIZALINA V. CLARO
State Auditor IV

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: ASSESSOR				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Laptop	36,999.00	2 units	73,998.00	2 units	73,998.00						
2	Filling Cabinet	13,680.00	1 unit	13,680.00	1 unit	13,680.00						
3	Type Writer	10,000.00	1 unit	10,000.00	1 unit	10,000.00						
4	Xerox Machine	65,000.00	1 unit	65,000.00	1 unit	65,000.00						
5	Executive Chair (Big)	1,950.00	1 pc	1,950.00	1 pc	1,950.00						

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

Prepared by:

SGD. JOSELITO C. MARTIREZ
Municipal Assessor

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: DILG				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Epson Printer L100	10,000.00	1 unit	10,000.00	1 unit	10,000.00						

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

Prepared by:

SGD. JOEL A. PANGA JR.
MLGOO-IV

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MENRO				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Floor Polisher	30,000.00	2 units	60,000.00	2 units	60,000.00						
2	Grasscutter (4stroke)	10,000.00	2 units	20,000.00	2 units	20,000.00						
3	External HD	4,000.00	1 unit	4,000.00	1 unit	4,000.00						
4	PC	35,000.00	1 set	35,000.00	1 set	35,000.00						
5												
6												

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

Prepared by:

SGD. ALMA PEÑOLA
MENRO-DES./PDA

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: ECONOMIC				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Office Table	4,950.00	1 set	4,950.00	1 set	4,950.00						
2	Window Curtain	595	7 pcs	4,165.00	7 pcs	4,165.00						
3	Sala Set (Bamboo)	5,000.00	1 set	5,000.00	1 set	5,000.00						
4	Timbangan ng Bayan (60kg, 25kg, 10kg)	3,200.00	3 set	3,200.00	3 set	3,200.00						
5	Shovel (Flat)	700	2 pcs	1,400.00	2 pcs	1,400.00						

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

Prepared by:

SGD. REGIS PAGLINAWAN
Market Inspector

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 of 3 pages				
Department/Office: ACCOUNTING				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Desktop Computer w/ Printer	50,000.00	1 unit	50,000.00	1 unit	50,000.00						
2	Office Table	4,950.00	2 pcs	9,900.00	1 pc	4,950.00	1 pc	4,950.00				
3	Filing Cabinet (Hermaco)	13,680.00	1 unit	13,680.00		13,680.00			1 unit			
4	Ring Binder		1 pc									
5												
6												

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

Prepared by:

SGD. IMELDA G. CABALLERO
Municipal Accountant

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MCR				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Xerox Copier (3-1)	50,000.00	1 unit	50,000.00	1 unit	50,000.00						
2	Computer w/ complete Accessories	50,000.00	1 set	50,000.00	1 set	50,000.00						
3	Water Dispenser	7,000.00	1 unit	7,000.00	1 unit	7,000.00						
4	Sala Set	5,000.00	1 set	5,000.00	1 set	5,000.00						
5												
6												

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

Prepared by:

SGD. MURIEL L. ABRAGAN
Mun. Civil Registrar

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur											
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages			
Department/Office: HEALTH				Regular	Contingency	Total	Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION						
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter
					Qty	Amount	Qty	Amount	Qty	Amount	Qty
1	Doppler-Battery Operated	7,000.00	8 units	56,000.00	8 units	56,000.00					
2	Infant Weighing Scale (digital)	4,500.00	8 units	36,000.00	8 unit	36,000.00					
3	BP Apparatus	1,500.00	11 units	16,500.00	11 units	16,500.00					
4	Weighing Scale – Adult	8,500.00	1 unit	8,500.00	1 unit	8,500.00					
5	Delivery Table-San Jose Lying-In	7,000.00	1 unit	7,000.00	1 unit	7,000.00					
6	Emergency Light	2,500.00	3 units	7,500.00	2 units	5,000.00			1 unit	2,500.00	
7	Hct. Centrifuge w/ reader	30,000.00	1 unit	30,000.00	1 unit	30,000.00					
8	Counting Chamber	4,000.00	1 unit	4,000.00	1 unit	4,000.00					
9	Thermo ref (Room and ref)	3,000.00	1 unit	3,000.00	1 unit	3,000.00					
10	Differential Counter	14,000.00	1 unit	14,000.00	1 unit	14,000.00					
11	Capillary tube	500	2 unit	1,000.00	1 unit	500	1 unit	500			
12	Sealer	400	2units	800	1	400	1 unit	400			
13	Staining glass	1,300.00	3 pcs	3,900.00	3 pcs	3,900.00					
14	Extraction Table	5,000.00	1 unit	5,000.00	1 unit	5,000.00					
15	Test Tube (Red top)	1,000.00	4 boxes	4,000.00	1 box	1,000.00	1 box	1,000.00	1 box	1,000.00	
16	Slides (frosted ends)		20		5		5		5		
17	Stool (high)		2		2						
18	Voltage Regulator	10,000.00	4 units	40,000.00	2 units	20,000.00			2 units	20,000.00	
19	Stools and Urine Container	360	2 dozens	720	1 dozen	360	1 dozen	360			
20	Microscope (Olympus	70,000.00	1 unit	70,000.00	1	70,000.00					

21	Trash cans (yellow, green, black)	350	9 can	3,150.00	9 can	3,150.00					
22	Test Tube (Violet top)	1,000.00	2 boxes	2,000.00	1 box	1,000.00	1 box	1,000.00			
23	Pale	150	2 pcs	300	2 pcs	300					
24	Plastic stool		25		25						
25	Plastic Cabinet	6,000.00	5 units	30,000.00	3 units	18,000.00			2 units	12,000.00	
26	Computer Chair	1,500.00	2 units	3,000.00			2 units	3,000.00			
27	Mother Board	4,000.00	10 units	40,000.00	5 units	20,000.00			5 units	20,000.00	
28	Router	5,000.00	6 units	30,000.00			3 units	15,000.00	3 units	15,000.00	
29	Wifi Adapter	2,000.00	10 pcs	20,000.00	5 pcs	10,000.00			5 pcs	10,000.00	
30	Bulletin Chart		1		1						
31	Hemacytometer		1		1						
32	Epson Printer (3 in 1)	15,000.00	1 unit	15,000.00	1 unit	15,000.00					
33	Office table	4,950.00	1 unit	4,950.00	1	4,950.00					
34	Plastic table	700	1 unit	700	1 unit	700					
35	Computer Table and Chair	5,000.00	1 set	5,000.00	1 set	5,000.00					

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

Prepared by:

SGD. ARNEL P. ARMEA M.D

Municipal Health Officer

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: MTO				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Office Tables	4,950.00	4 units	19,800.00	4 units	19,800.00						
2	Laptop	50,000.00	1 unit	50,000.00	1 unit	50,000.00						
3	Executive chair	1,950.00	1 unit	1,950.00	1 unit	1,950.00						
4	TypeWriter	9,999.00	1 unit	9,999.00	1 unit	9,999.00						
5	Desktop Computer	35,000.00	3 sets	105,000.00	3 sets	105,000.00						
6	EPSON L210	13,000.00	1 unit	13,000.00	1 unit	13,000.00						
7	EPSON 2195	13,500.00	1 unit	13,500.00	1 unit	13,500.00						

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

Prepared by:

SGD. MYRNA C. PACAMARRA
Municipal Treasurer

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: MBO				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Desktop Comp. w/ Complete Accessories	50,000.00	1 set	50,000.00			1 set	50,000.00				
2	Water Dispenser	7,000.00	1 unit	7,000.00	1 unit	7,000.00						
3	Cabinet	13,950.00	1 unit	13,950.00	1unit	13,950.00						

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

Prepared by:

SGD. MARIKO LAURA F. MILANTE
Municipal Budget Officer

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE EQUIPMENT

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MDRRMC				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Chainsaw (Big)	20,000.00	1 unit	20,000.00	1 unit	20,000.00						
2	Chainsaw (Small)	15,000.00	1 unit	15,000.00	1 unit	15,000.00						
3	Spine Board (Plastic)	5,000.00	2 units	5,000.00	2 units	10,000.00						
4	First Aid Kit	1,000.00	1 set	1,000.00	1 set	1,000.00						
5	Heavy Duty Burner	1,000.00	2 units	1,000.00	2 units	1,000.00						
6	Liquify Petroleum Gas (LPG)	1,800.00	1 unit	1,800.00	1 unit	1,800.00						
7	LPG Regulator	350	1 unit	350	1 unit	350						
8	Two-Way Radio (Portable)	6,500.00	7 units	6,500.00	7 units	45,500.00						
9	Triangular Bandages	70	15 rolls	70	15 rolls	1,050.00						
10	Rescue Helmet	150	20 pcs	150	20 pcs	3,000.00						
11	Megaphone	5,000.00	1 unit	5,000.00	1 unit	5,000.00						
12	Cervical Collar	1,000.00	1 pc	1,000.00	1 pc	1,000.00						
13	Life Jacket	1,000.00	15 pcs	1,000.00	15 pcs	15,000.00						
14	Casserole (Big)	1,500.00	2 units	1,500.00	2 units	3,000.00						
15	Kaldero (Big)	1,500.00	2 units	1,500.00	2 units	3,000.00						

This is to certify that the above procurement plan is in accordance with the objective of their office.

Prepared by:

SGD. ENGR. GABRIEL C. OBIAS
MDRRMO

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: DA				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Globe Pocket WiFi	2,500.00	1 pc	2,500.00	1 pc	2,500.00						
2	Fly & Free Notebook	80	15 pcs	1,200.00	15 pcs	1,200.00						
3	Calibrated Syringe	550	3 pcs	1,650.00	3 pcs	1,650.00						
4	Nova-mictin (100ml)	10,000.00	1 box	10,000.00	1 box	10,000.00						
5	Disposable Syringe	1,000.00	2 boxes	2,000.00	2 boxes	2,000.00						
6	Vitamin ADE	5,000.00	1 box	5,000.00	1 box	5,000.00						
7	Sign Pen	28	15 pcs	420	15 pcs	420						
8	Bond paper (Long, S20)	215	16 reams	2,150.00					16 reams	2,150.00		
9	Pentel pen (Black & Blue)	528	1 box	528					1 box	528		
10	Puncher (Heavy Duty)	500	2 pc	1,000.00			1 pc	500	1 pc	500		
11	Eggplant	680	100 grams	680	100 grams							
12	Tomato	700	100 grams	700	100 grams							

13	String Beans	300	100 grams	300	100 grams							
14	Lettuce	400	100 grams	400	100 grams							
15	Cucumber	160	50 grams	160	50 grams							
16	Ampalaya	1,110.00	300	1,110.00	300 grams							

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

Prepared by:

SGD. ADOLFO BRUZO
MAO

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 of 3 pages				
Department/Office: DSWD				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond paper (S20, long)	215	12 reams	2,580.00	4 reams	860			4 reams	860	4 reams	860
2	Bond paper (A4, S20)	205	20 reams	4,100.00	10 reams	2,050.00			5 reams	1,025.00	5 reams	1,025.00
3	Pentel Pen	44	24 pcs	1,056.00	12 pcs	528			12 pcs			
4	Cartolina (asstd. colors)	7	36 pcs	252	24 pcs	168			12 pcs			
5	Folder (long, thick)	9	200 pcs	1,800.00	100 pcs	900			100 pcs			
6	Folder (short, thick)	7	200 pcs	1,400.00	50 pcs	350	50 pcs	350	50 pcs	350	50 pcs	350
7	White Board pen	55	3 pcs	165	3 pcs	495						
8	Sign pen	348	15 pcs	5,220.00	10 pcs	3,480.00			5 pcs	1,740.00		
9	Ballpen (Fiber Castell)	700	3 boxes	2,100.00	2 boxes	700			1 box	350		
10	Floor Mat (light green)	3,295.00	1 roll	3,295.00	1 roll	3,295.00						
11	Logbook (thick)	90	4 pcs	360	2 pcs	180			2 pcs	180		
12	Paper clip	35	2 box	70	1 box	35					1 box	35
13	Paper Fastener	40	4 boxes	160	2 boxes	80			2 boxes	80		
14	Staple wire #35	40	4 boxes	160	2 boxes	80			2 boxes	80		
15	Scotch Tape 1"	29	4 rolls	116	2 rolls	58			2 rolls	58		
16	Masking Tape 1"	40	6 rolls	240	3 rolls	120			3 rolls	120		

17	Typewriter Ribbon	35	8 pcs	280	5 pcs	175			3 pcs	105		
18	Manila paper	4	50 pcs	200	50 pcs	200						
19	Correction tape	40	20 pcs	800	10 pcs	400			10 pcs	400		
20	Elmer's Glue-big	312	4 pcs	1,248.00	2 pcs	624			2 pcs	624		
21	Alcohol (Greencross-big)	90	9 bottles	810	6 bottles	540			3 bottles	270		
22	Joy Dishwashing Liquid	310	10 bottles	3,100.00	6 bottles	1,860.00			4 bottles	1,240.00		
23	Toilet paper	18	20 bottles	360	10 rolls	180			10 rolls	180		
24	Air freshner	288	4 pcs	1,152.00	2 pcs	576			2 pcs	576		
25	Multi-insect Killer spray	458	7 pcs	3,206.00	4 pcs	1,832.00			3 pcs	1,374.00		
26	Toilet Bowl cleaner	249	6 pcs	1,494.00	2 pcs	498	2 pcs	498	2 pcs	498	2 pcs	498
27	Floorwax-big	458	3 can	1,374.00	1 can	458	1 can	458	1 can	458	1 can	458

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

Prepared by:

SGD. HELEN J. MENDOZA
MSWDO

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: ENGINEERING				Regular	Contingency		Total	Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (S20, Long)	215	20 reams	4,300.00	10 reams	2,150.00	10 reams	2,150.00				
2	Bond paper (S20, Short)	192	16 reams	3,072.00	8 reams	1,536.00	8 reams	1,536.00				
3	Computer Ink Cartridge, Brother LC73BK	1,829.00	12 pcs	21,984.00	6 pcs	10,974.00	6 pcs	10,974.00				
4	Computer Ink Cartridge, Brother LC73M	1,066.00	10 pcs	10,660.00	5 pcs	5,330.00	5 pcs	5,330.00				
5	Computer Ink Cartridge, Brother LC73C	1,066.00	10 pcs	10,660.00	5 pcs	5,330.00	5 pcs	5,330.00				
6	Computer Ink Cartridge, Brother LC73Y	1,066.00	10 pcs	10,660.00	5 pcs	5,330.00	5 pcs	5,330.00				
7	Ink Refill Brother Black (100ml)	120	10 bottles	1,200.00	5 bottles	600	5 bottles	600				
8	Ink Refill Brother Yellow (100ml)	120	8 bottles	960	4 bottles	600	4 bottles	600				
9	Ink Refill Brother Cyan (100ml)	120	8 bottles	960	4 bottles	600	4 bottles	600				

10	Ink Refill Brother Magenta (100ml)	120	8 bottles	960	4 bottles	600	4 bottles	600				
11	Folder (Long, white)	5.5	75 pcs	412.5	50 pcs	275	25 pcs	275				
12	Folder (Short, white)	5.00	50 pcs	250	25 pcs	250	25 pcs	250				
13	Expandable Folder (Long)	18	50 pcs	900	25 pcs	450	25 pcs	450				
14	DTR	22	4 pads	88	4 pads	88						
15	SignPen (Black & Blue)	348	2 dozens	696	1 dozen	348	1 dozen	348				
16	Ballpen (Black & Blue)	70	4 dozens	280	2 dozens	140	2 dozen	140				
17	Pilot Marker Fine (Black & Blue)	528	2 dozens	1,056.00	1 dozen	528	1 dozen	528				
18	Pilot Marker Broad (Black & Black)	528	2 dozens	1,056.00	1 dozen	528	1 dozen	528				
19	Correction Tape	40	12 pcs	480	6 pcs	240	6 pcs	240				
20	Paper Fastener (Plastic)	40	2 boxes	80	1 box	40	1 box	40				
21	Logbook	1,080.00	2 dozens	2,160.00	1 dozen	2,160.00	1 dozen	2,160.00				
22	Stapler #35	377	2 pcs	754	2 pcs	754						
23	Staple Wire #35	40	4 boxes	160	2 boxes	80	2 boxes	80				
24	Masking Tape 1"	40	4 rolls	160	2 rolls	80	2 rolls	80				
25	Scotch Tape 1"	29	4 rolls	116	2 rolls	58	2 rolls	58				
26	Staedler Pencil (HB)	417.6	2 boxes	835.2	2 boxes	835.2						
27	Mongol Pencil #1	90	2 boxes	180	1 box	90	1 box	90				
28	Air Freshner	289	6 pcs	1,734.00	3 pcs	867	3 pcs	867				
29	Stamp Pad Ink	28.95	6 bottles	173.7	6 bottles	173.7						
30	Scissors	29	2 pcs	58	2 pcs	58						
31	Trash Can	330	2 units	660	2 units	660						
32	Organizer	450	6 units	2,700.00	2 units	950	2 units	950	2 units	950		
33	Casio Scientific Calculator (fx 570 ms) Slide Cover	695	3 units	2,085.00	3 units	2,085.00						
34	USB flash drive (Transcend, 4GB)	695	8 pcs	5,560.00	8 pcs	5,560.00						

35	Alcohol	1,140.00	1dozen	1,140.00	6 bottles	570	6 bottles	570				
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This is to certify that the above procurement plan is in accordance with the objective of this Office

Prepared by:

SGD.ENGR. RAYMUND P. CAM
Municipal Engineer

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MPDO				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Ballpen (Black)	70	6 boxes	420	3 boxes	210			3 boxes	210		
2	Ballpen (Blue)	70	6 boxes	420	3 boxes	210			3 boxes	210		
3	Folder (Long, Ordinary)	84	4 dozens	336	2 dozens	168			2 dozens	168		
4	Folder (Short, Ordinary)	72	10 dozens	720	5 dozens	360			5 dozens	360		
5	Folder (Morocco, Long, Asstd. Clrs)	144	6 dozens	864	3 dozens	432			3 dozens	432		
6	Pencil (Mongol)	90	6 dozens	540	3 dozens	270			3 dozens	270		
7	Bond Paper (Long, S20)	215	20 reams	4,300.00	10 reams	2,150.00			10 reams	2,150.00		
8	Bond Paper (Short, S20)	205	20 reams	4,100.00	10 reams	2,050.00			10 reams	2,050.00		
9	Staple Wire (#35)	40	10 boxes	400	5 boxes	200			5 boxes	200		
10	Yellow pad paper	38	20 pads	760	10 pads	380			10 pads	380		
11	Pentel pen (Black)	28	10 boxes	280	5 boxes	140			5 boxes	140		
12	Pentel pen (Blue)	336	6 boxes	2,016.00	3 boxes	1,008.00			3 boxes	1,008.00		
13	Brown envelope (Long)	36	20 dozens	720	10 dozens	360			10 dozens	360		
14	Correction Tape	40	10 pcs	400	10 pcs	400						
15	Scotch Tape 2"	60	10 rolls	600	5 rolls	300			5 rolls	300		
16	Masking Tape 2"	60	10 rolls	600	5 rolls	300			5 rolls	300		

17	Paper clip (Small)	35	10 rolls	350	5 rolls	175			5 rolls	175		
18	Paper clip (Big)	40	10 rolls	400	5 rolls	200			5 rolls	200		
19	Paper fastener (plastic)	40	10 rolls	400	5 rolls	200			5 rolls	200		
20	PG 810, Canon MP 287	1,950.00	20 pcs	39,000.00	10 pcs	19,500.00			10 pcs	19,500.00		
21	PG811, Canon MP 287	1,950.00	20 pcs	39,000.00	10 pcs	19,500.00			10 pcs	19,500.00		
22	Pigment Black Ink Refill, 100ml	120	15 bottles	1,800.00	5 bottles	600			10 bottles	1,200.00		
23	Dye Black Ink Refill, 100ml	120	15 bottles	1,800.00	5 bottles	600			10 bottles	1,200.00		
24	Magenta Ink Refill, 100ml	120	15 bottles	1,800.00	5 bottles	600			10 bottles	1,200.00		
25	Cyan Ink Refill, 100ml	120	15 bottles	1,800.00	5 bottles	600			10 pcs	1,200.00		
26	Yellow Ink Refill, 100ml	120	15 bottles	1,800.00	5 bottles	600			10 bottles	1,200.00		
27	CLI-726 Ink Cartridge, Canon IP 4970CLI 726BK (Black)	1,500.00	15 pcs	22,500.00	5 pcs	7,500.00			10 pcs	15,000.00		
28	CLI 725 PGBK (Black)	1,500.00	15 pcs	22,500.00	5 pcs	7,500.00			10 pcs	15,000.00		
29	CLI 726 M (Magenta)	1,500.00	15 pcs	22,500.00	5 pcs	7,500.00			10 pcs	15,000.00		
30	CLI 726 C (Cyan)	1,500.00	15 pcs	22,500.00	5 pcs	7,500.00			10 pcs	15,000.00		
31	CLI 726 Y (Yellow)	1,500.00	15 pcs	22,500.00	5 pcs	7,500.00			10 pcs	15,000.00		
32	USB SanDisk 8GB	1,400.00	2 pcs	2,800.00	2 pcs	2,800.00						

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

Prepared by:

SGD. ENGR. JOSE CHITO C. MILANTE
MPDO

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.		Planned Amount			Page 1 ____ of ____ 3 ____ pages							
Department/Office: Bureau of Fire		Regular	Contingency		Total	Date Submitted:						
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Official Record Book	90	4 pcs	360	2 pcs	180	2 pcs	180				
2	Staple Wire #35	40	2 boxes	80	1 box	40	1 box	40				
3	Black Film Carbon	850	1 box	850	1 box	850						
4	Bond paper (Long)	215	2 reams	430	2 reams	430						
5	Bond Paper (short)	192	2 reams	384	2 reams	384						
6	Bond Paper (A4)	205	2 reams	410	2 reams	410						
7	Ballpen (black)	70	1 box	70	1 box	70						
8	Folder long (white)	66	2 dozens	132	2 dozens	132						
9	Folder Short (white)	60	2 dozens	120	2 dozens	120						
10	Signpen (Black)	348	1 box	348	1 box	348						
11	Correction Tape	40	5 pcs	200	5 pcs	200						
12	Typewriter Ribbon	40	5 pcs	200	5 pcs	200						
13	Filer (red)	120	2 pcs	240	2 pcs	240						
14	3 layered organizer	575	1 unit	575	1 unit	575						
15	Expandable Folder (long)	15	24 pcs	360	24 pcs	360						
16	Expandable envelope (long)	15	12 pcs	180	12 pcs	180						
17	Tissue Paper (Joy)	18	12 pcs	216	12 pcs	216						
18	Ink Cartridge, brother LC BK	1,829.00	1 pc	18,929.00	1 pc	18,929.00						
19	Ink Cartridge, brother LC M	1,066.00	1 pc	1,066.00	1 pc	1,066.00						

20	Ink Cartridge, brother LC C	1,066.00	1 pc	1,066.00	1 pc	1,066.00						
21	Ink Cartridge, brother LC Y	1,066.00	1 pc	1,066.00	1 pc	1,066.00						
22	Ink refill, brother BK (100ml)	120	1 bottle	120	1 bottle	120						
23	Ink refill, brother M (100ml)	120	1 bottle	120	1 bottle	120						
24	Ink refill, brother C (100ml)	120	1 bottle	120	1 bottle	120						
25	Ink refill, brother Y (100ml)	120	1 bottle	120	1 bottle	120						
26	USB (Transcend 8Gb)	695	1 pc	695	1 pc	695						
27	Plastic Paper Fastener	40	1 box	40	1 box	40						
28	Pencil mongol #1	90	1 box	90	1 box	90						
29	Mouse Pad	68	2 pcs	136	2 pcs	136						
30	Plastic envelope (long)	10	12 pcs	120	12 pcs	120						
31	70% Rubbing Alcohol	90	4 bottles	360	4 bottles	360						
32	Pentel pen	68	3 pcs	132	3 pcs	132						
33	White Board Market Pilot	10	2 pcs	165	2 pcs	165						
34	Scotch Tape 1"	29	2 pcs	58	2 pcs	58						
35	Packing Tape 1"	78	2 pcs	156	2 pcs	156						
36	Masking Tape 1"	40	2 pcs	80	2 pcs	80						
37	Dishwashing Liquid	310	3 bottles	930	3 bottles	930						
38	Airfreshner (orange flavor)	289.95	2 pcs	579.9	2 pcs	579.9						
39	Eraser	78	6 pcs	156	6 pcs	156						
40	Brown Envelope (long)	3	12 pcs	36	12 pcs	36						
41	Brown Envelope (short)	2.5	12 pcs	30	12 pcs	30						
42	Cutter	35	2 pcs	70	2 pcs	70						
43	Blank CD	48	6 pcs	288	6 pcs	288						
44	Blank DVD	55	6 pcs	330	6 pcs	330						
45	Staple Wire #10	104	2 box	208	2 box	208						

46	Battery AA size	29	6 pcs	174	6 pcs	174						
47	Colored paper clip	35	1 box	35	1 box	35						
48	Plastic Trash can w/ cover	295	1 unit	295	1 unit	295						
49	Dustpan	56	1 unit	56	1 unit	56						
50	Softbroom	120	1 pc	120	1 pc	120						
51	Stabilo Boss	40	2 pcs	80	2 pcs	80						

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

Prepared by:

SGD. SFO1 JOEY F. VILLARAMA

Fire Prevention Officer

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: OSCA				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond paper (short)	205	10 Reams	2,050.00	5 Reams	1,025.00			5 Reams	1,025.00		
2	Bond paper (long)	215	10 Reams	2,150.00	5 Reams	1,075.00			5 Reams	1,075.00		
3	Staple wire #35	40	2 Box	80	1 Box	40			1 Box	40		
4	Ballpen (black)	70	2 Box	140	1 Box	70			1 Box	70		
5	Paper clip (big)	40	2 Box	80	1 Box	40			1 Box	40		
6	Logbook	90	10 pcs	900	5 pcs	450			5 pcs	450		
7	Photo paper	190	10 packs	1,900.00	5 packs	950			5 packs	950		
8	Filing Cabinet-plastic, 4drawers	6,000.00	1 unit	6,000.00	1 unit	6,000.00						

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

Prepared by:

SGD. MARIETTA V. MARIANO
OSCA Head

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: EXECUTIVE				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (long, S20)	215	125 reams	26,870.00	65 reams	13,975.00			60 reams	12,900.00		
2	Bond Paper (short, S20)	205	125 reams	25,625.00	65 reams	13,325.00			60 reams	11,520.00		
3	Folder (long)	5.5	400 pcs	2,200.00	200 pcs	1,100.00			200 pcs	1,100.00		
4	Folder (short)	5	400 pcs	2,000.00	200 pcs	1,000.00			200 pcs	1,000.00		
5	Pencil	90	4 boxes	360	2 boxes	180			2 boxes	180		
6	Brown Envelope (long)	3	200 pcs	600	100 pcs	300			100 pcs	300		
7	Brown Envelope (short)	2.5	200 pcs	500	100 pcs	250			100 pcs	250		
8	Stick on notes	35	10 pads	350	5 pads	175			5 pads	175		
9	Paper Clips	35	22 boxes	770	12 boxes	420			10 boxes	350		
10	Parker pen refill	145	2 bottles	290	1 bottle	145			1 bottle	145		
11	Masking tape	40	6 pcs	240	3 pcs	120			3 pcs	120		
12	Scotch tape	29	6 pcs	174	3 pcs	87			3 pcs	87		
13	Paper Fastener	40	11 boxes	440	6 boxes	240			5 boxes	200		
14	Pentel pen 12's (black)	480	2 boxes	960	1 box	480			1 box	480		
15	Signpen (black)	348	2 boxes	696	1 box	348			1 box	348		
16	Signpen (red)	348	2 boxes	696	1 box	348			1 box	348		
17	Logbook 500 leaves	90	20 pcs	1,800.00	10 pcs	900			10 pcs	900		
18	Staple wire #35	40	12 boxes	480	7 boxes	280			5 boxes	200		

19	Epson Computer ink	600	10 sets	6,000.00	5 sets	3,000.00			5 sets	3,000.00		
20	DTR	22	11 pads	240	6 pads	132			5 pads	110		
21	Correction tape	40	115 pcs	4,600.00	65 pcs	2,600.00			50 pcs	2,000.00		
22	Dish washing liquid	310	10 bottles	3,100.00	5 bottles	1,150.00			5 bottles	1,150.00		
23	Tissue paper	18	20 rolls	360	10 rolls	180			10 rolls	180		
24	Photo paper	190	100 packs	19,000.00	50 packs	9,500.00			50 packs	9,500.00		
25	Floor mops	348	10 pcs	3,480.00	5 pcs	1,740.00			5 pcs	1,740.00		
26	Disinfectant Spray	288.84	10 bottles	2,888.40	5 bottles	1,444.20			5 bottles	1,444.20		
27	Air Freshner	295	10 bottles	2,950.00	5 bottles	1,475.00			5 bottles	1,475.00		
28	Powder soap	1,512.00	4 dozens	6,048.00	2 dozens	3,024.00			2 dozens	3,024.00		
29	Muriatic acid	78	10 bottles	780	5 bottles	390			5 bottles	390		
30	Albatross	35	20 pcs	700	10 pcs	350			10 pcs	350		
31	Alcohol 70%	90	40 bottles	360	20 bottles	180			20 bottles	180		
32	Spoon & fork	278	4 dozens	1,112.00	2 dozens	556			2 dozens	556		
33	Coffee Cup	576	4 dozens	2,304.00	2 dozens	1,152.00			2 dozens	1,152.00		
34	Plate	946	4 dozens	3,784.00	2 dozens	1,890.00			2 dozens	1,890.00		
35	Ballpen (black)	70	10 boxes	700	5 boxes	350			5 boxes	350		
36	Ballpen (red)	70	10 boxes	700	5 boxes	350			5 boxes	350		
37	Stamp pad	82	10 boxes	820	5 pcs	410			5 pcs	410		
38	Filer	120	24 pcs	2,880.00	12 pcs	1,440.00			12 pcs	1,440.00		
39	Stapler big	377	14 pcs	5,278.00	8 pcs	3,016.00			6 pcs	2,262.00		
40	Highlighter	40	24 pcs	960	12 pcs	480			12 pcs	480		
41	Medals	70	500 pcs	35,000.00	500 pcs	35,000.00						
42	Medallion	200	100 pcs	20,000.00	100 pcs	20,000.00						
43	Basket Ball-Ordinary	1,000.00	50 pcs	50,000.00	50 pcs	50,000.00						
44	Basket Ball-Official Ball	2,500.00	2 pcs	5,000.00	2 pcs	5,000.00						
45	Basket ball Net	250	6 pcs	1,500.00	6 pcs	1,500.00						
46	School Uniforms	130	1,000 pcs	130,000.00	1,000 pcs	130,000.00						
47	Uniforms-Brgy. Tanod	150	800 pcs	120,000.00	800 pcs	120,000.00						
48	Toga	1,000.00	500 pcs	5,000.00	500 pcs	5,000.00						
49	Flag	500	100 pcs	50,000.00	100 pcs	50,000.00						
50	Coco cloth	6,000.00	2 rolls	12,000.00	1 roll	6,000.00			1 roll	6,000.00		
51	Geeanas Cloth	6,000.00	2 rolls	12,000.00	1 roll	6,000.00			1 roll	6,000.00		

52	Tarpaulin	100	200 yars	20,000.00	100 yards	10,000.00			100 yards	10,000.00		
53	Basketball Score Book	150	50 pcs	7,500.00	50 pcs	7,500.00						
54	Auto-Battery	6,000.00	6 units	36,000.00	2 units	12,000.00	2 units	12,000.00	2 units	12,000.00		
55	Tires	8,000.00	8 pcs	64,000.00	2 pcs	16,000.00	2 pcs	16,000.00	4 pcs	32,000.00		
56	Paint	2,500.00	10 pail	25,000.00	3 pails	7,500.00	3 pails	7,500.00	4 pails	10,000.00		
57	Rope	300	6 rolls	1,800.00	2 rolls	900	2 rolls	900	2 rolls	900		
58	Riso Ink	1,400.00	10 rolls	14,000.00	4 rolls	5,600.00	3 rolls	4,200.00	4 rolls	5,600.00		
59	Master Roll	2,800.00	10 rolls	28,000.00	4 rolls	11,200.00	3 rolls	8,400.00	4 rolls	11,200.00		
60	Trophies	500	90 pcs	45,000.00	50 pcs	25,000.00			40 pcs	20,000.00		
61	Banderitas	40	500 yards	20,000.00			500 yards	20,000.00				
62	Materials/Paraphernalia's for Fiesta Activities	70,000.00	1 set	70,000.00			1 set	70,000.00				

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

Prepared by:

SGD. ANGELITA D. VASQUEZ
Supply Officer-Designate

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount			Page 1 ____ of ____ 3 ____ pages					
Department/Office: SB				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Book paper (long, S20)	215	12 reams	2,580.00	12 reams	2,580.00						
2	Book paper (short, S20)	205	12 reams	2,460.00	12 reams	2,460.00						
3	Folder (long)	59.40/doz	1 reams	495	1 reams	495						
4	Stapler #35	377	3 pcs	1,131.00	3 pcs	1,131.00						
5	Staple Wire #35	40	1 box	40	1 box	40						
6	Paper clip	35	6 boxes	210	6 boxes	210						
7	Correction Fluid	40	1 dozen	480	1 dozen	480						
8	Typewriter Ribbon	35	1 dozen	105	1 dozen	105						
9	Ballpen (black)	70	1 dozen	70	1 dozen	70						
10	Cartolina (white)	7	5 pcs	35	5 pcs	35						
11	Elmers Glu (big)	312	1 bottle	312	1 bottle	312						
12	Carbon Paper (long)	325	1 bottle	325	1 bottle	325						
13	Computer ink	120.00/k	12 pcs	1,140.00	12 pcs	1,140.00						
14	Pentel pen (Asstd.)	458	6 pcs	162	6 pcs	162						
15	Soap powder (Tide)	22	6 boxes	3,024.00	6 boxes	3,024.00						
16	Floorwax	458	1 container	458	1 container	458						
17	DTR	22	1 box	220	1 box	220						
18	Alcohol (big)	90	3 bottles	270	3 bottles	270						

19	Dishwashing liquid (joy)	310	6 bottles	1,860.00	6 bottles	1,860.00						
20	Soft Broom	120	3 pcs	360	3 pcs	360						
21	Toilet paper	216	1 dozen	216	1 dozen	216						
22	USB 4GB	695	2 pcs	1,390.00	2 pcs	1,390.00						
23	Glass cleaner (liquid)	150	6 pcs	900	6 pcs	900						
24	Glass wiper	100	6 pcs	600	6 pcs	600						
25	Sign pen (pilot)	348	12 pcs	348	12 pcs	348						
26	Office curtain	595	10 pcs	5,950.00	10 pcs	5,950.00						
27	Yellow pad	38	3 pads	114	3 pads	114						
28	Logbook	90	6 pcs	540	6 pcs	540						
29	Albatross	35	6 pcs	210	6 pcs	210						
30	Air freshener	288	12 pcs	3,456.00	12 pcs	3,456.00						
33	Muriatic	78	1 gallon	78	1 gallon	78						

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

Prepared by:

SGD. ARCHIMEDES P. VALENCIA
SB Secretary

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount			Page 1 ____ of ____ 3 ____ pages					
Department/Office: COA				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Ballpen (Black)	82.68	1 box	82.68	1 box	82.68						
2	Yellow Pad	38	1 pad	38	1 pad	38						
3	Paper Fastener	37.5	1 box	37.5	1 box	37.5						
4	USB 32GB	1,105.00	1 pc	1,105.00	1 pc	1,105.00						
5	Pentel Pen	220	1 box	220	1 box	220						
6	Staple Remover	12.5	1 pc	12.5	1 pc	12.5						
7	Disinfectant Spray	395	1 bottle	395	1 bottle	395						
8	Binding Clip (Big)	114	2 dozens	228	2 dozens	228						
9	Correction Tape	32	3 pcs	96	3 pcs	96						
10	Sticky Note	65	1 pad	65	1 pad	65						
11	Scotch Tape	16.5	2 rolls	33	2 rolls	33						
12	Scissor	85	1 pc	85	1 pc	85						
13	PVC Cover plastic (Transparent 200cm)	950	1 box	950	1 box	950						
14	A4 Tech Mouse	285	2 pcs	285	2 pcs	285						
15	Cutter (Heavy Duty)	150	1 pc	150	1 pc	150						
16	Ring Binder Blue Folder (2 ring)	185	10 rolls	1,850.00	10 rolls	1,850.00						
17	Folder (Short)	79.2	2 dozens	158.4	2 dozens	158.4						
18	Folder (Long)	59.4	2 dozens	118.8	2 dozens	118.8						

19	Stamp (Received)	150	1 pc	150	1 pc	150						

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

Prepared by:

SGD. MESALINA V. CLARO

State Auditor IV

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.		Planned Amount			Page 1 ____ of ____ 3 ____ pages							
Department/Office: ASSESSOR		Regular		Contingency		Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (Long,S20)	215	12 reams	2,580.00	12 reams	2,580.00						
2	Bond Paper (Short, 20)	205	12 reams	2,460.00	12 reams	2,460.00						
3	Ballpen (Fiber Castell-Assorted)	700	1 box	700	1 box	700						
4	Book Binder	65	200 pcs	13,000.00	200 pcs	13,000.00						
5	Rubbing Alcohol (Big)	90	10 bottles	900	10 bottles	900						
6	Ribbon Cartridge FX 2175	458	24 pcs	10,992.00	24 pcs	10,992.00						
7	Scotch Tape (Big-2 inches)	78	24 rolls	1,872.00	24 rolls	1,872.00						
8	Air Freshner	289.95	12 pcs	3,479.40	12 pcs	3,479.40						
9	Carbon Black – Non Smudge (Long)	324.8	2 pads	649.6	2 pads	649.6						
10	Carbon Black – Non Smudge (Short)	300	2 pads	600	2 pads	600						
11	Staple Wire No. 35	40	3 boxes	120	3 boxes	120						
12	Stamping Pad	82	1 pc	82	1 pc	82						

13	Stamp Pad Ink	29	1 pc	29	1 pc	29						
14	Ruler	10	3 pcs	30	3 pcs	30						
15	Folder (Long)	7	50 pcs	275	50 pcs	275						
16	Folder (Short)	6	50 pcs	250	50 pcs	250						
17	Stapler	377	3 pcs	1,131.00	3 pcs	1,131.00						
18	Puncher	226	1 pc	226	1 pc	226						
19	Scissors	78	2 pcs	156	2 pcs	156						
20	Wall Clock	1,495.00	1 unit	1,495.00	1 unit	1,495.00						
21	Pentel Pen (Black)	20	6 pcs	120	6 pcs	120						
22	Eraser	40	3 pcs	120	3 pcs	120						
23	Logbook	90	6 pcs	540	6 pcs	540						

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

Prepared by:

SGD. JOSELITO MARTIREZ
Municipal Assessor

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: DILG				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Epson L100 ink (Black, Yellow, Cyan, Magenta)	1,580.00	1 set	1,580.00	1 set	1,580.00						
2	Bond Paper (Long)	215	1 box	215	1 box	215						
3	Bond Paper (Short)	192	1 box	192	1 box	192						
4	Bond Paper (A4)	205	1 box	205	1 box	205						
5	Pentel Pen	44	29 pcs	1,276.00	29 pcs	1,276.00						
6	Stamp Pad Ink	29	1 bottle	29	1 bottle	29						
7	Sign Pen (MyGel)	29	1 dozen	348	1 dozen	348						
8	Tissue Paper	216	1 dozen	216	1 dozen	216						
9	Alcohol (Big)	90	6 pcs	540	6 pcs	540						
10	Blank RW DVD Disc	56	29 pcs	1,624.00	29 pcs	1,624.00						
11	Staple Wire (No. 35)	40	3 boxes	120	3 boxes	120						
12	Advanced Record Book (Long)	232	2 pcs	464	2 pcs	464						
13	Advanced Record Book (Short)	220	2 pcs	440	2 pcs	440						
14	Filer	395	4 pcs	1,580.00	4 pcs	1,580.00						
15	Ballpen	70	1 box	70	1 box	70						
16	Retractable Extension WirE	250	1 pc	250	1 pc	250						

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MENRO				Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Raincoat	575	5 pcs	2,875.00	5 pcs	2,875.00						
2	Alcohol 500ml	90	10 bottles	900	10 bottles	900						
3	Powder soap 1kg	126	30 pcs	3,780.00	30 pcs	3,780.00						
4	Zonrox 1ltr	55	15 bottles	825	15 bottles	825						
5	Soap	34	10 bars	340	10 bars	340						
6	Mop	348	12 pcs	4,176.00	12 pcs	4,176.00						
7	Soft Broom	120	15 pcs	1,800.00	15 pcs	1,800.00						
8	Hard Broom	22	30 pcs	660	30 pcs	660						
9	Dust Pan	56	15 pcs	840	15 pcs	840						
10	Pail	78	3 pcs	234	3 pcs	234						
11	Doormat	58	6 pcs	348	6 pcs	348						
12	Dipper	28	6 pcs	168	6 pcs	168						
13	Brush	48	3 pcs	144	3 pcs	144						
14	Rubber Gloves	78	15 pcs	1,170.00	15 pcs	1,170.00						
15	Bathroom Cleaner	68	6 pcs	408	6 pcs	408						
16	Bond paper (Short)	192	4 reams	768	4 reams	768						
17	Bond paper (Long)	215	4 reams	860	4 reams	860						
18	Bond paper (A4)	205	4 reams	820	4 reams	820						
19	Folder (Short)	7	20 pcs	100	20 pcs	100						
20	Folder (Long)	6	20 pcs	110	20 pcs	110						
21	Scissors	78	2 pcs	156	2 pcs	156						

22	Cutter	35	1 pc	35	1 pc	35						
23	Correction Tape	40	10 pcs	400	10 pcs	400						
24	Ballpen	6	5 pcs	30	5 pcs	30						
25	Signpen	27	5 pcs	135	5 pcs	135						
26	Logbook	90	4 pcs	360	4 pcs	360						
27	Scotch tape	29	2 pcs	58	2 pcs	58						
28	Double sided tape	56	2 pcs	112	2 pcs	112						
29	Filer	395	3 pcs	1,185.00	3 pcs	1,185.00						
30	Staple Remover	12.5	1 pcs	12.5	1 pcs	12.5						
31	Frames	150	30 pcs	4,500.00	30 pcs	4,500.00						
32	Photo paper	10	60 pcs	600	60 pcs	600						
33	Garden Scissor	460	5 pcs	3,250.00	5 pcs	3,250.00						
34	Shovel	699.95	3 pcs	2,099.85	3 pcs	2,099.85						
35	Dishwashing Liquid	310	4 bottles	1,240.00	4 bottles	1,240.00						
36	Garbage Bag (Black, XL)	10	500 pcs	5,000.00	500 pcs	5,000.00						
37	Floorwax (Red)	3,000.00	6 pails	18,000.00	6 pails	18,000.00						
38	Floorwax (White)	3,000.00	4 pails	18,000.00	4 pails	18,000.00						
39	Floor Mat	75	5 mtrs	375	5 mtrs	375						
40	Lysol	300	6 bottles	1,800.00	6 bottles	1,800.00						

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

Prepared by:

ALMA P. PEÑOLA
 MENRO-DES/PDA

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 _____ of _____ 3 _____ pages				
Department/Office: ACCOUNTING				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Epson Ribbon FX2175	458	8 pcs	3,664.00	2 pcs	916	2 pcs	916	2 pcs	916	2 pcs	916
2	Stapler #35. Heavy Duty	377	6 pcs	2,262.00	6 pcs	2,262.00						
3	Staple Wire #35 (26/6)	40	20 boxes	800	5 boxes	200	5 boxes	200	5 boxes	200	5 boxes	200
4	Staple Wire Remover	29	4 pcs	116	4 pcs	116						
5	Correction Tape	40	60 pcs	2,400.00	15	600	15 pcs	600	15 pcs	600	15 pcs	600
6	Carbon Paper (black)	325	2 boxes	650	1 box	325						
7	Folder (Ordinary, Long)	6	200 pcs	1,200.00	50 pcs	275	50 pcs	275	50 pcs	275	50 pcs	275
8	Ruler 12"	10	4 pcs	40	4 pcs	40						
9	Ballpen (Black, Faber Catell, 0.5)	168	4 dozens	672	1 dozen	168	1 dozen	168	1 dozen	168	1 dozen	168
10	Pentel Pen (Black-fine)	44	12 pcs	528	3 pcs	132	3 pcs	132	3 pcs	132	3 pcs	132
11	Rubber Band (big)	219	1 box	219	1 box	219						
12	Alcohol (big)	90	4 bottles	360	1 bottle	90	1 bottle	90	1 bottle	90	1 bottle	90
13	Masking Tape, 1"	40	8 rolls	320	2 rolls	80	2 rolls	80	2 rolls	80	2 rolls	80
14	Masking Tape, 2"	80	4 rolls	320	1 roll	80	1 roll	80	1 roll	80	1 roll	80

15	Scotch Tape, 1"	29	4 rolls	116	1 roll	29	1 roll		1 roll		1 roll	
16	Glue	315	2 bottles	630	1 bottle	315			1 bottle	315		
17	Plastic Twine (Big)	78	4 rolls	312	1 roll	78	1 roll	78	1 roll	78	1 roll	78
18	Cord, 4mm (Green/Yellow)	46	12 rolls	552	3 rolls	138	3 rolls	138	3 rolls	138	3 rolls	138
19	Bond Paper (Long, S20)	215	100 reams	21,500.00	25 reams	5,375.00	25 reams	5,375.00	25 reams	5,375.00	25 reams	5,375.00
20	Bond Paper (Short, S20)	205	100 reams	20,500.00	25 reams	5,125.00	25 reams	5,125.00	25 reams	5,125.00	25 reams	5,125.00
21	Pencil #2 (mongol)	90	4 boxes	360	1 box	90	1 box	90	1 box	90	1 box	90
22	Calculator (12 digits, Casio)	695	2 pcs	1,390.00	2 pcs	1,390.00						
23	DTR	0.22	2000 pcs	440	2000 pcs	440						
24	Moth Balls	0.75	100 pcs	75	100 pcs	75						
25	Insect Spray	458.2	1 bottle	458.2	1 bottle	458						
26	Book Paper (Short, S20)	220	50 reams	11,000.00	20 reams	4,400.00	5 reams	1,100.00	5 reams	1,100.00	20	4,400.00
27	Book Paper (Long, S20)	232	50 reams	11,600.00	20 reams	4,627.00	5 reams	1,160.00	5 reams	1,160.00	20 reams	4,627.00
28	Epson ink L210 (BK)	395	12 bottles	4,740.00	3 bottles	1,185.00	3 bottles	1,185.00	3 reams	1,185.00	3 reams	1,185.00
29	Epson ink L210 (M)	395	8 bottles	3,160.00	2 bottles	790	2 bottles	790	2 reams	790	2 reams	790
30	Epson ink L210 (C)	395	8 bottles	3,160.00	2 bottles	790	2 bottles	790	2 bottles	790	2 bottles	790
31	Epson ink L210 (Y)	395	8 bottles	3,160.00	2 bottles	790	2 bottles	790	2 bottles	790	2 bottles	790
32	Folder (Ordinary, Short)	5	100 pcs	500	25 pcs	125	25 pcs	125	25 pcs	125	25 pcs	125
33	Office Curtain	595	10 panels	5,950.00	10 panels	6,950.00						
34	Adding Machine	5,999.95	1 unit	5,999.95	1 unit	5,999.95						
35	Sign Pen (0.5, green)	29	12 pcs	348	3pcs	87	3 pcs	87	3 pcs	87	3 pcs	87
36	Record Book (500 leaves)	90	6 pcs	540	6 pcs	540						
37	Index Card	0.55	500 pcs	275	250 pcs	125			250 pcs			
38	Adding Machine Tape	28	60 rolls	1,680.00	15 rolls	420	15 rolls	420	15 rolls	420	15 rolls	420

39	Folder (short, morocco, blue)	12	200 pcs	2,400.00							200 pcs	2,400.00
40	acetate	5	200 pcs	1,000.00							200 pcs	
41	White Wove, short	205	24 reams	4,920.00	6 reams	1,230.00	6 reams	1,230.00	6 reams	1,230.00	6 reams	1,230.00
42	Columnar Pad, 2	35	3 pads	105	3 pads	105						
43	Columnar Pad, 6 Columns	38	3 pads	114	3 pads	114						
44	Columnar Pad, 12 Columns	65	3 reams	195	3reams	195						
45	Pre-Cut Paper (30"x14")	5	1000 pcs	5,000.00	1000 pcs	5,000.00						
46	Stamping Pad	82	1 pc	82	1 pc	82						
47	Stamping Pad ink	30	2 bottles	60	1 bottle	30						
48	Pencil Sharpener	395	1 pc	395	1 pc	395						

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

Prepared by:

SGD.IMELDA C. CABALLERO
Municipal Accountant

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: MCR				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Birth	305	80 pads	24,400.00	20 pads	6,100.00	20 pads	6,100.00	20 pads	6,100.00	20 pads	6,100.00
2	Death	305	8 pads	2,440.00	2 pads	610	2 pads	610	2 pads	610	2 pads	610
3	Marriage	305	12 pads	3,660.00	3 pads	915	3 pads	915	3 pads	915	3 pads	915
4	Marriage Application	245	12 pads	2,940.00	3pads	735	3pads	735	3pads	735	3pads	735
5	Birth Registers	490	2 pads	980	2 pads	980						
6	Death Registers	490	1 pad	490	1 pad	490						
7	Marriage Registers	460	2 pads	920	2 pads	920						
8	Application for Marriage Registers	860	2 pads	1,720.00	2 pads	1,720.00						
9	Legal Instrument	472	1 pad	472	1 pad	472						
10	Court Order	470	1 pad	470	1 pad	470						
11	Bondpaper (short, S20)	205	24 reams	4,920.00	6 reams	1,230.00	6 reams	1,230.00	6 reams	1,230.00	6 reams	1,230.00
12	Bondpaper (long, S20)	215	12 reams	2,580.00	3 reams	645	3 reams	645	3 reams	645	3 reams	645
13	Plastic Cover	500	1 roll	500	1 roll	500						
14	Carbon paper (black)	325	12 boxes	3,900.00	3 boxes	975	3 boxes	975	3 boxes	975	3 boxes	975
15	Typewriter Ribbon	40	20 pcs	800	5 pcs	200	5 pcs	200	5 pcs	200	5 pcs	200
16	Ink HP (Black) 678	500	20 pcs	10,000.00	5 pcs	2,500.00	5 pcs	2,500.00	5 pcs	2,500.00	5 pcs	2,500.00
17	Ink HP (Colored) 678	500	12 pcs	6,000.00	3 pcs	1,500.00	3 pcs	1,500.00	3 pcs	1,500.00	3 pcs	1,500.00
18	Epson Ink (Black)	449	20 pcs	8,980.00	5 pcs	2,245.00	5 pcs	2,245.00	5 pcs	2,245.00	5 pcs	2,245.00

19	Epson Ink (Colored)	449	20 pcs	8,980.00	5 pcs	2,245.00	5 pcs	2,245.00	5 pcs	2,245.00	5 pcs	2,245.00
20	Ballpen (Black, Pilot)	377	4 boxes	1,508.00	2 boxes	754			2 boxes			
21	Ballpen (Red)	70	2 dozens	140	1 dozen	70			1 dozen			
22	Sign Pen (Pilot)	27	6 pcs	162	6 pcs	162						
23	Pork and Spoon	150	1 dozen	150	1 dozen	150						
24	Yellow Pad	38	4 pads	152	1 pad	38	1 pad		1 pad	38	1 pad	38
25	Stapler HD 10 & Staple Wire #10	150	6 pcs/boxes	900	3 pcs/boxes	450			3 boxes	450		
26	Cord Ribbon Roll (Red)	60	8 rolls	480	2 rolls	120	2 rolls	120	2 rolls	120	2 rolls	120
27	Staple Wire #35	40	12 boxes	480	3 boxes	120	3 boxes	120	3 boxes	120	3 boxes	120
28	Correction Fluid	40	24 pcs	960	6 pcs	240	6 pcs	240	6 pcs	240	6 pcs	240
29	Tissue Paper	17.5	12 rolls	210	3 rolls	52.5	3 rolls	52.5	3 rolls	52.5	3 rolls	52.5
30	Rubbing Alcohol	90	8 bottles	720	2 bottles	180	2 bottles	180	2 bottles	180	2 bottles	180
31	Paper Clip	40	8 boxes	320	2 boxes	80	2 boxes	80	2 boxes	80	2 boxes	80
32	Paper Fastener	40	16 boxes	640	4 boxes	160	4 boxes	160	4 boxes	160	4 boxes	160
33	Redstone Paste	35	8 bottles	280	2 bottles	70	2 bottles	70	2 bottles	70	2 bottles	70
34	Pentel Pen (Black)	29	8 dozens	232	2 dozens	58	2 dozens	58	2 dozens	58	2 dozens	58
35	Scotch Tape 1"	40	4 rolls	160	1 roll	40	1 roll	40	1 roll	40	1 roll	40
36	Folder (Long)	7	2 reams	1,400.00	1 ream	700			1 ream			
37	Log Book 300 pages	90	20 pcs	1,800.00	5 pcs	450	5 pcs	450	5 pcs	450	5 pcs	450
38	Stabilo (Asstd. colors)	40	12 pcs	480	6 pcs	240			6 pcs	240		
39	Index card (Big)	1	1000 pcs	1,000.00	1000 pcs	1,000.00						
40	USB 2GB	400	6 pcs	2,400.00	3 pcs	1,200.00			3 pcs	1,200.00		
41	Mailing Envelope (Long)	240	2 boxes	480	1 box	240			1 box	240		
42	Paper Cutter	20	1 pc	20	1 pc	20						
43	Plastic Streamers	100	2 pcs	200	2 pcs	200						
44	Scissors	30	3 pcs	90	3 pcs	90						
45	Mouse	285	2 pcs	570	2 pcs	570						
47	Cup & Saucer	500	2 dozens	1,000.00	1 dozen	500			1 dozen	500		
49	Dater (8 Numbers)	85	2 pcs	170	2 pcs	170						

51	Stapler (Big)	377	2 pcs	754	2 pcs	754						
52	Envelopes (long & short) brown	7	24 pcs	168	12 pcs	84			12 pcs	84		
53	Stamp pad Ink (Black)	50	4 bottles	200	2 bottles	100			2 bottles	100		
54	Correction Tape	40	16 pcs	640	4 pcs	160	4 pcs	160	4 pcs	160	4pcs	160
55	Brown Envelope	30	4 dozens	120	2 dozens	60			2 dozens	60		
56	Long Plastic Envelope	7	100 pcs	700	100 pcs	700						
57	Hard Bound Folder (Red, Black, Yellow & Green)	144	24 pcs	3,456.00	12 pcs	1,728.00	12 pcs	1,728.00				
58	Hard Bound Folder (Long)	144	12 pcs	1,728.00	6 pcs	864	6 pcs	864				
59	Specialty Paper	30	20 reams	600	20 reams	600						
60	Colored Paper (Short)	30	1 ream	30	1 ream	300						
61	Photo Paper	50	1 ream	50	1 ream	500						
62	Frames	1,800.00	3 dozens	5,400.00	3 dozens	1,800.00						

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

Prepared by:

SGD.MURIEL L. ABRAGAN

LCRO

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES/MEDICAL SUPPLIES

Plan Control No.				Planned Amount			Page 1 ____ of ____ 3 ____ pages					
Department/Office: HEALTH				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Epson ink (black)	120	8 pcs		2 pcs		2 pcs		2 pcs		2 pcs	
2	Bond paper (Long)	210	16 reams		6 reams		2 reams		6 reams		2 reams	
3	Bond paper (Short)	198	20 reams		5 reams		5 reams		5 reams		5 reams	
4	Bond paper (Long, S20)	215	4 reams		1 ream		1 ream		1 ream		1 ream	
5	Bond paper (Short, S20)	205	4 reams		1 ream		1 ream		1 ream		1 ream	
6	Index Card (5x8)	56	20 packs		10 pack				10 pack			
7	Brown Envelope (5x10-thick)	8	1000 pcs		250 pcs		250 pcs		250 pcs		250 pcs	
8	Ballpen Ballpen (Black/Blue)	70	2 dozens		1 dozen				1dozen			
9	Logbook (150 leaves)	90	12 pcs		8 pcs				4 pcs			
10	Pencil (Mongol)	90	24 pcs		12 pcs				12 pcs			
11	Correction tape	40	24 pcs		12 pcs				12 pcs			
12	Battery (Small)	29	12 pcs		6 pcs				6 pcs			
13	Bathroom Tissue	18	48 rolls		12 rolls		12 rolls		12 rolls		12 rolls	
14	Folder (Long, Green-thick)	10	30 pcs		12 pcs		6 pcs		6 pcs		6 pcs	
15	Mailing Envelope (long)	2	24 pcs		24 pcs							
16	Toilet Bowl Cleaner	220	4 bottles		1 bottle		1 bottle		1 bottle		1 bottle	

17	White Board Pen (Blue)	55	4 dozens		1 dozen		1 dozen		1 dozen		1 dozen
18	Pentel pen (Blue, Red)	336	8 dozens		2 dozens		2 dozens		2 dozens		2 dozens
19	Safeguard Soap	50	8 pcs		2 pcs		2 pcs		2 pcs		2 pcs
20	Baygon Spray	150	4 pcs		1 pc		1 pc		1 pc		1 pc
21	Columnar book (16 columns)	35	12 pads		8 pads		8 pads				
22	Stapler (Big)	377	1 pc		1 pc						
23	Plastic Trash Box (Big)	350	2 pcs		2 pcs				2 pcs		
24	Floor Mop	550	1 pc		1 pc				1 pc		
25	Sign Pen	29	24 pc		12 pcs				12 pcs		
26	Floorwax	3,000.00	2 pails		1 pail				1 pail		
27	Staple Wire #35	40	1 pc		1 pc						
28	Epson Ink	2,000.00	4 pcs		2 pcs				2		
29	Alcohol 70% 500ml	73	48 bottles		18 bottles		10 bottles		10 bottles		10 bottles
30	Cotton 400grms (Cleene)	290	10 ps		10 pcs				10 pcs		
31	Micropore Plaster 1"x10yards	885	3 rolls		1 roll		1 roll				1 roll
32	Micropore Plaster ½"x10yards	885	3 rolls		1 roll		1 roll				1 roll
34	Betadine – povidone	1,100.00	1 gallon		1 gallon						
35	Chlorine	5,600.00	1 barrel		1 barrel						
36	Sterile gauze 4x4 12's	650.00/box	400 pcs		100 pcs		100 pcs		100 pcs		100 pcs
37	Disposable Syringe 3cc	630	12 boxes		2 boxes		2 boxes		2 boxes		4 boxes
38	Tuberculine syringes	720	10 boxes		2 boxes		2 boxes		2 boxes		4 boxes
39	Vit. K Amule	65	600 amps		200 amp		100 amp		200 amp		100 amp
40	Oxytocin Ampule	40	600 amps		200 amp		100 amp		200 amp		100 amp
41	Chromic Cg 2.0	750.00/box	200 pcs		100 pcs				100 pcs		

42	Ophthalmic Oint- Erythromycin		4 pcs		4 pcs						
43	Amoxicilline capsule (500mg)	650	30 boxes		10 boxes		5boxes		10 boxes		5 boxes
44	Mefenamic Capsule (500mg)	390	14 boxes		5 boxes		2 boxes		5 boxes		2 boxes
45	Detergent Powder	11.5	72 sachets		36 sachet				36 sachet		
46	Detergent Bar	29	24 bars		12 bars				12 bars		
47	Safeguard Hand Liquid soap	480	4 bottles		4 bottles						
48	Thermometer-digital	250	4 bottles		4 bottles						
49	Alcohol 70% 500ml	73	12 bottles		6 bottles				6 bottles		
50	Airfreshner big	420	8 bottles		4 bottles				4 bottle		
51											
52	Toilet Bowl Cleaner	180	6 bottles		2 bottles		1 bottle		2 bottles		1 bottle
53	Stapler #35	377	1 pc		1 pc						
54											
55	Toilet Tissue Paper	18	12 rolls		8 rolls				4 rolls		
56	Bond paper (long)	215	2 reams		2 reams						
57	Bond paper (short)	205	2 reams		2 reams						
58	Floor map	200	2 pcs		2 pcs						
59	Floorwax	3,000.00	1 pail		1 pail						
60	Brown Envelope (Long 15x10)	4	500 pcs		250 pcs				250 pcs		
61	Staple Wire #35	40	1 box		1 box						
62											
63	Cotton 400grms (cleene)	290	1 roll		1 roll						
64	Alcohol 500ml	73	4 bottles		1 bottle		1 bottle		1 bottle		1 bottle
65	Thermal Paper 21033- wide,30mm-long	187.50.00	10 rolls		5 rolls				5 rolls		
66	Logbook 500 leaves	98	3 pcs		3 pcs						

67	Face mask	250	2 dozens		2 dozens						
68	Bond paper (short)	198	1 ream		1 ream						
69	Tissue paper	15	8 rolls		4 rolls				4 rolls		
70	Ultrasound Transmission Gel		6 tubes		6 tubes						
71	Ultrasound paper		6 rolls		6 rolls						
72	Pentel pen (pilot-blue)	40	4 pcs		4 pcs						
73	Pail-regular size	130	1 pc		1 pc						
74	Dipper	35	1 pc		1 pc						
75	Ballpen	8	4 pcs		4 pcs						
76	Toilet Bowl cleaner	180	1 bottle		1 bottle						
77	SGOT Reagent		2				1				1
78	Glucose Reagent		4		1		1		1		1
79	Normal Control Reagent		4		1		1		1		1
80	Cyan Washing Solution		2				1		1		1
81	Gloves (Large)	450	4		1		1		1		1
82	Distilled Water	150	4		1		1		1		1
83	Cy Hgb. Reagent		2		1		1				
84	10 SG Urine Strips		3		1		1				1
85	NSS	495	1		1						
86	Lugol's Iodine		1		1						
87	Capillary tube	290	2		1		1				
88	Sealer	265	2		1		1				
89	Wooden Applicators Stick 1000's	500	2		1		1				
90	Petridish-Big	850	1		1						
91	Ammonium Oxalate		1		1						
92	Hema Stain	5,280.00	1		1						
93	Oil Immersion	3,500.00	4		1		1		1		1
94	Staining glass	1,250.00	3		3						
95	WBC Diluting Fluid	395	1		1						

96	Extraction Table		1		1					
97	Logbook	90	10		10					
98	Test Tube (Red top)	1,200.00	4		1		1		1	1
99	Alcohol 70% 500ml	73	4		1		1		1	1
100	Cotton 300grams	250	4		1		1		1	1
101	Microphone plaster	885	4		1		1		1	1
102	Labeling plaster		4		1		1		1	1
103	Slides (frosted ends)	250	20		5		5		5	5
104	Syringe 3cc 100's	630	8		2		2		2	2
105	Stool (high)		2		2					
106	Computer ink (Epson)	2,000.00	8		2		2		2	2
107	Bond paper (long)	215	8		2		2		2	2
108	Bond paper (short)	205	8		2		2		2	2
109	Thermal paper (57mmx30m)	180	8		2		2		2	2
110	Bond paper (long)	215	8		2		2		2	2
111	Bond paper (short)	205	8		2		2		2	2
112	Thermal paper (57mmx30m)	180	8		2		2		2	2
113	UPS	5,000.00	1		1					
114	Cholesterol Reagent		4		1		1		1	1
115	Triglyceride Reagent		4		1		1		1	1
116	Creatinine Reagent		4		1		1		1	1
117	Blood Urea Nitrogen Reagent		4		1		1		1	1
118	Blood Uric Acid Reagent		4		1		1		1	1
119	SGPT Reagent		2		1					1
120	Stools and Urine Container		2		1		1			
121	X-ray films 100's		4		1		1		1	1
122	Blood Lancets 100's		2		1		1			

123	Test Tube (Violet top)		2		1		1				
124	Plastic stool		25		25						
125	Pale	130	2		2						
126	Denatured Alcohol 500ml	50	4		1		1		1		1
127	AFB Stain (cold method)		8		2		2		2		2
128	Picture Frame (long)	150	25		25						
129	Cotton Balls Jar (stainless)		2		2						
130	Bulletin Chart	500	1		1						
131	Hemacytometer		1		1						

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

Prepared by:

SGD. ARNEL P. ARMEA M.D

Municipal Health Officer

**ANNUAL PROCUREMENT PLAN
2015**

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ___ of ___ 3 ___ pages				
Department/Office: MTO				Regular	Contingency		Total	Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Cash Register Tape	40	12 rolls	480	3 rolls	120	3 rolls	120	3 rolls	120	3 rolls	120
2	Calculator Ribbon	31.95	2 rolls	63.9	1 roll	31.95			1 roll	31.95		
3	Typewriter Ribbon	35	8 rolls	280	2 rolls	70	2rolls	70	2 rolls	70	2 rolls	70
4	Carbon (long, blue, PELIKAN)	325	1 box	325	1 box	325						
5	Index Card	0.55	500 pcs	275	500 pcs	275						
6	Pencil Mongol 2	90	8 boxes	720	2 boxes	180	2 boxes	180	2 boxes	180	2 boxes	180
7	Ballpen (Faber Castell)	336	8 boxes	2,688.00	2 boxes	672	2 boxes	672	2 boxes	672	2 boxes	672
8	Folder (long, ordinary)	7	100 pcs	700	100 pcs	700						
9	Folder (short, ordinary)	6	100 pcs	600	100 pcs	600						
10	Folder (Morocco, long, asstd color)	12	50 pcs	600	50 pcs	600						
11	Bond paper (long)	215	20 reams	4,300.00	5 reams	1,075.00	5 reams	1,075.00	5 reams	1,075.00	5 reams	1,075.00
12	Bond paper (short)	205	20 reams	4,100.00	5 reams	1,025.00	5 reams	1,025.00	5 reams	1,025.00	5 reams	1,025.00
13	Paper Clip (big)	40	20 boxes	800	5 boxes	200	5 boxes	200	5 boxes	200	5 boxes	200
14	Paper Clip (small)	35	20 boxes	700	5 boxes	175	5 boxes	175	5 boxes	175	5 boxes	175
15	Correction Tape	40	12 pcs	480	12 pcs	480						
16	Staple Wire #10	35	5 boxes	175	5 boxes	175						

17	Staple Wire #35	40	20 boxes	800	5 boxes	200	5 boxes	200	5 boxes	200	5 boxes	200
18	Stapler	377	21 pcs	7,917.00	5 pcs	2,262.00	5 pcs	2,262.00	5 pcs	2,262.00	5 pcs	2,262.00
19	Stamping Pad	70	1 pc	70	1 pc	70						
20	Mailing Envelope (White)	1.5	100 pcs	150	100 pcs	150						
21	Brown Envelope (long)	3	50 pcs	150	50 pcs	150						
22	Brown Envelope (short)	2.5	50 pcs	125	50 pcs	125						
23	Rubber Band (big)	220	1000 pcs	220	1000 pcs	220						
24	Binder Clip-big)	65	8 pcs	520	2 pcs	130	2pcs	130	2 pcs	130	2 pcs	130
25	Record Book (300 leaves)	90	8 pcs	720	2 pcs	180	2 pcs	180	2 pcs	180	2 pcs	180
26	Parker Pen	50	1 pc	50	1 pc	50						
27	Notebook	20	8 pcs	160	2 pcs	40	2 pcs	40	2 pcs	40	2 pcs	40
28	Scotch Tape (big)	16.5	4 rolls	66	2 rolls	33			2 rolls	33		
29	Scotch Tape (small)	10	4 rolls	40	2 rolls	20			2 rolls	20		
30	USB 8GB	1,100.00	2 pcs	1,100.00	1 pc	1,100.00			1 pc	1,100.00		
31	Cashbook	849	8 pcs	6,792.00	2 pcs	1,698.00	2 pcs	1,698.00	2 pc	1,698.00	2 pcs	1,698.00
32	Office Curtain	595	6 yards	3,570.00	6 yards	3,570.00						
33	Paper fastener	40	8 boxes	320	2boxes	80	2 boxes	80	2 boxes	80	2 boxes	80
34	Plastic Cover (thick)	30	8 yards	240	2 yards	60	2 yards	60	2 yards	60	2 yards	60
35	Yellow paper	38	4 pads	152	1 pad	38	1 pad	38	1 pad	38	1 pad	38
36	Ink L100 B, T6641	120	8 bottles	960	2 bottles	240	2 bottles	240	2 bottles	240	2 bottles	240
37	Ink L100 M, T6643	120	8 bottles	960	2 bottles	240	2 bottles	240	2 bottles	240	2 bottles	240
38	Ink L100 Y, T6644	120	8 bottles	960	2 bottles	240	2 bottles	240	2 bottles	240	2 bottles	240
39	Ink L100 C, T6642	120	8 bottles	960	2 bottles	240	2 bottles	240	2 bottles	240	2 bottles	240
40	Alcohol	90	4 bottles	360	1 bottle	90	1 bottle	90	1 bottle	90	1 bottle	90
41	Tissue paper	17.5	20 rolls	350	5 rolls	87.5	5 rolls	87.5	5 rolls	87.5	5 rolls	87.5
42	Air Freshener	288	4 bottles	1,152.00	1 bottle	288	1 bottle	288	1 bottle	288	1 bottle	288
43	Dishwashing Liquid	310	4 bottles	1,240.00	1 bottle	310	1 bottle	310	1 bottle	310	1 bottle	310
44	Toilet Bowl Cleaner	220	8 bottles	1,760.00	2 bottles	440	2 bottles	440	2 bottles	440	2 bottles	440
45	Filer	120	4 pcs	480	1 pc	120	1 pc	120	1 pc	120	1 pc	120

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

Prepared by:

SGD. MYRNA C. PACAMARRA
Municipal Treasurer

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 of 3 pages				
Department/Office: MBO				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Computer Ink Epson L100	1,580.00	8 sets	12,640.00	2 sets	3,160.00	2 sets	3,160.00	2 sets	3,160.00	2 sets	3,160.00
2	Staple Wire #35	40	2 boxes	80	1 box	40			1 box	40		
3	Correction Tape	40	18 pcs	720	6 pcs	240	6 pcs	240	6 pcs	240		
4	Folder Long	7	24 pcs	168	24 pcs	168						
5	Ballpen 0.5 Black & Blue	6	24 pcs	144	6 pcs	36	6 pcs	36	6 pcs	36	6 pcs	36
6	Pentel Pen Black	27	4 pcs	108	2 pcs	58	1 pc		1 pc			
7	Alcohol Big	90	6 bottles	540	2 bottles	180			2 bottles	180	2 bottles	180
8	Bond Paper S20, Long Size	215	30 reams	6,450.00	10 reams	2,150.00	10 reams	2,150.00	5 reams	1,075.00	5 reams	1,075.00
9	Bond Paper S18, Long Size	195	10 reams	1,950.00	3 reams	585	3 reams	585	2 reams	390	2 reams	390
10	Bond Paper S20 Short	205	10 reams	2,050.00	5 reams	1,025.00	2 reams				3 reams	
11	Masking Tape 2"	80	4 rolls	320	1 roll	80	1 roll	80	1 roll	80	1 roll	80
12	Glue	312	2 bottles	624	1 bottle	312			1 roll	312		
13	Pencil Mongol 2	90	1 box	90	1 box	90						
14	Air Freshener	288	4 bottles	1,152.00	1 bottle	288	1 bottle	288	1 bottle	288	1 bottle	288
15	Scissor	20	2 pcs	40	2 pcs	40						

16	Fastener Plastic	40	1 box	40	1 box	40						
17	Paper Clip Small	40	2 boxes	80	1 box	40			1box	40		
18	Filer	120	6 pcs	720	6 pcs	720						
19	Wall Clock	1,500.00	1 pc	1,500.00	1 unit	1,500.00						
20	Folder Long, Yellow	6	24 pcs	144	24 pcs	144						
21	Sign Pen Black	27	4 pcs	108	2 pcs	58			2 pcs	58		
22	Floorwax	458	2 cans	916	1 can	458			1 can	458		
23	Cutter Big	30	2 pcs	60			2 pcs	60				
24	Stapler Big	377	1 pc	377	1 pc	377						

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

Prepared by:

MARIKO LAURA F. MILANTE
MBO

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 _____ of _____ 3 _____ pages				
Department/Office: BAC				Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond paper – Long, S20	215	30 reams	6,450.00	15 reams	3,225.00			15 reams	3,225.00		
2	Bond paper – Short, S20	205	30 reams	6,150.00	15 reams	3,075.00			15 reams	3,075.00		
3	Ballpen – Asstd.	70	6 boxes	420	3 boxes	280			3 boxes	280		
4	Folder – Long	8	100 pcs	800	50 pcs	400			50 pcs	400		
5	Logbook	90	6 pcs	540	3 pcs	270			3 pcs	270		
6	Staple Wire	40	4 boxes	160	2 boxes	80			2 boxes	80		
7	USB 4GB	1,000.00	3 pcs	3,000.00	3 pcs	3,000.00						
8	Stamp pad ink	29	4 bottles	116	2 bottles	58			2 bottles	58		
9	Epson Ink L210 BK	395	6 bottles	2,370.00	3 bottles	1,185.00			3 bottles	1,185.00		
10	Epson Ink L210 M	395	4 bottles	1,580.00	2 bottles	790			2 bottles	790		
11	Epson Ink L210 Y	395	4 bottles	1,580.00	2 bottles	790			2 bottles	790		
12	Epson Ink L210 C	395	4 bottles	1,580.00	2 bottles	790			2 bottles	790		
13	White Board Marker	55	2 pcs	110	2 pcs	110						
14	Retractable Extension Wire	250	1 pc	250	1 pc	250						
15	Correction tape	40	20 pcs	800	20 pcs	800						
16	Paper Fastener	40	2 boxes	80	2 boxes	80						
17	Sign pen (pilot,BK)	27	10 pcs	270	10 pcs	270						

18	Stamping pad	82	2 pcs	164	2 pcs	164						

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Prepared by:

JOSELITO C. MARTIREZ
Mun. Assessor

FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN
2015

OFFICE SUPPLIES

Province, City or Municipality: San Jose, Camarines Sur												
Plan Control No.				Planned Amount				Page 1 ____ of ____ 3 ____ pages				
Department/Office: COMELEC				Regular	Contingency		Total	Date Submitted:				
Item No.	Description	Unit Cost	Qty.	Total Cost	DISTRIBUTION							
					1 st Quarter		2 nd Quarter		3 rd Quarter		4 th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Smartbro and Globe Tattoo, 2Gb/4Gb	2,000.00	2 pcs	4,000.00	2 pcs	4,000.00						
2	Printer Ribbon-FX 2175,2190	500	12 pcs	6,000.00	12 pcs	6,000.00						
3	HP Laser Jet P1005,P1006(Black)	775	3 pcs	2,325.00	3 pcs	2,325.00						
4	Stapler (Swingline)	377	1 pc	377	1 pc	377						
5	Colored Bond paper (Long, Light Blue, Light Green, S20)	150	12 reams	1,800.00	12 reams	1,800.00						
6	Mail Envelope-Standard	125	3 boxes	375	3 boxes	375						
7	Plastic Box-Mega Box 70 L	450	3 boxes	1,350.00	3 boxes	1,350.00						
8	USB 8GB	1,400.00	2 pcs	2,800.00	2 pcs	2,800.00						

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

Prepared by:

SGD. IMELDA C. AÑONUEVO
Election Officer II

Summary by Office

DEPARTMENT	Head Of Department/Office	Total Cost
Department of Ariculture	ADOLFO BRUZO	23,751.00
DSWD	HELEN J. MENDOZA	70,373.00
ENGINEERING	ENGR. RAYMUND P. CAM	186,008.25
MPDO	ENGR. JOSE CHITO P. MILANTE	331,376.00
BFP	SFO1 JOEY VILLARAMA	31,594.70
OSCA	MARIETTA MARIANO	11,400.00
EXECUTIVE	HON. ANTONIO B. CHAVEZ	2,100,254.40
SB	ARCHIMEDES P. VALENCIA	1,385,367
COA	MESALINA V. CLARO	27,359.88
ASSESSOR	JOSELITO C. MARTIREZ	141,435.00
DILG	JOEL P. PANGA JR.	16,149.00
MENRO	ENGR. ALMA P. PEÑOLA	197,674.35
ACCOUNTING	IMELDA C. CABALLERO	184,983.15
MCR	MURIEL L. ABRAGAN	228,102.00
MTO	MYRNA C. PACAMARRA	262,879.90
MBO	MARIKO LAURA F. MILANTE	101,971.00
MDRRMC	ENGR. GABRIEL OBIAS	60,870.00
COMELEC	IMELDA C. AÑONUEVO	34,287.00
BAC	JOSELITO C. MARTIREZ	26,420.00
TOTAL		5,422,255.63