


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount 1,885,000.00					Page 01 of 10 pages			
Department/ Office: _____					Regular	Contingency	Total			Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	A3 Bond Paper	450.00	1	Ream	450.00	1	450.00		-		-		-
2	ACCOUNTABLE FORM 0016	120.00	190	BKLT	22,800.00	70	8,400.00	60	7,200.00	30	3,600.00	30	3,600.00
3	ACCOUNTABLE FORM 51	180.00	266	BKLT	47,880.00	71	12,780.00	75	13,500.00	60	10,800.00	60	10,800.00
4	ACCOUNTABLE FORM 52	120.00	13	BKLT	1,560.00	4	480.00	3	360.00	3	360.00	3	360.00
5	ACCOUNTABLE FORM 53	96.00	11	BKLT	1,056.00	3	288.00	3	288.00	3	288.00	2	192.00
6	ACCOUNTABLE FORM 55	120.00	241	BKLT	28,920.00	65	7,800.00	60	7,200.00	60	7,200.00	56	6,720.00
7	ACCOUNTABLE FORM 56	160.00	170	BKLT	27,200.00	70	11,200.00	40	6,400.00	30	4,800.00	30	4,800.00
8	ACCOUNTABLE FORM 58	100.00	12	BKLT	1,200.00	3	300.00	3	300.00	3	300.00	3	300.00
9	ACCOUNTABLE FORM 54	120.00	12	BKLT	1,440.00	3	360.00	3	360.00	3	360.00	3	360.00
10	AIR FRESHENER, aerosol, 280ml/150g min	87.72	146	can	12,806.39	52	4,561.18	28	2,456.02	33	2,894.60	33	2,894.60
11	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	44.84	470	bottle	21,073.86	127	5,694.43	113	5,066.69	109	4,887.34	121	5,425.40
12	APPLICATION FOR MARRIAGE LICENSE	245.00	8	pad	1,960.00	2	490.00	2	490.00	2	490.00	2	490.00
13	Ballpen, Black	10.00	230	piece	2,300.00	147	1,470.00	13	130.00	57	570.00	13	130.00
14	Ballpen, Blue	10.00	40	piece	400.00	20	200.00		-	20	200.00		-
15	BATTERY, dry cell, AA, 2 pieces per blister pack	20.11	85	pack	1,709.20	39	784.22	11	221.19	24	482.60	11	221.19
16	BATTERY, dry cell, AAA, 2 pieces per blister pack	19.88	65	pack	1,291.88	31	616.13	9	178.88	16	318.00	9	178.88
17	BATTERY, dry cell, D, 1.5 volts, alkaline	90.10	12	pack	1,081.20	3	270.30	3	270.30	3	270.30	3	270.30
18	BOARD PAPER GSM 200 WHITE	30.00	100	pack	3,000.00	25	750.00	25	750.00	25	750.00	25	750.00
19	BROOM, soft (tambo)	132.50	26	piece	3,445.00	13	1,722.50	3	397.50	7	927.50	3	397.50
20	BROOM, STICK (TING-TING), usable length: 760mm min	31.16	294	piece	9,162.22	79	2,461.96	72	2,243.81	72	2,243.81	71	2,212.64
Sub - Total					190,735.74		61,078.71		47,812.39		41,742.14		40,102.50

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

Prepared by:


ENGR. LIGAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR


Plan Control No. _____					Planned Amount			1,885,000.00		Page 02 of 10 pages			
Department/ Office:					Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
21	Bulletin Cork Board (Job Vacancy Board) quartet 25" x 35"	882.00	1	piece	882.00	1	882.00		-		-		-
22	Butcher Bolo	350.00	9	piece	3,150.00	5	1,750.00		-	4	1,400.00		-
23	Butcher Knife, 12 in, stainless	200.00	28	piece	5,600.00	10	2,000.00	6	1,200.00	6	1,200.00	6	1,200.00
24	CALCULATOR, compact, 12 digits	137.80	53	unit	7,303.40	39	5,374.20	1	137.80	10	1,378.00	3	413.40
25	CARBON FILM, PE, black, size 210mm x 297mm	212.53	4	box	850.12	3	637.59		-	1	212.53		-
26	CARTOLINA, assorted colors	74.18	19	pack	1,409.40	7	519.25	4	296.72	4	296.72	4	296.72
27	CASH BOOK	300.00	2	BKLT	600.00	1	300.00		-	1	300.00		-
28	CERTIFICATE OF DEATH	305.00	8	pad	2,440.00	2	610.00	2	610.00	2	610.00	2	610.00
29	CHAIR, monobloc, beige, with backrest, w/o armrest	267.65	4	piece	1,070.60	4	1,070.60		-		-		-
30	CHALK, molded, white, dustless, length: 78mm min	26.17	2	box	52.34	1	26.17		-	1	26.17		-
31	CHECK BOOK	600.00	36	BKLT	21,600.00	9	5,400.00	9	5,400.00	9	5,400.00	9	5,400.00
32	Chemical Hose, 30m, 1/2 size	1,800.00	2	roll	3,600.00	1	1,800.00		-	1	1,800.00		-
33	CITATION TICKETS	250.00	33	BKLT	8,250.00	9	2,250.00	9	2,250.00	9	2,250.00	6	1,500.00
34	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	42.40	176	bottle	7,462.40	45	1,908.00	43	1,823.20	45	1,908.00	43	1,823.20
35	CLEANSER, SCOURING POWDER, 350g min./can	24.38	26	can	633.88	8	195.04	6	146.28	6	146.28	6	146.28
36	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	7.72	92	box	709.95	27	208.35	25	192.92	20	154.34	20	154.34
37	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	13.65	44	box	600.72	16	218.44	12	163.83	9	122.88	7	95.57
38	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	20.95	54	box	1,131.06	21	439.86	13	272.29	11	230.40	9	188.51
39	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	40.28	17	box	684.76	8	322.24	3	120.84	3	120.84	3	120.84
40	COIN ENVELOP	190.00	4	BOX	760.00	1	190.00	1	190.00	1	190.00	1	190.00
Sub - Total					68,790.63		26,101.75		12,803.88		17,746.15		12,138.85

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

Prepared by:


ENGR. LICAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount 1,885,000.00			Page 03 of 10 pages					
Department/ Office: _____					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
41	COLB	305.00	14		4,270.00	4	1,220.00	3	915.00	3	915.00	4	1,220.00
42	Columnar Notebook-2Columns	50.00	10	pcs.	500.00	10	500.00		-		-		-
43	Columnar Notebook-5Columns	50.00	4	pcs.	200.00	4	200.00		-		-		-
44	CORRECTION TAPE, film base type, UL 6m min	17.89	659	piece	11,791.36	230	4,115.34	136	2,433.42	140	2,504.99	153	2,737.60
45	CUTTER BLADE, for heavy duty cutter	12.00	40	piece	479.97	25	299.98	4	48.00	5	60.00	6	72.00
46	CUTTER KNIFE, for general purpose	27.93	28	piece	782.07	28	782.07		-		-		-
47	DATA FILE BOX, made of chipboard, w/ closed ends	71.13	30	piece	2,133.78	26	1,849.28	1	71.13	2	142.25	1	71.13
48	DATA FOLDER, made of chipboard, taglia lock	69.96	2	piece	139.92	1	69.96		-	1	69.96		-
49	DATING AND STAMPING MACHINE, heavy duty	487.58	3	piece	1,462.74	2	975.16		-	1	487.58		-
50	Desktop Computer, branded	39,962.00	2	unit	79,924.00	2	79,924.00		-		-		-
51	DETERGENT BAR, 140 grams as packed	8.16	52	bar	424.42	18	146.92	9	73.46	17	138.75	8	65.30
52	DETERGENT POWDER, all purpose, 1kg	38.15	182	pack	6,943.19	48	1,831.17	46	1,754.87	45	1,716.72	43	1,640.42
53	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	6,959.45	1	unit	6,959.45	1	6,959.45		-		-		-
54	DISINFECTANT SPRAY, aerosol type, 400-550 grams	125.35	48	can	6,016.56	17	2,130.87	9	1,128.11	12	1,504.14	10	1,253.45
55	DUST PAN, non-rigid plastic, w/ detachable handle	25.31	38	piece	961.89	24	607.51	3	75.94	8	202.50	3	75.94
56	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	22.21	8	piece	177.66	8	177.66		-		-		-
57	Electric Fan - Desk Type	1,000.00	2	Unit	2,000.00	2	2,000.00		-		-		-
58	ELECTRIC FAN, STAND type, plastic blade	1,025.74	4	unit	4,102.96	3	3,077.22		-		-	1	1,025.74
59	ENVELOPE, DOCUMENTARY, for A4 size document	415.99	13	box	5,407.82	6	2,495.92	2	831.97	3	1,247.96	2	831.97
60	ENVELOPE, DOCUMENTARY, for legal size document	528.04	13	box	6,864.51	6	3,168.23	2	1,056.08	3	1,584.12	2	1,056.08
Sub - Total					141,542.29		112,530.73		8,387.97		10,573.97		10,049.62

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

Prepared by:


ENGR. LICAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount			1,885,000.00		Page 04 of 10 pages			
Department/ Office: _____					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
61	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	752.60	8	box	6,020.80	4	3,010.40	1	752.60	2	1,505.20	1	752.60
62	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	31.08	2	piece	62.16	2	62.16		-		-		-
63	ENVELOPE, mailing, white, with window	418.70	9	box	3,768.30	8	3,349.60		-	1	418.70		-
64	ENVELOPE, MAILING,white, 80gsm (-5%)	334.96	13	box	4,354.48	11	3,684.56		-	1	334.96	1	334.96
65	ERASER, FELT, for blackboard/whiteboard	11.32	12	piece	135.85	5	56.60	5	56.60	1	11.32	1	11.32
66	ERASER, PLASTIC/RUBBER, for pencil draft/writing	4.51	116	piece	522.58	45	202.73	23	103.62	25	112.63	23	103.62
67	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2,777.20	17	piece	47,212.40	12	33,326.40	1	2,777.20	3	8,331.60	1	2,777.20
68	FASTENER, METAL, 70mm between prongs	80.43	72	box	5,791.16	32	2,573.85	15	1,206.49	13	1,045.63	12	965.19
69	FILE ORGANIZER, expanding, plastic, 12 pockets	71.96	16	piece	1,151.41	9	647.67	2	143.93	3	215.89	2	143.93
70	FILE TAB DIVIDER, bristol board, for A4	12.72	1	set	12.72	1	12.72		-		-		-
71	FILE TAB DIVIDER, bristol board, for legal	16.96	1	set	16.96	1	16.96		-		-		-
72	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	5,088.00	2	unit	10,176.00	2	10,176.00		-		-		-
73	FLASH DRIVE, 16 GB capacity	281.96	51	piece	14,379.96	34	9,586.64	6	1,691.76	5	1,409.80	6	1,691.76
74	Floor Brush	150.00	32	pc	4,800.00	8	1,200.00	8	1,200.00	8	1,200.00	8	1,200.00
75	FLOOR WAX, PASTE, RED	274.54	12	can	3,294.48	3	823.62	3	823.62	3	823.62	3	823.62
76	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	41.34	44	piece	1,818.96	13	537.42	9	372.06	13	537.42	9	372.06
77	FOLDER, FANCY, for A4 size documents	258.16	11	bundle	2,839.79	3	774.49	2	516.33	4	1,032.65	2	516.33
78	FOLDER, FANCY, for legal size documents	296.80	12	bundle	3,561.60	5	1,484.00	1	296.80	5	1,484.00	1	296.80
79	FOLDER, L-TYPE, PLASTIC, for A4 size documents	174.37	8	pack	1,394.96	2	348.74	2	348.74	2	348.74	2	348.74
80	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	761.08	12	box	9,132.96	3	2,283.24	3	2,283.24	3	2,283.24	3	2,283.24
Sub - Total					120,447.54	74,157.80	12,572.98	21,095.39	12,621.36				

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

Prepared by:


ENGR. IGAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR


Plan Control No. _____					Planned Amount 1,885,000.00					Page 05 of 10 pages				
Department/ Office: _____					Regular	Contingency		Total			Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
81	FOLDER, TAGBOARD, for A4 size documents	221.54	12	pack	2,658.48	8	1,772.32	1	221.54	2	443.08	1	221.54	
82	FOLDER, TAGBOARD, for legal size documents	285.01	25	pack	7,125.32	12	3,420.15	4	1,140.05	5	1,425.06	4	1,140.05	
83	FURNITURE CLEANER, aerosol type, 300ml min per can	89.04	20	can	1,780.80	5	445.20	5	445.20	5	445.20	5	445.20	
84	GARBAGE IN WITH WHEEL	6,000.00	26	unit	156,000.00	8	48,000.00	6	36,000.00	6	36,000.00	6	36,000.00	
85	GLUE, all purpose, gross weight: 200 grams min	48.74	93	jar	4,532.71	31	1,510.90	21	1,023.51	22	1,072.25	19	926.04	
86	Hand brush	35.00	32	pc	1,120.00	8	280.00	8	280.00	8	280.00	8	280.00	
87	INK CART, CANON CL-741, Colored	1,020.78	2	cart	2,041.56	1	1,020.78	0	-	1	1,020.78		-	
88	INK CART, CANON CL-811, Colored	1,049.40	29	cart	30,432.60	15	15,741.00	3	3,148.20	8	8,395.20	3	3,148.20	
89	INK CART, CANON PG-740, Black	768.50	4	cart	3,074.00	1	768.50	1	768.50	1	768.50	1	768.50	
90	INK CART, CANON PG-810, Black	795.00	79	cart	62,805.00	37	29,415.00	18	14,310.00	11	8,745.00	13	10,335.00	
91	INK CART, EPSON C13T664100 (T6641), Black	259.70	82	cart	21,295.40	30	7,791.00	20	5,194.00	22	5,713.40	10	2,597.00	
92	INK CART, EPSON C13T664200 (T6642), Cyan	259.70	38	cart	9,868.60	10	2,597.00	9	2,337.30	10	2,597.00	9	2,337.30	
93	INK CART, EPSON C13T664300 (T6643), Magenta	259.70	38	cart	9,868.60	10	2,597.00	9	2,337.30	10	2,597.00	9	2,337.30	
94	INK CART, EPSON C13T664400 (T6644), Yellow	259.70	38	cart	9,868.60	10	2,597.00	9	2,337.30	10	2,597.00	9	2,337.30	
95	INK CART, HP C9363WA, (HP97), Tri-color	1,521.10	1	cart	1,521.10	1	1,521.10		-		-		-	
96	INK CART, HP C9397A (HP72) 69ml Photo Black	2,035.20	1	cart	2,035.20	1	2,035.20		-		-		-	
97	INK CART, HP C9399A (HP72) 69ml Magenta	2,035.20	1	cart	2,035.20	1	2,035.20		-		-		-	
98	Ink Refill, Epson L3110 #003 (Tri-Color)	1,012.50	3	Bottle	3,037.50	2	2,025.00		-		-	1	1,012.50	
99	Ink Refill, Epson L3110 #003 (Black)	337.50	3	Bottle	1,012.50	2	675.00		-		-	1	337.50	
100	Ink Refill, Epson L360 (Black)	540.00	3	Bottle	1,620.00	2	1,080.00		-		-	1	540.00	
Sub - Total					333,733.17		127,327.36		69,542.91		72,099.48		64,763.43	

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

Prepared by:


ENGR. LICAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
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Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount 1,885,000.00					Page 06 of 10 pages				
Department/ Office: _____					Regular	Contingency		Total			Date Submitted: _____			
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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
101	Ink Refill, Epson L360 (Tri-color)	1,095.00	3	Bottle	3,285.00	2	2,190.00		-		-	1	1,095.00	
102	INSECTICIDE, aerosol type, net content: 600ml min	142.04	54	can	7,670.16	21	2,982.84	11	1,562.44	11	1,562.44	11	1,562.44	
103	Ligth Bulb, LED, 7 watts 1 pc in individual box	73.88	40	piece	2,955.28	5	369.41	20	1,477.64	5	369.41	10	738.82	
104	Liquid Detergent, 1.5 Liter	85.00	12	bottle	1,020.00	3	255.00	3	255.00	3	255.00	3	255.00	
105	MAGAZINE FILE BOX, LARGE size, made of chipboard	42.40	14	piece	593.60	6	254.40	1	42.40	6	254.40	1	42.40	
106	MARKER, FLUORESCENT, 3 assorted colors per set	37.95	73	set	2,770.20	19	721.01	18	683.06	18	683.06	18	683.06	
107	MARKER, PERMANENT, bullet type, black	9.84	291	piece	2,862.51	87	855.80	70	688.58	66	649.23	68	668.90	
108	MARKER, PERMANENT, bullet type, blue	9.84	83	piece	816.45	32	314.78	15	147.55	22	216.41	14	137.72	
109	MARKER, PERMANENT, bullet type, red	9.84	124	piece	1,219.76	31	304.94	34	334.45	25	245.92	34	334.45	
110	MARKER, whiteboard, black, felt tip, bullet type	10.50	66	piece	693.30	19	199.59	14	147.06	19	199.59	14	147.06	
111	MARKER, whiteboard, blue, felt tip, bullet type	10.50	48	piece	504.22	12	126.06	12	126.06	12	126.06	12	126.06	
112	MARKER, whiteboard, red, felt tip, bullet type	10.50	43	piece	451.70	13	136.56	10	105.05	10	105.05	10	105.05	
113	Mechanical Pencil Leads	60.00	2	box	120.00	2	120.00		-		-		-	
114	Mechanical Platform Weighing Scale[500 kg capacity] with crib	13,000.00	1	pc	13,000.00	1	13,000.00		-		-		-	
115	MOP BUCKET, heavy duty, hard plastic	1,947.75	4	unit	7,791.00	1	1,947.75	1	1,947.75	1	1,947.75	1	1,947.75	
116	MOPHANDLE, heavy duty, aluminum, screw type	148.40	20	piece	2,968.00	6	890.40	4	593.60	6	890.40	4	593.60	
117	MOPHEAD, made of rayon, weight: 400 grams min	112.36	30	piece	3,370.80	11	1,235.96	4	449.44	11	1,235.96	4	449.44	
118	MOUSE, optical, USB connection type	137.59	32	unit	4,402.82	25	3,439.70	2	275.18	3	412.76	2	275.18	
119	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	18,974.00	1	unit	18,974.00	1	18,974.00		-		-		-	
120	Muriatic Acid, 1 Liter	52.00	4	bottle	208.00	1	52.00	1	52.00	1	52.00	1	52.00	
Sub - Total					75,676.81		48,370.19		8,887.25		9,205.44		9,213.92	

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

Prepared by:


ENGR. LIGAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount			1,885,000.00		Page 07 of 10 pages			
Department/ Office: _____					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
121	Network Routers	2,123.33	3	unit	6,370.00	3	6,370.00		-		-		-
122	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	32.84	56	pad	1,838.97	21	689.61	15	492.58	11	361.23	9	295.55
123	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	57.13	50	pad	2,856.70	19	1,085.55	13	742.74	9	514.21	9	514.21
124	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	42.29	42	pad	1,776.35	15	634.41	9	380.65	9	380.65	9	380.65
125	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	12.27	12	piece	147.30	3	36.82	3	36.82	3	36.82	3	36.82
126	Office Table	7,000.00	1	piece	7,000.00	1	7,000.00		-		-		-
127	Pail, small	50.00	19	piece	950.00	5	250.00	5	250.00	5	250.00	4	200.00
128	PAPER CLIP, vinyl/plastic coat, length: 32mm min	6.10	179	box	1,091.01	56	341.32	52	316.94	39	237.71	32	195.04
129	PAPER CLIP, vinyl/plastic coat, length: 48mm min	12.99	221	box	2,869.69	64	831.04	63	818.06	48	623.28	46	597.31
130	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	8,243.62	1	unit	8,243.62	1	8,243.62		-		-		-
131	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	134.92	201	ream	27,118.28	55	7,420.42	47	6,341.09	51	6,880.76	48	6,476.01
132	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	157.73	189	ream	29,810.59	51	8,044.13	44	6,940.03	49	7,728.67	45	7,097.76
133	PAPER, Multi-Purpose (COPY) A4, 70 gsm	116.72	878	ream	102,477.17	245	28,595.57	205	23,926.90	205	23,926.90	223	26,027.80
134	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	132.48	767	ream	101,611.24	215	28,482.94	173	22,918.83	180	23,846.18	199	26,363.28
135	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	17.68	65	pad	1,149.25	18	318.25	17	300.57	15	265.21	15	265.21
136	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	98.05	26	ream	2,549.30	11	1,078.55	4	392.20	7	686.35	4	392.20
137	PENCIL SHARPENER, manual, single cutter head	190.80	21	piece	4,006.80	15	2,862.00	1	190.80	2	381.60	3	572.40
138	PENCIL, lead, w/ eraser, wood cased, hardness: HB	21.19	162	box	3,432.68	59	1,250.17	30	635.68	43	911.14	30	635.68
139	Plastic Drum, blue	450.00	3	piece	1,350.00	3	1,350.00		-		-		-
140	Portable Welding Machine	16,000.00	1	piece	16,000.00	1	16,000.00		-		-		-
Sub - Total					322,648.95		120,884.42		64,683.90		67,030.71		70,049.92

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

Prepared by:


ENGR. LICAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount			1,885,000.00		Page 08 of 10 pages			
Department/ Office: _____					Regular	Contingency		Total		Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
141	Printer	7,000.00	1	unit	7,000.00	1	7,000.00		-		-		-
142	PUNCHER, paper, heavy duty, with two hole guide	134.49	29	piece	3,900.29	25	3,362.32	1	134.49	2	268.99	1	134.49
143	RAGS, all cotton, 32 pieces per kilogram min	50.65	60	bundle	3,038.81	27	1,367.46	9	455.82	16	810.35	8	405.17
144	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	72.08	151	book	10,884.08	69	4,973.52	26	1,874.08	30	2,162.40	26	1,874.08
145	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	103.88	106	book	11,011.28	61	6,336.68	13	1,350.44	19	1,973.72	13	1,350.44
146	REFILL INK 1 LITER BLACK	750.00	6	liter	4,500.00	3	2,250.00	1	750.00	1	750.00	1	750.00
147	REFILL INK 1 LITER CYAN	750.00	5	liter	3,750.00	2	1,500.00	1	750.00	1	750.00	1	750.00
148	REFILL INK 1 LITER MAGENTA	750.00	5	liter	3,750.00	2	1,500.00	1	750.00	1	750.00	1	750.00
149	REFILL INK 1 LITER YELLOW	750.00	5	liter	3,750.00	2	1,500.00	1	750.00	1	750.00	1	750.00
150	REGISTRATION OF AML	860.00	1	pad	860.00	1	860.00		-		-		-
151	REGISTRATION OF DEATH	490.00	1	pad	490.00	1	490.00		-		-		-
152	REGISTRATION OF MARRIAGE	860.00	1	pad	860.00	1	860.00		-		-		-
153	Retractable Pen - Black	40.00	24	piece	960.00	24	960.00		-		-		-
154	RING BINDER, 80 rings, plastic, 32mm x 1.12m	205.51	12	bundle	2,466.15	3	616.54	3	616.54	3	616.54	3	616.54
155	RUBBER BAND, 70mm min lay flat length (#18)	98.58	42	box	4,140.36	18	1,774.44	8	788.64	8	788.64	8	788.64
156	Rubber Boots	450.00	40	pair	18,000.00	10	4,500.00	10	4,500.00	10	4,500.00	10	4,500.00
157	RULER, plastic, 450mm (18"), width: 38mm min	15.77	78	piece	1,230.28	49	772.87	8	126.18	13	205.05	8	126.18
158	SCISSORS, symmetrical, blade length: 65mm min	15.90	90	pair	1,431.00	55	874.50	15	238.50	10	159.00	10	159.00
159	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	35.28	642	piece	22,647.71	176	6,208.72	144	5,079.86	161	5,679.56	161	5,679.56
160	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	35.28	180	piece	6,349.82	52	1,834.39	39	1,375.80	48	1,693.29	41	1,446.35
Sub - Total					111,019.78		49,541.44		19,540.35		21,857.53		20,080.46

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

Prepared by:


ENGR. LIGAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount 1,885,000.00					Page 09 of 10 pages				
Department/ Office: _____					Regular	Contingency		Total			Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
161	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	35.28	167	piece	5,891.23	58	2,046.05	32	1,128.86	33	1,164.13	44	1,552.18	
162	STAMP PAD INK, purple or violet	25.10	79	bottle	1,982.96	34	853.43	14	351.41	17	426.71	14	351.41	
163	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	28.20	43	piece	1,212.43	21	592.12	6	169.18	10	281.96	6	169.18	
164	STAPLE REMOVER, PLIER-TYPE	18.53	31	piece	574.39	23	426.16	3	55.59	5	92.64	0	-	
165	STAPLE WIRE, for heavy duty staplers, (23/13)	21.07	19	box	400.38	5	105.36	7	147.51	4	84.29	3	63.22	
166	STAPLE WIRE, STANDARD, (26/6)	20.44	276	box	5,640.56	85	1,737.13	66	1,348.83	67	1,369.27	58	1,185.33	
167	STAPLER, BINDER TYPE, heavy duty, desktop	895.70	15	unit	13,435.50	12	10,748.40	1	895.70	1	895.70	1	895.70	
168	STAPLER, STANDARD TYPE, load cap: 200 staples min	83.74	65	piece	5,443.10	55	4,605.70	3	251.22	7	586.18		-	
169	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35") min	1,351.50	1	unit	1,351.50	1	1,351.50		-		-		-	
170	TAPE DISPENSER, TABLE TOP, for 24mm width tape	56.90	22	piece	1,251.82	17	967.31	2	113.80		-	3	170.70	
171	TAPE, ELECTRICAL, 18mm x 16M min	18.55	32	roll	593.60	9	166.95	7	129.85	9	166.95	7	129.85	
172	TAPE, MASKING, width: 24mm (±1mm)	56.18	95	roll	5,337.10	31	1,741.58	20	1,123.60	26	1,460.68	18	1,011.24	
173	TAPE, MASKING, width: 48mm (±1mm)	108.65	58	roll	6,301.70	22	2,390.30	11	1,195.15	14	1,521.10	11	1,195.15	
174	TAPE, PACKAGING, width: 48mm (±1mm)	18.55	81	roll	1,502.55	28	519.40	17	315.35	21	389.55	15	278.25	
175	TAPE, TRANSPARENT, width: 24mm (±1mm)	9.28	141	roll	1,307.78	47	435.93	31	287.53	38	352.45	25	231.88	
176	TAPE, TRANSPARENT, width: 48mm (±1mm)	18.55	113	roll	2,096.15	36	667.80	27	500.85	31	575.05	19	352.45	
177	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	66.67	293	pack	19,535.48	91	6,067.33	63	4,200.46	67	4,467.16	72	4,800.53	
178	TONER CART, HP CE390A, Black	7,838.70	13	cart	101,903.10	4	31,354.80	3	23,516.10	3	23,516.10	3	23,516.10	
179	Toner kit kyocera TK-4109	7,400.00	20	cart	148,000.00	17	125,800.00		-	3	22,200.00		-	
180	Toner kit kyocera TK-439	7,400.00	2	cart	14,800.00	2	14,800.00		-		-		-	
Sub - Total					338,561.32		207,377.25		35,730.98		59,549.93		35,903.16	

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

Prepared by:



ENGR. LISAYA V. JOSUE

(Head of Department/Office)

Approved by:



ATTY. VIRGILIO J. VALLE

Municipal Mayor


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality :STA. CRUZ, ILOCOS SUR

Plan Control No. _____					Planned Amount 1,885,000.00			Page 10 of 10 pages					
Department/ Office: _____					Regular	Contingency	Total	Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
181	TRASHBAG, plastic, transparent	142.57	12	roll	1,710.84	7	997.99		-	5	712.85		-
182	TWINE, plastic, one (1) kilo per roll	51.94	32	roll	1,662.08	13	675.22	6	311.64	7	363.58	6	311.64
183	Universal Ink- black	300.00	3	liter	900.00	3	900.00		-		-		-
184	UTP Cable	2,496.50	1	Box	2,496.50	1	2,496.50		-		-		-
185	Viking Wheel Barrow, Deep Type	2,000.00	1	piece	2,000.00	1	2,000.00		-		-		-
186	WASTEBASKET, non-rigid plastic	24.04	15	piece	360.61	12	288.49	1	24.04	1	24.04	1	24.04
187	Yellow Pad	75.00	18	pad	1,350.00	18	1,350.00		-		-		-
Sub - Total					10,480.03		8,708.20		335.68		1,100.47		335.68
Grand - Total					1,713,636.26		836,077.84		280,298.29		322,001.21		275,258.91

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Prepared by:


ENGR. LICAYA V. JOSUE
 (Head of Department/Office)

Approved by:


ATTY. VIRGILIO J. VALLE
 Municipal Mayor