

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year													
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
64	TAPE, electrical	roll	5	0	0	5	97.25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	19.45	97.25			
65	TAPE, masking, 25mm	roll	5	0	0	5	278.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	55.48	278.40			
66	TAPE, masking, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	121.16	0.00		
67	TAPE, packaging, 48 mm	roll	5	0	0	5	111.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	22.96	111.80			
68	TAPE, transparent, 25mm	roll	3	0	0	3	88.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	17.68	88.40			
69	TAPE, transparent, 48 mm	roll	5	0	0	5	112.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	22.57	112.85			
70	TAPE, white, plastic	roll	2	0	0	2	133.24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	66.62	133.24			
MEASURING AND TESTING EQUIPMENT																														
71	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19.93	0.00		
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																														
72	BLADE, for general purpose cutlery/utility knife	tubed	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16.37	0.00		
73	BINDING AND FINISHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,534.72	0.00		
74	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	239.89	0.00		
75	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	235.77	0.00		
76	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32.97	0.00		
77	CLIP, backfold, 19mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.36	0.00		
78	CLIP, backfold, 25mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15.60	0.00		
79	CLIP, backfold, 30mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33.28	0.00		
80	CLIP, backfold, 35mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60.32	0.00		
81	CORRECTION TAPE	piece	30	0	0	30	405.00	15	0	0	15	202.50	30	0	0	30	405.00	15	0	0	15	202.50	0	0	0	90	13.50	1,215.00		
82	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31.72	0.00		
83	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.45189	0.00		
84	DATA FOLDER	piece	3	0	0	3	248.03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	83.01	249.03		
85	DATE STAMP	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	434.95	0.00		
86	ENVELOPE, Documentar, A4	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	829.92	0.00		
87	ENVELOPE, Documentar, legal	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	1,605.38	6,345.48		
88	ENVELOPE, Expanding, 80#	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	939.95	0.00		
89	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30.49	0.00		
90	ENVELOPE, Mailing	box	6	0	0	6	2,395.12	0	0	0	0	0	6	0	0	6	2,395.12	0	0	0	0	0	0	0	0	0	12	403.52	5,190.24	
91	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	512.72	0.00		
92	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14.48	0.00		
93	FASTENER	box	20	0	0	20	1,892.80	0	0	0	0	0	20	0	0	20	1,892.80	0	0	0	0	0	0	0	0	0	40	94.64	3,785.60	
94	FILE ORGANIZER, expanding, plastic, legal	piece	6	0	0	6	541.20	0	0	0	0	0	6	0	0	6	541.20	0	0	0	0	0	0	0	0	0	12	90.20	1,092.40	
95	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	11.13	0.00	
96	FILE TAB DIVIDER, legal	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	14.22	0.00	
97	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	270.40	0.00	
98	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	291.20	0.00	
99	FOLDER, L-type, A4	pack	10	0	0	10	2,692.80	0	0	0	0	0	10	0	0	10	2,692.80	0	0	0	0	0	0	0	0	0	0	20	206.28	4,005.60
100	FOLDER, L-type, legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	249.08	0.00	
101	FOLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	952.64	0.00	
102	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	379.60	0.00	
103	FOLDER with tab, legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	413.92	0.00	
104	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	67.60	0.00	
105	MARKER, Fluorescent	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	31.11	0.00	
106	MARKER, Permanent, Black	piece	20	0	0	20	165.40	0	0	0	0	0	0	0	0	0	165.40	0	0	0	0	0	0	0	0	0	40	8.27	336.80	
107	MARKER, Permanent, Blue	piece	3	0	0	3	24.81	0	0	0	0	0	0	0	0	0	24.81	0	0	0	0	0	0	0	0	0	6	8.27	49.62	
108	MARKER, Permanent, Red	piece	2	0	0	2	16.54	0	0	0	0	0	0	0	0	0	16.54	0	0	0	0	0	0	0	0	0	4	8.27	33.08	
109	MARKER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	9.65	0.00
110	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	9.65	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q1
					AMOUNT				AMOUNT				AMOUNT								AMOUNT
53 80141505-15-053 Car (sedan or hatchback)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
46 80141505-15-054 MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
47 80141505-15-055 SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
48 80141505-15-056 PASSENGER VAN	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
49 80141505-15-057 VAN	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
50 80141505-15-058 TWO-WHEEL VEHICLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
51 80141505-15-059 PICKUP TRUCK	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
52 80141505-15-060 ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
53 80141505-15-061 ASSEMBLED OWNER-TYRE JEEP	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
50 80141505-15-062 ASSEMBLED PASSENGER BERRY/TYRE VEHICLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
51 80141505-15-063 MOTORCYCLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
52 80141505-15-064 BUS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
53 80141505-15-065 MINI BUS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
A. TOTAL																		435,457.48			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		43,545.75			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					
D. GRAND TOTAL (A + B + C)																		479,003.23			
E. APPROVED BUDGET BY THE AGENCY HEAD																					
In Figures and Words:																					

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by: 
TERESITA ESTYLER A. CAMTO
 ADMINISTRATIVE OFFICER V
 Property/Supply Officer

Certified Funds Available / Certified Appropriable Funds Available:
 JOYCE ANNE D. ADORO
 ADMINISTRATIVE OFFICER III / BUDGET OFFICER II
 Accountant / Budget Officer

Approved by: 
MA. TERESITA ESTYLER A. CAMTO
 Executive Director
 Head of Office/Agency

Date Prepared: _____