ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount							Page 1 of 9 Pages	
Department: Admin.				Regular	Contingency				Total		Date Submitted:	
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.	
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.
1	Albatross (refill) (Big)	70.00	120	8,400.00	30	2,100.00	30	2,100.00	30	2,100.00	30	2,100.00
2	Album	150.00	3	450.00	3	450.00						
3	Ballpen (HBW 2000) Black	6.00	132	792.00	33	198.00	33	198.00	33	198.00	33	198.00
4	Ballpen (HBW Atech O-Gel)	9.00	176	1,584.00	47	423.00	47	423.00	41	369.00	41	369.00
5	Ballpen Faber Castell Black	13.00	204	2,652.00	51	663.00	51	663.00	51	663.00	51	663.00
6	Ballpen Pilot Green	32.00	82	2,624.00	21	672.00	21	672.00	20	640.00	20	640.00
7	Battery AA	30.00	42	1,260.00	16	480.00	6	180.00	14	420.00	6	180.00
8	Battery AAA	35.00	24	840.00	6	210.00	6	210.00	6	210.00	6	210.00
9	Bond Paper Long	175.00	132	23,100.00	34	5,950.00	34	5,950.00	32	5,600.00	32	5,600.00
10	Bond Paper Short(Hard Copy)	155.00	132	20,460.00	37	5,735.00	36	5,580.00	30	4,650.00	29	4,495.00
11	Bulb 25watts Energy Saver Spiral Phillips	230.00	40	9,200.00	20	4,600.00	20	4,600.00				
12	Calculator (16 digits) Big	780.00	4	3,120.00	2	1,560.00	2	1,560.00				
13	Calculator 12 Digits Casio	504.00	1	504.00	1	504.00						
Totals												

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount							Page 2 of 9 Pages	
Department: Commercial				Regular	Contingency				Total		Date Submitted:	
					DISTRIBUTION							
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.	
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.
14	Calendar 2015	276.00	1	276.00	1	276.00						
15	Calendar Table 2015	114.00	6	684.00	6	684.00						
16	Carbon Paper Long Red Carpet	230.00	9	2,070.00	5	1,150.00	1	230.00	3	690.00		
17	Cash Book (Hard Bound)	700.00	30	21,000.00			30	21,000.00				
18	Columnar Book (10 cols)	45.00	2	90.00	2	90.00						
19	Columnar Book (20 cols.)	50.00	7	350.00	7	350.00						
20	Columnar Book (4 cols.)	40.00	34	1,360.00	12	480.00	7	280.00	8	320.00	7	280.00
21	Columnar Book (6 cols.)	42.00	1	42.00	1	42.00						
22	Columnar Book (8 cols)	43.00	1	43.00	1	43.00						
23	Columnar Book (9 cols.)	45.00	9	405.00	9	405.00						
24	Correction Fluid Touch & Go	53.00	8	424.00	4	212.00			4	212.00		
25	Correction Tape	40.00	110	4,400.00	30	1,200.00	26	1,040.00	29	1,160.00	25	1,000.00
26	Customer Ledger Card (Green)	8.00	2000	16,000.00			2000	16,000.00				
Totals												

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

Prepaed by:

MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount							Page 3 of 9 Pages	
Department: Commercial				Regular	Contingency				Total		Date Submitted:	
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.	
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.
27	Customer Ledger Card (Yellow)	8.00	8000	64,000.00	2000	16,000.00	2000	16,000.00	2000	16,000.00	2000	16,000.00
28	Cutter Big	25.00	10	250.00	8	200.00			2	50.00		
29	Cutter Blade Big	6.00	12	72.00	12	72.00						
30	Develop Toner TN114	3,750.00	6	22,500.00	3	11,250.00			3	11,250.00		
31	Dishwashing Liquid Joy 250ml	73.50	12	882.00	3	220.50	3	220.50	3	220.50	3	220.50
32	Disinfectant Zonrox Bleach Orig.	60.00	8	480.00			4	240.00			4	240.00
33	Door Mat	37.50	30	1,125.00			10	375.00	10	375.00	10	375.00
34	DTR Form	126.00	10	1,260.00	5	630.00			5	630.00		
35	Engineer's Field Book	72.00	6	432.00	6	432.00						
36	Envelope Brown Long	3.00	48	144.00	3	9.00	21	63.00	3	9.00	21	63.00
37	Envelope Brown Short	2.00	48	96.00	12	24.00	12	24.00	12	24.00	12	24.00
38	Envelope Expanding Long	15.00	50	750.00	11	165.00	19	285.00	6	90.00	14	210.00
39	Envelope Expanding Short	14.00	36	504.00					18	252.00	18	252.00
Totals												

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 4 of 9 Pages	
Department: Commercial				Regular	Contingency				Total			Date Submitted:	
					DISTRIBUTION								
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.		
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	
40	Eraser (Staedtler)	22.00	14	308.00	7	154.00	5	110.00	2	44.00			
41	Fastener Metal	45.00	19	855.00	8	360.00	4	180.00	4	180.00	3	135.00	
42	Fastener Plastic	45.00	29	1,305.00	13	585.00	5	225.00	9	405.00	2	90.00	
43	Fax Ribbon	650.00	10	6,500.00			10	6,500.00					
44	Floor Wax (Red)	300.00	20	6,000.00	5	1,500.00	5	1,500.00	5	1,500.00	5	1,500.00	
45	Floor Wax (White)	25.00	24	600.00	6	150.00	6	150.00	6	150.00	6	150.00	
46	Folder Expanded Long	18.00	54	972.00	8	144.00	20	360.00	7	126.00	19	342.00	
47	Folder Expanded Short	15.00	24	360.00			12	180.00			12	180.00	
48	Folder Long	5.00	900	4,500.00	226	1,130.00	226	1,130.00	224	1,120.00	224	1,120.00	
49	Folder Short	4.00	240	960.00	60	240.00	60	240.00	60	240.00	60	240.00	
50	Freshner (Ambi Fur) (320ml)	300.00	36	10,800.00	9	2,700.00	9	2,700.00	9	2,700.00	9	2,700.00	
51	Furniture Polish (Pledge) (330ml)	300.00	15	4,500.00			9	2,700.00			6	1,800.00	
52	Garbage Bag XXL	12.00	200	2,400.00	50	600.00	50	600.00	50	600.00	50	600.00	
Totals													

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 5 of 9 Pages	
Department: Commercial				Regular	Contingency				Total			Date Submitted:	
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.		
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	
53	Glass Cleaner	203.15	12	2,437.80			6	1,218.90			6	1,218.90	
54	Highlighter	60.00	62	3,720.00	17	1,020.00	15	900.00	15	900.00	15	900.00	
55	Index Card (5"x8")(100 sheets per pack)	54.00	50	2,700.00					50	2,700.00			
56	Logbook 200 Pages	49.50	14	693.00	9	445.50			5	247.50			
57	Logbook 300 Pages	65.00	24	1,560.00	11	715.00	7	455.00	6	390.00			
58	Logbook 500 Pages	87.00	23	2,001.00	12	1,044.00	3	261.00	8	696.00			
59	Masking Tape 1"	30.00	78	2,340.00	26	780.00	18	540.00	17	510.00	17	510.00	
60	Masking Tape 2" (Thick)	50.00	12	600.00	3	150.00	3	150.00	3	150.00	3	150.00	
61	MBWD Letter Head Linen Long	1,500.00	4	6,000.00	2	3,000.00	2	3,000.00					
62	MBWD Letter Head Linen Short	1,300.00	4	5,200.00	2	2,600.00	2	2,600.00					
63	Mop (Thick)	150.00	12	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00	
64	Mop Head (refill) (Thick)	80.00	16	1,280.00					8	640.00	8	640.00	
65	Onion Paper Long	168.00	6	1,008.00	2	336.00	2	336.00	2	336.00			
Totals													

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 6 of 9 Pages
Department: Commercial				Regular	Contingency				Total			Date Submitted:
					DISTRIBUTION							
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.	
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.
66	Packing Tape 2"	60.00	256	15,360.00	69	4,140.00	63	3,780.00	62	3,720.00	62	3,720.00
67	Paper Clamp Big	6.00	72	432.00	24	144.00	18	108.00	15	90.00	15	90.00
68	Paper Clamp Medium	5.00	74	370.00	22	110.00	22	110.00	15	75.00	15	75.00
69	Paper Clip Big	26.75	12	321.00	6	160.50	2	53.50	2	53.50	2	53.50
70	Paper Clip Small	17.50	14	245.00	5	87.50	3	52.50	3	52.50	3	52.50
71	Paper Form 1 Ply 11" x 14"	920.00	2	1,840.00			2	1,840.00				
72	Paper Form 1 Ply 9½" x 11"	650.00	20	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00
73	Paper Plates (Gloosy/Waxed)	2.00	2400	4,800.00	600	1,200.00	600	1,200.00	600	1,200.00	600	1,200.00
74	Paste Big (Red Stone)	38.00	3	114.00	1	38.00	2	76.00				
75	Pencil Filler (Lead .05)	65.00	4	260.00	2	130.00	2	130.00				
76	Pencil Mongol # 2	7.50	26	195.00	16	120.00			10	75.00		
77	Pentel Pen Broad Black	40.00	50	2,000.00	13	520.00	13	520.00	12	480.00	12	480.00
78	Plastic Cups	0.75	2000	1,500.00	500	375.00	500	375.00	500	375.00	500	375.00
Totals												

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 7 of 9 Pages	
Department: Commercial				Regular	Contingency				Total			Date Submitted:	
					DISTRIBUTION								
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.		
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	
79	Plastic Fork (Big)	1.50	2000	3,000.00	500	750.00	500	750.00	500	750.00	500	750.00	
80	Plastic Spoon (Big)	1.50	2000	3,000.00	500	750.00	500	750.00	500	750.00	500	750.00	
81	Post It Notes	35.00	4	140.00	4	140.00							
82	Printer Ink Cartridge Canon 830	950.00	50	47,500.00	20	19,000.00	10	9,500.00	15	14,250.00	5	4,750.00	
83	Printer Ink Cartridge Canon 831	1,100.00	25	27,500.00	10	11,000.00	5	5,500.00	6	6,600.00	4	4,400.00	
84	Printer Ink Cartridge HP 21	750.00	3	2,250.00	3	2,250.00							
85	Printer Ink Cartridge HP 704 Black	420.00	193	81,060.00	49	20,580.00	49	20,580.00	48	20,160.00	47	19,740.00	
86	Printer Ink Cartridge HP 704 Colored	420.00	109	45,780.00	28	11,760.00	28	11,760.00	27	11,340.00	26	10,920.00	
87	Printer Ribbon EPSON FX 2175	450.00	24	10,800.00			12	5,400.00	6	2,700.00	6	2,700.00	
88	Puncher	480.00	6	2,880.00	6	2,880.00							
89	Rope (Nylon # 5)	150.00	5	750.00	3	450.00	2	300.00					
90	Rubber Band	9.00	75	675.00	21	189.00	18	162.00	18	162.00	18	162.00	
91	Ruler (Straight) 12"	35.00	11	385.00	9	315.00	2	70.00					
Totals													

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

Prepared by:

MOLIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 8 of 9 Pages	
Department: Commercial				Regular	Contingency				Total			Date Submitted:	
					DISTRIBUTION								
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.		
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	
92	Scotch Tape 1"	18.00	78	1,404.00	24	432.00	18	324.00	21	378.00	15	270.00	
93	Scotch Tape 2"	49.75	6	298.50	3	149.25			3	149.25			
94	Signpen Black (Dong-a)My Gel 0.7	25.00	160	4,000.00	40	1,000.00	40	1,000.00	40	1,000.00	40	1,000.00	
95	Signpen Black Pilot Hi-Tecpoint V5	60.00	16	960.00	8	480.00			8	480.00			
96	Signpen Blue G-Tech-C4 Pilot	75.00	16	1,200.00	8	600.00			8	600.00			
97	Soft Broom	150.00	24	3,600.00	6	900.00	6	900.00	6	900.00	6	900.00	
98	Staple Wire # 35	34.00	49	1,666.00			28	952.00	11	374.00	10	340.00	
99	Staple Wire Remover	14.75	11	162.25	9	132.75			2	29.50			
100	Stapler #35 (Swingline) Big	420.00	6	2,520.00	5	2,100.00	1	420.00					
101	Steerer Stick Big (for coffee)	31.50	8	252.00	2	63.00	2	63.00	2	63.00	2	63.00	
102	Stick Broom	20.00	24	480.00	6	120.00	6	120.00	6	120.00	6	120.00	
103	Stroller Box	950.00	20	19,000.00	7	6,650.00	7	6,650.00	4	3,800.00	2	1,900.00	
104	Styro Bowl	2.50	2000	5,000.00	500	1,250.00	500	1,250.00	500	1,250.00	500	1,250.00	
Totals													

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)

ANNUAL PROCUREMENT PLAN
OFFICE SUPPLIES CY 2015

Name of Agency: METRO BANGUED WATER DISTRICT

Plan Control No.:_____				Planned Amount								Page 9 of 9 Pages	
Department: Commercial				Regular	Contingency				Total			Date Submitted:	
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Qtr.		2nd Qrt.		3rd Qrt.		4th Qrt.		
					Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	Qty.	Amt.	
105	Styro Cups Small	1.50	2000	3,000.00	500	750.00	500	750.00	500	750.00	500	750.00	
106	Table Napkin	34.00	24	816.00	6	204.00	6	204.00	6	204.00	6	204.00	
107	Teller's Receipt	65.00	2400	156,000.00	1200	78,000.00			1200	78,000.00			
108	Toilet Bowl Brush	45.50	16	728.00	4	182.00	4	182.00	4	182.00	4	182.00	
109	Toilet Bowl Cleaner	180.00	16	2,880.00	4	720.00	4	720.00	4	720.00	4	720.00	
110	Toilet Tissue (3 ply)	30.00	90	2,700.00			30	900.00	30	900.00	30	900.00	
111	USB (8gb)	500.00	3	1,500.00	3	1,500.00							
112	Waterbill Form	5,500.00	20	110,000.00	20	110,000.00							
Totals													

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

Prepared by: MOILIN B. BALAORO

(Head of Department/Office)