

ANNUAL PROCUREMENT PLAN FOR 2019

For Common Use Supplies and Equipment

Province/City/Municipality: **LGU-Balungao**
 Department/Bureau/Office: **ALL DEPARTMENT**
 Address: **Balungao, Pangasinan**

No.	ITEM AND SPECIFICATIONS	UNIT OF MEASURE															PANTAWID OFFICE	MDRRM OFFICE	MT. BALUNGAO
			MAYOR'S OFFICE	HRMO OFFICE	MPDC OFFICE	ENGR. OFFICE	ASSESOR OFFICE	MSWDO OFFICE	ACCTNG. OFFICE	BUDGET OFFICE	RHU OFFICE	MCR OFFICE	TREAS. OFFICE	AGRI. OFFICE	SB OFFICE	OSCA OFFICE			
1	Book Paper (Sub. 24-short)/Hard copy	ream	178		12		10	30	60	12	50	10	50	12	20	10		10	
2	Book Paper (Sub. 24-long)/Hardcopy	ream	197		12		30	38	40	6	50	10	50	12	30	20		10	
3	Permafilm Carbon Paper-Long	ream			1		8			5			1			2			
4	Permafilm Carbon Paper-Short	ream								2	5								
5	Coupon Bond (Mimeo) (Long)	ream		25			6										20		
6	Coupon Bond (Mimeo) (Short)	ream		25			8										20		
7	Computer Paper (Long) S. 20	ream															24		
8	Computer Paper (Short) S.20	ream															24		
9	Paper bond, Premium Grade, A4	ream				10		30	20		12						20		
10	Paper bond, Premium Grade, long	ream				10					10								
11	Mimeographing Paper (Long)	ream			10														
12	Mimeographing Paper (Short)	ream			10														
13	RECORD BOOK 150 pages	pcs.					3											3	
14	Bookpaper A3	pcs.									6		12	6					
15	Brown Envelope (short)	pcs.	80									12			50			1000	
16	Brown Envelope (long)	pcs.	100					100	50			24		25	250	100			
17	Folder, tagboard, a4 size, 100s/box	pcs.									12								
18	FOLDER (Long)	pcs.	80	50				100	152				50	50	200	100	130	1	
19	FOLDER (short)	pcs.	80						120		50				100			1000	
20	Folder white glossy (long)	pcs.		50	50							20	50						
21	Folder white glossy (short)	pcs.			40														
22	Expanding Folder(L-Green)	pcs.	60	100	60				70	130									
23	Expanding Envelope-Long	pcs.	75						50	44		50	100		50		1000	1	
24	Envelope Plastic (Long)	pcs.					30												
25	Highlighter	pcs.	10																
26	Plastic Folder (Long & short)	pcs.			40				50										
27	Manila paper	pcs.															75		
28	Calculator 12/24 digits	pcs.	7		1		2	1	3		10		2		2	1			3

132	USB 32gb	pcs.	8						8						20		5	6	
133	Canon Colored ink #810	bottle					3	4				10		16		5			
134	Canon Black ink #811	bottle					5					5		8		5			
135	Columnar Book 24 Column	pcs.	10																
No.	ITEM AND SPECIFICATIONS	UNIT OF MEASURE																	
			MAYOR'S OFFICE	HRMO OFFICE	MPDC OFFICE	ENGR. OFFICE	ASSESOR OFFICE	MSWDO OFFICE	ACCTNG. OFFICE	BUDGET OFFICE	RHU OFFICE	MCR OFFICE	MTO OFFICE	AGRI. OFFICE	SB OFFICE	OSCA OFFICE	PANTAWID OFFICE	MDRRM OFFICE	MT BALUNGAO
136	USB 8gb	pcs.						5				4		4					
137	Coupon Bond Subs.16 Long	bottle																24	
138	Epson L210 colored	bottle/set									4								
139	Record Book 300 pages	pcs.	10									20		20					
140	Pilot Ballpen black	boxes	15									10		10	5			3	2
141	Epson Yellow	pcs.	9															20	
142	Canon black ink	bottle					3		4				10						
143	Epson Computer ink	bottle						5		8				4					
144	FAAS Building							3											
145	COMPUTER	set					2	1	1										
146	TAX Declaration form							10											
147	Sworn Statement form							3											
148	Coupon Bond Subs.16 Short	boxes																24	
149	Electric fan	boxes						1											
150	Columnar Book (9 columns)	pcs.					2												
151	Logbook Thin	bottle																5	
152	Cartridge NO. 741	pcs.										22							
153	Cartridge No. 740	pcs.										25							
154	Dipper	pcs.																3	20
155	Rug	pcs.																24	
156	HP GT52 Yellow Ink Bottle	pcs.																20	
157	HP GT52 Black Bottle	reams																20	
158	Eraser (Rubber) (Big)	boxes	2									8							
159	File organizer	boxes	20									7						4	
160	Ruler		5									8						12	
161	Epson L-210 Ink #664 (Black)											6							
162	Epson Cyan		9								4							20	
163	Expanding Envelope (Plastic)											40							
164	Stabilo (Original)-Yellow Green											8							
165	Columnar Pad paper (4 columns)	pcs.										4		3					
166	Pentel pen Broad	boxes	2									1						1	

503	staple Wire (small)														10				
504	Rag														10				
505	OTG														7				
506																			

Recommended by:

Glance L. Osoteo

GLANCE L. OSOTEO
BAC Chairman

Reviewed by:

Eliseo B. Meniado

ELISEO B. MENIADO
Municipal Budget Officer

Approved :

Phillip G. Peralta

PHILLIP G. PERALTA
Head of Office/Agency

<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
	<i>MARKET</i>			
		464		
		505		
2		17		
		7		
		51		
		53		
		24		
		24		
		92		
		20		
		10		
		10		
		6		
		24		
		1142		
		649		
		12		
100		913		
		1350		
		170		
		40		
		420		
		1370		
		30		
		10		
		90		
		75		
		29		

		25		
<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		25		
		3		
		64		
		24		
8		101		
		121		
		131		
		2		
		4		
		12		
		124		
42		65		
		30		
5		3		
		5		
5		32		
		324		
21		83		
		1		
		89		
		6		
380		211		
		26		
		154		
		101		
		18		
		10		
		21		
		16		
		19		
		4		
		7		
		2		
		3		

<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		10		
		8		
		24		
		6		
		13		
		458		
		50		
		25		
		2		
		21		
		8		
		39		
		7		
		8		
20		115		
		107		
		2		
		6		
		14		
		25		
		1		
		1		
		10		
		7		
		33		
		81		
		10		
		10		
		42		
		5		
		7		
		23		
		24		

		7		
		8		
		24		
<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		24		
		3		
		#WERT!	XXXX	
		20		
		20		
		3		
		170		
		71		
	24	60		
		59		
		34		
		4		
		12		
		118		
		53		
		14		
		12		
		18		
		38		
		6		
		8		
		6		
		14		
		17		
		24		
		16		
		5		
		9		
		24		
		42		
		22		
		15		

		47		
4		38		
		23		
		10		
<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		13		
		24		
		4		
		50		
		50		
		29		
		17		
		17		
		3		
		4		
		10		
		3		
		24		
		1		
		2		
		5		
		22		
		25		
		3		
		24		
		20		
		20		
		10		
		31		
		25		
		6		
		33		
		40		
		8		
		7		
		4		

		66		
		50		
		50		
		32		
		2		
SC OFFICE	PUBLIC MARKET	TOTAL	PRICE	AMOUNT
		1		
		9		
		5		
		9		
		5		
		32		
		30		
		10		
	2	3		
		12		
		2		
		10		
		5		
		500 liters	XXXXX	
		4		
		4		
		1		
		1		
		8		
		1		
		6		
		10		
		6		
		20		
		20		
		20		
		10		
		40		
		6		
		2		

		1		
		3		
		70		
		6		
		12		
		12		
<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		2		
		14		
		6		
		2		
		205		
		2		
		3		
		2		
		30		
		3		
		60		
	8	8		
		7		
		2		
		20		
		4		
		4		
		4		
		5		
		75		
		20		
		3		
		1		
		10		
		3		
		4		
		2		
		1		
		1		

		1		
		8		
		10		
		3		
		13		
		20		
	5	8		
<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		2 pcs.		
		6 pcs.		
		20 pcs.		
		8 pcs.		
		20 pcs.		
		12 pcs.		
		12 pcs.		
		2 pcs.		
		12 boxes		
		20 boxes		
		5 pcs.		
		6 pcs.		
		2 pcs.		
		312 pcs.		
		100 pcs.		
		34 pcs.		
		39 pcs.		
		4 pcs.		
		30 pcs.		
		12 pcs.		
		24 pcs.		
		20 pcs.		
		10		
		3		
		12 boxes		
		12 boxes		

		10 packs		
		2 boxes		
		1 box		
		30 pcs.		
		20 reams		
		2		
		6 packs		
		300 pcs.		

<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		12 pcs.		
		12 pcs.		
		10 pcs.		
		10 pcs.		
		24 pcs.		
		12 pcs.		
		30 pcs.		
		12 pcs.		
		12 pcs.		
		12 pcs.		
		6 pcs.		
		2 pcs.		
		6 pcs.		
		2		
		10		
		36		
		10		
		36		
		36		
		6		
		24		
		24		
		24		
		1		
		24		
		7		

		2		
		6		
		24		
		24		
		6		
		6		
		24		
		1		

<i>SC</i>	<i>PUBLIC</i>	TOTAL	PRICE	AMOUNT
<i>OFFICE</i>	<i>MARKET</i>			
		1		
		1		
		24		
		1		
		24		
		24		
		1		
		24		
		24		
		6		
		6		
		24		
		72		
		72		
		2		
		24		
		24		
		2		
		1		
		2		
		2		
		10		
		30 pcs.		
		10 pcs.		
		30 pcs.		

		10 pcs.		
		1 box		
		100 amps		
		100 amps		
		1 box		
		1 box		
		1 box		
		10 vials		
		10 box		
		10 pcs.		
		12 pcs.		
		100 pcs.		
		1 gal		
		100 pcs.		
		100 pcs.		
		2 box		
		100 vials		
		1 box		
		1 box		
		100 pcs.		
		10 box		
		144 bottles		
		72 bottles		
		1 gal		
		144 bottles		
		2 box		
		36		
		2		
		6		
		6		
		6		
		2		
		2		
		36		
		12		
		2		
		100's		

		144 bot.		
		72 bot.		
		72 pcs.		
		2 box		
		200 box		
		100 box		
		40 box		
		7 box		
		24 box		
		12 box		
		6 box		
		4 box		
		4 box		
		12 box		
		6 box		
		36 bot.		
		12 packs		
		12 packs		
		10 bot.		
		24 tube		
		6		
		10		
		10		
		2		
		4		
		1		
		1		
		60		
		1		
		4		
		24		
		24		
		6		
		8		
		4		
		4		
		4		
	110	110		



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**ANNUAL SUPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2018**

Province/City/Municipality :

Department/Officer/Unit:

Fund/Special Account:

GENERAL FUND

Item No. (1)	TYPE OF SUPPLIES/ DESCRIPTION (2)	QUANTITY		C O S T		ALLOTMENT QUARTER		
		Existing (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)	2 (8)	3 (9)
1	COUPON BOND (SHORT)	0	754.00 reams	250.00	188,500.00			
2	COUPON BOND (LONG)	0	958.00 reams	225.00	215,550.00			
3	COUPON BOND (A4)	0	176.00 reams	162.00	28,512.00			
4	BOOKPAPER (A3) SIZE	0	24.00 reams	324.00	7,776.00			
5	FOLDER (SHORT)	0	1,505.00 pcs.	6.00	9,030.00			
6	FOLDER (LONG)	0	1,767.00 pcs.	9.00	15,903.00			
7	ENVELOPE (SHORT)	0	222.00 pcs.	18.00	3,996.00			
8	ENVELOPE (LONG)	0	2,183.00 pcs.	22.00	48,026.00			
9	RECORD BOOK/LOG BOOK/BLUE BOOK	0	201.00 pcs.	54.75	11,004.75			
10	YELLOW PAD PAPER	0	106.00 pads	32.00	3,392.00			
11	PAPER CLIP (BIG)	0	164.00 boxes	50.00	8,200.00			
12	PAPER CLIP (SMALL)	0	191.00 boxes	35.00	6,685.00			
13	PAPER FASTENER	0	121.00 boxes	37.00	4,477.00			
14	SIGNPEN (BLACK)	0	407.00 boxes	20.00	8,140.00			
15	SIGNPEN (RED)	0	6.00 boxes	20.00	120.00			
16	SIGNPEN (BLUE)	0	6.00 boxes	20.00	120.00			
17	BALLPEN (BLACK)	0	534.00 boxes	145.00	77,430.00			
18	BALLPEN (BLUE)	0	205.00 boxes	145.00	29,725.00			
19	BALLPEN (RED)	0	2.00 boxes	145.00	290.00			
20	MONGGOL PENCIL	0	118.00 boxes	84.00	9,912.00			
21	PENTEL PEN	0	160.00 pcs.	37.75	6,040.00			
22	PHOTO PAPER	0	6.00 pads	180.00	1,080.00			
23	MANILA PAPER	0	150.00 pcs.	14.00	2,100.00			
24	USB 32GB	0	112.00 pcs.	530.00	59,360.00			
25	T O T A L S :							

Prepared by:

Reviewed by:

Approved by:

SAMUEL MEIM
Supply Officer

ELISEO B. MENIADO
Municipal Budget Officer

PHILIP
Muni

**ANNUAL SUPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2018**

Province/City/Municipality :

Department/Officer/Unit:

Fund/Special Account:

GENERAL FUND

Item No. (1)	TYPE OF SUPPLIES/ DESCRIPTION (2)	QUANTITY		C O S T		ALLOTMENT QUARTER		
		Existing (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)	2 (8)	3 (9)
1	COLUMNAR BOOK LEGAL SIZE	0	227.00 pcs.	29.00	6,583.00			
2	CORRECTION TAPE	0	563.00 pcs.	35.00	19,705.00			
3	SCISSOR	0	35.00 pcs.	35.00	1,225.00			
4	COMPUTER INK (BLACK)	0	179.00 bottles		0.00			
5	COMPUTER INK (YELLOW)	0	67.00 bottles		0.00			
6	COMPUTER INK (CYAN)	0	36.00 bottles		0.00			
7	COMPUTER INK (MAGENTA)	0	60.00 bottles		0.00			
8	SHARPENER	0	2.00 pcs.	400.00	800.00			
9	PUNCHER	0	8.00 pcs.	130.00	1,040.00			
10	RUBBER BOND	0	13.00 boxes	25.00	325.00			
11	SCOTCH TAPE	0	91.00 pcs.	20.00	1820			
12	.MASKING TAPE	0	28.00 pcs.	50.00	1,400.00			
13	STAPLER #35	0	67.00 pcs.	200.00	13,400.00			
14	STAPLE WIRE #35	0	125.00 pcs.	50.00	6,250.00			
15	STAPLER #10	0	30.00 pcs.	46.00	1,380.00			
16	STAPLE WIRE #10	0	125.00 pcs.	50.00	6,250.00			
17	STAPLE WIRE REMOVER	0	28.00 pcs.	50.00	1,400.00			
18	CALCULATOR 12DIGITS	0	29.00 pcs.	340.00	9,860.00			
19	SCIENTIFIC CALCULATOR	0	2.00 pcs.	500.00	1,000.00			
20	GLUE	0	20.00 pcs.	60.00	1,200.00			
21	STEEL CABINET (4 drawer)	0	3.00 set	6,800.00	20,400.00			
22	COMPUTER SET	0	13.00 set		0.00			
23	LAPTOP	0	3.00 set		0.00			
24	RULER	0	31.00 pc.	8.00	248.00			
25	T O T A L S :							

Prepared by:

Reviewed by:

Approved by:

SAMUEL MEIM
Supply Officer

ELISEO B. MENIADO
Municipal Budget Officer

PHILIPP
Muni

**ANNUAL SUPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2018**

Province/City/Municipality :

Department/Officer/Unit:

Fund/Special Account:

GENERAL FUND

Item No. (1)	TYPE OF SUPPLIES/ DESCRIPTION (2)	QUANTITY		C O S T		ALLOTMENT QUARTER		
		Existing (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)	2 (8)	3 (9)
1	STAMP PAD	0	47.00		0.00			
2	TYPEWRITTER RIBBON	0	32.00		0.00			
3		0			0.00			
4		0			0.00			
5		0			0.00			
6		0			0.00			
7		0			0.00			
8		0			0.00			
9		0			0.00			
10		0			0.00			
11		0			#WERT!			
12		0			0.00			
13		0			0.00			
14		0			0.00			
15		0			0.00			
16		0			0.00			
17		0			0.00			
18		0			0.00			
19		0			0.00			
20		0			0.00			
21		0			0.00			
22		0			0.00			
23		0			0.00			
24		0			0.00			
25	TOTALS :							

Prepared by:

Reviewed by:

Approved by:

SAMUEL MEIM

ELISEO B. MENIADO

PHILIPF

Supply Officer

Municipal Budget Officer

Muni

4 (10)	REMARKS (11)

cipal Mayor

**ANNUAL SUPPLIES PROCUREMENT PROGRAM
BUDGET YEAR 2018**

Province/City/Municipality : _____
 Department/Officer/Unit: _____
 Fund/Special Account: GENERAL FUND

Item No. (1)	TYPE OF SUPPLIES/ DESCRIPTION (2)	QUANTITY		C O S T		ALLOTMENT	
		Existing (3)	Proposed (4)	Unit (5)	Total (6)	1 (7)	2 (8)
1	Book Paper (Sub. 20-short)	0		250.00	0.00		
2	Book Paper (Sub. 24-long)	0		225.00	0.00		
3	Permafilm Carbon Paper-Long	0		950.00	0.00		
4	Permafilm Carbon Paper-Short	0		900.00	0.00		
5	Expanding Folder(L-Green)	0		25.00	0.00		
6	Expanding Envelope-Long	0		25.00	0.00		
7	Paper Fastener	0		55.00	0.00		
8	Paper Clip(Plastic coated big)	0		50.00	0.00		
9	Paper Clip(Plastic coated small)	0		35.00	0.00		
10	Staple Wire #10	0		15.00	0.00		
11	Pencil (Mongol #2)	0		120.00	0.00		
12	Pilot Sign Pen (Black Hi tecpoint V5)	0		1,300.00	0.00		
13	Columnar Pad (6 columns)	0		30.00	0.00		
14	EPSON L200 Comp. ink B&C	0		1,050.00	0.00		
15	Rubber Bond	0		20.00	0.00		
16	Typewriter Ribbon	0		35.00	0.00		
17	Pentel Pen (Black)	0		50.00	0.00		
18	Correction Tape	0		50.00	0.00		
19	Scotch Tape 1"	0		60.00	0.00		
20	Elmer's Glue	0		25.00	0.00		
21	Other Sup[plies	0		-0-			
22							
23							
24							
25	TOTALS :				37,750.00		

ed by:

PHILIPP G. PERALTA
Municipal Mayor

D a t e