FDP Form 4a - Annual Procurement Plan or Procurement List

# ANNUAL PROCUREMENT PLAN
## FOR THE YEAR 2018
## (Office Supplies)

Province, City or Municipality : Binangonan

| Department/ Office: **MAYOR'S OFFICE** | | | | | Planned Amount | | | | Page ____1____of___4____ pages | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Ballpen/panda (black) | 12.00 | 200 | pcs | 2,400.00 | 50 | 600 | 50 | 600 | 50 | 600 | 50 | 600 |
| 2 | Ballpen/panda (red) | 12.00 | 100 | pcs | 1,200.00 | 25 | 300 | 25 | 300 | 25 | 300 | 25 | 300 |
| 3 | Ballpen/uniball gel impact 1.0 | 180.00 | 50 | pcs | 9,000.00 | 15 | 2,700 | 15 | 2,700 | 10 | 1,800 | 10 | 1,800 |
| 4 | Battery (AA) | 50.00 | 6 | pcs | 300.00 | 2 | 100 | 2 | 100 | 2 | 100 | - | - |
| 5 | Battery (AAA) | 50.00 | 6 | pcs | 300.00 | 2 | 100 | 2 | 100 | 2 | 100 | - | - |
| 6 | Bond Paper copy paper long | 300.00 | 100 | pcs | 30,000.00 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 |
| 7 | Bond Paper copy paper long | 280.00 | 100 | pcs | 28,000.00 | 25 | 7,000 | 25 | 7,000 | 25 | 7,000 | 25 | 7,000 |
| 8 | Board Cutter | 3,500.00 | 1 | pc | 3,500.00 | 1 | 3,500 | - | - | - | - | - | - |
| 9 | Board paper (Scholar certificate) | 7.00 | 400 | pcs | 2,800.00 | 100 | 700 | 100 | 700 | 100 | 700 | 100 | 700 |
| 10 | Box File ring (binder) (legal size) | 300.00 | 24 | pcs | 7,200.00 | 6 | 1,800 | 6 | 1,800 | 6 | 1,800 | 6 | 1,800 |
| 11 | Brown envelope (long) | 6.00 | 200 | pcs | 1,200.00 | 50 | 300 | 50 | 300 | 50 | 300 | 50 | 300 |
| 12 | Brown envelope (short) | 5.00 | 100 | pcs | 500.00 | 25 | 125 | 25 | 125 | 25 | 125 | 25 | 125 |
| 13 | Bulletin board pin (push pin) | 80.00 | 2 | bxs | 160.00 | 1 | 80 | 1 | 80 | - | - | - | - |
| 14 | Calculator (12 digits) | 900.00 | 4 | pcs | 3,600.00 | 1 | 900 | 1 | 900 | 1 | 900 | 1 | 900 |
| 15 | Clear book | 250.00 | 4 | pcs | 1,000.00 | 1 | 250 | 1 | 250 | 1 | 250 | 1 | 250 |
| 16 | Clip board | 150.00 | 6 | pcs | 900.00 | 3 | 450 | 1 | 150 | 1 | 150 | 1 | 150 |
| 17 | Computer keyboard | 600.00 | 3 | pcs | 1,800.00 | 1 | 600 | 1 | 600 | 1 | 600 | - | - |
| 18 | Computer mouse | 600.00 | 6 | pcs | 3,600.00 | 2 | 1,200 | 2 | 1,200 | 2 | 1,200 | - | - |
| 19 | Conqueror paper/cream/thin | 1,600.00 | 5 | bxs | 8,000.00 | 2 | 3,200 | 1 | 1,600 | 1 | 1,600 | 1 | 1,600 |
| 20 | Cork board (3x5) | 3,000.00 | 3 | bxs | 9,000.00 | 1 | 3,000 | 1 | 3,000 | 1 | 3,000 | - | - |
| 21 | Correction tape (re-write) | 60.00 | 72 | pcs | 4,320.00 | 18 | 1,080 | 18 | 1,080 | 18 | 1,080 | 18 | 1,080 |
| 22 | Dater stamps | 150.00 | 4 | pcs | 600.00 | 1 | 150 | 1 | 150 | 1 | 150 | 1 | 150 |
| 23 | Desk pad (1/4 size) | 100.00 | 50 | pcs | 5,000.00 | 15 | 1,500 | 15 | 1,500 | 10 | 1,000 | 10 | 1,000 |
| 24 | Desk pad (1/2 size) | 200.00 | 50 | pcs | 10,000.00 | 15 | 3,000 | 15 | 3,000 | 10 | 2,000 | 10 | 2,000 |
| 25 | Double adhesive tape | 80.00 | 20 | rolls | 1,600.00 | 5 | 400 | 5 | 400 | 5 | 400 | 5 | 400 |
| | Sub-total | | | | 135,980.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

# ANNUAL PROCUREMENT PLAN
# FOR THE YEAR 2018
## (Office Supplies)

Province, City or Municipality : Binangonan

| Department/ Office: **MAYOR'S OFFICE** | | | | | Planned Amount | | | | | Page ____2____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 26 | Expanded Folder long | 50.00 | 50 | pcs | 2,500.00 | 15 | 750 | 15 | 750 | 10 | 500 | 10 | 500 |
| 27 | Facsmile ink film (panasonic TTRP93) | 300.00 | 50 | bxs | 15,000.00 | 15 | 4,500 | 15 | 4,500 | 10 | 3,000 | 10 | 3,000 |
| 28 | Fastener (plastic) | 60.00 | 10 | bxs | 600.00 | 3 | 180 | 3 | 180 | 2 | 120 | 2 | 120 |
| 29 | Fax paper | 80.00 | 2 | pcs | 160.00 | 1 | 80 | - | - | 1 | 80 | - | - |
| 30 | File organizer | 150.00 | 12 | pcs | 1,800.00 | 3 | 450 | 3 | 450 | 3 | 450 | 3 | 450 |
| 31 | Folder (long) | 10.00 | 300 | pcs | 3,000.00 | 75 | 750 | 75 | 750 | 75 | 750 | 75 | 750 |
| 32 | Folder (short) | 9.00 | 400 | pcs | 3,600.00 | 100 | 900 | 100 | 900 | 100 | 900 | 100 | 900 |
| 33 | Glade air freshener | 360.00 | 30 | btls | 10,800.00 | 15 | 5,400 | 5 | 1,800 | 5 | 1,800 | 5 | 1,800 |
| 34 | Glue (elmer's) | 60.00 | 5 | pcs | 300.00 | 2 | 120 | 1 | 60 | 1 | 60 | 1 | 60 |
| 35 | Illustration board 1/2 | 80.00 | 6 | pcs | 480.00 | 2 | 160 | 2 | 160 | 1 | 80 | 1 | 80 |
| 36 | In and out tray | 400.00 | 4 | pcs | 1,600.00 | 2 | 800 | - | - | 2 | 800 | - | - |
| 37 | Index card (1/2 size) | 100.00 | 500 | packs | 50,000.00 | 200 | 20,000 | 100 | 10,000 | 100 | 10,000 | 100 | 10,000 |
| 38 | Ink-Canon IP1980 CL41 (col) | 2,450.00 | 10 | pcs | 24,500.00 | 3 | 7,350 | 3 | 7,350 | 2 | 4,900 | 2 | 4,900 |
| 39 | Ink-Canon IP1980 PG40 (black) | 1,900.00 | 10 | pcs | 19,000.00 | 3 | 5,700 | 3 | 5,700 | 2 | 3,800 | 2 | 3,800 |
| 40 | Ink-Canon IP2770-PG811 (col) | 2,000.00 | 30 | pcs | 60,000.00 | 10 | 20,000 | 10 | 20,000 | 5 | 10,000 | 5 | 10,000 |
| 41 | Ink-Canon IP2770-PG810 (black) | 1,600.00 | 30 | pcs | 48,000.00 | 10 | 16,000 | 10 | 16,000 | 5 | 8,000 | 5 | 8,000 |
| 42 | Ink-EPSON L110-T6641 (black) | 600.00 | 20 | pcs | 12,000.00 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 |
| 43 | Ink-EPSON L110-T6642 (cyan) | 600.00 | 20 | pcs | 12,000.00 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 |
| 44 | Ink-EPSON L110-T6643 (magenta) | 600.00 | 20 | pcs | 12,000.00 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 |
| 45 | Ink-EPSON L110-T6644 (yellow) | 600.00 | 20 | pcs | 12,000.00 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 | 5 | 3,000 |
| 46 | Ink-HP Deskjest D2660 #60-CC639 (blk) | 1,700.00 | 20 | pcs | 34,000.00 | 5 | 8,500 | 5 | 8,500 | 5 | 8,500 | 5 | 8,500 |
| 47 | Ink-HP Deskjest D2660 #60-CC642 (col) | 1,900.00 | 20 | pcs | 38,000.00 | 5 | 9,500 | 5 | 9,500 | 5 | 9,500 | 5 | 9,500 |
| 48 | Log book - official (500 pages) | 250.00 | 25 | pcs | 6,250.00 | 10 | 2,500 | 5 | 1,250 | 5 | 1,250 | 5 | 1,250 |
| 49 | Log book - official (300 pages) | 150.00 | 25 | pcs | 3,750.00 | 10 | 1,500 | 5 | 750 | 5 | 750 | 5 | 750 |
| 50 | Masking tape 1" | 40.00 | 30 | rolls | 1,200.00 | 10 | 400 | 10 | 400 | 5 | 200 | 5 | 200 |
| | Sub-total | | | | 372,540.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

# ANNUAL PROCUREMENT PLAN
# FOR THE YEAR 2018
## (Office Supplies)

Province, City or Municipality : Binangonan

| Department/ Office: **MAYOR'S OFFICE** | | | | | Planned Amount | | | Page ____3____of___4_____ pages |
|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 51 | Masking tape 2" | 80.00 | 20 | rolls | 1,600.00 | 5 | 400 | 5 | 20 | 5 | 400 | 5 | 400 |
| 52 | Packaging tape 2" | 80.00 | 30 | rolls | 2,400.00 | 10 | 800 | 10 | 800 | 5 | 400 | 5 | 400 |
| 53 | Paper clip (big) | 50.00 | 50 | bxs | 2,500.00 | 15 | 750 | 15 | 750 | 10 | 500 | 10 | 500 |
| 54 | Paper clip (small) | 30.00 | 50 | bxs | 1,500.00 | 15 | 450 | 15 | 450 | 10 | 300 | 10 | 300 |
| 55 | Pencil-mongol #2 | 10.00 | 20 | pcs | 200.00 | 5 | 50 | 5 | 50 | 5 | 50 | 5 | 50 |
| 56 | Pentel pen (black) | 90.00 | 30 | pcs | 2,700.00 | 10 | 900 | 5 | 450 | 5 | 450 | 10 | 900 |
| 57 | Pentel pen (red) | 90.00 | 10 | pcs | 900.00 | 3 | 270 | 3 | 270 | 2 | 180 | 2 | 180 |
| 58 | Post it pads (1/4) | 60.00 | 30 | pads | 1,800.00 | 10 | 600 | 5 | 300 | 10 | 600 | 5 | 300 |
| 59 | Quatlene | 9,000.00 | 4 | cont. | 36,000.00 | 1 | 9,000 | 1 | 9,000 | 1 | 9,000 | 1 | 9,000 |
| 60 | Rubber band (big) | 300.00 | 4 | bxs | 1,200.00 | 1 | 300 | 1 | 300 | 1 | 300 | 1 | 300 |
| 61 | Rubber band (small) | 200.00 | 6 | bxs | 1,200.00 | 2 | 400 | 1 | 200 | 2 | 400 | 1 | 200 |
| 62 | Rubber Stamp | 200.00 | 10 | pcs | 2,000.00 | 3 | 600 | 3 | 600 | 2 | 400 | 2 | 400 |
| 63 | Rubber stamp w/ink | 200.00 | 10 | pcs | 2,000.00 | 3 | 600 | 2 | 400 | 3 | 600 | 2 | 400 |
| 64 | Ruler | 150.00 | 6 | pcs | 900.00 | 2 | 300 | 1 | 150 | 2 | 300 | 1 | 150 |
| 65 | Scissor/stainless (big) | 150.00 | 4 | pcs | 600.00 | 1 | 150 | 1 | 150 | 1 | 150 | 1 | 150 |
| 66 | Scotch tape 1" | 40.00 | 30 | rolls | 1,200.00 | 15 | 600 | 5 | 200 | 5 | 200 | 5 | 200 |
| 67 | Scotch tape 2" | 80.00 | 10 | rolls | 800.00 | 3 | 240 | 2 | 160 | 3 | 240 | 2 | 160 |
| 68 | Scotch tape dispenser (big) | 200.00 | 2 | pcs | 400.00 | 1 | 200 | - | - | 1 | 200 | - | - |
| 69 | Sign pen/pilot (black) | 90.00 | 150 | pcs | 13,500.00 | 40 | 3,600 | 30 | 2,700 | 30 | 2,700 | 50 | 4,500 |
| 70 | Sign pen/pilot (red) | 90.00 | 50 | pcs | 4,500.00 | 15 | 1,350 | 10 | 900 | 15 | 1,350 | 10 | 900 |
| 71 | Stabilo | 60.00 | 60 | pcs | 3,600.00 | 20 | 1,200 | 10 | 600 | 20 | 1,200 | 10 | 600 |
| 72 | Stamp pad | 100.00 | 10 | pcs | 1,000.00 | 3 | 300 | 2 | 200 | 3 | 300 | 2 | 200 |
| 73 | Stamp pad ink (black) | 100.00 | 4 | btls | 400.00 | 1 | 100 | 1 | 100 | 1 | 100 | 1 | 100 |
| 74 | Stamp pad ink (violet) | 100.00 | 10 | btls | 1,000.00 | 2 | 200 | 3 | 300 | 2 | 200 | 3 | 300 |
| 75 | Staple wire #35 (big) | 80.00 | 20 | bxs | 1,600.00 | 5 | 400 | 5 | 400 | 5 | 400 | 5 | 400 |
| | Sub-total | | | | 85,500.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

# ANNUAL PROCUREMENT PLAN
## FOR THE YEAR 2018
## (Office Supplies)

Province, City or Municipality : Binangonan

| Department/ Office: **MAYOR'S OFFICE** | | | | | Planned Amount | | | | | Page ____4____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 76 | Staple wire remover | 60.00 | 10 | pcs | 600.00 | 3 | 180 | 2 | 120 | 3 | 180 | 2 | 120 |
| 77 | Stapler | 500.00 | 6 | pcs | 3,000.00 | 2 | 1,000 | 1 | 500 | 2 | 1,000 | 1 | 500 |
| 78 | Sticker paper (matte) | 20.00 | 100 | pcs | 2,000.00 | 25 | 500 | 25 | 500 | 25 | 500 | 25 | 500 |
| 79 | Toner Cannon NPG-51 (copier new) | 10,000.00 | 24 | pcs | 240,000.00 | 6 | 60,000 | 6 | 60,000 | 6 | 60,000 | 6 | 60,000 |
| 80 | USB - 16GB | 1,200.00 | 6 | pcs | 7,200.00 | 3 | 3,600 | 1 | 1,200 | 1 | 1,200 | 1 | 1,200 |
| 81 | USB - 8GB | 800.00 | 6 | pcs | 4,800.00 | 3 | 2,400 | 1 | 800 | 1 | 800 | 1 | 800 |
| 82 | Vellum paper (assorted color) | 1,600.00 | 200 | bxs | 320,000.00 | 50 | 80,000 | 50 | 80,000 | 50 | 80,000 | 50 | 80,000 |
| 83 | Waste Can (Big) | 500.00 | 6 | pcs | 3,000.00 | 3 | 1,500 | 1 | 500 | 1 | 500 | 1 | 500 |
| 84 | White board marker | 90.00 | 50 | pcs | 4,500.00 | 15 | 1,350 | 15 | 1,350 | 10 | 900 | 10 | 900 |
| 85 | White letter envelope (long) | 500.00 | 10 | bxs | 5,000.00 | 3 | 1,500 | 2 | 1,000 | 3 | 1,500 | 2 | 1,000 |
| 86 | White letter envelope (short) | 300.00 | 10 | bxs | 3,000.00 | 3 | 900 | 2 | 600 | 3 | 900 | 2 | 600 |
| 87 | WIFI - USB (receiver) | 5,000.00 | 2 | pcs | 10,000.00 | 1 | 5,000 | - | - | 1 | 5,000 | - | - |
| 88 | Yellow pad | 60.00 | 20 | pads | 1,200.00 | 5 | 300 | 5 | 300 | 5 | 300 | 5 | 300 |
| | Sub-total | | | | 604,300.00 | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **1,198,320.00** | | | | | | | | |

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

Approved by: (SGD.)

**HON. ENGR. CESAR M. YNARES**

(Municipal Mayor)

FDP Form 4a - Annual Procurement Plan or Procurement List

# ANNUAL PROCUREMENT PLAN
# FOR THE YEAR 2018
# (Property, Plant & Equipment)

Province, City or Municipality : Binangonan

| Department/ Office: **MAYOR'S OFFICE** | | | | | Planned Amount | | | | | Page ____1____of___1_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Ammunition 9mm Full Metal Jacket | 100.00 | 100 | pcs | 10,000.00 | 100 | 10,000 | - | - | - | - | - | - |
| 2 | Ammunition .45mm Full Metal Jacket | 120.00 | 100 | pcs | 12,000.00 | 100 | 12,000 | - | - | - | - | - | - |
| 3 | Aircon | 50,000.00 | 2 | units | 100,000.00 | 1 | 50,000 | - | - | 1 | 50,000 | - | - |
| 4 | Clerical Chair | 3,000.00 | 5 | pcs | 15,000.00 | 2 | 6,000 | 1 | 3,000.00 | 1 | 3,000 | 1 | 3,000 |
| 5 | Computer Table with chair | 5,000.00 | 2 | pcs | 10,000.00 | 1 | 5,000 | - | - | 1 | 5,000 | - | - |
| 6 | Computer Complete Set with Printer | 60,000.00 | 2 | units | 120,000.00 | 1 | 60,000 | - | - | 1 | 60,000 | - | - |
| 7 | Computer UPS | 5,000.00 | 2 | units | 10,000.00 | 1 | 5,000 | - | - | 1 | 5,000 | - | - |
| 8 | Cordless Telephone | 6,000.00 | 2 | units | 12,000.00 | 2 | 12,000 | - | - | - | - | - | - |
| 9 | Executive chair w/arm rest | 15,000.00 | 3 | pcs | 45,000.00 | 1 | 15,000 | 1 | 15,000 | 1 | 15,000 | - | - |
| 10 | Fax Machine with Printer 4 in 1 | 20,000.00 | 1 | unit | 20,000.00 | 1 | 20,000 | - | - | - | - | - | - |
| 11 | Laptop | 120,000.00 | 1 | unit | 120,000.00 | 1 | 120,000 | - | - | - | - | - | - |
| 12 | Microphone | 3,000.00 | 1 | pc | 3,000.00 | 1 | 3,000 | - | - | - | - | - | - |
| 13 | Monoblock chairs | 800.00 | 100 | pcs | 80,000.00 | 100 | 80,000 | - | - | - | - | - | - |
| 14 | Office table w/top glass | 12,000.00 | 3 | pcs | 36,000.00 | 1 | 12,000 | 1 | 12,000 | 1 | 12,000 | - | - |
| 15 | Paper shredder | 30,000.00 | 1 | pc | 30,000.00 | 1 | 30,000 | - | - | - | - | - | - |
| 16 | Printer (Ink tank System) | 20,000.00 | 2 | sets | 40,000.00 | 1 | 20,000.00 | - | - | 1 | 20,000.00 | - | - |
| 17 | Steel filing cabinet w/vault (4 drawer) | 35,000.00 | 1 | pc | 35,000.00 | 1 | 35,000 | - | - | - | - | - | - |
| | **TOTAL** | | | | **698,000.00** | | | | | | | | |

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

Approved by: (SGD.)

**HON. ENGR. CESAR M. YNARES**

(Municipal Mayor)

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | Page ____1____of___2_____ pages | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Ballpen (black) | 100.00 | 12 | bxs | 1,200.00 | 3 | 300 | 3 | 300 | 3 | 300 | 3 | 300 |
| 2 | Ballpen (blue & red) | 100.00 | 6 | bxs | 600.00 | 2 | 200 | 2 | 200 | 1 | 100 | 1 | 100 |
| 3 | Bond paper (long) | 250.00 | 120 | rms | 30,000.00 | 30 | 7,500 | 30 | 7,500 | 30 | 7,500 | 30 | 7,500 |
| 4 | Bond paper (short) | 220.00 | 40 | rms | 8,800.00 | 10 | 2,200 | 10 | 2,200 | 10 | 2,200 | 10 | 2,200 |
| 5 | Brown envelope (long) | 5.00 | 40 | pcs | 200.00 | 10 | 50 | 10 | 50 | 10 | 50 | 10 | 50 |
| 6 | Brown envelope (short) | 5.00 | 40 | pcs | 200.00 | 10 | 50 | 10 | 50 | 10 | 50 | 10 | 50 |
| 7 | Business envelope (long) | 1.00 | 100 | pcs | 100.00 | 25 | 25 | 25 | 25 | 25 | 25 | 25 | 25 |
| 8 | Calculator (12 digits) | 300.00 | 4 | pcs | 1,200.00 | 2 | 600 | 2 | 600 | - | - | - | - |
| 9 | Carbon paper/long (black & blue) | 70.00 | 4 | bxs | 280.00 | 1 | 70 | 1 | 70 | 1 | 70 | 1 | 70 |
| 10 | Correction Tape | 20.00 | 40 | pcs | 800.00 | 10 | 200 | 10 | 200 | 10 | 200 | 10 | 200 |
| 11 | Fastener (plastic) | 25.00 | 6 | bxs | 150.00 | 2 | 50 | 2 | 50 | 1 | 25 | 1 | 25 |
| 12 | Folder (long) | 7.00 | 3000 | pcs | 21,000.00 | 750 | 5,250 | 750 | 5,250 | 750 | 5,250 | 750 | 5,250 |
| 13 | Folder (short) | 6.00 | 60 | pcs | 360.00 | 15 | 90 | 15 | 90 | 15 | 90 | 15 | 90 |
| 14 | Ink cartridge/canon 40 (black) | 1,200.00 | 12 | pcs | 14,400.00 | 4 | 4,800 | 4 | 4,800 | 2 | 2,400 | 2 | 2,400 |
| 15 | Ink cartridge/canon 41 (colored) | 1,500.00 | 12 | pcs | 18,000.00 | 4 | 6,000 | 4 | 6,000 | 2 | 3,000 | 2 | 3,000 |
| 16 | Ink cartridge/canon 810 (black) | 1,200.00 | 12 | pcs | 14,400.00 | 4 | 4,800 | 4 | 4,800 | 2 | 2,400 | 2 | 2,400 |
| 17 | Ink cartridge/canon 811 (colored) | 1,500.00 | 12 | pcs | 18,000.00 | 4 | 6,000 | 4 | 6,000 | 2 | 3,000 | 2 | 3,000 |
| 18 | Logbook (300 sheets) | 150.00 | 24 | pcs | 3,600.00 | 6 | 900 | 6 | 900 | 6 | 900 | 6 | 900 |
| 19 | Logbook (500 sheets) | 200.00 | 24 | pcs | 4,800.00 | 6 | 1,200 | 6 | 1,200 | 6 | 1,200 | 6 | 1,200 |
| 20 | Masking Tape | 50.00 | 8 | pcs | 400.00 | 2 | 100 | 2 | 100 | 2 | 100 | 2 | 100 |
| 21 | Paper clip (big) | 15.00 | 8 | bxs | 120.00 | 2 | 30 | 2 | 30 | 2 | 30 | 2 | 30 |
| 22 | Paper clip (small) | 15.00 | 12 | bxs | 180.00 | 3 | 45 | 3 | 45 | 3 | 45 | 3 | 45 |
| 23 | Pencil #2 | 70.00 | 12 | bxs | 840.00 | 3 | 210 | 3 | 210 | 3 | 210 | 3 | 210 |
| 24 | Pentel pen (black) | 25.00 | 40 | pcs | 1,000.00 | 10 | 250 | 10 | 250 | 10 | 250 | 10 | 250 |
| 25 | Plastic cover | 10.00 | 40 | yds | 400.00 | 10 | 100 | 10 | 100 | 10 | 100 | 10 | 100 |
| | Sub-total | | | | 141,030.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | Page ____2____of___2_____ pages | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 26 | Plastic envelope (long) Ordinary | 5.00 | 60 | pcs | 300.00 | 15 | 75 | 15 | 75 | 15 | 75 | 15 | 75 |
| 27 | Puncher | 200.00 | 6 | pcs | 1,200.00 | 3 | 600 | 3 | 600 | - | - | - | - |
| 28 | Rubber Bond (small) | 30.00 | 4 | bxs | 120.00 | 1 | 30 | 1 | 30 | 1 | 30 | 1 | 30 |
| 29 | Scotch tape 1" | 25.00 | 40 | pcs | 1,000.00 | 10 | 250 | 10 | 250 | 10 | 250 | 10 | 250 |
| 30 | Sharp toner AR5618-SN330031592 | 7,000.00 | 2 | pc | 14,000.00 | 1 | 7,000 | - | - | 1 | 7,000 | - | - |
| 31 | Staple remover | 10.00 | 15 | pcs | 150.00 | 10 | 100 | 5 | 50 | - | - | - | - |
| 32 | Staple wire #35 | 50.00 | 20 | bxs | 1,000.00 | 5 | 250 | 5 | 250 | 5 | 250 | 5 | 250 |
| 33 | Stapler | 150.00 | 8 | pcs | 1,200.00 | 2 | 300 | 2 | 300 | 2 | 300 | 2 | 300 |
| | | | | | | | | | | | | | |
| | Sub-total | | | | 18,970.00 | | | | | | | | |
| | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **160,000.00** | | | | | | | | |

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

Prepared by: (SGD.)

**DR. ELVIN H. DISCIMULACION**

*(Head of Department/Office)*

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Medical Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | Page ____1____of___2_____ pages |
|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Alcohol | 750.00 | 20 | gals | 15,000.00 | 5 | 3,750 | 5 | 3,750 | 5 | 3,750 | 5 | 3,750 |
| 2 | Aluminum tray | 300.00 | 15 | pcs | 4,500.00 | 10 | 3,000 | 5 | 1,500 | - | - | - | - |
| 3 | Basin | 50.00 | 15 | pcs | 750.00 | 10 | 500 | 5 | 250 | - | - | - | - |
| 4 | Betadine | 1,000.00 | 10 | gals | 10,000.00 | 3 | 3,000 | 2 | 2,000 | 2 | 2,000 | 3 | 3,000 |
| 5 | BP Bulb | 50.00 | 30 | pcs | 1,500.00 | 30 | 1,500 | - | - | - | - | - | - |
| 6 | BP Cuff | 60.00 | 20 | pcs | 1,200.00 | 5 | 300 | 5 | 300 | 5 | 300 | 5 | 300 |
| 7 | Chromic cutting needle 2.0 | 800.00 | 4 | bxs | 3,200.00 | 1 | 800 | 1 | 800 | 1 | 800 | 1 | 800 |
| 8 | Cidex | 1,800.00 | 12 | gals | 21,600.00 | 3 | 5,400 | 3 | 5,400 | 3 | 5,400 | 3 | 5,400 |
| 9 | Clean gloves | 450.00 | 40 | bxs | 18,000.00 | 10 | 4,500 | 10 | 4,500 | 10 | 4,500 | 10 | 4,500 |
| 10 | Cord Clamp | 60.00 | 20 | pcs | 1,200.00 | 20 | 1,200 | - | - | - | - | - | - |
| 11 | Cotton rolls | 300.00 | 20 | rolls | 6,000.00 | 5 | 1,500 | 5 | 1,500 | 5 | 1,500 | 5 | 1,500 |
| 12 | Digital BP Apparatus | 2,500.00 | 4 | pcs | 10,000.00 | 2 | 5,000 | 2 | 5,000 | - | - | - | - |
| 13 | Digital thermometer | 150.00 | 20 | pcs | 3,000.00 | 5 | 750 | 5 | 750 | 5 | 750 | 5 | 750 |
| 14 | Doctor Electrical Estimulation | 3,300.00 | 1 | pc | 3,300.00 | 1 | 3,300 | - | - | - | - | - | - |
| 15 | Elastic Bandage 2" | 150.00 | 10 | pcs | 1,500.00 | 10 | 1,500 | - | - | - | - | - | - |
| 16 | Face mask | 200.00 | 60 | bxs | 12,000.00 | 15 | 3,000 | 15 | 3,000 | 15 | 3,000 | 15 | 3,000 |
| 17 | Foley catheter French 16 | 80.00 | 70 | pcs | 5,600.00 | 70 | 5,600 | - | - | - | - | - | - |
| 18 | Glucometer strip (accu chek SB8) | 1,650.00 | 2 | bxs | 3,300.00 | 1 | 1,650 | - | - | 1 | 1,650 | - | - |
| 19 | Hydrogen peroxide | 550.00 | 10 | gals | 5,500.00 | 3 | 1,650 | 2 | 1,100 | 2 | 1,100 | 3 | 1,650 |
| 20 | Insyte G22 | 3,000.00 | 8 | bxs | 24,000.00 | 2 | 6,000 | 2 | 6,000 | 2 | 6,000 | 2 | 6,000 |
| 21 | Iris scissor | 100.00 | 8 | pcs | 800.00 | 2 | 200 | 2 | 200 | 2 | 200 | 2 | 200 |
| 22 | KY jelly | 500.00 | 20 | tube | 10,000.00 | 5 | 2,500 | 5 | 2,500 | 5 | 2,500 | 5 | 2,500 |
| 23 | Leukoplast Tape | 1,400.00 | 4 | bxs | 5,600.00 | 1 | 1,400 | 1 | 1,400 | 1 | 1,400 | 1 | 1,400 |
| 24 | Mayo scissor | 100.00 | 8 | pcs | 800.00 | 2 | 200 | 2 | 200 | 2 | 200 | 2 | 200 |
| 25 | Micropore 1" | 600.00 | 15 | bxs | 9,000.00 | 5 | 3,000 | 5 | 3,000 | 2 | 1,200 | 3 | 1,800 |
| | Sub-total | | | | 177,350.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Medical Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | | Page ____1____of___2_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 26 | Macroset | 60.00 | 80 | pcs | 4,800.00 | 20 | 1,200 | 20 | 1,200 | 20 | 1,200 | 20 | 1,200 |
| 27 | Mosquito forcep | 100.00 | 8 | pcs | 800.00 | 2 | 200 | 2 | 200 | 2 | 200 | 2 | 200 |
| 28 | Nebulizing kit | 60.00 | 40 | pcs | 2,400.00 | 10 | 600 | 10 | 600 | 10 | 600 | 10 | 600 |
| 29 | Oxygen cannula w/mask (adult) | 200.00 | 60 | pcs | 12,000.00 | 15 | 3,000 | 15 | 3,000 | 15 | 3,000 | 15 | 3,000 |
| 30 | Oxygen cannula w/mask (pedia) | 200.00 | 40 | pcs | 8,000.00 | 10 | 2,000 | 10 | 2,000 | 10 | 2,000 | 10 | 2,000 |
| 31 | Pulse oximeter | 750.00 | 5 | pcs | 3,750.00 | 5 | 3,750 | - | - | - | - | - | - |
| 32 | Silk w/cutting needle 2.0 | 800.00 | 6 | bxs | 4,800.00 | 3 | 2,400 | 3 | 2,400 | - | - | - | - |
| 33 | Silk w/cutting needle 3.0 | 800.00 | 10 | bxs | 8,000.00 | 6 | 4,800 | 4 | 3,200 | - | - | - | - |
| 34 | Silk w/cutting needle 4.0 | 800.00 | 4 | bxs | 3,200.00 | 2 | 1,600 | - | - | 2 | 1,600 | - | - |
| 35 | Sterile gauze pad | 400.00 | 20 | bxs | 8,000.00 | 5 | 2,000 | 5 | 2,000 | 5 | 2,000 | 5 | 2,000 |
| 36 | Sterile gloves | 900.00 | 20 | bxs | 18,000.00 | 5 | 4,500 | 5 | 4,500 | 5 | 4,500 | 5 | 4,500 |
| 37 | Syringe 10cc | 500.00 | 2 | bxs | 1,000.00 | 1 | 500 | 1 | 500 | - | - | - | - |
| 38 | Syringe 1cc | 500.00 | 8 | bxs | 4,000.00 | 2 | 1,000 | 2 | 1,000 | 2 | 1,000 | 2 | 1,000 |
| 39 | Syringe 3cc | 500.00 | 12 | bxs | 6,000.00 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 |
| 40 | Syringe 5cc | 500.00 | 12 | bxs | 6,000.00 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 |
| 41 | Spymomanometer | 1,000.00 | 12 | pcs | 12,000.00 | 5 | 5,000 | 5 | 5,000 | 2 | 2,000 | - | - |
| 42 | Stetoscope | 600.00 | 20 | pcs | 12,000.00 | 10 | 6,000 | 10 | 6,000 | - | - | - | - |
| 43 | Thermogun | 2,000.00 | 2 | pcs | 4,000.00 | 1 | 2,000 | - | - | 1 | 2,000 | - | - |
| 44 | Tongue depressor | 250.00 | 6 | bxs | 1,500.00 | 2 | 500 | 2 | 500 | 1 | 250 | 1 | 250 |
| 45 | Urine Bag | 40.00 | 60 | pcs | 2,400.00 | 60 | 2,400 | - | - | - | - | - | - |
| | Sub-total | | | | 122,650.00 | | | | | | | | |
| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **300,000.00** | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Medicines)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | | Page ____1____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Aluminum Magnesium (Maalox) Oral Suspension | 100.00 | 60 | btls | 6,000.00 | 15 | 1,500 | 15 | 1,500 | 15 | 1,500 | 15 | 1,500 |
| 2 | Anti Tetanus Serum | 70.00 | 500 | amps | 35,000.00 | 125 | 8,750 | 125 | 8,750 | 125 | 8,750 | 125 | 8,750 |
| 3 | ASA (Aspirin 80mg tab) | 300.00 | 100 | bxs | 30,000.00 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 |
| 4 | Captorpril 25mg | 500.00 | 100 | bxs | 50,000.00 | 25 | 12,500 | 25 | 12,500 | 25 | 12,500 | 25 | 12,500 |
| 5 | Cinarazine 25mg | 150.00 | 200 | bxs | 30,000.00 | 50 | 7,500 | 50 | 7,500 | 50 | 7,500 | 50 | 7,500 |
| 6 | Clonidine/Catapress 75mcg | 800.00 | 20 | bxs | 16,000.00 | 5 | 4,000 | 5 | 4,000 | 5 | 4,000 | 5 | 4,000 |
| 7 | Combivent neb | 60.00 | 100 | nebs | 6,000.00 | 25 | 1,500 | 25 | 1,500 | 25 | 1,500 | 25 | 1,500 |
| 8 | D5LR 1L | 75.00 | 100 | btls | 7,500.00 | 25 | 1,875 | 25 | 1,875 | 25 | 1,875 | 25 | 1,875 |
| 9 | Dextrose 50% (50ml/vial) | 60.00 | 60 | vials | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 10 | Diazepam 5mg/mlx2ml | 160.00 | 40 | amps | 6,400.00 | 10 | 1,600 | 10 | 1,600 | 10 | 1,600 | 10 | 1,600 |
| 11 | Diclofenac Sodium | 60.00 | 60 | amps | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 12 | Diphenhydramine | 60.00 | 40 | amps | 2,400.00 | 10 | 600 | 10 | 600 | 10 | 600 | 10 | 600 |
| 13 | Epinephrine | 80.00 | 100 | amps | 8,000.00 | 25 | 2,000 | 25 | 2,000 | 25 | 2,000 | 25 | 2,000 |
| 14 | Furosemide 20mg/2ml | 50.00 | 20 | amps | 1,000.00 | 5 | 250 | 5 | 250 | 5 | 250 | 5 | 250 |
| 15 | Hydrocortisone | 60.00 | 60 | vials | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 16 | Hyosine N Butyl Bromide | 60.00 | 60 | amps | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 17 | Isordil 5mg SL | 800.00 | 4 | btls | 3,200.00 | 1 | 800 | 1 | 800 | 1 | 800 | 1 | 800 |
| 18 | Lidocaine 2% solution | 140.00 | 100 | vials | 14,000.00 | 25 | 3,500 | 25 | 3,500 | 25 | 3,500 | 25 | 3,500 |
| 19 | Magnesium sulphate | 120.00 | 40 | amps | 4,800.00 | 10 | 1,200 | 10 | 1,200 | 10 | 1,200 | 10 | 1,200 |
| 20 | Mefenamic Acid 500mg | 500.00 | 12 | bxs | 6,000.00 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 |
| 21 | Methergine tab | 300.00 | 2 | bxs | 600.00 | 1 | 300 | 1 | 300 | - | - | - | - |
| 22 | Metoclopramide | 60.00 | 60 | amps | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 23 | Metropolol 50mg tab | 300.00 | 100 | bxs | 30,000.00 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 | 25 | 7,500 |
| 24 | Nifedipine 5mg | 400.00 | 12 | bxs | 4,800.00 | 3 | 1,200 | 3 | 1,200 | 3 | 1,200 | 3 | 1,200 |
| 25 | Omeprazole 40 mg | 100.00 | 60 | vials | 6,000.00 | 15 | 1,500 | 15 | 1,500 | 15 | 1,500 | 15 | 1,500 |
| | Sub-total | | | | 285,700.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Medicines)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | | Page ____2____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 26 | ORS | 5.00 | 100 | sachet | 500.00 | 25 | 125 | 25 | 125 | 25 | 125 | 25 | 125 |
| 27 | Oxytocin | 60.00 | 30 | amps | 1,800.00 | 30 | 1,800 | - | - | - | - | - | - |
| 28 | Paracetamol | 50.00 | 100 | amps | 5,000.00 | 25 | 1,250 | 25 | 1,250 | 25 | 1,250 | 25 | 1,250 |
| 29 | Paracetamol 500mg | 500.00 | 12 | bxs | 6,000.00 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 | 3 | 1,500 |
| 30 | PNSS 1L | 75.00 | 200 | btls | 15,000.00 | 50 | 3,750 | 50 | 3,750 | 50 | 3,750 | 50 | 3,750 |
| 31 | Raniditine | 60.00 | 60 | amps | 3,600.00 | 15 | 900 | 15 | 900 | 15 | 900 | 15 | 900 |
| 32 | Salbutamol | 40.00 | 200 | nebs | 8,000.00 | 50 | 2,000 | 50 | 2,000 | 50 | 2,000 | 50 | 2,000 |
| 33 | Sterile Water | 50.00 | 100 | vials | 5,000.00 | 25 | 1,250 | 25 | 1,250 | 25 | 1,250 | 25 | 1,250 |
| 34 | Tetanus Toxoid | 70.00 | 300 | amps | 21,000.00 | 75 | 5,250 | 75 | 5,250 | 75 | 5,250 | 75 | 5,250 |
| 35 | Terramycin Ointment | 600.00 | 12 | pcs | 7,200.00 | 3 | 1,800 | 3 | 1,800 | 3 | 1,800 | 3 | 1,800 |
| 36 | Tranexamic Acid | 60.00 | 20 | amps | 1,200.00 | 5 | 300 | 5 | 300 | 5 | 300 | 5 | 300 |
| | | | | | | | | | | | | | |
| | Sub-total | | | | 74,300.00 | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **360,000.00** | | | | | | | | |

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

Prepared by: (SGD.)

**DR. ELVIN H. DISCIMULACION**

*(Head of Department/Office)*

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Other Maintenance and Operating Expenses)**

Province, City or Municipality : Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | | Page ____2____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Albatross | 100.00 | 40 | pcs | 4,000.00 | 10 | 1,000 | 10 | 1,000 | 10 | 1,000 | 10 | 1,000 |
| 2 | Bath Towel Big | 500.00 | 20 | pcs | 10,000.00 | 10 | 5,000 | - | - | 10 | 5,000 | - | - |
| 3 | Baygon Insect Spray | 300.00 | 4 | bots | 1,200.00 | 1 | 300 | 1 | 300 | 1 | 300 | 1 | 300 |
| 4 | Broom (Walis Tambo) | 200.00 | 20 | pcs | 4,000.00 | 5 | 1,000 | 5 | 1,000 | 5 | 1,000 | 5 | 1,000 |
| 5 | Broom (Walis Ting - Ting) | 100.00 | 20 | pcs | 2,000.00 | 5 | 500 | 5 | 500 | 5 | 500 | 5 | 500 |
| 6 | Curtains | 300.00 | 20 | pcs | 6,000.00 | 20 | 6,000 | - | - | - | - | - | - |
| 7 | Detergent powder (1kilo) | 150.00 | 40 | packs | 6,000.00 | 10 | 1,500 | 10 | 1,500 | 10 | 1,500 | 10 | 1,500 |
| 8 | Doormat | 50.00 | 40 | pcs | 2,000.00 | 10 | 500 | 10 | 500 | 10 | 500 | 10 | 500 |
| 9 | Dustpan | 100.00 | 20 | pcs | 2,000.00 | 5 | 500 | 5 | 500 | 5 | 500 | 5 | 500 |
| 10 | Garbage plastic (Black) | 150.00 | 8 | rolls | 1,200.00 | 2 | 300 | 2 | 300 | 2 | 300 | 2 | 300 |
| 11 | Garbage plastic (Green) | 150.00 | 8 | rolls | 1,200.00 | 2 | 300 | 2 | 300 | 2 | 300 | 2 | 300 |
| 12 | Garbage plastic (Yellow) | 150.00 | 8 | rolls | 1,200.00 | 2 | 300 | 2 | 300 | 2 | 300 | 2 | 300 |
| 13 | Linen | 300.00 | 50 | pcs | 15,000.00 | 50 | 15,000 | - | - | - | - | - | - |
| 14 | Lysol Spray | 300.00 | 12 | bots | 3,600.00 | 3 | 900 | 3 | 900 | 3 | 900 | 3 | 900 |
| 15 | Medical Stretcher | 20,000.00 | 1 | pcs | 20,000.00 | 1 | 20,000 | - | - | - | - | - | - |
| 16 | Mop with pale | 1,000.00 | 5 | sets | 5,000.00 | 2 | 2,000 | 1 | 1,000 | 2 | 2,000 | - | - |
| 17 | Quaklene Solution | 5,000.00 | 5 | cont. | 25,000.00 | 2 | 10,000 | 1 | 5,000 | 2 | 10,000 | - | - |
| 18 | Tablemat (basahang bilog) | 2.00 | 300 | pcs | 600.00 | 75 | 150 | 75 | 150 | 75 | 150 | 75 | 150 |
| 19 | Toilet bowl | 2,000.00 | 4 | pcs | 8,000.00 | 4 | 8,000 | - | - | - | - | - | - |
| 20 | Trash Can large | 750.00 | 10 | pcs | 7,500.00 | 5 | 3,750 | - | - | 5 | 3,750 | - | - |
| 21 | Trash Can Medium | 250.00 | 10 | bxs | 2,500.00 | 5 | 1,250 | - | - | 5 | 1,250 | - | - |
| 22 | Xonrox | 100.00 | 20 | bots | 2,000.00 | 5 | 500 | 5 | 500 | 5 | 500 | 5 | 500 |
| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **130,000.00** | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Property, Plant & Equipment)**

Province, City or Municipality :Binangonan

| Department/ Office: **BINANGONAN MUNICIPAL HOSPITAL** | | | | | Planned Amount | | | | | Page ____1____of___1_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Aircondition Unit 0.5 HP | 30,000.00 | 2 | units | 60,000.00 | 1 | 30,000 | - | - | 1 | 30,000 | - | - |
| 2 | Computer Set with Printer | 50,000.00 | 1 | set | 50,000.00 | 1 | 50,000 | - | - | - | - | - | - |
| 3 | Laptop | 20,000.00 | 1 | pc | 20,000.00 | 1 | 20,000 | - | - | - | - | - | - |
| 4 | Monoblock Chair | 300.00 | 100 | pcs | 30,000.00 | 60 | 18,000 | - | - | 40 | 12,000 | - | - |
| 5 | Office Table | 5,000.00 | 6 | pcs | 30,000.00 | - | - | 6 | 30,000 | - | - | - | - |
| 6 | Orbit Fan | 2,500.00 | 4 | pcs | 10,000.00 | 4 | 10,000 | - | - | - | - | - | - |
| 7 | Stand Fan | 2,000.00 | 6 | pcs | 12,000.00 | 3 | 6,000 | 3 | 6,000 | - | - | - | - |
| 8 | Wall Fan | 2,000.00 | 4 | pcs | 8,000.00 | 4 | 8,000 | - | - | - | - | - | - |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | **TOTAL** | | | | **220,000.00** | | | | | | | | |

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

Prepared by (SGD.)

**DR. ELVIN H. DISCIMULACION**

*(Head of Department/Office)*

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **LEGISLATIVE** | | | | | Planned Amount | | | | Page ____1____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Ballpen panda - black | 10.00 | 600 | pcs | 6,000.00 | 200 | 2,000 | 200 | 2,000 | 100 | 1,000 | 100 | 1,000 |
| 2 | Ballpen panda - blue | 10.00 | 480 | pcs | 4,800.00 | 120 | 1,200 | 120 | 1,200 | 120 | 1,200 | 120 | 1,200 |
| 3 | Ballpen panda - red | 10.00 | 240 | pcs | 2,400.00 | 60 | 600 | 60 | 600 | 60 | 600 | 60 | 600 |
| 4 | Bond paper (long) | 330.00 | 100 | rms | 33,000.00 | 25 | 8,250 | 25 | 8,250 | 25 | 8,250 | 25 | 8,250 |
| 5 | Bond paper (short) | 320.00 | 100 | rms | 32,000.00 | 25 | 8,000 | 25 | 8,000 | 25 | 8,000 | 25 | 8,000 |
| 6 | Books | 20,000.00 | 1 | pc | 20,000.00 | 1 | 20,000 | - | - | - | - | - | - |
| 7 | Brown envelop (long) | 8.00 | 500 | pcs | 4,000.00 | 250 | 2,000 | - | - | 250 | 2,000 | - | - |
| 8 | Brown envelop (short) | 7.00 | 500 | pcs | 3,500.00 | 250 | 1,750 | - | - | 250 | 1,750 | - | - |
| 9 | Calculator (12 digits) | 900.00 | 12 | pcs | 10,800.00 | - | - | 12 | 10,800 | - | - | - | - |
| 10 | Carbon Paper | 500.00 | 2 | bxs | 1,000.00 | 1 | 500 | - | - | 1 | 500 | - | - |
| 11 | Cartolina | 10.00 | 100 | pcs | 1,000.00 | 50 | 500 | - | - | 50 | 500 | - | - |
| 12 | Cassette Tape - Sony C-90 | 100.00 | 200 | pcs | 20,000.00 | 50 | 5,000 | 50 | 5,000 | 50 | 5,000 | 50 | 5,000 |
| 13 | CD-R | 40.00 | 60 | pcs | 2,400.00 | 30 | 1,200 | - | - | 30 | 1,200 | - | - |
| 14 | CD-RW | 50.00 | 60 | pcs | 3,000.00 | 30 | 1,500 | - | - | 30 | 1,500 | - | - |
| 15 | Clear book | 250.00 | 24 | pcs | 6,000.00 | 12 | 3,000 | - | - | 12 | 3,000 | - | - |
| 16 | Conqueror specialty paper ( thin) | 1,600.00 | 2 | bxs | 3,200.00 | 1 | 1,600 | - | - | 1 | 1,600 | - | - |
| 17 | Copy paper (long) | 330.00 | 260 | rms | 85,800.00 | 65 | 21,450 | 65 | 21,450 | 65 | 21,450 | 65 | 21,450 |
| 18 | Copy paper (short) | 320.00 | 200 | rms | 64,000.00 | 50 | 16,000 | 50 | 16,000 | 50 | 16,000 | 50 | 16,000 |
| 19 | Correctable ribbon 1030 or 1230 | 500.00 | 4 | bxs | 2,000.00 | 2 | 1,000 | - | - | 2 | 1,000 | - | - |
| 20 | Correction tape (self-adhesive) | 60.00 | 220 | pcs | 13,200.00 | 55 | 3,300 | 55 | 3,300 | 55 | 3,300 | 55 | - |
| 21 | Correction tapelift off 3010 | 300.00 | 6 | bxs | 1,800.00 | 3 | 900 | - | - | 3 | 900 | - | - |
| 22 | Dater stamps | 200.00 | 16 | pcs | 3,200.00 | 12 | 2,400 | - | - | 4 | 800 | - | - |
| 23 | Desk pad (1/2 size) | 50.00 | 120 | pcs | 6,000.00 | 120 | 6,000 | - | - | - | - | - | - |
| 24 | Desk pad (1/4 size) | 30.00 | 120 | pcs | 3,600.00 | 120 | 3,600 | - | - | - | - | - | - |
| 25 | Double Adhesive Tape | 60.00 | 48 | rolls | 2,880.00 | 12 | 720 | 12 | 720 | 12 | 720 | 12 | 720 |
| | Sub-total | | | | 335,580.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **LEGISLATIVE** | | | | | Planned Amount | | | | | Page ____2____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Regular | Contingency | | Total | | Date Submitted: | | | |
| | | | | | | DISTRIBUTION | | | | | | | |
| Item No. | Description | Unit Cost | Quantity | | Total Cost | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| 26 | Dry seal | 5,000.00 | 2 | pcs | 10,000.00 | 1 | 5,000 | - | - | 1 | 5,000 | - | - |
| 27 | Expanded folders | 50.00 | 200 | pcs | 10,000.00 | 50 | 2,500 | 50 | 2,500 | 50 | 2,500 | 50 | 2,500 |
| 28 | Fastener (plastic) | 60.00 | 24 | bxs | 1,440.00 | 12 | 720 | - | - | 12 | 720 | - | - |
| 29 | | 12.00 | 600 | pcs | 7,200.00 | 200 | 2,400 | 200 | 2,400 | 200 | 2,400 | - | - |
| 30 | Folder (short) | 10.00 | 400 | pcs | 4,000.00 | 100 | 1,000 | 100 | 1,000 | 100 | 1,000 | 100 | 1,000 |
| 31 | Glade Air Freshner | 350.00 | 30 | pcs | 10,500.00 | 10 | 3,500 | 10 | 3,500 | 5 | 1,750 | 5 | |
| 32 | Glue Elmers | 50.00 | 24 | btls | 1,200.00 | 12 | 600 | - | - | 12 | 600 | - | |
| 33 | Hard bound folders | 400.00 | 200 | pcs | 80,000.00 | 50 | 20,000 | 50 | 20,000 | 50 | 20,000 | 50 | 20,000 |
| 34 | Hard Drive Internal Memmory 1 Tera | 10,000.00 | 4 | pcs | 40,000.00 | 2 | 20,000 | - | - | 2 | 20,000 | - | |
| 35 | Hard Drive External Hard Drive 2 Tera | 15,000.00 | 4 | pcs | 60,000.00 | 2 | 30,000 | - | - | 2 | 30,000 | - | |
| 36 | Head set (stereo) | 1,000.00 | 14 | pcs | 14,000.00 | 8 | 8,000 | - | - | 6 | 6,000 | - | - |
| 37 | HUB-4 port USB 2 meter | 1,000.00 | 2 | pcs | 2,000.00 | 2 | 2,000 | - | - | - | - | - | - |
| 38 | HUB-8 port | 2,000.00 | 2 | pcs | 4,000.00 | 1 | 2,000 | 1 | 2,000 | - | - | - | - |
| 39 | In and out tray 3 layers | 1,000.00 | 24 | pcs | 24,000.00 | 12 | 12,000 | - | - | 12 | 12,000 | - | - |
| 40 | Ink- HP 704 (black) | 1,000.00 | 60 | bxs | 60,000.00 | 30 | 30,000 | - | - | 30 | 30,000 | - | - |
| 41 | Ink- HP 704 (colored) | 1,000.00 | 40 | bxs | 40,000.00 | 20 | 20,000 | - | - | 20 | 20,000 | - | - |
| 42 | Ink- HP 932 - 4 in1 printer (black) | 1,000.00 | 40 | bxs | 40,000.00 | 20 | 20,000 | - | - | 20 | 20,000 | - | - |
| 43 | Ink- HP 933 - 4 in1 printer (cyan) | 1,000.00 | 40 | bxs | 40,000.00 | 20 | 20,000 | - | - | 20 | 20,000 | - | - |
| 44 | Ink- HP 933 - 4 in1 printer (magenta) | 1,000.00 | 40 | bxs | 40,000.00 | 20 | 20,000 | - | - | 20 | 20,000 | - | - |
| 45 | Ink- HP 933 - 4 in1 printer (yellow) | 1,000.00 | 40 | bxs | 40,000.00 | 20 | 20,000 | - | - | 20 | 20,000 | - | - |
| 46 | Ink toner - Canon IR2230 - NPG25(copier) | 12,000.00 | 6 | pcs | 72,000.00 | 2 | 24,000 | 2 | 24,000 | 2 | 24,000 | - | - |
| 47 | Ink toner - Canon IR2520w - NPG51 (copier) | 12,000.00 | 12 | pcs | 144,000.00 | 3 | 36,000 | 3 | 36,000 | 3 | 36,000 | 3 | 36,000 |
| 48 | Ink-Canon iP2270 PG-810 black | 1,500.00 | 70 | pcs | 105,000.00 | 35 | 52,500 | - | - | 35 | 52,500 | - | - |
| 49 | Ink-Canon iP2270 PG-811colored | 1,900.00 | 50 | pcs | 95,000.00 | 25 | 47,500 | - | - | 25 | 47,500 | - | - |
| 50 | Linen Board paper (ID's) (thin) | 10.00 | 500 | pcs | 5,000.00 | 200 | 2,000 | 100 | 1,000 | 200 | 2,000 | - | - |
| | Sub-total | | | | 949,340.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **LEGISLATIVE** | | | | | Planned Amount | | | | Page ____3____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 51 | Log book Official (500 pages) | 250.00 | 16 | pcs | 4,000.00 | 12 | 3,000 | - | - | 4 | 1,000 | - | - |
| 52 | Magazine Stand | 150.00 | 24 | pcs | 3,600.00 | 12 | 1,800 | - | - | 12 | 1,800 | - | - |
| 53 | Masking tape 1" | 40.00 | 48 | pcs | 1,920.00 | 12 | 480 | 12 | 480 | 12 | 480 | 12 | 480 |
| 54 | Masking tape 2" | 75.00 | 24 | pcs | 1,800.00 | 12 | 900 | - | - | 12 | 900 | - | - |
| 55 | Packaging tape 2" | 75.00 | 48 | pcs | 3,600.00 | 24 | 1,800 | - | - | 24 | 1,800 | - | - |
| 56 | Paper clip Big | 50.00 | 144 | bxs | 7,200.00 | 36 | 1,800 | 36 | 1,800 | 36 | 1,800 | 36 | 1,800 |
| 57 | Paper clip Small | 30.00 | 144 | bxs | 4,320.00 | 36 | 1,080 | 36 | 1,080 | 36 | 1,080 | 36 | 1,080 |
| 58 | Paste | 60.00 | 12 | btls | 720.00 | 12 | 720 | - | - | - | - | - | - |
| 59 | Pencil Mongol #2 | 120.00 | 24 | bxs | 2,880.00 | 12 | 1,440 | - | - | 12 | 1,440 | - | - |
| 60 | Pencil Sharpener (heavy duty) | 700.00 | 12 | pcs | 8,400.00 | - | - | 12 | 8,400 | - | - | - | - |
| 61 | Pentel pen (black) | 90.00 | 120 | pcs | 10,800.00 | 60 | 5,400 | - | - | 60 | 5,400 | - | - |
| 62 | Pentel pen (Red) | 90.00 | 50 | pcs | 4,500.00 | 50 | 4,500 | - | - | - | - | - | - |
| 63 | Photo paper Short thin | 30.00 | 60 | pcs | 1,800.00 | 30 | 900 | - | - | 30 | 900 | - | - |
| 64 | Pledge (blue) | 400.00 | 30 | pcs | 12,000.00 | 10 | 4,000 | 10 | 4,000 | 10 | 4,000 | - | - |
| 65 | Puncher | 600.00 | 24 | pcs | 14,400.00 | - | - | 12 | 7,200 | - | - | 12 | 7,200 |
| 66 | Puncher-PVC ID card (single hole) | 1,200.00 | 1 | pc | 1,200.00 | 1 | 1,200 | - | - | - | - | - | - |
| 67 | Push Pin | 60.00 | 48 | pcs | 2,880.00 | 12 | 720 | 12 | 720 | 12 | 720 | 12 | 720 |
| 68 | Quatlene | 500.00 | 24 | ltrs | 12,000.00 | 12 | 6,000 | - | | 12 | 6,000 | - | |
| 69 | Rubber band (big) | 300.00 | 22 | bxs | 6,600.00 | 11 | 3,300 | - | - | 11 | 3,300 | - | - |
| 70 | Rubber band (small) | 150.00 | 22 | bxs | 3,300.00 | 11 | 1,650 | - | - | 11 | 1,650 | - | - |
| 71 | Rubber Stamp | 200.00 | 22 | pcs | 4,400.00 | 12 | 2,400 | - | - | 10 | 2,000 | - | - |
| 72 | Scissor (big) | 150.00 | 22 | pcs | 3,300.00 | 12 | 1,800 | - | - | 10 | 1,500 | - | - |
| 73 | Scotch tape 1" | 40.00 | 144 | pcs | 5,760.00 | 72 | 2,880 | - | - | 72 | 2,880 | - | - |
| 74 | Scotch tape 2" | 75.00 | 24 | pcs | 1,800.00 | 12 | 900 | - | - | 12 | 900 | - | - |
| 75 | Scotch tape dispenser | 150.00 | 12 | pcs | 1,800.00 | - | - | 12 | 1,800 | - | - | - | - |
| | Sub-total | | | | 124,980.00 | | | | | | | | |

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Office Supplies)**

Province, City or Municipality : Binangonan

| Department/ Office: **LEGISLATIVE** | | | | | Planned Amount | | | | | Page ____4____of___4_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 |
| 76 | Sign pen (black) | 900.00 | 96 | bxs | 86,400.00 | 24 | 21,600 | 24 | 21,600 | 24 | 21,600 | 24 | 21,600 |
| 77 | Sign pen (blue) | 900.00 | 48 | bxs | 43,200.00 | 12 | 10,800 | 12 | 10,800 | 12 | 10,800 | 12 | 10,800 |
| 78 | Signpen-Uniball Gel impact-(black) | 180.00 | 144 | pcs | 25,920.00 | 36 | 6,480 | 36 | 6,480 | 36 | 6,480 | 36 | 6,480 |
| 79 | Stabilo (assorted) | 50.00 | 144 | pcs | 7,200.00 | 36 | 1,800 | 36 | 1,800 | 36 | 1,800 | 36 | 1,800 |
| 80 | Stamp pad | 100.00 | 24 | pcs | 2,400.00 | 12 | 1,200 | - | - | 12 | 1,200 | - | - |
| 81 | Stamp pad Ink (black) | 100.00 | 48 | btls | 4,800.00 | 12 | 1,200 | 12 | 1,200 | 12 | 1,200 | 12 | 1,200 |
| 82 | Stamp pad Ink (blue) | 100.00 | 48 | btls | 4,800.00 | 12 | 1,200 | 12 | 1,200 | 12 | 1,200 | 12 | 1,200 |
| 83 | Staple wire #35 | 60.00 | 48 | bxs | 2,880.00 | 12 | 720 | 12 | 720 | 12 | 720 | 12 | 720 |
| 84 | Staple wire remover | 50.00 | 48 | pcs | 2,400.00 | 12 | 600 | 12 | 600 | 12 | 600 | 12 | 600 |
| 85 | Staple Wire small | 20.00 | 48 | bxs | 960.00 | 12 | 240 | 12 | 240 | 12 | 240 | 12 | 240 |
| 86 | Stapler | 500.00 | 24 | pcs | 12,000.00 | 12 | 6,000 | - | - | 12 | 6,000 | - | - |
| 87 | Sticker paper (matte) | 25.00 | 200 | pcs | 5,000.00 | 50 | 1,250 | 50 | 1,250 | 50 | 1,250 | 50 | 1,250 |
| 88 | Storage File Box (Office) | 300.00 | 40 | pcs | 12,000.00 | 10 | 3,000 | 10 | 3,000 | 10 | 3,000 | 10 | 3,000 |
| 89 | Touch & go (liquid) | 75.00 | 24 | btls | 1,800.00 | 12 | 900 | - | - | 12 | 900 | - | - |
| 90 | Trodat stamp | 2,000.00 | 20 | pcs | 40,000.00 | 10 | 20,000 | - | - | 10 | 20,000 | - | - |
| 91 | USB (16GB) | 1,500.00 | 88 | pcs | 132,000.00 | 22 | 33,000 | 22 | 33,000 | 22 | 33,000 | 22 | 33,000 |
| 92 | USB (8GB) | 1,200.00 | 88 | pcs | 105,600.00 | 22 | 26,400 | 22 | 26,400 | 22 | 26,400 | 22 | 26,400 |
| 93 | Waste can | 1,200.00 | 12 | pcs | 14,400.00 | 12 | 14,400 | - | - | - | - | - | - |
| 94 | White board marker | 90.00 | 48 | bxs | 4,320.00 | 12 | 1,080 | 12 | 1,080 | 12 | 1,080 | 12 | 1,080 |
| 95 | White envelope (long) | 500.00 | 48 | bxs | 24,000.00 | 12 | 6,000 | 12 | 6,000 | 12 | 6,000 | 12 | 6,000 |
| 96 | White envelope (short) | 300.00 | 48 | bxs | 14,400.00 | 12 | 3,600 | 12 | 3,600 | 12 | 3,600 | 12 | 3,600 |
| 97 | Yellow paper | 70.00 | 24 | pads | 1,680.00 | 12 | 840 | - | - | 12 | 840 | - | - |
| | Sub-total | | | | 548,160.00 | | | | | | | | |
| | **Total** | | | | **1,958,060.00** | | | | | | | | |

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

Prepared by: (SGD.)
**MR. IAN P. CERVO**
*(Secretary - Sangguniang Bayan)*

Approved by: (SGD.)
**HON. CECILIO M. YNARES**
*(Municipal Vice Mayor)*

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN**
**FOR THE YEAR 2018**
**(Property, Plant & Equipment)**

Province, City or Municipality : Binangonan

| Department/ Office: **LEGISLATIVE** | | | | | Planned Amount | | | | | Page ____1____of___1_____ pages | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 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 | Aircon | 100,000.00 | 2 | pcs | 200,000.00 | 1 | 100,000 | 1 | 100,000 | - | - | - | - |
| 2 | Canon Copier | 200,000.00 | 1 | pc | 200,000.00 | - | - | 1 | 200,000 | - | - | - | - |
| 3 | Canon Powershot digital Camera | 50,000.00 | 1 | unit | 50,000.00 | 1 | 50,000 | - | - | - | - | - | - |
| 4 | Cassette Recorder/Player | 15,000.00 | 2 | pcs | 30,000.00 | 2 | 30,000 | - | - | - | - | - | - |
| 5 | Computer Complete Set | 80,000.00 | 2 | sets | 160,000.00 | 2 | 160,000 | - | - | - | - | - | - |
| 6 | Executive Chair with arm rest | 15,000.00 | 12 | pcs | 180,000.00 | - | - | 12 | 180,000 | - | - | - | - |
| 7 | Executive Desk | 30,000.00 | 1 | pc | 30,000.00 | 1 | 30,000 | - | - | - | - | - | - |
| 8 | Fax machine ( 4 in 1 ) | 20,000.00 | 1 | pc | 20,000.00 | - | - | 1 | 20,000 | - | - | - | - |
| 9 | LCD projector | 80,000.00 | 1 | pc | 80,000.00 | - | - | 1 | 80,000 | - | - | - | - |
| 10 | Monoblock Chair | 1,000.00 | 50 | pcs | 50,000.00 | - | - | 50 | 50,000 | - | - | - | - |
| 11 | Office Tables | 11,000.00 | 12 | pcs | 132,000.00 | - | - | 12 | 132,000 | - | - | - | - |
| 12 | Sony Digital Voice Recorder w/ built in USB | 20,000.00 | 2 | units | 40,000.00 | - | - | 2 | 40,000 | - | - | - | - |
| 13 | Sound System | 200,000.00 | 1 | pc | 200,000.00 | - | - | 1 | 200,000 | - | - | - | - |
| 14 | Electric Fan | 4,000.00 | 2 | pcs | 8,000.00 | 2 | 8,000 | - | - | - | - | - | - |
| 15 | Steel Filing Cab. w/Voult (4 drawer) | 25,000.00 | 1 | pc | 25,000.00 | 1 | 25,000 | - | - | - | - | - | - |
| 16 | Steel Filing Cab. (4 drawer) | 20,000.00 | 1 | pc | 20,000.00 | - | - | 1 | 20,000 | - | - | - | - |
| 18 | Telephone Unit ( cord less ) | 6,000.00 | 2 | pcs | 12,000.00 | 2 | 12,000 | - | - | - | - | - | - |
| 19 | Visitor Chair | 20,000.00 | 1 | set | 20,000.00 | - | - | 1 | 20,000 | - | - | - | - |
| 20 | Purchase of Vehicle | 1,800,000.00 | 1 | unit | 1,800,000.00 | - | - | 1 | 1,800,000 | - | - | - | - |
| 21 | Motorcycle | 150,000.00 | 2 | units | 300,000.00 | - | - | 2 | 300,000 | - | - | - | - |
| | **TOTAL** | | | | **3,557,000.00** | | | | | | | | |

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

Prepared by: (SGD.)
**MR. IAN P. CERVO**
*(Secretary - Sangguniang Bayan)*

Approved by: (SGD.)
**HON. CECILIO M. YNARES**
*(Municipal Vice Mayor)*