

ANNUAL PROCUREMENT PLAN FOR 2016

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
COMMON OFFICE EQUIPMENT																				
1) BINDING AND PUNCHING MACHINE	unit				1				0				0				0	1	14,545.50	14,545.50
2) CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				2				0				0				0	2	1,363.64	2,727.28
COMMON COMPUTER SUPPLIES																				
1) Ledger Cards & Folded Boxes	box				2				2				0					4	3,410.00	13,640.00
2) Water meter history card, cork board	box				0				0				1					1	9,092.40	9,092.40
3) Statement of Accounts	box				0				0				0					20	5,454.30	109,086.00
4) Official Receipts (continuous form)	box				0				0				10					10	8,182.00	163,640.00
5) Official Receipts (Cashier - carbonized)	box				0				10				10					20	1,364.00	27,280.00
CONSUMABLES																				
1) Prepaid load	pcs				0				1				1					1	300.00	900.00
Computer Supplies																				
1) Flash Drive (Back ups)	pcs				1				1				1					3	3,030.00	9,090.00
2) Computer Software Licensing (OS & MS Office)	pcs				6				0				0					6	30,303.00	181,818.00
3) Computer Anti-Virus Protection	pcs				4				0				0					4	3,409.00	13,636.00
4) Gadget Accessories	unit				2				0				0					2	15,454.00	30,908.00
5) Meter Reading Device	lot				0				1				0					1	168,182.00	336,364.00
Computer Equipment and Accessories																				
1) Desktop Computer	unit				1				1				0					2	40,909.00	81,818.00
2) Computer printer (Dot Matrix & CISS)	unit				2				2				1					5	13,636.40	68,182.00
3) Epson printer (long bar)	unit				0				1				0					1	40,909.10	40,909.10
4) CPU	unit				1				0				1					2	9,090.10	18,180.20
5) UPS	unit				2				3				0					5	3,636.36	18,181.82
6) Computer AVR	unit				1				0				0					1	4,545.45	4,545.45
7) Led Monitor	unit				3				0				0					3	6,060.61	18,181.82
8) Power Bank	unit				0				1				0					1	4,545.45	4,545.45
Other Categories																				
1) Cashier O. R. Printer	unit				0				0				1					1	9,091.45	9,091.45
2) Money Counter Machine	unit				0				0				1					1	6,363.64	6,363.64
3) LCD Flat TV 36"	unit				1				0				0					1	36,363.64	36,363.64
4) Queing Machine	unit				0				0				1					1	27,272.73	27,272.73
5) Water meter calibration/test bench	unit				0				0				0					1	90,910.00	90,910.00
6) 3 HP Split Type Aircon	unit				0				0				1					1	27,272.98	27,272.98
7) Steel Cabinet	unit				3				3				0					6	7,575.76	45,454.55
TOTAL:																				1,410,000.00
ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				141,000.00
GRAND TOTAL																				1,551,000.00
APPROVED BUDGET BY THE AGENCY HEAD																				1,551,000.00
MONTHLY CASH REQUIREMENTS																				

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

ENGR. JOSEPH M. DACURRO
Division Manager C
Commercial and Finance Division

Certified Funds Available:
Certified Appropriate Funds Available:

NICANDIO B. COQUILLA
SR. Corp. Budget Analyst

Approved by:

EDITHA C. YRIGAN, MPM
Head of Office/Agency