

ANNUAL PROCUREMENT PLAN FOR FY 2017

Code (PAP)	Procurement Program/Project	PMO/ End-user	Mode of Procurement	Ads/Post. of IB	Sub./Open. of Bids	Notice of Award	Contract Signing	Source of Fund	Estimated Budget			Remarks <small>(brief description of Program/Project)</small>
									Total	MOOE	CO	
1	Air freshener	M.O. & Acctg Office	Agency to Agency					Gen. Fund	1,050.00	1,050.00	0.00	
2	Adhesive Tape (red)	MPDC Office	Agency to Agency					Gen. Fund	250.00	250.00		
3	Ballpen black	Different Offices	Agency to Agency					Gen. Fund	9,670.00	9,670.00	0.00	
4	Ballpen red	Different Offices	Agency to Agency					Gen. Fund	1,530.00	1,530.00	0.00	
5	Ballpen blue	Different Offices	Agency to Agency					Gen. Fund	175.00	175.00		
6	Ballpen Tech point 4	SB Office	Agency to Agency					Gen. Fund	3,500.00	3,500.00		
7	Battery 9V	M.O. & SB	Agency to Agency					Gen. Fund	2,080.00	2,080.00	0.00	
8	Battery AA Chargeable	Different Offices	Agency to Agency					Gen. Fund	5,800.00	5,800.00	0.00	
9	Battery AAA Chargeable	M.O	Agency to Agency					Gen. Fund	140.00	140.00	0.00	
10	Battery Size D	RHU	Agency to Agency					Gen. Fund	750.00	750.00		
11	Insecticide Spray Big	M.O.	Agency to Agency					Gen. Fund	1,150.00	1,150.00	0.00	
12	CD-RW 700MB	MO, SB, MPDC, Acctg	Agency to Agency					Gen. Fund	1,872.00	1,872.00	0.00	
13	Book Cover w/ Bolt for tax declaration	Assessor's Office	Small Value Proc.					Gen. Fund	19,800.00	19,800.00		
14	Book Cover w/ Bolt for FAAs	Assessor's Office	Small Value Proc.					Gen. Fund	21,000.00	21,000.00		
15	Bond paper Corona long	Different Offices	Agency to Agency					Gen. Fund	7,190.00	7,190.00	0.00	
16	Bond paper Corona short	Different Offices	Agency to Agency					Gen. Fund	5,115.00	5,115.00	0.00	
17	Bond Paper S18 long Mimeo	M.O	Agency to Agency					Gen. Fund	8,370.00	8,370.00	0.00	
18	Bond Paper S18 short Mimeo	M.O	Agency to Agency					Gen. Fund	5,480.00	5,480.00	0.00	
19	Book paper S20 long	Different Offices	Agency to Agency					Gen. Fund	42,640.00	42,640.00	0.00	
20	Book paper S20 short	Different Offices	Agency to Agency					Gen. Fund	44,925.00	44,925.00	0.00	
21	Bond paper 100GSM (8.5 x 11)	Assessor's Office & MCR	Agency to Agency					Gen. Fund	24,355.00	24,355.00		
22	Bond Paper A4 S20	Assrsor's Office	Agency to Agency					Gen. Fund	4,050.00	4,050.00		
23	Bond Paper A3 S20	Assrsor's Office	Agency to Agency					Gen. Fund	3,050.00	3,050.00		
24	Brown envelope long	Different Offices	Agency to Agency					Gen. Fund	1,640.00	1,640.00	0.00	
25	Brown envelope short	Different Offices	Agency to Agency					Gen. Fund	680.00	680.00	0.00	
26	Calculator	Different Offices	Agency to Agency					Gen. Fund	12,800.00	12,800.00		
27	Calculator Scientific	Budget Offices	Agency to Agency					Gen. Fund	1,200.00	1,200.00		
28	Canon Ink 810	Agri. Office	Agency to Agency					Gen. Fund	4,400.00	4,400.00		
29	Canon Ink 811	Agri. Office	Agency to Agency					Gen. Fund	9,500.00	9,500.00		
30	Carbon paper L Permafilm	M.O., Agri, Acctg, Treas, Assessor	Agency to Agency					Gen. Fund	3,300.00	3,300.00	0.00	
31	Carbon paper S permafilm	M.O. & Assessor	Agency to Agency					Gen. Fund	6,095.00	6,095.00	0.00	

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32	Cartolina colored	M.O., MSWDO, MCR, & Assessor	Agency to Agency					Gen. Fund	1,738.00	1,738.00	0.00	
33	Cartolina white	M.O.	Agency to Agency					Gen. Fund	240.00	240.00	0.00	
34	Cash Book	Treas	Shopping					Gen. Fund	1,320.00	1,320.00		
35	Celluloid thick	MO, MSWD	Shopping					Gen. Fund	2,200.00	2,200.00	0.00	
36	Circle Template	Assessor	Small Value Proc.					Gen. Fund	1,108.00	1,108.00		
37	Civil Registry Books	MCR	Agency to Agency					Gen. Fund	1,400.00	1,400.00		
38	Civil Registry Forms	MCR	Agency to Agency					Gen. Fund	2,100.00	2,100.00		
39	Clip back fold (S, M, & L)	M.O.	Agency to Agency					Gen. Fund	500.00	500.00	0.00	
40	Cococloth/Streamers	M.O	SVP					Gen. Fund	6,707.00	6,707.00	0.00	
41	Colored Paper	MSWD	Shopping					Gen. Fund	200.00	200.00		
42	Colored Pencil (colleen)	Eng'g, & Assessor	Shopping					Gen. Fund	225.00	225.00		
43	Columnar Book 12 columns	Acctg	Shopping					Gen. Fund	165.00	165.00		
44	Columnar Book 8 columns	Budget & Treas	Shopping					Gen. Fund	400.00	400.00		
45	Columnar pad 16 columns	Treas	Shopping					Gen. Fund	250.00	250.00		
46	Computer Toner	MSWD	Agency to Agency					Gen. Fund	22,005.00	22,005.00		
47	Computer Ribbon FX-2175	Assessor	Shopping					Gen. Fund	4,000.00	4,000.00		
48	Computer Ribbon #7753	MCR	Shopping					Gen. Fund	300.00	300.00		
49	Continous Paper 2ply	Assessor	Agency to Agency					Gen. Fund	13,500.00	13,500.00		
50	Correction Pen	Different Offices	Agency to Agency					Gen. Fund	1,625.00	1,625.00	0.00	
51	Correction Tape	Different Offices	Agency to Agency					Gen. Fund	3,000.00	3,000.00		
52	Cutter	Different Offices	Shopping					Gen. Fund	1,765.00	1,765.00		
53	Cutter blade	MO, Eng'g, & MSWD	Shopping					Gen. Fund	208.00	208.00	0.00	
54	Cutter NT Japan	M.O	Shopping					Gen. Fund	1,375.00	1,375.00	0.00	
55	Double sided tape foam 1"	MO, MPDC, Acctg	Agency to Agency					Gen. Fund	1,350.00	1,350.00		
56	Elmers glue 130g	Different Offices	Shopping					Gen. Fund	2,385.00	2,385.00	0.00	
57	Envelope expanding L	Different Offices	Agency to Agency					Gen. Fund	1,260.00	1,260.00	0.00	
58	Envelope expanding plastic L	MO, Agri, Acctg, MCR	Agency to Agency					Gen. Fund	3,024.00	3,024.00	0.00	
59	Engineer's Field Book	MSWD, Agri	Shopping					Gen. Fund	1,050.00	1,050.00		
60	Eraser big	Different Offices	Agency to Agency					Gen. Fund	875.00	875.00	0.00	
61	External Harddisk Drive 1TB	MO, MPDC, ASS, MCR	Agency to Agency					Gen. Fund	13,170.00	13,170.00		
62	Fax Paper thermal	M.O	Agency to Agency					Gen. Fund	550.00	550.00	0.00	
63	Folder expanding long green	Different Offices	Agency to Agency					Gen. Fund	4,305.00	4,305.00	0.00	
64	Folder long	Different Offices	Agency to Agency					Gen. Fund	4,480.00	4,480.00	0.00	
65	Folder Plastic White Long	MPDC	Agency to Agency					Gen. Fund	175.00	175.00		
66	Folder plastic white short	M.O, MPDC	Agency to Agency					Gen. Fund	220.00	220.00		

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									Total	MOOE	CO	
67	Folder short	Different Offices	Agency to Agency					Gen. Fund	1,243.00	1,243.00	0.00	
68	Folder Filer		Shopping					Gen. Fund	775.00	775.00		
69	Folder Holder	MCR	Agency to Agency					Gen. Fund	402.00	402.00		
70	Folder Rack	MPDC, Eng'g, Agri	Shopping					Gen. Fund	1,878.00	1,878.00		
71	Footruler 24" plastic	SB, MPDC, Acctg, MTO	Shopping					Gen. Fund	615.00	615.00		
72	Footruler 12' plastic	MSWD	Shopping					Gen. Fund	655.00	655.00		
73	Footruler 12" metal	MSWD, Eng'g.	Shopping					Gen. Fund	250.00	250.00		
74	Glue gun small		Shopping					Gen. Fund	150.00	150.00	0.00	
75	Glue stick small		Shopping					Gen. Fund	200.00	200.00		
76	Gun Tucker		Shopping					Gen. Fund	812.00	812.00	0.00	
77	Index Card	Acctg	Shopping					Gen. Fund	300.00	300.00		
78	Ink HP black	Different Offices	Agency to Agency					Gen. Fund	143,030.00	143,030.00		
79	Ink HP colored	Different Offices	Agency to Agency					Gen. Fund	67,775.00	67,775.00	0.00	
80	Ink Refill	Agri. Office	Shopping					Gen. Fund	5,753.00	5,753.00	0.00	
81	Keyboard	Acctg	Agency to Agency					Gen. Fund	1,000.00	1,000.00		
82	Mailing envelope long white	Different Offices	Agency to Agency					Gen. Fund	2,198.00	2,198.00	0.00	
83	Mailing Envelope Short white	MPDC	Agency to Agency					Gen. Fund	600.00	600.00		
84	Masking tape	Different Offices	Agency to Agency					Gen. Fund	846.00	846.00	0.00	
85	Measuring Tape(50m)	Eng'g, ASS	Small Value Proc.					Gen. Fund	2,300.00	2,300.00		
86	Mechanical Pencil	Acctg	Shopping					Gen. Fund	150.00	150.00		
87	Mechanical Pencil Refill	Acctg	Shopping					Gen. Fund	40.00	40.00		
88	Meter Tape (5m Length)	Eng'g	Small Value Proc.					Gen. Fund	500.00	500.00		
89	Metric Scale	ASS	Small Value Proc.					Gen. Fund	1,000.00	1,000.00		
90	Mouse	Acctg	Agency to Agency					Gen. Fund	1,000.00	1,000.00		
91	Numeric Keypad	Acctg	Agency to Agency					Gen. Fund	1,000.00	1,000.00		
92	Numbering Machine Hd	ASS	Agency to Agency					Gen. Fund	1,400.00	1,400.00		
93	Packing tape 2"	Different Offices	Agency to Agency					Gen. Fund	650.00	650.00	0.00	
94	Padding glue	Acctg, MTO	Shopping					Gen. Fund	420.00	420.00	0.00	
95	Paper clip big/small	Different Offices	Agency to Agency					Gen. Fund	1,236.00	1,236.00	0.00	
96	Paper fastener plastic	Different Offices	Agency to Agency					Gen. Fund	1,650.00	1,650.00	0.00	
97	Paste Redstone	ASS	Agency to Agency					Gen. Fund	50.00	50.00		
98	Paper Tray	MCR	Agency to Agency					Gen. Fund	600.00	600.00		
99	Pencil #1 & #2	Different Offices	Agency to Agency					Gen. Fund	3,292.00	3,292.00	0.00	
100	Pentel pen black & red	Different Offices	Agency to Agency					Gen. Fund	6,475.00	6,475.00	0.00	
101	Pentel pen Refill	RHU	Shopping					Gen. Fund	150.00	150.00		
102	Photopaper	SB, Agri	Agency to Agency					Gen. Fund	893.00	893.00		

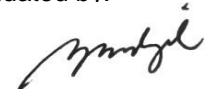
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103	Plastic Envelope w/ holder	MSWD	Agency to Agency					Gen. Fund	915.00	915.00		
104	Puncher	MSWD, RHU, ASS	Agency to Agency					Gen. Fund	400.00	400.00		
105	Push Pin	MSWD, Agri	Shopping					Gen. Fund	310.00	310.00		
106	Record Book 150p	Acctg, Budget, MTO	Agency to Agency					Gen. Fund	705.00	705.00		
107	Record Book 300pp	Different Offices	Agency to Agency					Gen. Fund	4,200.00	4,200.00	0.00	
108	Record Book 500pp	MSWD, RHU,	Agency to Agency					Gen. Fund	965.00	965.00		
109	Risograph KS Master B4		Agency to Agency					Gen. Fund	11,200.00	11,200.00	0.00	
110	Risograph KS Ink Black		Agency to Agency					Gen. Fund	8,400.00	8,400.00	0.00	
111	Rubber Bond Big/ Small	Acctg, MTO, ASS	Shopping					Gen. Fund	660.00	660.00	0.00	
112	Rubbing Alcohol 500ml	Different Offices	Agency to Agency					Gen. Fund	4,290.00	4,290.00	0.00	
113	3' ruler	Eng'g	Shopping					Gen. Fund	189.00	189.00		
114	SD Card	Eng'g	Shopping					Gen. Fund	1,200.00	1,200.00		
115	Scissors	Different Offices	Agency to Agency					Gen. Fund	800.00	800.00	0.00	
116	Scotch tape 1"	Different Offices	Agency to Agency					Gen. Fund	1,465.00	1,465.00	0.00	
117	Scotch Tape Rack	Agri. Office	Shopping					Gen. Fund	500.00	500.00		
118	Sharpener	Different Offices	Shopping					Gen. Fund	2,200.00	2,200.00		
119	Singpen 0.3	Eng'g	Agency to Agency					Gen. Fund	450.00	450.00		
120	Signpen 0.4 black	Acctg	Agency to Agency					Gen. Fund	840.00	840.00	0.00	
121	Signpen 0.5 black	Different Offices	Agency to Agency					Gen. Fund	8,770.00	8,770.00	0.00	
122	Signpen 0.8 Black	MCR	Agency to Agency					Gen. Fund	390.00	390.00		
123	Signpen 0.5 refill	Budget, MTO	Shopping					Gen. Fund	755.00	755.00	0.00	
124	Singer oil		SVP					Gen. Fund	100.00	100.00	0.00	
125	Sliding Folder long	ASS	Agency to Agency					Gen. Fund	120.00	120.00		
126	Specialty paper 8 1/2 x 13" white	MSWD	Agency to Agency					Gen. Fund	500.00	500.00		
127	Stabilo(green, orange, blue, yellow)	Different Offices	Agency to Agency					Gen. Fund	1,925.00	1,925.00	0.00	
128	Stamp Pad	Different Offices	Agency to Agency					Gen. Fund	880.00	880.00		
129	Stamp pad ink	ASS	Shopping					Gen. Fund	125.00	125.00	0.00	
130	Staple remover plastic	Different Offices	Agency to Agency					Gen. Fund	240.00	240.00	0.00	
131	Staple T30 3/8"		Agency to Agency					Gen. Fund	900.00	900.00		
132	Stape wire 10	Different Offices	Agency to Agency					Gen. Fund	296.00	296.00		
133	Staple max HD 50/50R	MTO	Agency to Agency					Gen. Fund	500.00	500.00		
134	Staple wire #35 max	Different Offices	Agency to Agency					Gen. Fund	1,560.00	1,560.00	0.00	
135	Stapler big	Different Offices	Agency to Agency					Gen. Fund	3,265.00	3,265.00	0.00	
136	Staedler Ink Marsmatic 745	ASS	Agency to Agency					Gen. Fund	1,000.00	1,000.00		
137	Stapler Small	MSWD, Acctg	Agency to Agency					Gen. Fund	180.00	180.00		
138	Stapler #10	MPDC, Budget	Agency to Agency					Gen. Fund	180.00	180.00		

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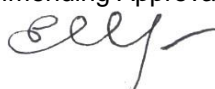
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									Total	MOOE	CO	
	Free Hard Disk Space for Software Installation 200 MB											
	Microsoft.Net Framework 2.0											
162	Purchase of IT/Communication Equipment (1 Unit Laptop)		Agency to Agency						100,000.00		100,000.00	
	Processor : 64 bit Processor, Dual Core, Four Thread, Intel i7 Processor											
	HDD: 350 GB Fast Drive											
	Memory : 8 GB of DRR 4 RAM or up to 16 GB											
	OS : Windows											
	Internet: Required for email notifications to work											
	TOTAL								968,142.00	718,142.00	250,000.00	

Consolidated by:



MERCY P. MADIGAL
Municipal Civil Registrar

Recommending Approval:



ELENA R. YAMONGAN
Municipal Budget Officer

Approved by:



HON. ROSARIO C. GO
Municipal Mayor

