

ANNUAL PROCUREMENT PLAN 2017 - Consolidation

BSC Form No. 3

Department of Education - Lucena City										Item in Budget		Page 1	
Procurement Program										Annual Budget CY 2017			
Calendar Year 2017										Program Amount			
Project Procurement Management Plan (PPMP)										1st, 2nd, 3rd, and 4th Quarter		Date Submitted: 8/10/17	
Item No.	COMMODITY (Nomenclature and Description)	Unit Price	Total Qty	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
OFFICE SUPPLIES													
1	Airfreshner	83.20	78	6,489.60	25	2,080.00	25	2,080.00	14	1,164.80	14	1,164.80	
2	Alcohol	47.82	261	12,481.02	68	3,251.76	70	3,347.40	66	3,156.12	57	2,725.74	
3	Accession Book	300.00	2	600.00		-		-	2	600.00		-	
4	Ballpen - black	10.00	600	6,000.00	150	1,500.00	150	1,500.00	150	1,500.00	150	1,500.00	
5	Ballpen - blue	10.00	120	1,200.00	30	300.00	30	300.00	30	300.00	30	300.00	
6	Ballpen - Red	10.00	160	1,600.00	40	400.00	40	400.00	40	400.00	40	400.00	
7	Battery AA	150.00	205	30,750.00	51	7,650.00	56	8,400.00	53	7,950.00	45	6,750.00	
8	Battery AAA	125.00	37	4,625.00	10	1,250.00	5	625.00	11	1,375.00	11	1,375.00	
9	Bulletin Board	5,000.00	1	5,000.00		-	1	5,000.00		-		-	
10	Envelop A4	3.00	344	1,032.00	60	180.00	64	192.00	106	318.00	114	342.00	
11	Envelop Legal	4.00	1,258	5,032.00	255	1,020.00	311	1,244.00	372	1,488.00	320	1,280.00	
12	Broom (Tambo)	120.00	41	4,920.00	12	1,440.00	12	1,440.00	9	1,080.00	8	960.00	
13	Calculator	135.20	50	6,760.00	17	2,298.40	23	3,109.60	5	676.00	5	676.00	
14	Cartolina	5.00	111	555.00	29	145.00	20	100.00	40	200.00	22	110.00	
15	Certificate jacket	36.00	276	9,936.00	15	540.00	151	5,436.00	28	1,008.00	82	2,952.00	
16	CD-Rewritable	20.00	160	3,200.00	50	1,000.00	30	600.00	50	1,000.00	30	600.00	
17	Cleaner, Toilet Bowl	41.60	146	6,073.60	34	1,414.40	38	1,580.80	37	1,539.20	37	1,539.20	
18	Cleanser, scouring powder	21.27	151	3,211.77	38	808.26	36	765.72	40	850.80	37	786.99	
19	Clip, backfold - small	30.00	10	300.00	2	60.00	2	60.00	3	90.00	3	90.00	
20	Clip, backfold - medium	40.00	15	600.00	2	80.00	2	80.00	7	280.00	4	160.00	
21	Clip, backfold - Large	50.00	19	950.00	2	100.00	2	100.00	7	350.00	8	400.00	
22	Colored Paper - short	250.00	44	11,000.00	11	2,750.00	11	2,750.00	17	4,250.00	5	1,250.00	
23	Colored Paper - Legal	280.00	60	16,800.00	12	3,360.00	19	5,320.00	19	5,320.00	10	2,800.00	
24	Computer Mouse	450.00	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5	2,250.00	
25	Computer Keyboard	650.00	20	13,000.00	5	3,250.00	5	3,250.00	5	3,250.00	5	3,250.00	
26	Correction Tape	31.20	310	9,672.00	83	2,589.60	101	3,151.20	67	2,090.40	59	1,840.80	
27	Cork Board	3,500.00	1	3,500.00		-		-	1	3,500.00		-	
28	Data File Box	69.78	118	8,234.04	30	2,093.40	36	2,512.08	33	2,302.74	19	1,325.82	
29	Data Folder	68.64	60	4,118.40	23	1,578.72	13	892.32	12	823.68	12	823.68	
30	Data Call, and Text Card	300.00	102	30,600.00		-		-	51	15,300.00	51	15,300.00	
31	Detergent Powder	37.43	160	5,988.80	38	1,422.34	43	1,609.49	40	1,497.20	39	1,459.77	
32	Diswashing Liquid	100.00	50	5,000.00	11	1,100.00	13	1,300.00	13	1,300.00	13	1,300.00	
33	Disinfectant Spray	119.60	110	13,156.00	24	2,870.40	32	3,827.20	31	3,707.60	23	2,750.80	
34	Double Adhesive Tape	40.00	32	1,280.00	12	480.00	6	240.00	7	280.00	7	280.00	
35	DVD Rewritable	30.00	415	12,450.00	140	4,200.00	130	3,900.00	100	3,000.00	45	1,350.00	

FM

BSC Form No. 3

ANNUAL PROCUREMENT PLAN 2017 - Consolidation

Department of Education - Lucena City
Procurement Program
Calendar Year 2017
Project Procurement Management Plan (PPMP)

Item in Budget
Annual Budget CY 2017
Program Amount
1st, 2nd, 3rd, and 4th Quarter

Page 2
Date Submitted:

Item No.	COMMODITY (Nomenclature and Description)	Unit Price	Total Qty	Total Amount	DISTRIBUTION BY QUARTERS							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
36	Fastener	57.00	97	5,529.00	28	1,596.00	28	1,596.00	26	1,482.00	15	855.00
37	Foldable Long Table	5,000.00	3	15,000.00		-		-	3	15,000.00		-
38	Folder (A4)	4.00	610	2,440.00	130	520.00	150	600.00	180	720.00	150	600.00
39	Folder - Legal	5.00	1,515	7,575.00	360	1,800.00	380	1,900.00	400	2,000.00	375	1,875.00
40	Folder - Expanding (Legal)	15.00	226	3,390.00	53	795.00	50	750.00	63	945.00	60	900.00
41	Glue	47.00	101	4,747.00	55	2,585.00	18	846.00	16	752.00	12	564.00
42	ID Jacket	15.00	150	2,250.00		-		-	150	2,250.00		-
43	Ink, Canon 810 - black	774.80	122	94,525.60	40	30,992.00	24	18,595.20	30	23,244.00	28	21,694.40
44	Ink, Canon 811 - colored	1,022.32	81	82,807.92	26	26,580.32	15	15,334.80	20	20,446.40	20	20,446.40
45	Ink, Epson T6641 - black	300.00	172	51,600.00	42	12,600.00	44	13,200.00	42	12,600.00	44	13,200.00
46	Ink, Epson T6642 - cyan	300.00	123	36,900.00	34	10,200.00	28	8,400.00	33	9,900.00	28	8,400.00
47	Ink, Epson T6643 - magenta	300.00	124	37,200.00	34	10,200.00	28	8,400.00	33	9,900.00	29	8,700.00
48	Ink, Epson T6642 - yellow	300.00	125	37,500.00	34	10,200.00	28	8,400.00	33	9,900.00	30	9,000.00
49	Ink, HP 704 - black	350.00	6	2,100.00	1	350.00	1	350.00	4	1,400.00		-
50	Ink HP 704 - colored	350.00	7	2,450.00	3	1,050.00		-	4	1,400.00		-
51	Ink, HP 678 - black	400.00	25	10,000.00	6	2,400.00	8	3,200.00	5	2,000.00	6	2,400.00
52	Ink, HP 678 - colored	400.00	25	10,000.00	6	2,400.00	7	2,800.00	5	2,000.00	7	2,800.00
53	Insecticide	124.80	48	5,990.40	12	1,497.60	12	1,497.60	12	1,497.60	12	1,497.60
54	Marker, Permanent	30.00	225	6,750.00	50	1,500.00	50	1,500.00	80	2,400.00	45	1,350.00
55	Marker, Fluorescent	25.00	83	2,075.00	32	800.00	15	375.00	21	525.00	15	375.00
56	Marker, Whiteboard	35.00	58	2,030.00	20	700.00	15	525.00	21	735.00	2	70.00
57	Manila Paper	4.00	340	1,360.00	95	380.00	50	200.00	160	640.00	35	140.00
58	Paper Clip - small	25.00	88	2,200.00	30	750.00	21	525.00	21	525.00	16	400.00
59	Paper Clip - big	35.00	100	3,500.00	30	1,050.00	25	875.00	25	875.00	20	700.00
60	Paper, Multi-Copy - A4	114.65	640	73,376.00	155	17,770.75	145	16,624.25	185	21,210.25	155	17,770.75
61	Paper, Multi-Copy - Legal	124.99	521	65,119.79	137	17,123.63	122	15,248.78	140	17,498.60	122	15,248.78
62	Pencil, lead	8.00	216	1,728.00	53	424.00	53	424.00	56	448.00	54	432.00
63	Philippine National Flag	350.00	20	7,000.00	10	3,500.00	10	3,500.00		-		-
64	Plastic Cover	2,500.00	6	15,000.00	3	7,500.00	3	7,500.00		-		-
65	Plastic Bin	800.00	80	64,000.00		-		-	80	64,000.00		-
66	Plaque	1,000.00	18	18,000.00		-		-		-	18	18,000.00
67	Push Pin	35.00	13	455.00	5	175.00	4	140.00	4	140.00		-
68	Puncher	350.00	21	7,350.00	13	4,550.00	5	1,750.00	2	700.00	1	350.00
69	Record Book 300	65.00	66	4,290.00	33	2,145.00	18	1,170.00	14	910.00	1	65.00
70	Ring Binder Machine	3,000.00	1	3,000.00		-		-	1	3,000.00		-
71	Rubber Band	115.00	35	4,025.00	16	1,840.00	6	690.00	9	1,035.00	4	460.00
72	Ruler	25.00	25	625.00	17	425.00	7	175.00	1	25.00		-

gpm

ANNUAL PROCUREMENT PLAN 2017 - Consolidation

BSC Form No. 3

Department of Education - Lucena City Procurement Program Calendar Year 2017 Project Procurement Management Plan (PPMP)					Item in Budget Annual Budget CY 2017 Program Amount 1st, 2nd, 3rd, and 4th Quarter					Page 3 Date Submitted: 8/10/17		
Item No.	COMMODITY (Nomenclature and Description)	Unit Price	Total Qty	Total Amount	DISTRIBUTION BY QUARTERS							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
73	Scissors	50.00	65	3,250.00	37	1,850.00	15	750.00	13	650.00		-
74	Sign Pen - Black	45.00	296	13,320.00	78	3,510.00	81	3,645.00	74	3,330.00	63	2,835.00
75	Sign Pen - Blue	45.00	54	2,430.00	19	855.00	14	630.00	18	810.00	3	135.00
76	Sign Pen - Violet	45.00	39	1,755.00	12	540.00	12	540.00	15	675.00		-
77	Specialty Board	30.00	49	1,470.00	3	90.00	10	300.00	14	420.00	22	660.00
78	Specialty Paper - short	30.00	34	1,020.00	1	30.00	5	150.00	19	570.00	9	270.00
79	Specialty Paper - Legal	30.00	57	1,710.00	1	30.00	12	360.00	18	540.00	26	780.00
80	Stapler	125.00	27	3,375.00	7	875.00	8	1,000.00	7	875.00	5	625.00
81	Staple Wire	45.00	81	3,645.00	25	1,125.00	20	900.00	24	1,080.00	12	540.00
82	Sticker paper	30.00	30	900.00		-		-	30	900.00		-
83	Storage Box (Home Gallery 85L)	1,200.00	2	2,400.00		-		-	2	2,400.00		-
84	Storage Box (Stackable Office Box 30L)	800.00	18	14,400.00		-	5	4,000.00	7	5,600.00	6	4,800.00
85	Tape, Transparent 24mm	35.00	128	4,480.00	38	1,330.00	34	1,190.00	38	1,330.00	18	630.00
86	Tape, masking 24mm	55.00	139	7,645.00	28	1,540.00	30	1,650.00	50	2,750.00	31	1,705.00
87	Tape, Packing	45.00	45	2,025.00	13	585.00	13	585.00	13	585.00	6	270.00
88	Tape Dispenser	280.00	20	5,600.00	9	2,520.00	3	840.00	5	1,400.00	3	840.00
89	Tarpauline Printing	350.00	14	4,900.00	3	1,050.00	6	2,100.00	3	1,050.00	2	700.00
90	Toner, MP 2001L (copier machine)	2,710.40	10	27,104.00	3	8,131.20	3	8,131.20	2	5,420.80	2	5,420.80
91	Toner, DX2430 (copier machine)	1,080.24	30	32,407.20	8	8,641.92	8	8,641.92	8	8,641.92	6	6,481.44
92	Toner, DD4450 (copier machine)	1,350.00	15	20,250.00	4	5,400.00	4	5,400.00	4	5,400.00	3	4,050.00
93	Toner, MP 2000L2 (copier machine)	2,710.40	15	40,656.00	4	10,841.60	4	10,841.60	4	10,841.60	3	8,131.20
94	Master, DD4450 (copier machine)	5,510.00	4	22,040.00	1	5,510.00	1	5,510.00	1	5,510.00	1	5,510.00
95	Master, DX2430 (copier machine)	1,960.00	11	21,560.00	3	5,880.00	3	5,880.00	3	5,880.00	2	3,920.00
96	USB Flashdrive 8GB	500.00	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5	2,500.00
97	USB Flashdrive 16GB	650.00	16	10,400.00	5	3,250.00	3	1,950.00	5	3,250.00	3	1,950.00
98	USB External HDD 1TB	3,500.00	14	49,000.00	4	14,000.00	4	14,000.00	3	10,500.00	3	10,500.00
99	Basin (Small Metal)	150.00	2	300.00		-		-	2	300.00		-
100	Disposable Bib	280.00	1	280.00		-		-	1	280.00		-
101	Blue Hand Towel	280.00	10	2,800.00		-		-	10	2,800.00		-
102	Bottle and Nipple Brush (Foam)	100.00	2	200.00		-		-	2	200.00		-
103	BP Apparatus (Japan Brand)	2,000.00	4	8,000.00		-		-	4	8,000.00		-
104	Cotton Holder/Waste Receiver	100.00	2	200.00		-		-	2	200.00		-
105	Cotton Plier	90.00	10	900.00		-		-	10	900.00		-
106	Disposable Cups	80.00	5	400.00		-		-	5	400.00		-
107	Enamel Tray - Stainless (Medium)	500.00	3	1,500.00		-		-	3	1,500.00		-
108	Explorer	80.00	10	800.00		-		-	10	800.00		-
109	Extension Cord (10m)	500.00	2	1,000.00		-		-	2	1,000.00		-

3pm

BSC Form No. 3

ANNUAL PROCUREMENT PLAN 2017 - Consolidation

Department of Education - Lucena City Procurement Program Calendar Year 2017 Project Procurement Management Plan (PPMP)					Item in Budget Annual Budget CY 2017 Program Amount 1st, 2nd, 3rd, and 4th Quarter					Page (4) Date Submitted: 8/10/17		
Item No.	COMMODITY (Nomenclature and Description)	Unit Price	Total Qty	Total Amount	DISTRIBUTION BY QUARTERS							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
110	Face Mask - Detender	200.00	20	4,000.00		-		-	20	4,000.00		-
111	Forceps (Dental) Usdonics	10,000.00	1	10,000.00		-		-	1	10,000.00		-
112	Gloves (Small)	200.00	1	200.00		-		-	1	200.00		-
113	Instrument Box Gallery	800.00	2	1,600.00		-		-	2	1,600.00		-
114	Instrument Tray with Cover	1,000.00	2	2,000.00		-		-	2	2,000.00		-
115	Medguard Handsoap (liquid)	200.00	12	2,400.00		-		-	12	2,400.00		-
116	Mouth Gag (Small and Medium)	1,000.00	2	2,000.00		-		-	2	2,000.00		-
117	Mouth Mirror	90.00	50	4,500.00		-		-	50	4,500.00		-
118	Oral B Electric Toothbrush	5,500.00	1	5,500.00		-		-	1	5,500.00		-
119	Plastic Waste Receiver	70.00	5	350.00		-		-	5	350.00		-
120	Prophy Brush	8.00	100	800.00		-		-	100	800.00		-
121	Flashlight	200.00	2	400.00		-		-	2	400.00		-
122	Rechargeable Electric Fan	5,000.00	1	5,000.00		-		-	1	5,000.00		-
123	Spoon Excavator	80.00	2	160.00		-		-	2	160.00		-
124	Syringe	700.00	3	2,100.00		-		-	3	2,100.00		-
125	Tackle Box	2,000.00	1	2,000.00		-		-	1	2,000.00		-
126	Tissue (2-ply)	30.00	24	720.00		-		-	24	720.00		-
127	White Hand Towel	300.00	1	300.00		-		-	1	300.00		-
SUBTOTAL				1,317,156.14	3,158.00	309,946.30	3,155.00	285,949.16	4,016.00	449,620.71	2,848.00	271,639.97
OTHERS/SERVICES												
128	Training Expenses	1,697,000.00		1,270,493.36		241,554.00		514,469.68		257,234.84		257,234.84
129	Travel expenses	725,000.00	0	433,605.78		217,471.78		108,067.00		54,033.50		54,033.50
130	Electricity Expenses	822,000.00		468,935.44		98,825.06		185,055.19		92,527.60		92,527.60
131	Water Expenses	520,000.00		16,346.25		6,538.15		4,904.05		2,452.03		2,452.03
132	Telephone Expenses	133,000.00		137,325.79		49,603.87		43,860.96		21,930.48		21,930.48
133	Internet Expenses	320,000.00		273,945.49		93,937.51		90,003.99		45,002.00		45,002.00
134	Subscription Expenses	6,000.00		3,795.00		975.00		1,410.00		705.00		705.00
135	Other Professional Services	900,000.00		514,297.94		143,206.14		185,545.90		92,772.95		92,772.95
136	Janitorial Services	395,000.00		282,514.92		70,238.78		106,138.07		53,069.04		53,069.04
137	Fuel, Oil and Lubricants Expenses	100,000.00		87,911.74		22,232.00		32,839.87		16,419.94		16,419.94
138	Representation Expenses	90,000.00		39,532.92		13,555.52		12,988.70		6,494.35		6,494.35
139	Fidelity Bond Premium	35,000.00		37,875.00		21,375.00		8,250.00		4,125.00		4,125.00
140	Other MOOE/Semi-Expendables	283,843.86		20,705.00		5,225.00		7,740.00		3,870.00		3,870.00
141	Repair and Services (Bldg. computers, vehicles, equipment, etc.)	200,000.00		200,000.00		15,865.00		44,785.00		22,392.50		22,392.50
SUBTOTAL				3,787,284.63	-	1,000,602.81	-	1,346,058.41	-	673,029.21	-	673,029.21

ANNUAL PROCUREMENT PLAN 2017 - Consolidation

BSC Form No. 3

Department of Education - Lucena City Procurement Program Calendar Year 2017 Project Procurement Management Plan (PPMP)					Item in Budget Annual Budget CY 2017 Program Amount 1st, 2nd, 3rd, and 4th Quarter					Page 5 Date Submitted: 8/10/17			
Item No.	COMMODITY (Nomenclature and Description)	Unit Price	Total Qty	Total Amount	DISTRIBUTION BY QUARTERS								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
CAPITAL OUTLAY													
142	Furniture and Fixtures	200,000.00	-	200,000.00		27,244.00		59,761.00		85,000.00		27,995.00	
143	Office Equipment	300,000.00	-	300,000.00		-		-		150,000.00		150,000.00	
144	Communication Equipment	300,000.00	-	300,000.00		-		-		150,000.00		50,000.00	
145	IT Equipment	200,000.00	-	200,000.00		-		59,761.00		535,000.00		377,995.00	
SUBTOTAL				1,000,000.00	-	27,244.00	-		-		-		
TOTAL					6,104,440.77	3,158.00	1,337,793.11	3,155.00	1,691,768.57	4,016.00	1,657,649.92	2,848.00	1,322,664.18

Note:

1. The above procurement program is in accordance with the procurement objective of this office.

2. The total amount covered does not exceed the total appropriated amount to supplies.

Prepared by and certified correct:

ERWIN M. MONTES
SUPPLY OFFICER

Recommending Approval:

JOSEPH ALAQUEZA
OIC - Assistant Schools Division Superintendent

Approved:

ANIANO M. OGAYON
Schools Division Superintendent