ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

Department/Bureau/Office: LGU - VALENCIA
Region: REGION VII
Address: _____

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile No's: _____

Item & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue as of (06.30.2012)
		Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES															
1. computer ink # 704 black	pc		2		1		2			2		2	1	10	
2. computer ink # 704 colored	pc			1				2			1		1	5	
3. Bond paper long	ream		2		3			2		1		2		10	
4. Bond paper short	ream		3			2			2		1	2	1	11	
5. ballpen black / blue	pc			4			2		4			1	5	16	
6. cash book	pc			2		2		1			3		2	10	
7. filing folder long	pc		6			8			5			4	2	25	
8. Rikrayph ink	tube			1			1		1		1	2	2	8	
9. Toner	tube			2				1			1	1		5	
10. White eraser	tube			2			3			1		2		8	
11. Yellow pad	pad		2			2		1			3		1	9	
12. Staple wire # 35	box			2			2				1			5	

* Other Categories																	

**** GRAND TOTAL.....

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....

APPROVED BUDGET:.....

* Other categories that are not indicated herein
** Prices are FOB Manila/Applicable for items under A.
*** Grand total for items under A and B.

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 the year.

Prepared by:

AQUILINA O. AMPIT
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

ATTY. LOURDES A. CEMPRON, CPA
Accountant / Local Budget Officer

Approved:

HON.HENRIETTA L. GAN, M.D.
Head of Office / Agency

Date Prepared: _____