

Republic of the Philippines
Autonomous Region in Muslim Mindanao
DEPARTMENT OF TOURISM
ARMM Complex, Cotabato City

ANNUAL PROCUREMENT PLAN OF SUPPLIES AND MATERIALS FOR FY 2015

Plan Control:					Planned Amount								Page:	
Department/Office: DEP'T OF TOURISM-ARMM					Regular	TOTAL				Date Submitted				
						887,253.25								
					DISTRIBUTION									
Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	1st Qtr (Jan-Mar)		2nd Qtr (Apr-Jun)		3rd Qtr (Jul-Sept)		4th Qtr (Oct-Dec)		
						Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
GENERAL ADMINISTRATIVE SUPPORT SERVICE														
1	<i>Ballpen Black</i>	16.50	68	pcs	1,122.00	17	280.50	17	280.50	17	280.50	17	280.50	
2	<i>Ballpen Blue</i>	16.50	200	pcs	3,300.00	50	825.00	50	825.00	50	825.00	50	825.00	
3	<i>Book paper- L (Sub 20)</i>	230.00	26	Rm	7,820.00	17	3,910.00		-	17	3,910.00		-	
4	<i>Book paper-S (Sub 20)</i>	195.00	26	Rm	6,630.00	17	3,315.00		-	17	3,315.00		-	
5	<i>Book paper-A4 (Sub 20)</i>	205.00	26	Rm	6,970.00	17	3,485.00		-	17	3,485.00		-	
6	<i>Brown kraft envelopes (long)</i>	3.00	25	pcs	75.00	5	15.00	5	15.00	10	30.00	5	15.00	
7	<i>Brown kraft envelopes (short)</i>	2.75	25	pcs	68.75	5	13.75	5	13.75	10	27.50	5	13.75	
8	<i>Correction (Tape)</i>	35.00	50	pcs	1,750.00	25	875.00		-	25	875.00		-	
9	<i>Double sided tape</i>	35.00	20	pcs	700.00	5	175.00	5	175.00	5	175.00	5	175.00	
10	<i>Expanding Envelopes (long)</i>	15.00	110	pcs	1,650.00	35	525.00	20	300.00	35	525.00	20	300.00	
11	<i>Expanding folder (long)</i>	11.00	110	pcs	1,210.00	35	385.00	20	220.00	35	385.00	20	220.00	
12	<i>Fax paper</i>	85.00	35	rol	2,975.00	10	850.00	5	425.00	15	1,275.00	5	425.00	
13	<i>Folder (hard,long)</i>	5.50	130	pcs	715.00	40	220.00	25	137.50	40	220.00	25	137.50	
14	<i>Folder (hard,short)</i>	5.00	130	pcs	650.00	40	200.00	25	125.00	40	200.00	25	125.00	
15	<i>highlighter /pen</i>	39.50	36	pc	1,422.00	10	395.00	8	316.00	10	395.00	8	316.00	
16	<i>Letter Head</i>	1,500.00	3	pc	4,500.00	1	1,500.00		-	1	1,500.00	1	1,500.00	
17	<i>Moroco Folder</i>	10.00	108	pc	1,080.00		-	36	360.00	36	360.00	36	360.00	
18	<i>Packaging Tape 2"</i>	59.00	26	roll	1,534.00	8	472.00	4	236.00	10	590.00	4	236.00	
19	<i>paper clip big</i>	23.00	24	box	552.00	8	184.00	4	92.00	8	184.00	4	92.00	

20	Paper clip(small)	11.00	24	box	264.00	8	88.00	4	44.00	8	88.00	4	44.00
21	Paper fastener	10.50	30	box	315.00	10	105.00	5	52.50	10	105.00	5	52.50
22	Pencil Mongol # 2	78.00	36	box	2,808.00	8	624.00	8	624.00	12	936.00	8	624.00
23	Pentel pen (black,marker)	40.00	34	pcs	1,360.00	17	680.00		-	17	680.00		-
24	Push pen	45.00	10	bxs	450.00	2	90.00	2	90.00	3	135.00	3	135.00
25	Record Book 300 (leaves)	20.00	14	pcs	280.00	5	100.00	2	40.00	5	100.00	2	40.00
26	Redstone paste	39.00	10	pcs	234.00	3	117.00		-	3	117.00		-
27	Ribbon typewriter	50.00	24	pcs	1,200.00	6	300.00	6	300.00	6	300.00	6	300.00
28	Scotch tape 1'	39.50	20	rol	790.00	5	197.50	5	197.50	5	197.50	5	197.50
29	Masking Tape 1"	38.00	20	rol	760.00	5	190.00	5	190.00	5	190.00	5	190.00
30	Specialty paper	45.00	35	pck	1,575.00	15	675.00		-	20	900.00		-
31	Stamp pad	49.00	8	pcs	392.00	2	98.00	2	98.00	2	98.00	2	98.00
32	Staple wire # 35	46.00	20	bxs	920.00	10	460.00		-	10	460.00		-
33	Sticker paper (Matte)	59.00	20	pck	1,180.00	5	295.00	5	295.00	5	295.00	5	295.00
34	Thumb thacks	9.00	50	bxs	450.00	15	135.00	5	45.00	25	225.00	5	45.00
35	Tissue paper	19.50	12	doz	234.00	3	58.50	3	58.50	3	58.50	3	58.50
36	Scissors	105.00	8	pcs	840.00	2	210.00	2	210.00	2	210.00	2	210.00
37	Tarpaulin w/ print	28.00	800	sq.ft.	22,400.00	200	5,600.00	200	5,600.00	200	5,600.00	200	5,600.00
38	T-Shirt w/ print	250.00	1,200	pcs	300,000.00	300	75,000.00	300	75,000.00	300	75,000.00	300	75,000.00
39	Optimum Toner Cartradge OPT-210A-Black	2,990.00	4	pcs	11,960.00	1	2,990.00	1	2,990.00	1	2,990.00	1	2,990.00
40	Optimum Toner Cartradge OPT-211A-Cyan	3,200.00	4	pcs	12,800.00	1	3,200.00	1	3,200.00	1	3,200.00	1	3,200.00
41	Optimum Toner Cartridge OPT-212A-Yellow	3,200.00	4	pcs	12,800.00	1	3,200.00	1	3,200.00	1	3,200.00	1	3,200.00
42	Optimum Toner Cartridge OPT-213A- Magenta	3,200.00	4	pcs	12,800.00	1	3,200.00	1	3,200.00	1	3,200.00	1	3,200.00
43	Card Reader	250.00	2	pcs	500.00	1	250.00		-	1	250.00		-
44	Continuous INK Black	154.00	25	btle	3,850.00	5	770.00	5	770.00	10	1,540.00	5	770.00
45	Continuous INK Colored	154.00	25	btle	3,850.00	5	770.00	5	770.00	10	1,540.00	5	770.00
46	Flash Disk 8gb	325.00	2	pcs	650.00	2	650.00		-		-		-
47	Floppy disk	330.00	4	box	1,320.00	2	660.00		-	2	660.00		-
48	HP 12A Tonner -Q2612A	4,187.00	3	pc	12,561.00		-	1	4,187.00	1	4,187.00	1	4,187.00
49	HP Cartridge 678 Black	490.00	10	pc	4,900.00	2	980.00	3	1,470.00	3	1,470.00	2	980.00
50	Mauriatic Acid	150.00	12	Bottle	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
51	Deodorizer	18.00	144	pc	2,592.00	36	648.00	36	648.00	36	648.00	36	648.00
52	Glass Cleaner	250.00	12	bottle	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
53	Mop	180.00	6	pc	1,080.00	3	540.00		-	3	540.00		-
54	Toilet Cleanser	65.00	12	bottle	780.00	3	195.00	3	195.00	3	195.00	3	195.00
55	Air Freashener	230.00	12	Bottle	2,760.00	3	690.00	3	690.00	3	690.00	3	690.00
56	Air Freashener	150.00	12	Can	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
57	Trash Bag	250.00	12	Pack	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00

OPERATION

-

59	External Hard Drive	3,500.00	2	pc	7,000.00	2	7,000.00		-		-		-
60	Folder (hard,long)	5.50	96	pc	528.00	24	132.00	24	132.00	24	132.00	24	132.00
61	Folder (hard,short)	5.00	96	pc	480.00	24	120.00	24	120.00	24	120.00	24	120.00
62	Pentel pen (black,marker)	40.00	26	pc	1,040.00	13	520.00		-	13	520.00		-
63	Ballpen Black	16.50	52	pc	858.00	13	214.50	13	214.50	13	214.50	13	214.50
64	Ballpen Blue	16.50	52	pc	858.00	13	214.50	13	214.50	13	214.50	13	214.50
65	Highlighter	45.00	26	pc	1,170.00	13	585.00		-	13	585.00		-
66	Book paper- L (Sub 20)	230.00	52	ream	11,960.00	13	2,990.00	13	2,990.00	13	2,990.00	13	2,990.00
67	Book paper-S (Sub 20)	195.00	52	ream	10,140.00	13	2,535.00	13	2,535.00	13	2,535.00	13	2,535.00
	Book paper-A4 (Sub 20)	205.00	52	ream	260,949.25	13	2,665.00	13	2,665.00	13	138,273.00	13	117,346.25
					770,962.00		140,767.25		118,956.25				
	Sub-Total						138,102.25		237,912.50		276,546.00		234,692.50
GRAND TOTAL		887,253.25											

This is to certify that the above procurement plan is in accordance with the objectives of this office>

Prepared by:

SAMSINOR S. JALIL
Administrative Officer I

Approved by:

ENGR. MARITES K. MAGUINDRA
Regional Secretary