

**ANNUAL PROCUREMENT PLAN**  
**For the year 2016**

Name of Local Government Unit: Municipality of Trento												
Program Control No. _____					AMOUNT			Page 1 of 2 Pages				
Department/Office Department of the Interior and Local Government			Regular		Contingency		TOTAL	Date submitted: January 22, 2016				
Item No.	DESCRIPTION	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	<b>Office Equipment/ Furniture/Fixture</b>											
1	Aircon Unit	15,000.00	1 unit	15,000.00	1	15,000.00	—					
2	Office Table	5,000.00	2 units	10,000.00	2	10,000.00						
3	Cork Board (large)	1,500.00	1 unit	1,500.00	1	1,500.00						
	<b>OFFICE SUPPLIES / EQUIPMENT</b>											
4	Air Spray (bots)	250.00	5 bots	1,250.00	2	500.00	3	750.00				
5	Alcohol	125.00	4 bots	500.00	1	125.00	1	125.00	1	125.00	1	125.00
6	Ball Pen	11.25	12 pcs	135.00	9	101.25	3	33.75				
7	Cartolina	5.00	20 pcs	100.00	15	75.00	5	25.00				
8	Correction pen	80.00	2pcs	160.00	2	160.00						
9	Envelope Short	5	100 pcs	500.00	30	150.00	30	150.00	30	150.00	10	50.00
10	Expanding Folder	12.00	50 pcs	600.00	30	360.00	20	240.00				
11	External drive	3,500.00	1 pc	3,500.00	1	3,500.00						
12	Folder short	5	150 pcs	750.00	90	450.00	60	300.00				
13	Ink for Epson 201 and Epson 220	1,430.00	2 sets	2,860.00	2	2,860.00						
14	mailling envelope	3.00	100 pcs	300.00	100	300.00						
15	Marking Pen, Permanent Black	20.00	10 pcs	200.00	10	200.00						
16	Marking Pen, white board black	25.00	6 pcs	150.00	6	150.00						
	<b>TOTAL</b>			<b>37,505.00</b>		<b>35,431.25</b>		<b>1,623.75</b>		<b>275.00</b>		<b>175.00</b>

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

PREPARED BY:

**RIZZA D. SION**  
MLGOO

**IMELDA E. BACLAYON**  
Supply Officer II

APPROVED BY;

**JOHNMARK C. BILLANES, DMD**  
Municipal Mayor

Name of Local Government Unit: Municipality of Trento												
Program Control No. _____					AMOUNT:			Page 2 of 2 pages				
Department/ Office: Department of the Interior and Local Government				Regular	Contingency	T O T A L		Date submitted: January 22, 2016				
Item No.	DESCRIPTION	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
19	Mouse	150.00	2 pcs	300.00	1	150.00						
20	one extension wire	500.00	1 pc	500.00	1	500.00						
21	Paper for certificate	50.00	6 packs	300.00	6	300.00						
22	Pencil	5.00	12 pcs	60.00	9	45.00	3	15.00				
23	Pencil sharpener	250.00	1pc	250.00	1	250.00						
24	photo paper	84.00	3 packs	252.00	3	252.00						
25	Push pins	20.00	5 boxes	100.00	2	40.00	2	40.00	2	40.00		
26	Record Book, 500 pages	97.00	2 pcs	194.00	2	194.00						
27	Sign Pen, Black	46.00	4 pcs	184.00	4	184.00						
28	Sign Pen, Blue	46.00	4 pcs	184.00	4	184.00						
29	Stamp Pad Ink, Violet, 50 ml	25.00	2 pcs	50.00	2	50.00						
30	Staple Wire, standard, #35 500bx	25.00	3 boxes	75.00	3	75.00						
31	Tissue Paper	15.00	24 pcs	360.00	6	90.00	6	90.00	6	90.00	6	90.00
32	Scotch tape	55.00	6 pcs	330.00	2	110.00	2	110.00	1	55.00	1	55.00
33	Correction tape	30.00	6 pcs	180.00	2	60.00	2	60.00	2	60.00		
34	Masking tape	35.00	6 pcs	210.00	1	35.00	2	70.00	2	70.00	1	35.00
	<b>SUB TOTAL</b>			<b>3,529.00</b>		<b>2,519.00</b>		<b>385.00</b>		<b>315.00</b>		<b>125.00</b>
	<b>GRAND TOTAL</b>			<b>41,034.00</b>								

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