FDP Form 4a - Annual Procurement Plan or Procurement List

ANNUAL PROCUREMENT PLAN

FOR THE YEAR 2022

Province, City of Municipality PUDTOL, APAYAO

Plan Control No._____					Planned Amount:			₱ 3,873,921.69	Page_____1_____of_____4 _____pages_____				
Department / Office: MUNICIPAL HEALTH OFFICE					Regular		Contingency		Date Submitted				
Item No.	Description	Unit Cost	QUANTITY		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
			No.	Description		QTY.	Amount	QTY	Amount	QTY.	Amount	QTY.	Amount
	COMMON OFFICE SUPPLIES												
1	Epson INK 003 (L4260) Magenta	220	10	pcs	2,200.00	5	1100			5	1,100.00		
2	Epson INK 003 (L4260) Cain	220	10	pcs	2,200.00	5	1100			5	1,100.00		
3	Epson INK 003 (L4260) Yellow	140	10	pcs	1,400.00	5	700			5	700.00		
4	Epson INK 003 (L4260) Black	150	20	pcs	3,000.00	10	1500			10	1,500.00		
5	Canon INK (GT52) Magenta	140	10	pcs	1,400.00	5	700			5	700.00		
6	Canon INK (GT52) Yellow	120	10	pcs	1,200.00	5	600			5	600.00		
7	Canon INK (GT52) Cyan	230	10	pcs	2,300.00	5	1150			5	1,150.00		
8	Canon INK (GT53) Black	255	20	pcs	5,100.00	10	2550			10	2,550.00		
9	Bond Paper Hard copy Legal size	150	40	reams	6,000.00	20	3000			20	3,000.00		
10	Bond Paper Hard copy A4 size	150	60	reams	9,000.00	30	4500			30	4,500.00		
11	Bond Paper Hard copy short	231.25	40	reams	9,250.00	20	4625			20	4,625.00		
12	Pencil	62.5	4	box	250.00	2	125			2	125.00		
13	Ballpen (Black, Red ,blue)Fibercastle	300	7	box	2,100.00	5	1500			2	600.00		
14	Signing pen (Gtech)	275	4	box	1,100.00	2	550			2	550.00		
15	Stampad ink	50	1	pcs	50.00	1	50			0	-		
16	Battery energizer AAA 4's	16.66	30	pcs	500.00	15	249.9			15	249.90		
17	Battery energizer AA 4's	25	30	pcs	750.00	15	375			15	375.00		
18	Battery energizer 9volt	55	20	pcs	1,100.00	10	550			10	550.00		
19	Pentel pen	87.5	4	box	350.00	2	175			2	175.00		
20	Folder Long	1.75	200	pcs	350.00	100	175			100	175.00		
21	Folder short	2.33	150	pcs	350.00	100	233			50	116.50		
22	White board marker	80	2	box	160.00	1	80			1	80.00		
23	Columnar notebook 16 columns	40	50	pcs	2,000.00	25	1000			25	1,000.00		
24	Brown Envelope long	2.25	200	pcs	450.00	100	225			100	225.00		
25	Brown Envelope short	1.5	100	pcs	150.00	50	75			50	75.00		
26	Scissor	40	20	pcs	800.00	10	400			10	400.00		
27	Calculator	240	5	pcs	1,200.00	5	1200						
28	Celoloid	500	2	roll	1,000.00	1	360			1	500.00		
	SUB-TOTAL				**55,710.00**								

Plan Control No._____					Planned Amount:			₱		Page_____2_____of_____4___pages_____			
Department / Office: MUNICIPAL HEALTH OFFICE					Regular		Contingency			Date Submitted			
			QUANTITY			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Item No.	Description	Unit Cost	No.	Description	Total Cost	QTY.	Amount	QTY	Amount	QTY.	Amount	QTY.	Amount
29	Scotch tape 1/2 "	7.50	20	pcs	150.00	10	255.00			10	255.00		
30	Scotch tape 1"	7.50	20	pcs	150.00	10	360.00			10	360.00		
31	Double sided tape	22.50	20	pcs	450.00	10	420.00			10	210.00		
32	Staple wire	25.00	20	box	500.00	10	420.00			10	210.00		
33	Correction tape	20.83	60	pcs	1,250.00	30	420.00			30	210.00		
34	Paper fastener (Plastic)	35.00	10	box	350.00	5	280.00			5	210.00		
35	Record book	40.00	30	pcs	1,200.00	15	280.00			15	210.00		
36	Ruler	5.00	25	pcs	125.00	25	280.00			-	210.00		
37	Tissue 24's	244.45	9	pcs	2,200.00	5	210.00			4	140.00		
38	Dush pan	35.00	10	pcs	350.00	5	900.00			5	540.00		
39	Dishwashing liquid	40.90	11	pcs	450.00	5	600.00			6	600.00		
40	Laid canon Paper Long 185gsm ivory color 20's	100.00	40	pcs	4,000.00	20	250.00			20	250.00		
41	Laid canon Paper Long 185gsm green color 20's	111.90	21	pcs	2,350.00	11	650.00			10	650.00		
42	Rough and satin photo paper 20's	107.14	7	pcs	750.00	5	550.00			2	550.00		
43	Glue	26.66	15	pcs	400.00	10	425.00			5	425.00		
44	Paste	32.00	10	pcs	320.00	5	360.00			5	360.00		
45	Duck tape	71.42	14	pcs	1,000.00	7	420.00			7	210.00		
46	Soft broom	275.00	2	pcs	550.00	2	420.00			-	210.00		
47	Stick broom	50.00	5	pcs	250.00	5	930.00			-	930.00		
48	Air freshener	550.00	1	dozen	550.00	1	930.00			-	930.00		
49	Disinfectant	660.00	5	liters	3,300.00	5	930.00			-	930.00		
50	Bleach	110.00	5	liters	550.00	5	540.00			-	540.00		
51	Toilet bowl cleaner	743.33	3	liters	2,230.00	3	900.00			-	540.00		
52	Door mat	42.00	5	pcs	210.00	5	170.00			-	170.00		
53	Powder soap	7.00	5	pcs	35.00	5	5,420.80			-	5,420.80		
54	Laundry brush	42.00	5	pcs	210.00	5	330.00			-	330.00		
55	Heavy duty scrub sponge	40.00	3	pcs	120.00	3	240.00			-	240.00		
56	Hands soap	82.00	5	liters	410.00	5	2,500.00			-			
57	Bar soap	27.00	5	bar	135.00	5	750.00			-	750.00		
58	Diswashing paste	32.85	7	pcs	230.00	7	4,800.00			-	4,800.00		
59	Bathroom toilet brush	83.33	3	pcs	250.00	3	1,600.00			-	1,600.00		
	SUB-TOTAL				**25,025.00**								

Plan Control No._____					Planned Amount:			₱		Page_____3_____of_____4___pages_____			
Department / Office: MUNICIPAL HEALTH OFFICE					Regular		Contingency			Date Submitted			
					DISTRIBUTION								
			QUANTITY			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Item No.	Description	Unit Cost	No.	Description	Total Cost	QTY.	Amount	QTY	Amount	QTY.	Amount	QTY.	Amount
60	Plunger pump	55.00	1	pcs	55.00	1	55.00						
61	Garbage bag	45.00	2	roll	90.00	2	90.00						
62	Ice bag	20.00	5	pcs	100.00	5	100.00						
63	Wall clock	100.00	10	pcs	1,000.00	10	1,000.00						
64	White board 4x3 w/ stand	1,500.00	1	pc	1,500.00	1	1,500.00						
65	8.5" x 13" size picture frame	86.00	5	pcs	430.00	5	430.00						
66	8 1/4 " x 11" size picture frame	120.00	5	pcs	600.00	5	600.00						
67	Matrix Pencil Sharpener	300.00	2	pcs	600.00	2	600.00						
68	Calculator (non-scientific)	190.00	5	pcs	950.00	5	950.00						
69	Laminating film	1,000.00	1	ream	1,000.00	1	1,000.00						
70	Steel ruler (long)	80.00	1	pc	80.00	1	80.00						
71	Photopaper	105.00	2	ream	210.00	2	210.00						
72	Plates	70.00	1	dozen	70.00	1	70.00						
73	Glass	70.00	1	dozen	70.00	1	70.00						
74	Spoon	40.00		dozen	40.00		-						
75	Fork	40.00		dozen	40.00		-						
76	Cup/mug	110.00	1	dozen	110.00	1	110.00						
77	Thermos	410.00	1	pc	410.00	1	410.00						
78	Electric pot	710.00	1	pc	710.00	1	710.00						
79	Rice cooker	900.00	1	pc	900.00	1	900.00						
80	Knife	50.00	1	pc	50.00	1	50.00						
81	Bolo	250.00	1	pc	250.00	1	250.00						
	SUB-TOTAL				**9,265.00**								
	TOTAL				**90,000.00**								

Plan Control No._____					Planned Amount:			₱		Page_____4_____of_____4___pages_____			
Department / Office: MUNICIPAL HEALTH OFFICE					Regular		Contingency			Date Submitted			
					DISTRIBUTION								
			QUANTITY			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Item No.	Description	Unit Cost	No.	Description	Total Cost	QTY.	Amount	QTY	Amount	QTY.	Amount	QTY.	Amount
1	Gasoline Expenses				120,000.00	X		X		X		X	
2	Traveling Expenses				150,000.00	X		X		X		X	
3	Training and Seminar				55,000.00	X		X		X		X	
4	Internet Expenses				12,000.00	X		X		X		X	
5	Telephone Expenses				72,000.00	X		X		X		X	
6	Drugs and Medicines Expenses				350,000.00	X		X		X		X	
7	General Services				598,855.84	X		X		X		X	
8	Representation Expenses				20,000.00	X		X		X		X	
9	Insurance Expenses				15,000.00	X		X		X		X	
10	Repair and Maintenance of Building				50,000.00	X		X		X		X	
11	Repair and Maintenance of Vehicle				75,000.00	X		X		X		X	
12	Repair and Maintenance of Office Equipment				23,000.00	X		X		X		X	
13	Medical Dental and Laboratory Supplies				200,000.00	X		X		X		X	
14	Other Supplies and Materials Expenses				30,000.00	X		X		X		X	
15	Nutrition Program				70,000.00	X		X		X		X	
16	Infectious Prevention Program				10,000.00	X		X		X		X	
17	Healthy Lifestyle and Risk Management Program				10,000.00	X		X		X		X	
18	Blood Donation				45,000.00	X		X		X		X	
19	BNS Incentives/Supplies & Materials				26,400.00	X		X		X		X	
20	Other Health related Programs				26,665.85	X		X		X		X	
21	Purchase of One (1) unit Motorcycle				70,000.00	X							
22	Purchase of Three (3) units Desktop w/ Three (3) units Printer				195,000.00	X		X		X			
23	Purchase of One (1) unit Laptop				60,000.00	X							
24	Purchase of One (1) Unit Service Vehicle				1,500,000.00			X					
	TOTAL				3,783,921.69	X		X		X		X	
	GRAND TOTAL				**3,873,921.69**								

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

CARLITO JOSEPH M. SALTING, MD.
Municipal Health Officer