

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019  
PRINTED FORMS**



Province, City or Municipality : **I S A B E L A**

Plan Control No.					Planned Amount					Page _____ of _____ pages			
Department/ Office:					Regular	Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0001	Acceptance Form	1.58	12	pcs	18.90	3	4.50	3	4.50	3	4.50	3	4.50
0002	Accountable Forms 51 Official Receipt	3.15	500	pcs	1,575.00	125	375.00	125	375.00	125	375.00	125	375.00
0003	Admission & Discharge Register	892.50	10	pad	8,925.00	3	2,550.00	2	1,700.00	3	2,550.00	2	1,700.00
0004	Assessment Roll New Form (T & E)	1.26	5000	pad	6,300.00	1,250	1,500.00	1,250	1,500.00	1,250	1,500.00	1,250	1,500.00
0005	Binder with Print (11 x 10) Cloth bound	0.63	300	pcs	189.00	75	45.00	75	45.00	75	45.00	75	45.00
0006	Carbonized Payroll (sets)	31.50	6000	sets	189,000.00	1,500	45,000.00	1,500	45,000.00	1,500	45,000.00	1,500	45,000.00
0007	Cash Book	63.00	22	pad	1,386.00	5	300.00	6	360.00	5	300.00	6	360.00
0008	Certificate of Live Birth	1050.00	150	pad	157,500.00	37	37,000.00	38	38,000.00	38	38,000.00	37	37,000.00
0009	Check Register	320.25	15	pads	4,803.75	4	1,220.00	4	1,220.00	4	1,220.00	3	915.00
0010	Death Certificate	840.00	55	pad	46,200.00	14	11,200.00	14	11,200.00	14	11,200.00	13	10,400.00
0011	Delivery Van/Trucks Sticker	84.00	20000	pad	1,680,000.00	5,000	400,000.00	5,000	400,000.00	5,000	400,000.00	5,000	400,000.00
0012	Desk Pad w/ Logo	42.00	256	pad	10,752.00	64	2,560.00	64	2,560.00	64	2,560.00	64	2,560.00
0013	Disbursement Voucher	320.25	12	pad	3,843.00	3	915.00	3	915.00	3	915.00	3	915.00
0014	Engineering Field Book	315.00	24	pad	7,560.00	6	1,800.00	6	1,800.00	6	1,800.00	6	1,800.00
0015	ER Register Logbook	89.25	6	pad	535.50	2	170.00	1	85.00	2	170.00	1	85.00
0016	FAAS Building New Form	1.05	5000	pad	5,250.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00
0017	FAAS Land Form New	0.95	25000	pad	23,625.00	6,250	5,625.00	6,250	5,625.00	6,250	5,625.00	6,250	5,625.00
0018	FAAS Machinery New Form	0.95	2000	pad	1,890.00	500	450.00	500	450.00	500	450.00	500	450.00
0019	Ledger Card Double	5.25	2000	pcs	10,500.00	500	2,500.00	500	2,500.00	500	2,500.00	500	2,500.00
0020	Mailing Envelope w/ Logo	1.05	518	pcs	543.90	130	130.00	130	130.00	129	129.00	129	129.00
0021	Office Stationary w/ Logo - Long	5.25	1182	pcs	6,205.50	295	1,475.00	295	1,475.00	296	1,480.00	296	1,480.00
0022	Office Stationary w/ Logo - Short	4.20	1216	pad	5,107.20	304	1,216.00	304	1,216.00	304	1,216.00	304	1,216.00
0023	Out Patient Record # 12	315.00	22	pad	6,930.00	5	1,500.00	6	1,800.00	5	1,500.00	6	1,800.00
0024	Property Cards	1.10	2000	pcs	2,205.00	500	525.00	500	525.00	500	525.00	500	525.00
0025	Property Tag Sticker	1.58	12000	pcs	18,900.00	3,000	4,500.00	3,000	4,500.00	3,000	4,500.00	3,000	4,500.00
0026	Purchased Order Form	315.00	12	pads	3,780.00	3	900.00	3	900.00	3	900.00	3	900.00
0027	Purchased Request Form	315.00	12	pads	3,780.00	3	900.00	3	900.00	3	900.00	3	900.00
0028	Record Book No. 5	315.00	10	pads	3,150.00	3	900.00	2	600.00	3	900.00	2	600.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0029	Record Book of Admission	577.50	18	rms	10,395.00	4	2,200.00	5	2,750.00	5	2,750.00	18	9,900.00
0030	Record of Assessment (New Form)	1.26	5000	rms	6,300.00	1,250	1,500.00	1,250	1,500.00	1,250	1,500.00	1,250	1,500.00
0031	Stickers for Mineral Accreditation	15.75	1500	pcs	23,625.00	375	5,625.00	375	5,625.00	375	5,625.00	375	5,625.00
0032	Supplies Ledger Card	3.15	1200	pcs	3,780.00	300	900.00	300	900.00	300	900.00	300	900.00
0033	Tax Declaration (New Form)	1.05	40000	pcs	42,000.00	10,000	10,000.00	10,000	10,000.00	10,000	10,000.00	10,000	10,000.00
0034	Tax Map Control Roll sheet	5.88	500	pcs	2,940.00	125	700.00	125	700.00	125	700.00	125	700.00
0035	Temperature Record (TPR)	262.50	110	pad	28,875.00	27	6,750.00	28	7,000.00	27	6,750.00	28	7,000.00
0036	Waste Material Forms	262.50	12	pad	3,150.00	3	750.00	3	750.00	3	750.00	3	750.00
<b>TOTAL</b>					<b>2,220,495.00</b>								

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

PREPARED BY:

**NIMROD BILL V. SEGUI**  
Administrative Officer III

NOTED :

**RODRIGO T. SAWIT**  
Provincial General Services Officer

APPROVED BY :

**HON. FAUSTINO G. DY III**  
Provincial Governor