

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2017  
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	1.50	1000	pcs	1,500.00	250	375.00	250	375.00	250	375.00	250	375.00
0002	Accountable Forms 51 Official Receipts	3.00	300	pad	900.00	75	225.00	75	225.00	75	225.00	75	225.00
0003	Admission & Discharge Register	850.00	28	pad	23,800.00	7	5,950.00	7	5,950.00	7	5,950.00	7	5,950.00
0004	ALOBS Form	120.00	24	pad	2,880.00	6	720.00	6	720.00	6	720.00	6	720.00
0005	Assessment Roll New Form (T & E)	0.60	5000	pcs	3,000.00	1,250	750.00	1,250	750.00	1,250	750.00	1,250	750.00
0006	Binder with Print (11 x 10) Cloth bound	250.00	300	pcs	75,000.00	75	18,750.00	75	18,750.00	75	18,750.00	75	18,750.00
0007	Carbonized Payroll (sets)	10.00	4000	pcs	40,000.00	1,000	10,000.00	1,000	10,000.00	1,000	10,000.00	1,000	10,000.00
0008	Cash Book	1000.00	7	pad	7,000.00	1	1,000.00	2	2,000.00	2	2,000.00	2	2,000.00
0009	Certificate of Live Birth	305.00	265	pcs	80,825.00	67	20,435.00	66	20,130.00	66	20,130.00	66	20,130.00
0010	Check Register	800.00	10	pcs	8,000.00	2	1,600.00	3	2,400.00	2	1,600.00	3	2,000.00
0011	Daily Market Purchase	80.00	10	pad	800.00	2	160.00	3	240.00	2	160.00	3	240.00
0012	Daiy Time Record 48 x 1000's	1.00	5000	pcs	5,000.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00
0013	Death Certificate	305.00	85	pad	25,925.00	21	6,481.25	21	6,405.00	21	6,405.00	22	6,710.00
0014	Delivery Van/Trucks Sticker	15.00	5000	pcs	75,000.00	1,250	18,750.00	1,250	18,750.00	1,250	18,750.00	1,250	18,750.00
0015	Desk Pad w/ Logo	85.00	2072	pad	176,120.00	518	44,030.00	518	44,030.00	518	44,030.00	518	44,030.00
0016	Disbursement Voucher	80.00	24	pad	1,920.00	6	480.00	6	480.00	6	480.00	6	480.00
0017	Engineering Field Book	250.00	48	pad	12,000.00	12	3,000.00	12	3,000.00	12	3,000.00	12	3,000.00
0018	ER Register Logbook	850.00	24	pad	20,400.00	6	5,100.00	6	5,100.00	6	5,100.00	6	5,100.00
0019	FAAS Building New Form	1.00	5000	pcs	5,000.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00	1,250	1,250.00
0020	FAAS Land Form New	0.60	25000	pcs	15,000.00	6,250	3,750.00	6,250	3,750.00	6,250	3,750.00	6,250	3,750.00
0021	FAAS Machinery New Form	0.60	2000	pcs	1,200.00	500	300.00	500	300.00	500	300.00	500	300.00
0022	Fetal Death Certificate	305.00	12	pad	3,660.00	3	915.00	3	915.00	3	915.00	3	915.00
0023	General Form 103-Cash Book	500.00	10	pad	5,000.00	2	1,000.00	3	1,500.00	2	1,000.00	3	1,500.00
0024	Hospital Master Patient Index	1.05	10000	pcs	10,500.00	2,500	2,625.00	2,500	2,625.00	2,500	2,625.00	2,500	2,625.00
0025	Hospital Patient ID Card	1.50	10000	pcs	15,000.00	2,500	3,750.00	2,500	3,750.00	2,500	3,750.00	2,500	3,750.00
0026	Ledger Card Double	2.00	8	pcs	16.00	2	4.00	2	4.00	2	4.00	2	4.00
0027	Mailing Envelope w/ Logo	300.00	255	box	76,500.00	63	18,900.00	64	19,200.00	64	19,200.00	64	19,200.00
0028	Mailing Envelope w/ print 2long ti Kapitolyo	300.00	200	box	60,000.00	50	15,000.00	50	15,000.00	50	15,000.00	50	15,000.00
0029	Office Stationary w/ Logo - Long	550.00	310	rms	170,500.00	77	42,350.00	77	42,350.00	78	42,900.00	78	42,900.00
0030	Office Stationary w/ Logo - Short	500.00	320	rms	160,000.00	80	40,000.00	80	40,000.00	80	40,000.00	80	40,000.00
0031	Out Patient Record # 12	850.00	41	pad	34,850.00	11	9,350.00	10	8,500.00	10	8,500.00	10	8,500.00
0032	Patient Data sheet	3.00	1000	pcs	3,000.00	250	750.00	250	750.00	250	750.00	250	750.00
0033	Property Cards	3.00	20000	pcs	60,000.00	5,000	15,000.00	5,000	15,000.00	5,000	15,000.00	5,000	15,000.00
0034	Property Tag Sticker	15.00	12000	pcs	180,000.00	3,000	45,000.00	3,000	45,000.00	3,000	45,000.00	3,000	45,000.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
0035	Purchased Order Form	250.00	24	pad	<b>6,000.00</b>	6	1,500.00	6	1,500.00	6	1,500.00	6	1,500.00
0036	Purchased Request Form	250.00	24	pad	<b>6,000.00</b>	6	1,500.00	6	1,500.00	6	1,500.00	6	1,500.00
0037	Record Book No. 5	400.00	22	pad	<b>8,800.00</b>	6	2,200.00	6	2,200.00	6	2,200.00	6	2,200.00
0038	Record Book of Admission	500.00	16	pad	<b>8,000.00</b>	4	2,000.00	4	2,000.00	4	2,000.00	4	2,000.00
0039	Record of Assessment (New Form)	0.60	5000	pad	<b>3,000.00</b>	1,250	750.00	1,250	750.00	1,250	750.00	1,250	750.00
0040	Reimbursement Expense Receipt (RER)	1.00	100	pad	<b>100.00</b>	25	25.00	25	25.00	25	25.00	25	25.00
0041	Report of Collection	1.00	400	pad	<b>400.00</b>	100	100.00	100	100.00	100	100.00	100	100.00
0042	Stickers for Mineral Accreditation	15.00	10000	pcs	<b>150,000.00</b>	2,500	37,500.00	2,500	37,500.00	2,500	37,500.00	2,500	37,500.00
0043	Supplies Ledger Card	3.00	6000	pcs	<b>18,000.00</b>	1,500	4,500.00	1,500	4,500.00	1,500	4,500.00	1,500	4,500.00
0044	Tax Declaration (New Form)	0.60	40000	pcs	<b>24,000.00</b>	10,000	6,000.00	10,000	6,000.00	10,000	6,000.00	10,000	6,000.00
0045	Tax Map Control Roll sheet	4.00	500	pcs	<b>2,000.00</b>	125	500.00	125	500.00	125	500.00	125	500.00
0046	Temperature Record (TPR)	0.60	170	pcs	<b>102.00</b>	42	25.20	43	25.80	42	25.20	43	25.80
0047	Waste Material Forms	250.00	24	pad	<b>6,000.00</b>	6	1,500.00	6	1,500.00	6	1,500.00	6	1,500.00
<b>TOTAL</b>					<b>1,592,698.00</b>								

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

PREPARED BY:

**(SGD.) NIMROD BILL V. SEGUI**  
Administrative Officer III

NOTED :

**(SGD.) RODRIGO T. SAWIT**  
Provincial General Services Officer

APPROVED BY :

**(SGD.) HON. FAUSTINO G. DY III**  
Provincial Governor