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FDP Form 4a - Annual Procurement Plan or Procurement List

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon													
Plan Control No. _____					Planned Amount			Page <u>1</u> at <u>1</u> pages					
Department/ Office : OFFICE OF THE MTO					Regular	Contingency	Total	Date Submitted:					
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Procurement of IT Equipment & Software				80,000.00								
1	All-in-One Desktop Computer	35,000.00	2	units	70,000.00					2	70,000.00		
2	Computer Printer	5,000.00	2	units	10,000.00					2	10,000.00		

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

Prepared by:

PIA C. SOLEDAD
 Acting Municipal Treasurer
 (Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon					Planned Amount	Page <u>1</u> at <u>1</u> pages							
Plan Control No. _____					Regular	Contingency	Total	Date Submitted:					
Department/ Office : OFFICE OF THE MUNICIPAL BUDGET					DISTRIBUTION								
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Procurement of Furniture & Fixtures				6,500.00								
1	Office Table	6,500.00	1	Unit	6,500.00					1	6,500.00		
	Procurement of Office Supplies				25,000.00								
	Alcohol, ethyl, 500ml		Lumpsum	bottles	980.00					LS	980.00		
	Battery Dry Cell, AAA		Lumpsum	packs	245.00					LS	245.00		
	Battery Dry Cell, AA		Lumpsum	packs	266.00					LS	266.00		
	Cleaner-Toilet & Urinal, 500ml		Lumpsum	bottles	600.00					LS	600.00		
	Correction Tape, 5mmx7mm, Good quality		Lumpsum	pieces	225.00					LS	225.00		
	Detergent Powder, 50g		Lumpsum	packs	210.00					LS	210.00		
	Envelope, Expanding Legal		Lumpsum	dozens	180.00					LS	180.00		
	Envelope, Expanding Plastic, Legal		Lumpsum	pieces	400.00					LS	400.00		
	Insecticide, aerosol type net content: 600ml min		Lumpsum	cans	1,280.00					LS	1,280.00		
	Paper, Multipurpose, 70gsm, size: 210mmx297mm (A4)		Lumpsum	reams	1,540.00					LS	1,540.00		
	Paper, Multipurpose, 70gsm, size: 216mmx330mm (LGL)		Lumpsum	reams	1,920.00					LS	1,920.00		
	Ring Binder, Plastic, 32mm, 84 rings		Lumpsum	bundles	300.00					LS	300.00		
	HP Toner 85A		Lumpsum	pieces	4,200.00					LS	4,200.00		
	360 degree Rotation Mophead Microfiber		Lumpsum	pieces	400.00					LS	400.00		
	Wi-Fi (4G LTE Mobile Wi-Fi Hotspot)		Lumpsum	pieces	6,400.00					LS	6,400.00		
	Anti-virus good for 5 devices		Lumpsum	pieces	3,800.00					LS	3,800.00		
	Wireless Mouse		Lumpsum	pieces	750.00					LS	750.00		
	Mousepad		Lumpsum	pieces	350.00					LS	350.00		
	Stick Glue (small)		Lumpsum	pieces	72.00					LS	72.00		
	Glue Gun		Lumpsum	pieces	350.00					LS	350.00		

Highlighter (assorted color)		Lumpsum	pieces	200.00					LS	200.00		
Cleaning Squeegee for Mirrors		Lumpsum	pieces	332.00					LS	332.00		

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

Prepared by:

MARIBEL GONZALES
 OIC/MBO
 (Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon				Planned Amount				Page <u>1</u> at <u>1</u> pages				
Plan Control No. _____				Regular		Contingency		Total		Date Submitted:		
Department/ Office : OFFICE OF THE MCR				DISTRIBUTION								
Item No.	Description	Unit Cost	Quantity	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Procurement of Office Supplies			25,000.00								
1	4G LTE Wi-Fi Router, compatible w/ Smart & Globe	1,500.00	1	1,500.00					1	1,500.00		
2	Arch File Folder, horizontal w/ taglia lock.3"x9"x15.5"	270.00	10	2,700.00					10	2,700.00		
3	Bag for Tablet, internal dimension 28x21x5cm	1,000.00	1	1,000.00					1	1,000.00		
4	Battery, Double A	25.00	10	250.00					10	250.00		
5	Brother Ink for DCP-T710W, BT5000, yellow	390.00	3	1,170.00					3	1,170.00		
6	Brother Ink for DCP-T710W, Black, BT-D60	450.00	4	1,800.00					4	1,800.00		
7	Brother Ink for DCP-T710W, BT5000, cyan	390.00	3	1,170.00					3	1,170.00		
8	Brother Ink for DCP-T710W, BT5000, magenta	390.00	3	1,170.00					3	1,170.00		
9	Christmas Tree, 7ft with metal stand	1,500.00	1	1,500.00					1	1,500.00		
10	Floral Foam	80.00	12	960.00					12	960.00		
11	Leather Case with Smart Keyboard for Tablet 10.2"	1,955.00	1	1,955.00					1	1,955.00		
12	Photopaper, A4 premium glossy, 20pcs/pack	140.00	2	280.00					2	280.00		
13	Photopaper, 3R size 230 gsm, high glossy, 20 sheets	40.00	5	200.00					5	200.00		
14	Photopaper, 4R size 230 gsm, high glossy, 20 sheets	50.00	5	250.00					5	250.00		
15	Power Extension Cord with Surge Protection	800.00	1	800.00					1	800.00		
16	Signature Board, A4	135.00	3	405.00					3	405.00		
17	Signature Board, Legal	150.00	3	450.00					3	450.00		
18	Tempered Glass for Tablet 10.2", ultra clear	550.00	1	550.00					1	550.00		
19	Toilet Tissue Paper, 2-ply, 12pcs/pack	220.00	5	1,100.00					5	1,100.00		
20	Toner Cartridge for INEO 64	4,600.00	1	4,600.00					1	4,600.00		

21	Walis Tambo, heavy duty	125.00	2	250.00					2	250.00		
22	Wireless Mouse, 2.4Ghz, range:10m, plug and play conn.	470.00	2	940.00					2	940.00		
	Procurement of Office Equipment			50,000.00								
1	Aircon Split Type	40,000.00	1	40,000.00					1	40,000.00		
2	All-in-One Printer	10,000.00	1	10,000.00					1	10,000.00		

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

Prepared by:

J. Mayor
JACQUELINE B. MAYOR
MCR
(Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon													
Plan Control No. _____					Planned Amount			Page <u>1</u> at <u>1</u> pages					
Department/ Office : OFFICE OF THE MUNICIPAL ASSESSOR					Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Motor Vehicle				80,000.00								
1	Scooter	80,000.00	1	unit	80,000.00					1	80,000.00		

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Prepared by:


REYNALD T. SOLANOY
 Municipal Assessor
 (Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon														
Plan Control No. _____					Planned Amount _____					Page <u>1</u> at <u>1</u> pages				
Department/ Office : OFFICE OF THE MPDC					Regular _____		Contingency _____		Total _____		Date Submitted: _____			
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
	Motor Vehicle				80,000.00									
1	Motorcycle	80,000.00	1	unit	80,000.00					1	80,000.00			
	Information & Communication Tech				39,000.00									
1	Laptop Computer	39,000.00	1	unit	39,000.00					1	39,000.00			
	Furnitures & Fixtures				52,000.00									
1	Steel Cabinet	15,000.00	1	unit	15,000.00					1	15,000.00			
2	Office Steel Rack	5,800.00	2	units	11,600.00					2	11,600.00			
3	Executive Chair	7,800.00	1	unit	7,800.00					1	7,800.00			
4	Office Table	11,400.00	1	unit	11,400.00					1	11,400.00			
5	Portable TV Stand	6,200.00	1	unit	6,200.00					1	6,200.00			

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Prepared by:



DERRICK E. MAYOR

MPDC

(Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon														
Plan Control No. _____					Planned Amount				Page <u>1</u> at <u>1</u> pages					
Department/ Office : OFFICE OF THE MSWDO					Regular		Contingency		Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
1	Monitoring & Evaluation Activities of Child Development Service & Supplementary Feeding		Lumpsum		80,000.00					LS	80,000.00			
	a. Catering Services													
	b. Supplies and Materials													
2	Motor Vehicle													
	a. Scooter	80,000.00	1	unit	80,000.00					1	80,000.00			

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Prepared by:



EMYLOW G. MACHON

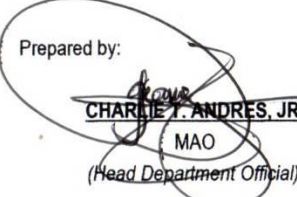
MSWDO

(Head Department Official)

**SUPPLEMENTAL PROCUREMENT PLAN
FOR THE YEAR 2020**

Province, City or Municipality : Santa Fe, Romblon														
Plan Control No. _____						Planned Amount			Page <u>1</u> at <u>1</u> pages					
Department/ Office : MUNICIPAL AGRICULTURE'S OFFICE						Regular	Contingency	Total		Date Submitted:				
Item No.	Description	Unit Cost	Quantity	Unit of Measure	Total Cost	DISTRIBUTION								
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	
	Procurement of Goods & Services				80,000.00									
1	Motorcycle	80,000.00	1	unit	80,000.00					1	80,000.00			
	Establishment of Municipal Plant Nursery				178,080.00									
1	Purchase of Construction Materials		Lumpsum		105,860.00					LS	105,860.00			
	Repair & Maintenance - Machinery & Equipment													
2	Purchase of Supplies & Materials for Pumpboat		Lumpsum		72,220.00					LS	72,220.00			
	Communication Equipment				65,000.00									
1	Mobile Phone	15,000.00	1	unit	15,000.00					1	15,000.00			
	ICT Equipment													
1	Desktop Computer	40,000.00	1	unit	40,000.00					1	40,000.00			
2	Computer Printer	10,000.00	1	unit	10,000.00					1	10,000.00			
	Furniture & Fixtures				30,000.00									
1	Executive Table	16,000.00	1	unit	16,000.00					1	16,000.00			
2	Office Table	6,000.00	1	unit	6,000.00					1	6,000.00			
3	Executive Chair	8,000.00	1	unit	8,000.00					1	8,000.00			

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Prepared by:

CHARLIE T. ANDRES, JR.
 MAO
 (Head Department Official)