



SUPPLEMENTAL PROCUREMENT PLAN

APRIL – JUNE 2019

Name of Local Government Unit: City Government of Legazpi															
Program Control No.:															
Department/Office: City Accountant's Office															
Item No.	Description	Unit Cost	Qty.		Unit	Regular		Contingency		Total		Date Submitted			
						Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
							Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
1	Office Supplies Expenses														
	Book paper [long] - 10rms/box	₱ 215.00	20	10	200	box	₱ 43,000.00	5	₱ 10,750.00	5	₱ 10,750.00	5	₱ 10,750.00	5	₱ 10,750.00
	Book paper [short] - 10rms/box	197.00	20	10	200	box	39,400.00	5	₱ 9,850.00	5	9,850.00	5	9,850.00	5	9,850.00
	Book paper [A4 size] - 10rms/box	210.00	20	10	200	box	42,000.00	10	₱ 21,000.00			10	₱ 21,000.00		
	Data File	250.00	180			piece	45,000.00	90	22,500.00		-	90	₱ 22,500.00		
	Continuous Paper [2ply], short	980.00	30			box	29,400.00	10	9,800.00	5	4,900.00	10	9,800.00	5	4,900.00
	Folder [green tab - long] 100's	1,000.00	4			bundle	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
	Blank Forms [General Payroll]	9.00	5,000			sheet	45,000.00	2,500	22,500.00		-	2,500	22,500.00		
	Calculator 12 digits 122HLTV	525.00	12			piece	6,300.00	12	6,300.00		-				
	Office Scissor	75.00	12			piece	900.00	12	900.00		-				
	Total						₱ 255,000.00		₱ 104,600.00		₱ 26,500.00		₱ 97,400.00		₱ 26,500.00
	15% Reserved						₱ 45,000.00								
							₱ 300,000.00								
							-								

2	Other Supplies Expenses					-							
	Copier Machine Toner	3,514.00	10		tube	35,140.00		5	17,570.00		-	5	17,570.00
	Printer Toner LBP 6000-85A	1,200.00	30		cartridge	36,000.00		15	18,000.00		-	15	18,000.00
	Printer Toner LBP 3000-12A	1,213.00	20		cartridge	24,260.00		10	12,130.00		-	10	12,130.00
	Printer Toner Brother TN 1000	1,700.00	24		cartridge	40,800.00	6	10,200.00	6	10,200.00	6	10,200.00	6
	Printer Ribbon LX300+	890.00	24		cartridge	21,360.00	6	5,340.00	6	5,340.00	6	5,340.00	6
	Printer ribbon LQ300	890.00	24		cartridge	21,360.00	6	5,340.00	6	5,340.00	6	5,340.00	6
	Printer Ink PG740	1,015.00	12		cartridge	12,180.00	3	3,045.00	3	3,045.00	3	3,045.00	3
	Printer Ink PG741	1,200.00	12		cartridge	14,400.00	3	3,600.00	3	3,600.00	3	3,600.00	3
	Printer Ink L1300	550.00	30		cartridge	16,500.00		-	15	8,250.00		-	15
	Printer Ink L385	550.00	30		cartridge	16,500.00		-	15	8,250.00		-	15
	Printer Ink L120	550.00	30		cartridge	16,500.00		-	15	8,250.00		-	15
	Total					₱ 255,000.00		₱ 27,525.00		₱ 99,975.00		₱ 27,525.00	
	15% Reserved					₱ 45,000.00							
						₱ 300,000.00							
3	General Services					₱ 630,000.00		₱ 157,500.00		₱ 157,500.00		₱ 157,500.00	₱ 157,500.00
						70,000.00		17,500.00		17,500.00		17,500.00	17,500.00
						₱ 700,000.00		₱ 175,000.00		₱ 175,000.00		₱ 175,000.00	₱ 175,000.00
4	Other Professional Services					₱ 630,000.00		₱ 157,500.00		₱ 157,500.00		₱ 157,500.00	₱ 157,500.00
						70,000.00		17,500.00		17,500.00		17,500.00	17,500.00
						₱ 700,000.00		₱ 175,000.00		₱ 175,000.00		₱ 175,000.00	₱ 175,000.00
5	Repair & Maintenance:					₱ 90,000.00		₱ 22,500.00		₱ 22,500.00		₱ 22,500.00	₱ 22,500.00
	Office Equipment					10,000.00		2,500.00		2,500.00		2,500.00	2,500.00
						₱ 100,000.00		₱ 25,000.00		₱ 25,000.00		₱ 25,000.00	₱ 25,000.00
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6	Repair & Maintenance:							-					
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	IT Equipment & Software					₱ 90,000.00		₱ 22,500.00		₱ 22,500.00		₱ 22,500.00		₱ 22,500.00
						10,000.00		2,500.00		2,500.00		2,500.00		2,500.00
						₱ 100,000.00		₱ 25,000.00		₱ 25,000.00		25,000.00		₱ 25,000.00
						-								
7	Other Maintenance & Operating					₱ 90,000.00		₱ 22,500.00		₱ 22,500.00		₱ 22,500.00		₱ 22,500.00
	Expenses					10,000.00		2,500.00		2,500.00		2,500.00		2,500.00
						₱ 100,000.00		₱ 25,000.00		₱ 25,000.00		₱ 25,000.00		₱ 25,000.00

This is to certify that the above procurement program is in accordance with objectives of the LGU

Recommended by:

Approved by:

MARIA CHONA ABALETA-RIOCASA
 OIC – General Services Officer

HON. NOEL E. ROSAL
 City Mayor