

Republic of the Philippines  
Autonomous Region in Muslim Mindanao  
**REGIONAL BOARD OF INVESTMENTS**  
ARMM, Complex, Cotabato City

**ANNUAL PROCUREMENT PLAN OF SUPPLIES AND MATERIALS FOR FY 2013**

Plan Control: _____				Planned Amount								Page <u>1</u> of <u>4</u> Pages		
Department/Office: <b>RBOI - ARMM</b>				Regular	Contingency		Total		Date Submitted: _____					
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION									
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
					QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount		
001	Book paper long. (S-20)	240.00	rm	100	24,000	25	6,000	25	6,000	25	6,000	25	6,000	
002	Book paper short (S-20)	230.00	rm	100	23,000	25	5,750	25	5,750	25	5,750	25	5,750	
003	Yellow pad paper	60.00	pad	100	6,000	25	1,500	25	1,500	25	1,500	25	1,500	
004	Folder Ordinary Long	55.00	doz	60	3,300	15	825	15	825	15	825	15	825	
005	Folder Ordinary short	50.00	doz	60	3,000	15	750	15	750	15	750	15	750	
006	Morocco Folder long	150.00	doz	60	9,000	15	2,250	15	2,250	15	2,250	15	2,250	
007	Morocco Folder short	140.00	doz	60	8,400	15	2,100	15	2,100	15	2,100	15	2,100	
008	Craft Envelope Long	35.00	pcs	250	8,750	63	2,205	63	2,205	62	2,170	62	2,170	
009	Craft Envelope Short	28.00	pcs	200	5,800	50	1,400	50	1,400	50	1,400	50	1,400	
010	Expanding Envelop	30.00	pcs	120	3,600	30	900	30	900	30	900	30	900	
011	Record book 500 pages	410.00	pcs	12	4920	6	2460			3	1230	3	1230	
012	Voucher Binder Hardbound	235.00	pcs	48	11280	12	2820	12	2,820	12	2820	12	2820	
013	Payslip Envelope	499.00	box	2	998	1	499			1	499			
014	Mailing Envelop Long	499.00	box	3	1497	1	499	1	499	1	499			
015	Ballpen Astd Color	400.00	box	16	6400	4	1600	4	1,600	4	1600	4	1600	
016	Sign pen My Gel	250.00	doz	12	3000	3	750	3	750	3	750	3	750	
017	PVC Plastic Cover Short	12.00	pcs	72	864	18	216	18	216	18	216	18	216	
018	Sign pen my gel	25.00	pcs	192	4,800	48	1,200	48	1,200	48	1,200	48	1,200	
019	Pencil	692.00	box	10	6,920	3	2,076	3	2,076	2	1,384	2	1,384	
020	Pentel Pen	554.00	box	32	17,728	8	4,432	8	4,432	8	4,432	8	4,432	
021	Wyle board Marker	61.50	pcs	24	1,476	6	369	6	369	6	369	6	369	
022	Stabilo Marker	69.00	pcs	24	1,656	12	828		-	12	828		-	
023	Correction Tape	79.00	pcs	24	1,896	12	948		-	12	948		-	
024	Paper Clip	30.00	pcs	52	1,560	13	390	13	390	13	390	13	390	
025	Plastic Paper Fastener	79.00	pcs	24	1,896	6	474		-	6	474		-	
026	Staple wire # 35	79.00	box	20	1,580	5	395	5	395	5	395	5	395	
<b>Total</b>				<b>163,121</b>	<b>43,636</b>	<b>38,427</b>	<b>41,679</b>	<b>38,431</b>						

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Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION								
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
<b>Sub-Total Brought forward</b>				<b>163,121</b>	<b>43,636</b>		<b>38,427</b>		<b>41,679</b>		<b>38,431</b>		
027	Stapler w/ remover	350.00 pcs	6	2,100	2	700	2	700	1	350	1	350	
028	Carbon Paper Long	265.00 quire	6	1,590	2	530	2	530	1	265	1	265	
029	Paste	420.00 jar	12	5,040	3	1,260	3	1,260	3	1,260	3	1,260	
030	Scotch Tape	50.00 pcs	48	2,400	12	600	12	600	12	600	12	600	
031	Packing tape	89.00 pcs	48	4,272	12	1,068	12	1,068	12	1,068	12	1,068	
032	Masking Tape	79.00 pcs	48	3,792	12	948	12	948	12	948	12	948	
033	Elmer glue	89.00 pcs	12	1,068	3	267	3	267	3	267	3	267	
034	Scissors	99.00 pcs	8	792	2	198	2	198	2	198	2	198	
035	Calculator	789.00 pcs	5	3,945	3	2,367		-	2	1,578		-	
036	Planella cloth	89.00 mtr	12	1,068	3	267	3	267	3	267	3	267	
037	Rubbing Alcohol	109.00 pcs	120	13,080	30	3,270	30	3,270	30	3,270	30	3,270	
038	Pledge	330.00 pcs	40	13200	10	3300	10	3,300	10	3300	10	3300	
039	Toilet paper	38.50 pcs	120	4,620	30	1,155	30	1,155	30	1,155	30	1,155	
040	Toilet cake	69.00 pcs	60	4,140	15	1,035	15	1,035	15	1,035	15	1,035	
041	Air Freshener	269.00 pcs	64	17,216	16	4,304	16	4,304	16	4,304	16	4,304	
042	Baygon Insect Spray	300 pcs	24	7,200	6	1,800	6	1,800	6	1,800	6	1,800	
043	Brooms	85 pcs	6	510	2	170	1	85	2	170	1	85	
044	Mop Head	128 pcs	6	768	2	256	1	128	2	256	1	128	
045	Joy dishwashing clean	99 pcs	24	2,376	6	594	6	594	6	594	6	594	
046	Zonrox	79 btl	12	948	3	237	3	237	3	237	3	237	
047	Phillip Flouresent Bulb 40 watts	120 pcs	20	2,400	5	600	5	600	5	600	5	600	
048	Phillip Flouresent Bulb 20 watts	105 pcs	20	2,100	5	525	5	525	5	525	5	525	
049	Fax Paper	95 pcs	20	1,900.00	5	475.00	5	475.00	5	475	5	475	
050	Genius Mouse logitech	700 pcs	4	2,800	1	700	1	700	1	700	1	700	
<b>Total</b>				<b>262,446</b>	<b>70,262</b>		<b>62,473</b>		<b>66,901</b>		<b>61,862</b>		

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					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
	<b>Sub-Total Brought forward</b>			<b>262,446</b>		<b>70,262</b>		<b>62,473</b>		<b>66,901</b>		<b>61,862</b>
051	8 Gigabyte MB USB	1200 pcs	12	14,400	3	3,600	3	3,600	3	3,600	3	3,600
052	Tire 18/ 13 ply	2800 pcs	8	22,400	4	11,200		-	4	11,200		-
053	Salary Index Card for Payment to Employee back to back	55 pcs	200	11,000	100	5,500		-	100	5,500		-
054	Index of Payment to Various creditors, back to back	55 pcs	200	11,000	100	5,500		-	100	5,500		-
055	Supply Index Card back to back	40 pcs	200	8,000	100	4,000		-	100	4,000		-
056	Leave Card Back to back	40 pcs	200	8,000	100	4,000		-	100	4,000		-
057	Cash Disbursement Record	2000 pcs	4	8,000	2	4,000	2	4,000		-		-
058	Check Disbursement Record	2000 pcs	2	4,000	2	4,000		-		-		-
059	HP Ink No. 60 Black	950 pcs	24	22,800	6	5,700	6	5,700	6	5,700	6	5,700
060	HP Ink No. 60 Tri Color	950 pcs	24	22,800	6	5,700	6	5,700	6	5,700	6	5,700
061	HP Ink No. 704 Tri Color	599 pcs	8	4,792	2	1,198	2	1,198	2	1,198	2	1,198
062	HP Ink No. 704 Black	599 pcs	8	4,792	2	1,198	2	1,198	2	1,198	2	1,198
063	HP Ink No. 703 Black	599 pc	6	3,594	2	1,198	2	1,198	2	1,198		-
064	HP Ink No. 703 Color	599 pc	6	3,594	2	1,198	2	1,198	2	1,198		-
065	HP LaserJet Ink Q36-A Black Toner	4,350 pc	5	21,750	2	8,700	1	4,350	1	4,350	1	4,350
066	LaserJet Ink Q12-A Black	4,976 pc	7	34,832	2	9,952	2	9,952	2	9,952	1	4,976
067	CK 420 Black Toner Xerox	6248 pc	5	31,240	2	12,496	1	6,248	1	6,248	1	6,248
068	AVR	800 pc	2	1,600	2	1,600		-		-		-
069	Metal Tab Folder	16 pc	40	640	21	336		-	21	336		-
070	Tarpullin	850 pcs	10	8,500	3	2,550	3	2,550	2	1,700	2	1,700
071	Post It 2' & 3'	25 pc	24	600	6	150	6	150	6	150	6	150
072	Post It 3' & 4'	38.5 pc	24	924	6	231	6	231	6	231	6	231
	<b>Total</b>			<b>511,704</b>		<b>164,269</b>		<b>109,746</b>		<b>139,860</b>		<b>96,913</b>

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					QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
<b>Sub-Total Brought forward</b>				<b>511,704</b>	<b>164,269</b>		<b>109,746</b>		<b>139,860</b>		<b>96,913</b>		
073	T-Shirt	220	pcs	198	43,560	50	11,000	50	11,000	49	10,780	49	10,780
074	Dalaman	145	pcs	40	5,800	10	1,450	10	1,450	10	1,450	10	1,450
075	Blank CD-R Tape	35	pcs	160	5,600	40	1,400	40	1,400	40	1,400	40	1,400
076	Blank DVD-R Tape	70	pcs	100	7,000	25	1,750	25	1,750	25	1,750	25	1,750
077	Typewriter Ribbon	45	pcs	10	450	4	180		-	6	270		-
078	Cargel Freshener	185	pcs	40	7,400	10	1,850	10	1,850	10	1,850	10	1,850
079	Stamping Pad Big	163	pcs	2	326	1	163			1	163		-
080	Onion Skin Long	145	pcs	4	580	1	145	1	145	1	145	1	145
081	Ballpen Assorted (Blue & Black 18)	10	pcs	400	4,000	100	1,000	100	1,000	100	1,000	100	1,000
082	Pencil (Monggol No. 2)	60	box	40	2,400	10	600	10	600	10	600	10	600
083	Envelop Plastic	10	pcs	100	1,000	25	250	25	250	25	250	25	250
084	Ring Binder (Size 3/4)	42	pcs	20	840	5	210	5	210	5	210	5	210
085	Ring Binder (Size 1/8)	21	pcs	20	420	5	105	5	105	5	105	5	105
086	Ring Binder (Size 1)	61	pcs	20	1,220	5	305	5	305	5	305	5	305
087	Ring Binder (Size 1/2)	35	pcs	20	700	5	175	5	175	5	175	5	175
088	Computer Keyboard	750	pcs	4	3,000	1	750	1	750	1	750	1	750
089	Primer Book (RBOI-ARMM)	80	pcs	150	12,000	150	12,000		-		-		-
<b>Grand Total</b>				<b>608,000</b>	<b>197,602</b>		<b>130,736</b>		<b>161,063</b>		<b>117,683</b>		

**CERTIFICATION**

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

Prepared by:

  
**AKMAD B. WAMPA**  
Administrative Officer III

Approved by:

  
**MONER K. DUMAMA**  
Executive Director