

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 2014**

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	110	26,400	28	6,720	27	6,480	28	6,720	27	6,480
002	Book paper short (S-20)	230.00	rm	110	25,300	28	6,440	27	6,210	28	6,440	27	6,210
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	72	3,960	18	990	18	990	18	990	18	990
005	Folder Ordinary short	50.00	doz	72	3,600	18	900	18	900	18	900	18	900
006	Morroco Folder long	150.00	doz	60	9,000	15	2,250	15	2,250	15	2,250	15	2,250
007	Morroco 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	5,600	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	P/X File Clear Folder Long	20.00	pcs	120	2,400	30	600	30	600	30	600	30	600
019	P/X File Clear Folder Short	18.00	pcs	120	2,160	30	540	30	540	30	540	30	540
020	Sign pen my gel	25.00	pcs	192	4,800	48	1,200	48	1,200	48	1,200	48	1,200
021	Pencil	692.00	box	10	6,920	3	2,076	3	2,076	2	1,384	2	1,384
022	Pentel Pen	554.00	box	32	17,728	8	4,432	8	4,432	8	4,432	8	4,432
023	Wyte board Marker	62.00	pcs	24	1,488	6	372	6	372	6	372	6	372
024	Stabilo Marker	69.00	pcs	24	1,656	12	828		-	12	828		-
025	Correction Tape	79.00	pcs	24	1,896	12	948		-	12	948		-
026	Paper Clip	30.00	pcs	52	1,560	13	390	13	390	13	390	13	390
027	Plastic Paper Fastener	79.00	pcs	24	1,896	6	474	6	474	6	474	6	474
028	Staple wire # 35	79.00	box	20	1,580	5	395	5	395	5	395	5	395
<b>Total</b>				<b>173,653</b>	<b>46,504</b>	<b>41,299</b>	<b>44,547</b>	<b>41,303</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>173,653</b>	<b>46,504</b>		<b>41,299</b>		<b>44,547</b>		<b>41,303</b>	
029	Stapler w/ remover	350.00 pcs	6	2,100	2	700	2	700	1	350	1	350
030	Carbon Paper Long	265.00 quire	6	1,590	2	530	2	530	1	265	1	265
031	Paste	420.00 jar	12	5,040	3	1,260	3	1,260	3	1,260	3	1,260
032	Scotch Tape	50.00 pcs	48	2,400	12	600	12	600	12	600	12	600
033	Packing tape	89.00 pcs	48	4,272	12	1,068	12	1,068	12	1,068	12	1,068
034	Masking Tape	79.00 pcs	48	3,792	12	948	12	948	12	948	12	948
035	Elmer glue	89.00 pcs	12	1,068	3	267	3	267	3	267	3	267
036	Scissors	99.00 pcs	8	792	2	198	2	198	2	198	2	198
037	Calculator	789.00 pcs	5	3,945	3	2,367		-	2	1,578		-
038	Planella cloth	89.00 mtr	12	1,068	3	267	3	267	3	267	3	267
039	Rubbing Alcohol	109.00 pcs	120	13,080	30	3,270	30	3,270	30	3,270	30	3,270
040	Pledge	330.00 pcs	40	13,200	10	3,300	10	3,300	10	3,300	10	3,300
041	Toilet paper	38.00 pcs	120	4,560	30	1,140	30	1,140	30	1,140	30	1,140
042	Toilet cake	69.00 pcs	60	4,140	15	1,035	15	1,035	15	1,035	15	1,035
043	Air Freshener	269.00 pcs	64	17,216	16	4,304	16	4,304	16	4,304	16	4,304
044	Baygon Insect Spray	300 pcs	24	7,200	6	1,800	6	1,800	6	1,800	6	1,800
045	Brooms	85 pcs	6	510	2	170	1	85	2	170	1	85
046	Mop Head	128 pcs	6	768	2	256	1	128	2	256	1	128
047	Joy dishwashing clean	99 pcs	24	2,376	6	594	6	594	6	594	6	594
048	Zonrox	79 btl	12	948	3	237	3	237	3	237	3	237
049	Phillip Flouresent Bulb 40 watts	120 pcs	20	2,400	5	600	5	600	5	600	5	600
050	Phillip Flouresent Bulb 20 watts	105 pcs	20	2,100	5	525	5	525	5	525	5	525
051	Fax Paper	95 pcs	20	1,900.00	5	475.00	5	475.00	5	475	5	475
052	Genius Mouse logitech	700 pcs	4	2,800	1	700	1	700	1	700	1	700
<b>Total</b>				<b>272,918</b>	<b>73,115</b>		<b>65,330</b>		<b>69,754</b>		<b>64,719</b>	



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					QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount
<b>Sub-Total Brought forward</b>				<b>272,918</b>	<b>73,115</b>		<b>65,330</b>		<b>69,754</b>		<b>64,719</b>	
053	8 Gigabyte MB USB	1200 pcs	12	14,400	3	3,600	3	3,600	3	3,600	3	3,600
054	Tire 18/ 13 ply	2800 pcs	8	22,400	4	11,200		-	4	11,200		-
055	Salary Index Card for Payment to Employee back to back	55 pcs	200	11,000	100	5,500		-	100	5,500		-
056	Index of Payment to Various creditors, back to back	55 pcs	200	11,000	100	5,500		-	100	5,500		-
057	Supply Index Card back to back	40 pcs	200	8,000	100	4,000		-	100	4,000		-
058	Leave Card Back to back	40 pcs	200	8,000	100	4,000		-	100	4,000		-
059	Cash Disbursement Record	2000 pcs	4	8,000	2	4,000	2	4,000		-		-
060	Check Disbursement Record	2000 pcs	2	4,000	2	4,000		-		-		-
061	HP Ink No. 60 Black	950 pcs	24	22,800	6	5,700	6	5,700	6	5,700	6	5,700
062	HP Ink No. 60 Tri Color	950 pcs	24	22,800	6	5,700	6	5,700	6	5,700	6	5,700
063	HP Ink No. 704 Tri Color	599 pcs	10	5,990	3	1,797	2	1,198	3	1,797	2	1,198
064	HP Ink No. 704 Black	599 pcs	10	5,990	3	1,797	2	1,198	3	1,797	2	1,198
065	HP Ink No. 703 Black	599 pc	6	3,594	2	1,198	2	1,198	2	1,198		-
066	HP Ink No. 703 Color	599 pc	6	3,594	2	1,198	2	1,198	2	1,198		-
067	HP LaserJet Ink Q36-A Black Toner	4,350 pc	4	17,400	1	4,350	1	4,350	1	4,350	1	4,350
068	LaserJet Ink Q12-A Black	4,976 pc	4	19,904	1	4,976	1	4,976	1	4,976	1	4,976
069	CK 420 Black Toner Xerox	6248 pc	8	49,984	2	12,496	2	12,496	2	12,496	2	12,496
070	AVR	800 pc	2	1,600	2	1,600		-		-		-
071	Metal Tab Folder	16 pc	40	640	20	320		-	20	320		-
072	Tarpullin	850 pcs	10	8,500	3	2,550	3	2,550	2	1,700	2	1,700
073	Post It 2' & 3'	25 pc	24	600	6	150	6	150	6	150	6	150
074	Post It 3' & 4'	38.5 pc	24	924	6	231	6	231	6	231	6	231
<b>Total</b>				<b>524,038</b>	<b>158,978</b>		<b>113,875</b>		<b>145,167</b>		<b>106,018</b>	

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						QTY	Amount	QTY	Amount	QTY	Amount	QTY	Amount	
<b>Sub-Total Brought forward</b>					<b>524,038</b>	<b>158,978</b>		<b>113,875</b>		<b>145,167</b>		<b>106,018</b>		
075	T-Shirt	220	pcs	198	43,560	50	11,000	50	11,000	49	10,780	49	10,780	
076	Dataman	145	pcs	40	5,800	10	1,450	10	1,450	10	1,450	10	1,450	
077	Blank CD-R Tape	35	pcs	150	5,250	38	1,330	37	1,295	38	1,330	37	1,295	
078	Blank DVD-R Tape	70	pcs	100	7,000	25	1,750	25	1,750	25	1,750	25	1,750	
079	Typewriter Ribbon	45	pcs	10	450	5	225		-	5	225		-	
080	Cargel Freshener	185	pcs	40	7,400	10	1,850	10	1,850	10	1,850	10	1,850	
081	Stamping Pad Big	165	pcs	2	330	1	165			1	165		-	
082	Onion Skin Long	150	pcs	4	600	1	150	1	150	1	150	1	150	
083	Ballpen Assorted (Blue & Black 18)	10	pcs	400	4,000	100	1,000	100	1,000	100	1,000	100	1,000	
084	Pencil (Monggol No. 2)	60	box	40	2,400	10	600	10	600	10	600	10	600	
085	Envelop Plastic	10	pcs	100	1,000	25	250	25	250	25	250	25	250	
086	Ring Binder (Size 3/4)	42	pcs	20	840	5	210	5	210	5	210	5	210	
087	Ring Binder (Size 1/8)	21	pcs	20	420	5	105	5	105	5	105	5	105	
088	Ring Binder (Size 1)	61	pcs	20	1,220	5	305	5	305	5	305	5	305	
089	Ring Binder (Size 1/2)	35	pcs	20	700	5	175	5	175	5	175	5	175	
090	Computer Keyboard	750	pcs	4	3,000	1	750	1	750	1	750	1	750	
<b>Grand Total</b>					<b>608,008</b>	<b>180,293</b>		<b>134,765</b>		<b>166,262</b>		<b>126,688</b>		

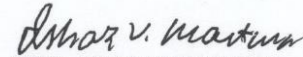
**CERTIFICATION**

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

Prepared by:

  
**JAIME A. NARTATEZ**  
Chief Administrative Officer

Approved by:

  
**ATTY. ISHAK V. MASTURA**  
Chairman/Managing Head