



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Cagayan de Oro City Regional Office

ANNUAL PROCUREMENT PLAN FOR CY 2013

Procurement Program/Project	PMO/ End- User	Mode of Procurement	Estimated Budget (Php) Approved Budget for the Contract (ABC)	Source of Funds	Quantity Requirement												Estimated Unit Price		
					Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.		Total	
COMMON COMPUTER SUPPLIES/CONSUMABLES																			
Canon Printer, Ink, black	OMB-CDO	Shopping	14,000.00	MOOE		7						7						14	1,000.00
Canon Printer, Ink, color	OMB-CDO	Shopping	11,500.00	MOOE		5						5						10	1,150.00
DVD-R with case	OMB-CDO	Shopping	175.00	MOOE		7												7	25.00
Epson, printer, ink-black	OMB-CDO	Shopping	3,680.00	MOOE		4						4						8	460.00
Epson, printer, ink-color	OMB-CDO	Shopping	3,240.00	MOOE		2						2						4	810.00
HP Printer Ink-black	OMB-CDO	Shopping	8,700.00	MOOE		6						6						12	725.00
HP Printer Ink-color	OMB-CDO	Shopping	8,500.00	MOOE		5						5						10	850.00
Brother M1032 Fabric Nylon Ribbon	OMB-CDO	Shopping	1,410.00	MOOE		3						3						3	470.00
Brother cover-up eraser tape	OMB-CDO	Shopping	400.00	MOOE		8						8						8	50.00
COMMON OFFICE SUPPLIES																			
Alcohol, Isopropyl, 500ml.	OMB-CDO	Shopping	505.00	MOOE		12												12	42.08
Ballpen-black	OMB-CDO	Shopping	336.00	MOOE		14						14						28	12.00
Ballpen-blue	OMB-CDO	Shopping	336.00	MOOE		14						14						28	12.00
Ballpen-red	OMB-CDO	Shopping	168.00	MOOE		7						7						14	12.00
Cutter, heavy duty	OMB-CDO	Shopping	168.00	MOOE		4						4						4	42.00
Envelope, brown, long, 500pcs./bx.	OMB-CDO	Shopping	660.00	MOOE		1												1	660.00
Envelope, expanding, long, 100pcs./bx.	OMB-CDO	Shopping	1,382.00	MOOE		1						1						2	691.00
Envelope, mailing, white (box)	OMB-CDO	Shopping	1,020.00	MOOE		6						6						6	170.00
Fax Paper	OMB-CDO	Shopping	630.00	MOOE		7						7						14	45.00
TOTAL			56,810.00																

Procurement Program/Project	PMO/ End- User	Mode of Procurement	Estimated Budget (Php) Approved Budget for the Contract (ABC) (Contract (ABC))	Source of Funds	Quantity Requirement												Estimated Unit Price		
					Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.		Total	
COMMON OFFICE SUPPLIES																			
Folder, long	OMB-CDO	Shopping	1,140.00	MOOE		150					150							300	3.80
Marker, (Highlighter)	OMB-CDO	Shopping	300.00	MOOE		6					6							12	25.00
Marker, broad, black	OMB-CDO	Shopping	240.00	MOOE		4					4							8	30.00
Marker, broad, blue	OMB-CDO	Shopping	240.00	MOOE		4					4							8	30.00
Marker, broad, red	OMB-CDO	Shopping	90.00	MOOE		3					3							3	30.00
Marking Pen, medium point, black	OMB-CDO	Shopping	160.00	MOOE		4					4							8	20.00
Paper, book, legal, white, subs-20	OMB-CDO	Shopping	4,320.00	MOOE		12					12							24	180.00
Paper, book, A4, white, subs-20	OMB-CDO	Shopping	2,340.00	MOOE		9					9							18	130.00
Paper clips, big (box)	OMB-CDO	Shopping	216.00	MOOE		6					6							12	18.00
Paper clips, small (box)	OMB-CDO	Shopping	120.00	MOOE		6					6							12	10.00
Paper fastener, metal (box)	OMB-CDO	Shopping	180.00	MOOE		1					1							2	90.00
Pencil, lead w/ eraser	OMB-CDO	Shopping	300.00	MOOE		6					6							12	25.00
Record book, 500 pages	OMB-CDO	Shopping	1,680.00	MOOE		7					7							14	120.00
Rubber Band # 18 (box)	OMB-CDO	Shopping	290.00	MOOE		2					2							2	145.00
Scissors	OMB-CDO	Shopping	315.00	MOOE		7					7							14	22.50
Signpen, black	OMB-CDO	Shopping	1,540.00	MOOE		14					14							28	55.00
Signpen, blue	OMB-CDO	Shopping	1,540.00	MOOE		14					14							28	55.00
Signpen, red	OMB-CDO	Shopping	550.00	MOOE		5					5							10	55.00
Stamp pad	OMB-CDO	Shopping	180.00	MOOE		3					3							6	30.00
Stamp pad Ink	OMB-CDO	Shopping	336.00	MOOE		6					6							12	28.00
Staple Wire No. 35	OMB-CDO	Shopping	392.00	MOOE		7					7							14	28.00
Staple Wire No. 10	OMB-CDO	Shopping	150.00	MOOE		5					5							10	15.00
Staple Wire Remover	OMB-CDO	Shopping	175.00	MOOE		7					7							7	25.00
Stapler, big # 35	OMB-CDO	Shopping	1,050.00	MOOE		6					6							6	175.00
Stapler, small # 10	OMB-CDO	Shopping	490.00	MOOE		7					7							7	70.00
Steno Notebook	OMB-CDO	Shopping	150.00	MOOE		5					5							10	15.00
Tape dispenser	OMB-CDO	Shopping	130.00	MOOE		2					2							2	65.00
Tape, masking	OMB-CDO	Shopping	1,320.00	MOOE		12					12							12	110.00
TOTAL			19,934.00																

Procurement Program/Project	PMO/End-User	Mode of Procurement	Estimated Budget (Pnp) Approved Budget for the Contract (ABC)	Source of Funds	Quantity Requirement												Estimated Unit Price	
					Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.		Total
COMMON OFFICE SUPPLIES																		
Tape, packaging	OMB-CDO	Shopping	480.00	MOOE		12											12	40.00
Tape, scotch transparent	OMB-CDO	Shopping	324.00	MOOE		9					9						18	18.00
Double Clips (backfold), 1" wide (box)	OMB-CDO	Shopping	560.00	MOOE		14					14						28	20.00
Double Clips (backfold), 3/4" wide (box)	OMB-CDO	Shopping	336.00	MOOE		14					14						28	12.00
Double Clips (backfold), 2" wide (box)	OMB-CDO	Shopping	1,000.00	MOOE		10					10						20	50.00
Data File Box	OMB-CDO	Shopping	552.00	MOOE		8											8	69.00
Correction Tape	OMB-CDO	Shopping	300.00	MOOE		6					6						12	25.00
Eraser, rubber	OMB-CDO	Shopping	49.00	MOOE		7											7	7.00
Photocopier toner	OMB-CDO	Shopping	12,000.00	MOOE		2					2						4	3,000.00
Glue stick	OMB-CDO	Shopping	320.00	MOOE		2					2						4	80.00
Puncher, big	OMB-CDO	Shopping	520.00	MOOE		2					2						4	130.00
COMMON JANITORIAL SUPPLIES																		
Air Freshener (Spray)	OMB-CDO	Shopping	1,150.00	MOOE		12											12	95.83
Detergent Powder	OMB-CDO	Shopping	672.00	MOOE		12					12						24	28.00
Dishwashing Paste	OMB-CDO	Shopping	700.00	MOOE		7					7						14	50.00
Disinfectant Spray	OMB-CDO	Shopping	1,620.00	MOOE		12											12	135.00
Insecticides Spray	OMB-CDO	Shopping	1,800.00	MOOE		6					6						12	150.00
Trashbag (10pcs./roll)	OMB-CDO	Shopping	930.00	MOOE		3					3						6	155.00
Broom, soft (tambo)	OMB-CDO	Shopping	520.00	MOOE		4											4	130.00
Dust pan, plastic	OMB-CDO	Shopping	76.00	MOOE		2											2	38.00
Mophandle(screw type), wooden	OMB-CDO	Shopping	200.00	MOOE		2											2	100.00
Mophead,twisted, all cotton	OMB-CDO	Shopping	720.00	MOOE		4					4						8	90.00
Toilet deodorant freshener (3 pcs./pack)	OMB-CDO	Shopping	444.00	MOOE		6					6						12	37.00
Liquid Hand Soap	OMB-CDO	Shopping	2,000.00	MOOE		10					10						20	100.00
TOTAL			27,273.00															

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					Jan.	Feb.	Mar.	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.		Total
COMMON OFFICE SUPPLIES																		
PHOTOCOPIER DRUM	OMB-CDO	Shopping	4,000.00	MOOE		1					1						2	2,000.00
CALCULATOR	OMB-CDO	Shopping	800.00	MOOE		4											4	200.00
Software Anti-Virus Program	OMB-CDO	Shopping	7,000.00	MOOE		7											7	1,000.00
TOTAL COMMON OFFICE SUPPLIES																		
GRAND TOTAL OFFICE SUPPLIES																		
GASOLINE, OIL & LUBRICANTS																		
PROFESSIONAL SERVICES																		
Janitorial Services	OMB-CDO	Public Bidding	110,000.00	MOOE		1					1						1	9,166.67
Security Services	OMB-CDO	Public Bidding	440,000.00	MOOE		2					2						2	18,333.33
REPAIR & MAINTENANCE																		
Office Equipment	OMB-CDO	Shopping	15,000.00	MOOE													1	3,750.00
Furniture & Fixture	OMB-CDO	Shopping	10,000.00	MOOE													1	2,500.00
IT Equipment & Software	OMB-CDO	Shopping	15,000.00	MOOE													1	3,750.00
Motor Vehicle	OMB-CDO	Shopping	10,000.00	MOOE													1	2,500.00
TOTAL (Gasoline, oil, lubricants, Prof. Services and Repair and maintenance)																		
GRAND TOTAL																		

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Prepared by: _____

Certified Funds Available /
Certified Appropriate Funds Available:

Approved/Disapproved: X

(sgd.) RODOLFO P. TORREON JR.
Admin. Officer III
Property/Supply Officer

(sgd.) ARACELI S. ALEGRIA
Admin. Officer V
Accountant/Local Budget Officer

(sgd.) HUMPHREY T. MONTEROSO
Deputy Ombudsman for Mindanao
Head of Office/Agency