

MUNICIPALITY OF BURGOS
PROJECT PROCUREMENT MANAGEMENT PLAN

END-USER/ UNIT: (OFFICE) *MBO*

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/ MILESTONE OF ACTIVITIES											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	Alcohol	4 bottles	400.00	PS			x									
2	Arch File Folder Vertical Long with Clip	10 pcs	1,300.00	PS						x						
3	Ballpen, Black	20 pcs	300.00	PS			x									
4	Ballpen, Blue	20 pcs	300.00	PS			x									
5	Battery AA	6 packs	120.00	PS			x									
6	Battery, D	4 packs	100.00	PS			x									
7	Bond Paper-Multicopy A4	10 reams	2,500.00	PS			x									
8	Bond Paper-Multicopy Legal	10 reams	3,000.00	PS			x									
9	Columnar Notebook 12 cols	4 pads	200.00	PS			x									
10	Computer Keyboard	1 unit	1,000.00	PS			x									
11	Correction Tape	12 pcs	720.00	PS			x									
12	Envelope, Mailing White - <i>SIZE</i>	1 ream	250.00	PS			x									
13	Flashdrive 16 GB Capacity	1 pc	440.00	PS			x									
14	Folder, Tagboard LEGAL size	1 pack	500.00	PS			x									
15	Index tabs, Self Adhesive 5 sets/ box	4 boxes	60.00	PS			x									
16	Ink Computer, Epson (003) Black	6 bottles	5,400.00	PS						x						
17	Ink Computer, Epson (003) Cyan	3 bottles	2,700.00	PS						x						
18	Ink Computer, Epson (003) Magenta	3 bottles	2,700.00	PS						x						
19	Ink Computer, Epson (003) Yellow	3 bottles	2,700.00	PS						x						
20	Marking Pen, Permanent Black	3 pcs	75.00	PS						x						
21	Marking Pen, Permanent Blue	3pcs	75.00	PS						x						
22	Mouse, Optical, Wireless for Laptop	1 unit	500.00	PS			x									
23	Notepad 3x3	12 pads	600.00	PS			x									
24	Paper Clips (Big)	2 boxes	200.00	PS												
25	Paper clips (small)	2 boxes	150.00	PS												
26	Paper Fastener (Plastic)	1 box	150.00	PS												
27	Push Pin, Hammer Head Type 100's box	4 boxes	200.00	PS			x									
28	Record Book 500 Pages	1 book	200.00	PS			x									
29	Signpen Blue	6 pcs	360.00	PS			x									
30	Signpen Black	6 pcs	360.00	PS			x									
31	Staple Wire #35	1 box	50.00	PS			x									
32	Tape, Transparent 1"	6 pcs	240.00	PS			x									
33	Toilet Tissue 12's ply	5 bags	750.00	PS			x									
	TOTALS		28,600.00													

Prepared & Submitted By:

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Head of Office