

**(LGU-San Enrique, Iloilo) Annual Procurement Plan for FY 2023**  
**MUNICIPALITY OF SAN ENRIQUE, ILOILO**

Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)		
			Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO
<b>&gt; Office Supplies</b>	<b>All Offices</b>	<b>Competitive Bidding</b>	<b>2nd Quarter of 2023</b>	<b>2nd Quarter of 2023</b>	<b>2nd Quarter of 2023</b>	<b>2nd Quarter of 2023</b>	<b>General Fund</b>			
Bond Paper Long (Subs.20)								110,000.00		
Bond Paper Short (Subs.20)								95,000.00		
Bond Paper A4								45,000.00		
Bond Paper A3								15,000.00		
Bond Paper Long subs.16								15,500.00		
Bond Paper Short subs. 16								12,000.00		
Ball pen black 50's								8,000.00		
Ball pen red 12's								5,000.00		
Signpen black 0.5mm								5,000.00		
Signpen red 0.5mm								5,000.00		
Signpen blue 0.5mm								3,500.00		
Pentel Pen Black								4,000.00		
Pentel Pen Red								7,300.00		
Board Paper Long, White								1,260.00		
Carbon Paper Long, Black								3,600.00		
Expanded Envelop Long, brown								3,600.00		
Brown Envelop , Long								2,500.00		
Brown Envelop, Short								1,500.00		
Expanded Folder Long, Pink								6,500.00		
Expanded Folder, Long Green								6,500.00		
Dust pan								1,200.00		
Floop Mop								2,500.00		

Tornado mop								2,200.00	
Dish towel								500.00	
Floor mat, cloth								1,040.00	
Floopwax big								3,000.00	
Dishwashing liquid								4,200.00	
Folder Long red								3,000.00	
Folder long white								12,250.00	
Folder Long Green								5,000.00	
Folder Long Blue								3,000.00	

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Glass Wiper								3,300.00		
Folder Long Sky Blue								3,000.00		
Folder short green								3,000.00		
Sliding folder long, plastic blue								2,500.00		
Sliding folder long, plastic red								2,500.00		
White envelop, long								8,500.00		
White Envelop, short								8,500.00		
Special paper, cream								2,500.00		
Special paper green								2,500.00		
Plastic envelope, short								6,000.00		
Plastic envelop, long								8,000.00		
Yellow pad								1,200.00		
Clear book legal size								1,500.00		
Cashbook in treasury								12,500.00		

Pay envelope 8/2									5,000.00	
Index Card 5x8									2,500.00	
Logbook 500 pages									14,250.00	
Logbook 300 pages									3,000.00	
Logbook 200 pages									1,500.00	
File box big									2,400.00	
File box 13"x4", navy blue									5,000.00	
File box with cover									4,200.00	
File tray									3,500.00	
Paper clip large									2,500.00	
Paper clip small									2,500.00	
Binder clip small									1,500.00	

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Dishwashing paste								1,200.00		
Hand soap								1,250.00		
Soap powder								4,200.00		
Folder short, white								3,000.00		
Moth balls								550.00		
Correction Fluid								6,500.00		
Feather duster								800.00		
Pencil #2 12s								2,850.00		
Pentel Pen Black								1,200.00		
Paper fastener, plastic long 70mm								400.00		
Paper fastener, plastic								3,500.00		
Scotch tape 1"								2,250.00		

Scotch tape 2"								2,100.00	
Ring Binder 2"								1,250.00	
Sticky Notes								5,000.00	
Packing tape 1"								2,500.00	
Packing tape 2"								2,500.00	
Packing tape 3"								2,500.00	
Double sided tape								3,000.00	
Masking tape								2,550.00	
Highlighter Pen								3,500.00	
Stamping pad								1,500.00	
Stamping pad ink								1,500.00	
Staple wire #10								3,000.00	
Staple wire # bronze								1,500.00	
Giant rubber band, 350 grams								3,375.00	

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Computer ribbon								8,000.00		
Glue big								3,000.00		
Dater								1,815.00		
Scissor big								3,050.00		
Calculator 12 digits								990.00		
Stapler big								2,500.00		
White Board 3'x4'								1,350.00		
White board 2'x3'								1,550.00		
White board marker								1,320.00		
Tissue paper								3,300.00		

Garbage bag, black, meduim								3,240.00	
garbage bag, black, large								6,500.00	
Air Freshener								8,000.00	
Clip board								1,200.00	
Cutter big								1,500.00	
Soft broom								6,300.00	
Table sharpener								3,550.00	
Scotch tape dispenser								3,500.00	
Heavy duty calculator								6,500.00	
USB Flashdrive 16GB								12,900.00	
USB Flashdrive 32GB								15,200.00	
Plastic box container								15,000.00	
Printer ink 664 black								25,000.00	
Printer ink 644 magenta								20,000.00	
Printer ink 644 cyan								20,000.00	

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Printer ink 644 yellow								20,000.00		
Printer ink 003 black								15,000.00		
Printer ink 003 magenta								15,000.00		
Printer ink 003 cyan								15,000.00		
Printer ink 003 yellow								15,000.00		
Printer ink 001 black								8,000.00		
Printer ink T7741 black								8,000.00		
Push Pin 100s								5,000.00		

Sticker paper								5500.00	
Cork board								2,500.00	

**DOLSE MIRIAM P. BONAVENTE**

Municipal Budget Officer

Remarks (Brief  
Description of  
Program/Projects

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Remarks (Brief Description of Program/Projects)
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Remarks  
(Brief Description of  
Program/Projects)

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