

ANNUAL PROCUREMENT PLAN 2020
ACCOUNTABLE FORM

CODE	GENERAL DESCRIPTION	QUANTIT Y/ SIZE	UNIT	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
						Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
HIM	Birth Certificate	100	reams	33,000.00	agency to agency	50				50							
HIM	Death Certificate	20	reams	6,600.00	agency to agency	10				10							
CASHIER	Accountable Form#51	1000	booklet	105,000.00	agency to agency	250			250			250			250		
CASHIER	Checkbooks-TF	8	booklet	4,800.00	agency to agency	4						4					
CASHIER	PF	5	booklet	3,000.00	agency to agency	3						2					
CASHIER	Inc	10	booklet	6,000.00	agency to agency	5						5					
CASHIER	MDS	2	booklet	1,600.00	agency to agency	1						1					

TOTAL BUDGET:	160,000.00
+ 10% Provision for Inflation	16,000.00
+ 10% Contingency	16,000.00
TOTAL ESTIMATED BUDGET:	192,000.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared & Submitted By:

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Property/Supplier Officer

Approved By:

MARLENE L. LUBO, MD,FPPS,MHA
Head of Office/Agency