**«title»**

For «description», for the year «year»

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item & Specifications | | Unit | Quantity Requirement | | | | | | | | | | | | | | | | | Price | **Total** |
|  | |  | Jan | Feb | Mar | **Q1** | Apr | May | Jun | **Q2** | Jul | Aug | Sep | **Q3** | Oct | Nov | Dec | **Q4** | **Total** | Catalogue | **Amount** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| C. TOTAL (A + B) |  | | | | | «total» |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) |  | | | | | «inflation» |
| E. GRAND TOTAL (C + D) |  | | | | | «grandtotal» |
| F. APPROVED BUDGET BY THE AGENCY HEAD |  | | | | |  |
| G. QUARTERLY CASH REQUIREMENTS |  | | | | |  |
| G.1 Available at Procurement Service Stores | «g1q1» | «g1q2» | «g1q3» | «g1q4» | «g1» |  |
| G.2 Other items not available at PS but regularly purchased from other sources | «g2q1» | «g2q2» | «g2q3» | «g2q4» | «g2» |  |
| TOTAL QUARTERLY CASH REQUIREMENTS | «qtrq1» | «qtrq2» | «qtrq3» | «qtrq4» |  | «qtrtotal» |

\* Other categories that are not indicated herein

\*\* Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Property/Supply Officer |  | Accountant/Local Budget Officer |  | Head of Office/Agency |