

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office: <u>Municipal Budget Office</u>					Regular	Contingency	Total		Date Submitted:				
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Ballpen black	330.00	2	box	660.00	1	330.00		-	1	330.00		
2	Correction tape	20.90	50	pc	1,045.00	5	104.50	20	418.00	25	522.50		-
3	Fastener metal	104.50	5	box	522.50		-	5	522.50		-		-
4	Filing box mega	330.00	10	pc	3,300.00	10	3,300.00		-		-		-
5	Filing tray 3 layer	660.00	1	pc	660.00	1	660.00		-		-		-
6	Folder long	385.00	2	bundle	770.00		-	1	385.00	1	385.00		-
7	Glue white	110.00	2	pc	220.00	1	110.00		-	1	110.00		-
8	Ink L3617 black	825.00	6	bottle	4,950.00	2	1,650.00	2	1,650.00	2	1,650.00		-
9	Ink L3617 cyan	825.00	6	bottle	4,950.00	2	1,650.00	2	1,650.00	2	1,650.00		-
10	Ink L3617 magenta	825.00	6	bottle	4,950.00	2	1,650.00	2	1,650.00	2	1,650.00		-
11	Ink L3617 yellow	825.00	6	bottle	4,950.00	2	1,650.00	2	1,650.00	2	1,650.00		-
12	OTG flashdrive 32GB	385.00	4	pc	1,540.00		-	4	1,540.00		-		-
13	OTG flashdrive 32GB cap	935.00	4	pc	3,740.00	4	3,740.00		-		-		-
14	Paper Multicopy 70GSM A4	200.00	92	ream	18,400.00	6	1,200.00	40	8,000.00	46	9,200.00		-
15	Paper Multicopy 70GSM Legal	280.00	19	ream	5,320.00		-	3	840.00	16	4,480.00		-
16	Pentel pen black	46.20	5	pc	231.00		-	5	231.00		-		-
17	Ring binder 2" flat	77.00	20	pc	1,540.00		-	20	1,540.00		-		-
18	Sign pen black	55.00	20	pc	1,100.00		-	20	1,100.00		-		-
19	Toner MP2014AD	4,345.00	1	tube	4,345.00	1	4,345.00		-		-		-
20	Universal ink 100ml black	82.50	70	btl	5,775.00	20	1,650.00	29	2,392.50	21	1,732.50		-
21	Universal ink 100ml cyan	82.50	10	btl	825.00		-	5	412.50	5	412.50		-
22	Universal ink 100ml magenta	82.50	10	btl	825.00		-	5	412.50	5	412.50		-
23	Universal ink 100ml yellow	82.50	10	btl	825.00		-	5	412.50	5	412.50		-
24	Abstract form 34x12.5	5.00	400	pc	2,000.00	400	2,000.00		-		-		-
25	Folder,pressboard	1,000.00	1	box	1,000.00	1	1,000.00		-		-		-
UBTOTAL					74,443.50		25,039.50		24,806.50		24,597.50		

This is to certify that the above procurement plan is in accordance with the objective of this Office.

EVELYN J. BAGUIO

Head of Department/Office

ANNUAL PROCUREMENT PLAN FOR CALENDAR YEAR 2021

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Department/ Office:Municipal Budget Office					Regular	Contingency		Total		Date Submitted:			
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
26	NotePad,stick-on (2"x3")	41.00	5	pad	205.00		-	5	205.00		-		-
27	Staplewire #35	40.00	3	box	120.00		-	3	120.00		-		-
28	Scissors	81.50	1	pair	81.50		-		-	1	81.50		-
29	Alcohol,68%-70% scented Ethyl,500ml	88.00	52	btl	4,576.00		-	27	2,376.00	25	2,200.00		-
30	Trash can big w/cover	385.00	2	pc	770.00		-	2	770.00		-		-
31	Paper towel,folded	44.00	8	pc	352.00		-	8	352.00		-		-
32	Storage plastic box (58L)	600.00	38	pc	22,800.00	20	12,000.00		-	18	10,800.00		-
33	Printer L3110	9,000.00	1	unit	9,000.00		-	1	9,000.00		-		-
34	Standard Desktop Workstation	45,000.00	2	unit	90,000.00	2	90,000.00		-		-		-
35	Airconditioner,split type inverter	75,000.00	1	unit	75,000.00	1	75,000.00		-		-		-
36	Photocopier	70,000.00	1	unit	70,000.00	1	70,000.00		-		-		-
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UBTOTAL					272,904.50		247,000.00		12,823.00		13,081.50		-
ANDTOTAL					347,348.00		272,039.50		37,629.50		37,679.00		-

This is to certify that the above procurement plan is in accordance with the objective of this Office.

EVELYN J. BAGUIO
Head of Department/Office