

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 15				
Department/ Office:MMO-PERSONAL STAFF					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	Blind rivets	110.00	3	pc	330.00	3	330.00		-		-		-
2	Divider Panels	200.00	20	pc	4,000.00	20	4,000.00		-		-		-
3	Plastic storage box XL	925.00	10	pc	9,250.00	10	9,250.00		-		-		-
4	Plastic storage box L	850.00	10	pc	8,500.00	10	8,500.00		-		-		-
5	Plywood 1/4 size	250.00	20	sht	5,000.00	20	5,000.00		-		-		-
6	Marine Plywood	1,000.00	10	sht	10,000.00	10	10,000.00		-		-		-
7	Styro foam	100.00	20	pc	2,000.00	20	2,000.00		-		-		-
8	Angle bars 1/4 x 2	770.00	5	pc	3,850.00	5	3,850.00		-		-		-
9	Flat bars 1/4 x 1	250.00	5	pc	1,250.00	5	1,250.00		-		-		-
10	Welding rod	90.00	50	kg	4,500.00	50	4,500.00		-		-		-
11	Paint Primer	360.00	10	liter	3,600.00	10	3,600.00		-		-		-
12	Paint coat	500.00	10	liter	5,000.00	10	5,000.00		-		-		-
13	Thinner	230.00	10	liter	2,300.00	10	2,300.00		-		-		-
14	Paint brush	100.00	3	pc	300.00	3	300.00		-		-		-
15	Varnish	500.00	2	gal	1,000.00	2	1,000.00		-		-		-
16	Sandpaper	50.00	25	sht	1,250.00	25	1,250.00		-		-		-
17	Portable table (6ft)	3,200.00	20	pc	64,000.00	20	64,000.00		-		-		-
18	Chairs	500.00	120	pc	60,000.00	120	60,000.00		-		-		-
19	Bench chair (4 seater)	3,000.00	3	pc	9,000.00	3	9,000.00		-		-		-
20	HDMI cable (20m)	2,600.00	1	length	2,600.00	1	2,600.00		-		-		-
21	HDMI cable (15m)	1,875.00	1	length	1,875.00	1	1,875.00		-		-		-
22	HDMI Male plug	125.00	2	pc	250.00	2	250.00		-		-		-
23	HDMI Display port adapter	125.00	3	pc	375.00	3	375.00		-		-		-
JBTOTAL					200,230.00		200,230.00		-		-		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 2 of 15				
Department/ Office:MMO-PERSONAL STAFF					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
24	Table cover/mantle	540.00	135	yards	72,900.00	135	72,900.00		-		-		-
25	Desktop Computer (standard)	45,000.00	5	unit	225,000.00	5	225,000.00		-		-		-
26	Desktop computer (advance)	75,000.00	1	unit	75,000.00	1	75,000.00		-		-		-
27	Air Conditioner split type Inverter 2.0HP	65,000.00	2	pc	130,000.00	2	130,000.00		-		-		-
28	Air Conditioner split type Inverter 2.5HP	72,000.00	5	pc	360,000.00	5	360,000.00		-		-		-
29	Air Conditioner split type Inverter 1HP	45,000.00	1	pc	45,000.00	1	45,000.00		-		-		-
30	Air Conditioner split type Inverter 1.5HP	50,000.00	1	pc	50,000.00	1	50,000.00		-		-		-
31	Pack bags	260.00	98	pc	25,480.00	98	25,480.00		-		-		-
32	Jeep Hiring rental	3,500.00	5	days	17,500.00	5	17,500.00		-		-		-
33	Freight and handling of office Furniture(Manila-CDO)	18,000.00			18,000.00		18,000.00		-		-		-
34	Transportation/hauling charge of Office Furniture(CDO-Quezon)	14,000.00			14,000.00		14,000.00		-		-		-
35	Transportation/hauling charge of Office Furniture(Davao-Quezon)	16,000.00			16,000.00		16,000.00		-		-		-
36	Transportation/Hauling charge of releif goods(CDO-Quezon)	14,000.00	2	days	28,000.00	2	28,000.00		-		-		-
37	Spareparts				820,000.00		205,000.00		205,000.00		205,000.00		205,000.00
38	Labor on repair				86,989.42		26,989.42		20,000.00		20,000.00		20,000.00
39	Jeep Hiring rental	1,760.00	62	days	109,120.00	62	109,120.00		-		-		-
40	Meals	140.00	25	covers	3,500.00	25	3,500.00		-		-		-
41	Snacks (AM & PM)	60.00	50	covers	3,000.00	50	3,000.00		-		-		-
42	Fire proof and waterproof tent	2,900.00	60	pc	174,000.00	60	174,000.00		-		-		-
43	Flat bars 1/4x1	255.00	5	length	1,275.00	5	1,275.00		-		-		-
44	Enamel black	925.00	1	liter	925.00	1	925.00		-		-		-
45	Paint brush 1 inch	850.00	1	pc	850.00	1	850.00		-		-		-
46	Welding rod (big)	90.00	1	pc	90.00	1	90.00		-		-		-
JBTOTAL					2,276,629.42		1,601,629.42		225,000.00		225,000.00		225,000.00

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Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount				Page 3 of 15					
Department/ Office:MMO-PERSONAL STAFF				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
47	Epoxy primer (gray)	355.00	2	liter	710.00	2	710.00		-		-		-
48	Polyurethane reducer	250.00	3	liter	750.00	3	750.00		-		-		-
49	Polyurethane tapcoat	300.00	2	liter	600.00	2	600.00		-		-		-
50	Angle bar 1/4x2	690.00	5	length	3,450.00	5	3,450.00		-		-		-
51	Lacquer thinner	1,000.00	1	gal	1,000.00	1	1,000.00		-		-		-
52	Body filler	1,000.00	1	gal	1,000.00	1	1,000.00		-		-		-
53	Sanding sealer	1,000.00	1	gal	1,000.00	1	1,000.00		-		-		-
54	Tingting color burn amper	1,000.00	1	liter	1,000.00	1	1,000.00		-		-		-
55	Tingting color flanza yellow	1,000.00	1	liter	1,000.00	1	1,000.00		-		-		-
56	Tingting color raw siena	1,000.00	1	liter	1,000.00	1	1,000.00		-		-		-
57	Lumber 2x4x10	750.00	5	pc	3,750.00	5	3,750.00		-		-		-
58	Lumber 2x2x10	150.00	25	pc	3,750.00	25	3,750.00		-		-		-
59	Lumber 1x2x10	150.00	20	pc	3,000.00	20	3,000.00		-		-		-
60	Cutting dish	250.00	8	pc	2,000.00	8	2,000.00		-		-		-
61	Metal drill bit #1/8	300.00	5	pc	1,500.00	5	1,500.00		-		-		-
62	Fine sand and gravel	12,000.00	1	load	12,000.00	1	12,000.00		-		-		-
63	CHB #4"	12.00	300	pc	3,600.00	300	3,600.00		-		-		-
64	16mm def bar	480.00	8	length	3,840.00	8	3,840.00		-		-		-
65	12mm def bar stiffener	250.00	2	length	500.00	2	500.00		-		-		-
66	10mm def bar	178.00	30	length	5,340.00	30	5,340.00		-		-		-
67	Portland cement	275.00	36	bags	9,900.00	36	9,900.00		-		-		-
68	Screened sand	1,200.00	8	cu.m	9,600.00	8	9,600.00		-		-		-
69	3/4" gravel	1,200.00	1	cu.m	1,200.00	1	1,200.00		-		-		-
JBTOTAL					71,490.00		71,490.00		-		-		-

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**ANNUAL PROCUREMENT PLAN
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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 4 of 15				
Department/ Office:MMO-PERSONAL STAFF					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
70	GI tie wire #16	80.00	6	kgs	480.00	6	480.00		-		-		-
71	50-2x2x8 lumber	36.00	133.33	bd.ft	4,799.88	133.3	4,799.88		-		-		-
72	1/4" ordinary plywood	340.00	4	sheet	1,360.00	4	1,360.00		-		-		-
73	CW nails #4	78.00	9	kgs	702.00	9	702.00		-		-		-
74	CW nails #1	78.00	2	kgs	156.00	2	156.00		-		-		-
75	Labor				33,789.42		33,789.42		-		-		-
76	Contengencies				12,118.00		12,118.00		-		-		-
77	1.20 mm (2x2)6.0m SQ. tube	650.00	6	length	3,900.00	6	3,900.00		-		-		-
78	1.20 mm (2x3)6.0m rectangular	840.00	4	length	3,360.00	4	3,360.00		-		-		-
79	Welding rod	500.00	3	box	1,500.00	3	1,500.00		-		-		-
80	Cutting disc	500.00	1	box	500.00	1	500.00		-		-		-
81	3/16" THK (1x1) (6.0m)angle bar	350.00	6	length	2,100.00	6	2,100.00		-		-		-
82	Blind rivets	500.00	1	box	500.00	1	500.00		-		-		-
83	Steel matting #8"	1,000.00	3	sheet	3,000.00	3	3,000.00		-		-		-
84	GA -24x8-Corr GI sheets (superlum)	420.00	7	sheet	2,940.00	7	2,940.00		-		-		-
85	Teckscew	5.00	240	pc	1,200.00	240	1,200.00		-		-		-
86	Labor				67,245.00		67,245.00		-		-		-
87	Contengencies				10,620.00		10,620.00		-		-		-
88	3/16" THK (1x1) (6.0m)angle bar	450.00	7	length	3,150.00	7	3,150.00		-		-		-
89	12mm x 6.0m round bar	375.00	30	length	11,250.00	30	11,250.00		-		-		-
90	Cutting disc	85.00	8	pc	680.00	8	680.00		-		-		-
91	Red lead primer	600.00	1	gal	600.00	1	600.00		-		-		-
92	Paint brush #1	35.00	1	pc	35.00	1	35.00		-		-		-
JBTOTAL					165,985.30		165,985.30		-		-		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 5 of 15				
Department/ Office:MMO-PERSONAL STAFF					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
93	Welding machine rental				1,000.00		1,000.00		-		-		-
94	Gutter (24x2.4m)	400.00	22	pc	8,800.00	22	8,800.00		-		-		-
95	Blind rivets	480.00	2	box	960.00	2	960.00		-		-		-
96	Flush door (.80x2.10m)w/jamb,LP hinges door	4,000.00	2	unit	8,000.00	2	8,000.00		-		-		-
97	CHB #4	15.00	733	pc	10,995.00	733	10,995.00		-		-		-
98	Portland cement	300.00	133	bag	39,900.00	133	39,900.00		-		-		-
99	screened washed sand	1,600.00	23.5	cu.m	37,600.00	23.5	37,600.00		-		-		-
100	10mm 16x6.0 M-rebars	200.00	60	length	12,000.00	60	12,000.00		-		-		-
101	Tie wire	100.00	1	kg	100.00	1	100.00		-		-		-
102	Steel matting	800.00	6	sheet	4,800.00	6	4,800.00		-		-		-
103	10mm x 6.0mm RSB	200.00	36	length	7,200.00	36	7,200.00		-		-		-
104	Cyclone wire #2	550.00	42	roll	23,100.00	42	23,100.00		-		-		-
105	1/4 THK (4x8) Marine plywood	400.00	10	sheet	4,000.00	10	4,000.00		-		-		-
106	CWN #1.5	85.00	6	kgs	510.00	6	510.00		-		-		-
107	CWN #3	85.00	29	kgs	2,465.00	29	2,465.00		-		-		-
108	CWN #4	80.00	0.5	kgs	40.00	0.5	40.00		-		-		-
109	Granite tiles	235.00	12	pc	2,820.00	12	2,820.00		-		-		-
110	Moulding tiles	175.00	4	pc	700.00	4	700.00		-		-		-
111	Alphabet floor mat	295.00	9	dozen	2,655.00	9	2,655.00		-		-		-
112	Water pipe	22.00	30	mtrs	660.00	30	660.00		-		-		-
113	Paint white	182.00	1	gal	182.00	1	182.00		-		-		-
114	Paint yellow	560.00	4	gal	2,240.00	4	2,240.00		-		-		-
115	Paint roller	45.00	1	pc	45.00	1	45.00		-		-		-
JBTOTAL					170,772.00		170,772.00		-		-		-

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**ANNUAL PROCUREMENT PLAN
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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 6 of 15				
Department/ Office:MMO-PERSONAL STAFF					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
116	Filor tiles	220.00	20	pc	4,400.00	20	4,400.00		-		-		-
117	GA 2x8 corr. GI sheets	300.00	10	sheet	3,000.00	10	3,000.00		-		-		-
118	Limestone (filling mat's)	5,000.00	3	load	15,000.00	3	15,000.00		-		-		-
119	Boulders	800.00	15	cu.m	12,000.00	15	12,000.00		-		-		-
120	CHB #4	13.00	40	pcs	520.00	40	520.00		-		-		-
121	4-4x4x8 Lumber	36.00	42.67	bd.ft	1,536.12	42.67	1,536.12		-		-		-
122	4-2x2x12 Purlins	36.00	21.33	bd.ft	767.88	21.33	767.88		-		-		-
123	Umbrella head nails	80.00	1	kg	80.00	1	80.00		-		-		-
124	GA 26 @ 8 GI corr	260.00	5	sheet	1,300.00	5	1,300.00		-		-		-
125	2-1x8x8 Facia board	36.00	10.67	bd.ft	384.12	10.67	384.12		-		-		-
126	1-1x8x12 Fascia board	36.00	16	bd.ft	576.00	16	576.00		-		-		-
127	CW nails #2.5	78.00	2	kg	156.00	2	156.00		-		-		-
128	Concrete nails	120.00	2	kg	240.00	2	240.00		-		-		-
129	10 pcs- 2x3x8-Purlins	38.00	80	bd.ft	3,040.00	80	3,040.00		-		-		-
130	6pcs -2x4x10 -rafter/girt	38.00	80	bd.ft	3,040.00	80	3,040.00		-		-		-
131	30pcs-2x2x8 - scaffolding/ceil joist	38.00	160	bd.ft	6,080.00	160	6,080.00		-		-		-
132	8pcs- 1x10x10 - facia board	38.00	133.32	bd.ft	5,066.16	133.3	5,066.16		-		-		-
133	3/16 THK - 4x8 - marine plywood	400.00	12	sheet	4,800.00	12	4,800.00		-		-		-
134	CWN #4	85.00	10	kgs	850.00	10	850.00		-		-		-
135	CWN #2.5	85.00	2	kgs	170.00	2	170.00		-		-		-
136	GA -24x8-Corr GI sheets	300.00	36	sheet	10,800.00	36	10,800.00		-		-		-
137	Umbrella nails #2.5	100.00	7	kgs	700.00	7	700.00		-		-		-
138	Vulca seal	100.00	2	can	200.00	2	200.00		-		-		-
JBTOTAL					74,706.28		74,706.28		-		-		-

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Head of Department/Office

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 7 of 15			
Department/ Office:MMO-PERSONAL STAFF					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
139	THHN wire 8.0mm	65.00	40	meter	2,600.00	40	2,600.00		-		-		-
140	Safety breaker (30 AMP)	300.00	1	set	300.00	1	300.00		-		-		-
141	Outlet (3 gang)	170.00	6	pc	1,020.00	6	1,020.00		-		-		-
142	Flat cord wire #14	70.00	30	meter	2,100.00	30	2,100.00		-		-		-
143	3 gang outlet w/utility box,flash type (Royu brand)	200.00	1	pc	200.00	1	200.00		-		-		-
144	Sling bags	385.00	31	pcs	11,935.00	31	11,935.00		-		-		-
145	Ballpen black	6.60	290	pc	1,914.00	97	640.20	97	640.20	96	633.60		-
146	Ballpen blue	6.60	50	pc	330.00	17	112.20	17	112.20	16	105.60		-
147	Calculator	429.00	12	unit	5,148.00	4	1,716.00	4	1,716.00	4	1,716.00		-
148	Clear book 50 leaves	330.00	10	pc	3,300.00	4	1,320.00	4	1,320.00	2	660.00		-
149	Clip backfold all metal clamping 19mm	20.00	75	box	1,500.00	25	500.00	25	500.00	25	500.00		-
150	Clip backfold all metal clamping 25mm	19.80	70	box	1,386.00	24	475.20	24	475.20	22	435.60		-
151	Clip backfold all metal clamping 32mm	22.00	45	box	990.00	15	330.00	15	330.00	15	330.00		-
152	Clip backfold all metal clamping 500mm	55.00	45	box	2,475.00	15	825.00	15	825.00	15	825.00		-
153	Columnar books, 4 coloumns	65.00	5	pc	325.00	2	130.00	2	130.00	1	65.00		-
154	Correction tape	20.90	239	pc	4,995.10	80	1,672.00	80	1,672.00	79	1,651.10		-
155	Customized stamp	660.00	5	pc	3,300.00	2	1,320.00	2	1,320.00	1	660.00		-
156	Data file box	121.00	17	pc	2,057.00	6	726.00	6	726.00	5	605.00		-
157	Data filer with cover 180mm	544.00	3	pc	1,632.00	1	544.00	1	544.00	1	544.00		-
158	Dating and stamping machine	550.00	5	pc	2,750.00	2	1,100.00	2	1,100.00	1	550.00		-
159	Envelope Documentary legal brown	1,210.00	3	bundle	3,630.00	1	1,210.00	1	1,210.00	1	1,210.00		-
160	Envelope Expanding legal kraftboard	896.50	4	bundle	3,586.00	1	896.50	1	896.50	2	1,793.00		-
161	Envelope mailing long	495.00	3	box	1,485.00	1	495.00	1	495.00	1	495.00		-
JBTOTAL					58,958.10		32,167.10		14,012.10		12,778.90		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 8 of 15			
Department/ Office:MMO-PERSONAL STAFF					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
162	Epson Ink 664 black	418.00	78	btl	32,604.00	26	10,868.00	26	10,868.00	26	10,868.00		-
163	Epson Ink 664 cyan	418.00	28	btl	11,704.00	10	4,180.00	10	4,180.00	8	3,344.00		-
164	Epson Ink 664 magenta	418.00	28	btl	11,704.00	10	4,180.00	10	4,180.00	8	3,344.00		-
165	Epson Ink 664 yellow	418.00	28	btl	11,704.00	9	3,762.00	9	3,762.00	10	4,180.00		-
166	Eraser,pencil	3.85	5	pc	19.25	1	3.85	1	3.85	3	11.55		-
167	Eraser, whiteboard	150.00	3	pc	450.00	1	150.00	1	150.00	1	150.00		-
168	External hard drive 2TB	3,000.00	2	pc	6,000.00	1	3,000.00		-	1	3,000.00		-
169	Fastener Metal	104.50	32	box	3,344.00	8	836.00	8	836.00	16	1,672.00		-
170	fastener plastic	55.00	17	box	935.00	5	275.00	5	275.00	7	385.00		-
171	Filing tray (steel 3 layer)	440.00	6	pc	2,640.00	2	880.00	2	880.00	2	880.00		-
172	File organizer,legal	95.00	6	pc	570.00	2	190.00	2	190.00	2	190.00		-
173	Flash drive 16GB	200.00	5	pc	1,000.00	1	200.00	1	200.00	3	600.00		-
174	Folder A4	350.00	3	bundle	1,050.00	1	350.00	1	350.00	1	350.00		-
175	Folder long	385.00	14.4	bundle	5,544.00	4	1,540.00	4	1,540.00	6.4	2,464.00		-
176	Glue jar	77.00	8	jar	616.00	2	154.00	2	154.00	4	308.00		-
177	Gun tacker staple wire	100.00	5	box	500.00	1	100.00	2	200.00	2	200.00		-
178	Highlighter pen	44.00	4	pc	176.00	2	88.00	1	44.00	1	44.00		-
179	Ink black DX2430	1,320.00	5	btl	6,600.00	2	2,640.00	1	1,320.00	2	2,640.00		-
180	Ink BT 5000 cyan	418.00	33	btl	13,794.00	11	4,598.00	11	4,598.00	11	4,598.00		-
181	Ink BT 5000 magenta	418.00	33	btl	13,794.00	11	4,598.00	11	4,598.00	11	4,598.00		-
182	Ink BT 5000 yellow	418.00	33	btl	13,794.00	11	4,598.00	11	4,598.00	11	4,598.00		-
183	Ink BT D60 black	440.00	65	btl	28,600.00	21	9,240.00	21	9,240.00	23	10,120.00		-
184	Ink Epson 003 black	418.00	40	btl	16,720.00	13	5,434.00	13	5,434.00	14	5,852.00		-
JBTOTAL					183,862.25		61,864.85		57,600.85		64,396.55		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount						Page 9 of 15			
Department/ Office:MMO-PERSONAL STAFF				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
185	Ink Epson 003 cyan	418.00	15	btl	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
186	Ink Epson 003 magenta	418.00	15	btl	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
187	Ink Epson 003 yellow	418.00	15	btl	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
188	Magazine file box w/cover	55.00	15	pc	825.00	5	275.00	5	275.00	5	275.00		-
189	Marker black	16.50	2	pc	33.00	1	16.50	1	16.50		-		-
190	Marker flourescent	60.50	8	set	484.00	3	181.50	3	181.50	2	121.00		-
191	Marker permanent black	13.20	28	pc	369.60	10	132.00	10	132.00	8	105.60		-
192	Marker permanent blue	13.20	8	pc	105.60	3	39.60	3	39.60	2	26.40		-
193	Marker,whiteboard tip, bullet type black	25.00	5	pc	125.00	2	50.00	2	50.00	1	25.00		-
194	Marker,whiteboard tip, bullet type blue	25.00	5	pc	125.00	2	50.00	2	50.00	1	25.00		-
195	Master DX 2430	2,750.00	5	tube	13,750.00	2	5,500.00	2	5,500.00	1	2,750.00		-
196	Notepad,stick-on,(2x3)100 shts/pad 50mmx76mm	41.00	100	pads	4,100.00	34	1,394.00	34	1,394.00	32	1,312.00		-
197	Notepad,stick-on,(3x3)100 shts/pad 50mmx76mm	53.00	100	pads	5,300.00	34	1,802.00	34	1,802.00	32	1,696.00		-
198	Notepad,stick-on,(3x4)100 shts/pad 50mmx76mm	65.00	132	pads	8,580.00	44	2,860.00	44	2,860.00	44	2,860.00		-
199	Notebook Steno	15.40	20	pc	308.00	7	107.80	7	107.80	6	92.40		-
200	OTG flashdrive 32GB cap	935.00	13	pc	12,155.00	5	4,675.00	5	4,675.00	3	2,805.00		-
201	Paper board A4 white	44.00	30	pck	1,320.00	10	440.00	10	440.00	10	440.00		-
202	Paper board long white	55.00	30	pck	1,650.00	10	550.00	10	550.00	10	550.00		-
203	Paper clip 33mm,100pcs/box	20.00	52	box	1,040.00	15	300.00	15	300.00	22	440.00		-
204	Paper clip 50mm,100pcs/box	22.00	62	box	1,364.00	20	440.00	20	440.00	22	484.00		-
205	Paper cutter,legal heavy duty	1,000.00	3	pc	3,000.00	1	1,000.00	1	1,000.00	1	1,000.00		-
206	Paper multicopy 70gsm A4	200.00	405	rms	81,000.00	135	27,000.00	135	27,000.00	135	27,000.00		-
207	Paper multicopy 70gsm legal	280.00	480	rms	134,400.00	160	44,800.00	160	44,800.00	160	44,800.00		-
JBTOTAL					288,844.20		97,883.40		97,883.40		93,077.40		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount						Page 10 of 15			
Department/ Office:MMO-PERSONAL STAFF				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
208	Parchment paper	135.00	3	box	405.00	1	135.00	1	135.00	1	135.00		-
209	Pencil lead w/eraser	16.50	5	pc	82.50	1	16.50	1	16.50	3	49.50		-
210	Photopaper A4 210gsm	143.00	66	pck	9,438.00	20	2,860.00	21	3,003.00	25	3,575.00		-
211	Puncher	247.50	6	pc	1,485.00	2	495.00	2	495.00	2	495.00		-
212	Record book 300 pages	107.80	30	book	3,234.00	10	1,078.00	10	1,078.00	10	1,078.00		-
213	Record book 500 pages	165.00	22	book	3,630.00	7	1,155.00	7	1,155.00	8	1,320.00		-
214	Rubber band #11 70mm	150.00	2	box	300.00	1	150.00		-	1	150.00		-
215	Ruler	20.00	10	pc	200.00	3	60.00	3	60.00	4	80.00		-
216	Scissors,symmetrical 65mm	65.00	29	pc	1,885.00	9	585.00	9	585.00	11	715.00		-
217	Sign pen black	55.00	141	pc	7,755.00	45	2,475.00	45	2,475.00	51	2,805.00		-
218	Sign pen blue	55.00	107	pc	5,885.00	35	1,925.00	35	1,925.00	37	2,035.00		-
219	Stamp pad ink,violet 50ml	65.00	4	btl	260.00	1	65.00	1	65.00	2	130.00		-
220	Stamp pad,felt pad 60mmx100mm	80.00	6	pc	480.00	2	160.00	2	160.00	2	160.00		-
221	Stapler w/remover	338.80	27	pc	9,147.60	9	3,049.20	9	3,049.20	9	3,049.20		-
222	Stapler,heavy duty 80/120/210 pages	1,500.00	2	pc	3,000.00	1	1,500.00		-	1	1,500.00		-
223	Staplewire binder type	55.00	81	box	4,455.00	27	1,485.00	27	1,485.00	27	1,485.00		-
224	Staplewire heavyduty 23/10mm	200.00	10	box	2,000.00	3	600.00	3	600.00	4	800.00		-
225	Stenographer notebook	16.50	5	pc	82.50	2	33.00	3	49.50		-		-
226	Tape dispenser	71.50	8	pc	572.00	3	214.50	3	214.50	2	143.00		-
227	Tape masking 24mm	71.50	18	pc	1,287.00	6	429.00	6	429.00	6	429.00		-
228	Tape masking 48mm	150.00	35	pc	5,250.00	12	1,800.00	12	1,800.00	11	1,650.00		-
229	Tape transparent 48mm	35.00	40	pc	1,400.00	14	490.00	14	490.00	12	420.00		-
230	Tape,double sided #2	121.00	10	pc	1,210.00	4	484.00	4	484.00	2	242.00		-
JBTOTAL					63,443.60		21,244.20		19,753.70		22,445.70		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount						Page 11 of 15			
Department/ Office:MMO-PERSONAL STAFF				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
231	Tape,packaging 48mm	50.00	9	pc	450.00	3	150.00	3	150.00	3	150.00		-
232	Tape transparent 24mm	20.00	43	pc	860.00	15	300.00	15	300.00	13	260.00		-
233	Toner MP2014AD	4,345.00	5	tube	21,725.00	2	8,690.00	1	4,345.00	2	8,690.00		-
234	Toner MP2501L	3,135.00	13	tube	40,755.00	4	12,540.00	4	12,540.00	5	15,675.00		-
235	USB card reader	350.00	1	pc	350.00	1	350.00		-		-		-
236	USB w/OTG, 64g	1,500.00	2	pc	3,000.00	1	1,500.00	1	1,500.00		-		-
237	Whitewove paper long	165.00	10	pck	1,650.00	4	660.00	4	660.00	2	330.00		-
238	Whitewove paper short	165.00	10	pck	1,650.00	4	660.00	4	660.00	2	330.00		-
239	Alcohol, 68%-70% scented Ethyl,500ml	88.00	80	btl	7,040.00	27	2,376.00	27	2,376.00	26	2,288.00		-
240	Air freshener	100.00	30	can	3,000.00	10	1,000.00	10	1,000.00	10	1,000.00		-
241	All purpose cleaner (300ml)	85.80	125	pc	10,725.00	42	3,603.60	42	3,603.60	41	3,517.80		-
242	AVR	1,500.00	4	unit	6,000.00	2	3,000.00	2	3,000.00		-		-
243	Broom soft (Tambo)	68.75	75	pc	5,156.25	25	1,718.75	25	1,718.75	25	1,718.75		-
244	Broom stick (Tingting)	30.00	45	pc	1,350.00	15	450.00	15	450.00	15	450.00		-
245	Biscuits	1,800.00	10	box	18,000.00	4	7,200.00	4	7,200.00	2	3,600.00		-
246	Bolo	495.00	3	pc	1,485.00	1	495.00	1	495.00	1	495.00		-
247	Cellophane XL	50.00	30	bags	1,500.00	10	500.00	10	500.00	10	500.00		-
248	Cellophane L	45.00	30	bags	1,350.00	10	450.00	10	450.00	10	450.00		-
249	Cellophane M	30.00	30	bags	900.00	10	300.00	10	300.00	10	300.00		-
250	Cleanser,scouring powder 350g/can	55.00	10	can	550.00	4	220.00	4	220.00	2	110.00		-
251	Bleach,liquid	150.00	16	liter	2,400.00	6	900.00	6	900.00	4	600.00		-
252	Coffee 3n1	2,500.00	6	box	15,000.00	2	5,000.00	2	5,000.00	2	5,000.00		-
253	Coffee stick	1,000.00	20	box	20,000.00	7	7,000.00	7	7,000.00	6	6,000.00		-
JBTOTAL					164,896.25		59,063.35		54,368.35		51,464.55		-

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

ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 12 of 15		
Department/ Office:MMO-PERSONAL STAFF					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
254	Coffee creamer	1,800.00	20	box	36,000.00	7	12,600.00	7	12,600.00	6	10,800.00		-
255	Choco drink,powdered	110.00	10	dozen	1,100.00	4	440.00	4	440.00	2	220.00		-
256	Chlorine (1kg)	137.50	5.5	kg	756.25	2	275.00	2	275.00	1.5	206.25		-
257	Milk, powdered	115.00	10	dozen	1,150.00	4	460.00	4	460.00	2	230.00		-
258	Detergent bar, 140 grams (2.5%)	12.10	34	pc	411.40	12	145.20	12	145.20	10	121.00		-
259	Detergent bar,whole	24.20	36	pc	871.20	12	290.40	12	290.40	12	290.40		-
260	Detergent powder	7.70	30	pouch	231.00	10	77.00	10	77.00	10	77.00		-
261	Detergent powder,all purpose 1kl/pouch	44.00	220	pouch	9,680.00	73	3,212.00	73	3,212.00	74	3,256.00		-
262	Detergent powder	100.00	15	kg	1,500.00	5	500.00	5	500.00	5	500.00		-
263	Disinfectant spray 400-550 grams	162.80	20	can	3,256.00	6	976.80	6	976.80	8	1,302.40		-
264	Dust pan,non-rigid plastic	264.00	25	pc	6,600.00	8	2,112.00	8	2,112.00	9	2,376.00		-
265	Dust pan,big heavy duty	264.00	1	pc	264.00	1	264.00		-		-		-
266	Dishwashing liquid (200ml)	110.00	171	btl	18,810.00	57	6,270.00	57	6,270.00	57	6,270.00		-
267	Eye Protector (mowing goggles)	250.00	9	pc	2,250.00	3	750.00	3	750.00	3	750.00		-
268	Fabric conditioner (60ml)	12.00	900	pc	10,800.00	300	3,600.00	300	3,600.00	300	3,600.00		-
269	Fabric conditioner (1 liter)	165.00	1	bot	165.00	1	165.00		-		-		-
270	Facial tissue unscented	110.00	25	box	2,750.00	8	880.00	8	880.00	9	990.00		-
271	Foot rug (large)	82.50	56	pc	4,620.00	18	1,485.00	18	1,485.00	20	1,650.00		-
272	Furniture cleaner,aerosol type,300ml	110.00	221	btl	24,310.00	73	8,030.00	73	8,030.00	75	8,250.00		-
273	Floor brush	55.00	15	pc	825.00	5	275.00	5	275.00	5	275.00		-
274	Grass scissors	850.00	3	pc	2,550.00	1	850.00	1	850.00	1	850.00		-
275	Glass mop,roller type	250.00	16	pc	4,000.00	5	1,250.00	5	1,250.00	6	1,500.00		-
276	Glass cleaner,spray 500ml	429.00	1	pc	429.00	1	429.00		-		-		-
SUBTOTAL					133,328.85		45,336.40		44,478.40		43,514.05		-

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

ATTY. MICHAEL L. CUTOR, CPA

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 13 of 15		
Department/ Office:MMO-PERSONAL STAFF					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
277	Gardening rubber gloves	35.00	66	set	2,310.00	22	770.00	22	770.00	22	770.00		-
278	Handtowel,white medium	99.00	20	pc	1,980.00	6	594.00	6	594.00	8	792.00		-
279	Hand shovel	130.00	2	pc	260.00	1	130.00	1	130.00		-		-
280	Herbicide (round up)	1,400.00	5	gal	7,000.00	2	2,800.00	2	2,800.00	1	1,400.00		-
281	Insecticide aerol type,600ml/can	161.00	50	bot	8,050.00	17	2,737.00	17	2,737.00	16	2,576.00		-
282	Knapsack sprayer,plastic heavy duty	1,111.00	1	pc	1,111.00	1	1,111.00		-		-		-
283	Hand washing liquid soap (pouch, 200ml)	65.00	442	pc	28,730.00	148	9,620.00	148	9,620.00	146	9,490.00		-
284	Hand washing liquid soap dispenser	210.00	20	pc	4,200.00	7	1,470.00	7	1,470.00	6	1,260.00		-
285	Mega storage box,120L	4,092.00	3	box	12,276.00	1	4,092.00	1	4,092.00	1	4,092.00		-
286	Mineral water 350ml	500.00	20	box	10,000.00	7	3,500.00	7	3,500.00	6	3,000.00		-
287	Microfiber duster	220.00	22	pc	4,840.00	8	1,760.00	8	1,760.00	6	1,320.00		-
288	Mop head	165.00	102	pc	16,830.00	34	5,610.00	34	5,610.00	34	5,610.00		-
289	Mop handle	205.33	33	pc	6,775.89	11	2,258.63	11	2,258.63	11	2,258.63		-
290	Multi-purpose bleach (500ml)	33.00	220	pc	7,260.00	74	2,442.00	74	2,442.00	72	2,376.00		-
291	Muriatic acid	385.00	10	liter	3,850.00	4	1,540.00	4	1,540.00	2	770.00		-
292	Nylon mower	770.00	60	kg	46,200.00	20	15,400.00	20	15,400.00	20	15,400.00		-
293	Pail big	495.00	1	pc	495.00	1	495.00		-		-		-
294	Pail small	150.00	10	pc	1,500.00	4	600.00	4	600.00	2	300.00		-
295	Philippine Flag regular size	360.00	10	pc	3,600.00	4	1,440.00	4	1,440.00	2	720.00		-
296	Philippine flag extra size	2,500.00	5	pc	12,500.00	2	5,000.00	2	5,000.00	1	2,500.00		-
297	Printer with scanner	14,990.00	2	unit	29,980.00	1	14,990.00	1	14,990.00		-		-
298	Rag, all cotton,32pcs/kl/bundle	82.50	2	bundle	165.00	1	82.50	1	82.50		-		-
299	Rake	650.00	2	pc	1,300.00	1	650.00		-	1	650.00		-
SUBTOTAL					211,212.89		79,092.13		76,836.13		55,284.63		-

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

ATTY. MICHAEL L. CUTOR, CPA

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 14 of 15		
Department/ Office:MMO-PERSONAL STAFF					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
300	Rectangular mop (extra size)	250.00	16	pc	4,000.00	5	1,250.00	5	1,250.00	6	1,500.00		-
301	Rubber boots (medium)	220.00	12	set	2,640.00	4	880.00	4	880.00	4	880.00		-
302	Rubber boots (large)	220.00	2	set	440.00	1	220.00		-	1	220.00		-
303	Rubber boots women (size 8)	220.00	3	set	660.00	1	220.00	1	220.00	1	220.00		-
304	Rubber boots men (size 7)	220.00	1	set	220.00	1	220.00		-		-		-
305	Rubber gloves (for toilet cleaning)	48.00	60	pc	2,880.00	20	960.00	20	960.00	20	960.00		-
306	Rug (small)	45.00	50	pc	2,250.00	17	765.00	16	720.00	17	765.00		-
307	Solid state drive	6,000.00	1	pc	6,000.00	1	6,000.00		-		-		-
308	Scouring pad,5pcs/pack	125.00	32	pack	4,000.00	11	1,375.00	10	1,250.00	11	1,375.00		-
309	Shovel (big)	350.00	2	pc	700.00	1	350.00		-	1	350.00		-
310	Surgical gloves	500.00	5	box	2,500.00	2	1,000.00	1	500.00	2	1,000.00		-
311	White sugar	70.00	20	kg	1,400.00	7	490.00	6	420.00	7	490.00		-
312	Toilet tissue paer 2 ply sheets,150 pulls,12/pck	88.00	25	pck	2,200.00	9	792.00	8	704.00	8	704.00		-
313	Toilet deodorant cake,deodorizer/moth proofer	49.50	132	pck	6,534.00	44	2,178.00	44	2,178.00	44	2,178.00		-
314	Toilet bowl brush	118.25	17	pc	2,010.25	6	709.50	5	591.25	6	709.50		-
315	Toilet pump	75.00	17	pc	1,275.00	6	450.00	5	375.00	6	450.00		-
316	Toilet mop	1,182.50	15	pc	17,737.50	5	5,912.50	5	5,912.50	5	5,912.50		-
317	Trash can big w/cover	385.00	33	pc	12,705.00	11	4,235.00	11	4,235.00	11	4,235.00		-
318	Trash can medium w/cover	110.00	37	pc	4,070.00	13	1,430.00	12	1,320.00	12	1,320.00		-
319	Trashbag,black	165.00	76	roll	12,540.00	26	4,290.00	26	4,290.00	24	3,960.00		-
320	Trashbag,medium	65.00	500	roll	32,500.00	167	10,855.00	167	10,855.00	166	10,790.00		-
321	UPS 650VA	4,400.00	4	unit	17,600.00	2	8,800.00	2	8,800.00		-		-
322	Wastebasket,non-rigid plastic	33.00	19	pc	627.00	7	231.00	7	231.00	5	165.00		-
SUBTOTAL													
					137,488.75		53,613.00		45,691.75		38,184.00		-

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

ATTY. MICHAEL L. CUTOR, CPA

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 15 of 15				
Department/ Office:MMO-PERSONAL STAFF					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
323	Wet wipes	120.00	20	pck	2,400.00	7	840.00	7	840.00	6	720.00		-
324	Screen sand	12,000.00	2	load	24,000.00	2	24,000.00		-		-		-
325	Refrigerator NR-BP280VD	25,000.00	1	unit	25,000.00	1	25,000.00		-		-		-
326	Trapal	100.00	30	meter	3,000.00	30	3,000.00		-		-		-
327	Coarse aggregate (3/4")	12,000.00	1	load	12,000.00	1	12,000.00		-		-		-
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SUBTOTAL					66,400.00		64,840.00		840.00		720.00		-
ANDTOTAL					4,268,247.89		2,799,917.43		636,464.68		606,865.78		225,000.00

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ATTY. MICHAEL L. CUTOR, CPA
Head of Department/Office