

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 4				
Department/ Office: MASSO					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	6.60	40	pc	264.00		-	20	132.00	20	132.00		-
2	Ballpen red	8.25	10	pc	82.50		-	5	41.25	5	41.25		-
3	Ballpen blue	6.60	40	pc	264.00		-	20	132.00	20	132.00		-
4	Binder clip 1.5-inch	55.00	2	pc	110.00		-	1	55.00	1	55.00		-
5	Calculator	429.00	5	unit	2,145.00		-	2	858.00	3	1,287.00		-
6	Clearbook	330.00	9	pc	2,970.00		-	4	1,320.00	5	1,650.00		-
7	Correction pen	35.20	20	pc	704.00	7	246.40		-	13	457.60		-
8	Correction tape	20.90	40	pc	836.00	13	271.70	13	271.70	14	292.60		-
9	Data Filer Legal size, blue color	196.43	10	pc	1,964.30		-	5	982.15	5	982.15		-
10	Data Filer with cover	544.50	4	pc	2,178.00	4	2,178.00		-		-		-
11	Double sided tape #1	55.00	4	pc	220.00	1	55.00	2	110.00	1	55.00		-
12	Double sided tape #2	121.00	4	pc	484.00	2	242.00	1	121.00	1	121.00		-
13	Envelope expanding palstic	38.50	20	pc	770.00	5	192.50	5	192.50	10	385.00		-
14	Envelope mailing long	495.00	1	box	495.00		-		-	1	495.00		-
15	Eraser, Pencil	3.85	22	pc	84.70	5	19.25	8	30.80	9	34.65		-
16	Fastener plastic coated	55.00	4	box	220.00		-		-	4	220.00		-
17	Filing tray 3 layer	660.00	6	pc	3,960.00	6	3,960.00		-		-		-
18	Flashdrive 8GB	275.00	1	pc	275.00	1	275.00		-		-		-
19	Folder long white	412.50	1	bundle	412.50		-		-	1	412.50		-
20	Folder L-type Legal	412.50	1	bundle	412.50		-		-	1	412.50		-
21	Glue Jar	77.00	2	jar	154.00	1	77.00		-	1	77.00		-
22	Highlighter pen (assorted)	44.00	15	pc	660.00		-		-	15	660.00		-
23	Index card with prient (see sample)	1,100.00	1	box	1,100.00	1	1,100.00		-		-		-
Subtotal					20,765.50		8,616.85		4,246.40		7,902.25		-

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

EUGENIO A. VALLEJERA, JR
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 2 of 4			
Department/ Office:MASSO					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	Marker Permanent black	13.20	20	pc	264.00	5	66.00	7	92.40	8	105.60		-
25	Marker Permanent blue	13.20	20	pc	264.00	5	66.00	7	92.40	8	105.60		-
26	Mechanical Pencil 0.5	88.00	10	pc	880.00	5	440.00		-	5	440.00		-
27	Mechanical Pencil Lead 0.5mm	88.00	10	pc	880.00	5	440.00		-	5	440.00		-
28	Mouse pad	77.00	5	pc	385.00	5	385.00		-		-		-
29	Optical Mouse USB type	165.00	5	unit	825.00	5	825.00		-		-		-
30	Paper clip 50mm,100pcs/bx	22.00	4	box	88.00		-	2	44.00	2	44.00		-
31	Paper Multicopy 70GSM A4	200.00	63	rms	12,600.00	21	4,200.00	21	4,200.00	21	4,200.00		-
32	Paper Multicopy 70GSM Legal	280.00	20	rms	5,600.00	5	1,400.00	5	1,400.00	10	2,800.00		-
33	Photopaper 180GSM	90.20	2	pck	180.40	1	90.20		-	1	90.20		-
34	Photopaper A4 210GSM	143.00	2	pck	286.00	1	143.00		-	1	143.00		-
35	Puncher	247.50	2	pc	495.00	1	247.50		-	1	247.50		-
36	Rubber Band Sm	110.00	2	box	220.00	1	110.00		-	1	110.00		-
37	Ruler	11.00	13	pc	143.00		-	5	55.00	8	88.00		-
38	Scotch tape #1	33.00	8	pc	264.00	3	99.00		-	5	165.00		-
39	Sign pen blue	55.00	10	pc	550.00		-	5	275.00	5	275.00		-
40	Stapler with remover	338.80	3	pc	1,016.40		-	2	677.60	1	338.80		-
41	Stapler binder type	55.00	8	box	440.00	3	165.00	2	110.00	3	165.00		-
42	Stapler,binder type	1,500.00	1	pc	1,500.00	1	1,500.00		-		-		-
43	Tape,masking 24mm	71.50	5	pc	357.50		-	5	357.50		-		-
44	Tape,transparent 48mm	25.30	6	pc	151.80	3	75.90		-	3	75.90		-
45	Technical pen no.2	1,100.00	1	pc	1,100.00		-	1	1,100.00		-		-
46	Toner DSM615/DSM618	3,217.50	9	tube	28,957.50	3	9,652.50	3	9,652.50	3	9,652.50		-
Subtotal					57,447.60		19,905.10		18,056.40		19,486.10		-

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

EUGENIO A. VALLEJERA, JR
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 3 of 4			
Department/ Office:MASSO					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	Toner (PC printer)85A	4,300.00	11	tube	47,300.00	4	17,200.00	4	17,200.00	3	12,900.00		-
48	Triangular 45x90	220.00	5	pc	1,100.00		-	3	660.00	2	440.00		-
49	Triangular 30x60	220.00	5	pc	1,100.00		-	3	660.00	2	440.00		-
50	Yellow pad paper	50.00	6	pad	300.00	3	150.00		-	3	150.00		-
51	Alcohol,68%-70% scented Ethyl,500ml	88.00	12	btl	1,056.00		-		-	12	1,056.00		-
52	Alcohol,500ml	81.40	12	btl	976.80	6	488.40	6	488.40		-		-
53	Air freshener	350.00	4	can	1,400.00		-	2	700.00	2	700.00		-
54	Broom,soft (tambo)	68.75	5	pc	343.75		-		-	5	343.75		-
55	Computer swivel chair with swivel	4,950.00	3	unit	14,850.00		-	2	9,900.00	1	4,950.00		-
56	Detergent bar	24.20	4	pc	96.80		-	2	48.40	2	48.40		-
57	Detergent powder	7.70	4	pouch	30.80		-	2	15.40	2	15.40		-
58	Disinfectant spray antibac 500ml	404.80	3	btl	1,214.40	1	404.80		-	2	809.60		-
59	Dust pan,stainless	118.80	2	pc	237.60		-		-	2	237.60		-
60	Furniture cleaner	412.00	5	can	2,060.00	4	1,648.00		-	1	412.00		-
61	Fork	150.00	1	dozen	150.00		-		-	1	150.00		-
62	Glass Cleaner,spray 500ml	429.00	5	pc	2,145.00	1	429.00	4	1,716.00		-		-
63	Glass spinner/wiper	330.00	1	pc	330.00	1	330.00		-		-		-
64	Glass,water	275.00	1	dozen	275.00	1	275.00		-		-		-
65	Knife	165.00	1	pc	165.00		-		-	1	165.00		-
66	Map binder (36cmx49cm)	660.00	18	set	11,880.00		-		-	18	11,880.00		-
67	Microfiber duster	220.00	2	pc	440.00		-		-	2	440.00		-
68	Rubber stamps (see sample)	770.00	3	pc	2,310.00	3	2,310.00		-		-		-
69	Spoon	150.00	1	dozen	150.00		-		-	1	150.00		-
UBTOTAL					89,911.15		23,235.20		31,388.20		35,287.75		-

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

EUGENIO A. VALLEJERA,JR
Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 4 OF 4				
Department/ Office: MASSO					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	Tornado mop	1,182.50	1	pc	1,182.50	1	1,182.50		-		-		-
71	Trash can big w/cover	385.00	3	pc	1,155.00	3	1,155.00		-		-		-
72	Trashbag,black	165.00	3	roll	495.00	1	165.00		-	2	330.00		-
73	UPS 650VA	4,400.00	5	unit	22,000.00	3	13,200.00	2	8,800.00		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
UBTOTAL					24,832.50		15,702.50		8,800.00		330.00		-
ANDTOTAL					192,956.75		67,459.65		62,491.00		63,006.10		-

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

EUGENIO A. VALLEJERA, JR
Head of Department/Office