

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount						Page 1 of 2			
Department/ Office: BAC				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	Calculator 14 digit, TILt display, solar	990.00	1	pc	990.00	1	990.00		-		-		-
2	Correction tape	20.90	9	pc	188.10		-	5	104.50	4	83.60		-
3	Epson L210 ink black	495.00	8	btl	3,960.00	2	990.00	4	1,980.00	2	990.00		-
4	Epson L360 ink black	495.00	8	btl	3,960.00	3	1,485.00	3	1,485.00	2	990.00		-
5	Folder long	385.00	1	bundle	385.00	1	385.00		-		-		-
6	Fastener plastic	55.00	3	box	165.00		-	3	165.00		-		-
7	Ink 003 black	418.00	8	btl	3,344.00	3	1,254.00	3	1,254.00	2	836.00		-
8	Paper Multicopy 70GSM A4	198.00	12	ream	2,376.00	4	792.00	4	792.00	4	792.00		-
9	Paper Multicopy 70GSM Legal	253.00	7	ream	1,771.00	2	506.00	2	506.00	3	759.00		-
10	Puncher	247.50	1	pc	247.50	1	247.50		-		-		-
11	Staplewire plier type	33.00	2	box	66.00		-	1	33.00	1	33.00		-
12	Toner MP2501	3,135.00	4	tube	12,540.00	1	3,135.00	1	3,135.00	2	6,270.00		-
13	Alcohol 500ml	81.40	10	btl	814.00	4	325.60	3	244.20	3	244.20		-
14	Air freshener	105.00	3	btl	315.00	1	105.00	1	105.00	1	105.00		-
15	Assorted Biscuits	165.00	40	pack	6,600.00	5	825.00	12	1,980.00	23	3,795.00		-
16	Broom, soft (tambo)	68.75	1	pc	68.75		-	1	68.75		-		-
17	Coffee 3 in 1	190.00	40	pack	7,600.00	5	950.00	12	2,280.00	23	4,370.00		-
18	Cup and saucer	1,500.00	2	set	3,000.00	2	3,000.00		-		-		-
19	Detergent bar	24.20	2	pc	48.40	1	24.20	1	24.20		-		-
20	Dishwashing liquid	107.80	3	btl	323.40	1	107.80	1	107.80	1	107.80		-
21	Electric Airpot	2,500.00	1	pc	2,500.00	1	2,500.00		-		-		-
22	External Hard Drive	3,500.00	1	pc	3,500.00		-	1	3,500.00		-		-
23	Furniture cleaner	125.00	3	pc	375.00	1	125.00	1	125.00	1	125.00		-
UBTOTAL					55,137.15		17,747.10		17,889.45		19,500.60		-

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

DINA V. PANGANIBAN

Head of Department/Office

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	Glass,water	275.00	1	dozen	275.00	1	275.00		-		-		-
25	Trashcan big	220.00	1	pc	220.00	1	220.00		-		-		-
26	Fuel	50.00	150		7,500.00	15	750.00	45	2,250.00	45	2,250.00	45	2,250.00
27	Heavy snacks	85.00	420	covers	35,700.00	105	8,925.00	105	8,925.00	210	17,850.00		-
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UBTOTAL					43,695.00		10,170.00		11,175.00		20,100.00		2,250.00
ANDTOTAL					98,832.15		27,917.10		29,064.45		39,600.60		2,250.00

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

DINA V. PANGANIBAN
Head of Department/Office