

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 1 of 4		
Department/ Office: MTO					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	Alcohol,70% scented ethyl 500ml	88.00	110	btl	9,680.00		-	55	4,840.00	55	4,840.00		-
2	AA battery	10.00	20	pcs	200.00	10	100.00	10	100.00		-		-
3	AAA battery	10.00	19	pcs	190.00		-	9	90.00	10	100.00		-
4	Bill Counter	11,400.00	1	unit	11,400.00	1	11,400.00		-		-		-
5	Broom,soft (tambo)	68.75	4	pcs	275.00		-	2	137.50	2	137.50		-
6	Dust pan,stainless	118.80	2	pcs	237.60		-		-	2	237.60		-
7	Electric Fan, stand type	2,910.60	1	unit	2,910.60		-		-	1	2,910.60		-
8	Electrical tape	33.00	5	roll	165.00	3	99.00		-	2	66.00		-
9	Glass cleaner (spray 400ml)	429.00	10	bots	4,290.00		-	5	2,145.00	5	2,145.00		-
10	LED linear tuber 18 watts FRO series	385.00	6	pcs	2,310.00		-	3	1,155.00	3	1,155.00		-
11	Mega storage box (58)	500.00	12	pcs	6,000.00	12	6,000.00		-		-		-
12	Mop w/handle	330.00	2	pcs	660.00		-	1	330.00	1	330.00		-
13	Stamp pad Name	550.00	2	pcs	1,100.00	1	550.00	1	550.00		-		-
14	Trash can big w/cover	385.00	5	pcs	1,925.00		-		-	5	1,925.00		-
15	UPS 650VA	4,400.00	3	units	13,200.00		-	2	8,800.00	1	4,400.00		-
16	Standard desktop workstation	45,000.00	4	unit	180,000.00	4	180,000.00		-		-		-
17	Adding tape (57mmx70mm)	22.00	40	roll	880.00	10	220.00	10	220.00	20	440.00		-
18	Ballpen (brown)	8.25	12	pcs	99.00	6	49.50	6	49.50		-		-
19	Ballpen (black & blue)	330.00	5	boxes	1,650.00	1	330.00	2	660.00	2	660.00		-
20	Ballpen (green)	8.21	20	pcs	164.20	5	41.05	15	123.15		-		-
21	Ballpen (red)	8.25	20	pcs	165.00		-	20	165.00		-		-
22	Binder clip 3/4	15.00	40	box	600.00		-	20	300.00	20	300.00		-
23	Bookbinder w/ring	300.00	45	pc	13,500.00	45	13,500.00		-		-		-
SUBTOTAL					251,601.40		212,289.55		19,665.15		19,646.70		-

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

MARIA AHERMA L. BAYLOMO, CPA

Head of Department/Office

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	Brother Ink BT6000C	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
25	Brother Ink BT6000M	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
26	Brother Ink BT6000Y	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
27	Calculator 14 digits TILT display	990.00	2	unit	1,980.00		-	1	990.00	1	990.00		-
28	Carbon paper blue	330.00	6	boxes	1,980.00		-	3	990.00	3	990.00		-
29	Clipboard long	121.00	5	pc	605.00		-	5	605.00		-		-
30	Columnar books (3 columns)	38.50	25	pc	962.50		-	10	385.00	15	577.50		-
31	Computer Keyboard	990.00	2	pc	1,980.00		-	1	990.00	1	990.00		-
32	Correction tape film base 6 meters	20.90	120	unit	2,508.00		-	50	1,045.00	70	1,463.00		-
33	Customized stamp	660.00	2	pc	1,320.00		-	2	1,320.00		-		-
34	Data filer w/cover	544.50	6	pc	3,267.00		-	3	1,633.50	3	1,633.50		-
35	Dating and stamping	550.00	3	pc	1,650.00	1	550.00	1	550.00	1	550.00		-
36	Epson Ribbon (FX 2175)	300.00	20	pc	6,000.00		-	10	3,000.00	10	3,000.00		-
37	Epson Ribbon (LX310)	132.00	25	box	3,300.00	5	660.00	10	1,320.00	10	1,320.00		-
38	Epson #664-M	418.00	15	tube	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
39	Epson #664-Y	418.00	15	tube	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
40	Epson #6664-tube black	418.00	15	tube	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
41	Epson #664 tube-C	418.00	15	tube	6,270.00	5	2,090.00	5	2,090.00	5	2,090.00		-
42	Fastener plastic	55.00	24	box	1,320.00	10	550.00	10	550.00	4	220.00		-
43	Glue jar	77.00	1	jar	77.00		-		-	1	77.00		-
44	Highlighter pen	44.00	10	pc	440.00		-		-	10	440.00		-
45	Moistener	66.00	6	pc	396.00	2	132.00	2	132.00	2	132.00		-
46	Optical Mouse USB type	165.00	3	unit	495.00		-		-	3	495.00		-
SUBTOTAL					55,868.50		10,252.00		23,124.50		22,492.00		-

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	OTG flashdrive 64GB	1,540.00	1	pc	1,540.00		-		-	1	1,540.00		-
48	Bond Paper (legal)	280.00	20	ream	5,600.00	6	1,680.00	9	2,520.00	5	1,400.00		-
49	Bond paper (A4)	200.00	30	ream	6,000.00	6	1,200.00	10	2,000.00	14	2,800.00		-
50	Pentel pen black	46.20	2	pc	92.40		-	1	46.20	1	46.20		-
51	Rubber band small	110.00	10	box	1,100.00	5	550.00		-	5	550.00		-
52	Scotch tape #1	33.00	20	pc	660.00		-	10	330.00	10	330.00		-
53	Self stamping pad	1,320.00	3	pc	3,960.00	1	1,320.00	1	1,320.00	1	1,320.00		-
54	Sign pen black	55.00	15	pc	825.00		-		-	15	825.00		-
55	Sign pen blue	55.00	15	pc	825.00		-	15	825.00		-		-
56	Sticker paper	150.00	20	pads	3,000.00	5	750.00	5	750.00	10	1,500.00		-
57	Staple wire #35 standard	25.00	20	box	500.00		-	10	250.00	10	250.00		-
58	Transparent tape 48mm	25.30	10	pc	253.00		-	10	253.00		-		-
59	Toner MP2501L	3,135.00	2	tube	6,270.00	1	3,135.00		-	1	3,135.00		-
60	Treasurers cash book (Thin)	400.00	22	pc	8,800.00	11	4,400.00	11	4,400.00		-		-
61	Yellow pad	25.00	4	pad	100.00		-	4	100.00		-		-
62	Fuel - Diesoline	50.00	300	liter	15,000.00	30	1,500.00	90	4,500.00	90	4,500.00	90	4,500.00
63	Gasoline	50.00	1068	liter	53,400.00	235	11,750.00	678	33,900.00	128	6,400.00	27	1,350.00
64	Lubricants - Engine Oil	400.00	4	liter	1,600.00	1	400.00	1	400.00	1	400.00	1	400.00
65	Aircon cleaning maintenance	3,000.00	2	labor	6,000.00		-	1	3,000.00		-	1	3,000.00
66	Photocopier (maintenance)	2,500.00	2	labor	5,000.00		-	1	2,500.00		-	1	2,500.00
67	UPS-8001 650va	3,750.00	1	labor	3,750.00		-	1	3,750.00		-		-
68	SSD 350GB	5,250.00	1	labor	5,250.00		-	1	5,250.00		-		-
69	Motorcycle repair				20,000.00		5,000.00		5,000.00		5,000.00		5,000.00
SUBTOTAL					149,525.40		31,685.00		71,094.20		29,996.20		16,750.00

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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	Self inking stamp	600.00	5	pc	3,000.00	5	3,000.00		-		-		-
71	Calculator/tilt display	1,250.00	2	unit	2,500.00	2	2,500.00		-		-		-
72	Dry seal small (tool)	2,500.00	1	unit	2,500.00	1	2,500.00		-		-		-
73	Field uniform	600.00	20	pc	12,000.00	20	12,000.00		-		-		-
74	Epson DOT Matrix printer LQ	12,500.00	3	unit	37,500.00	3	37,500.00		-		-		-
75	Ink printer	5,000.00	1	unit	5,000.00	1	5,000.00		-		-		-
76	Plastic box/clear white,58 liters	600.00	12	pc	7,200.00	12	7,200.00		-		-		-
77	Gasoline bukect	5,500.00	1	unit	5,500.00	1	5,500.00		-		-		-
78	Weights lock	2,000.00			2,000.00		2,000.00		-		-		-
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SUBTOTAL					77,200.00		77,200.00		-		-		-
ANDTOTAL					534,195.30		331,426.55		113,883.85		72,134.90		16,750.00

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