

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount				Page 1 of 5					
Department/ Office: Sanggunian Bayan Office				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	Wall mounted clear acrylic picture frame	6,500.00	11	sets	71,500.00	11	71,500.00		-		-		-
2	Special Meals	180.00	150	covers	27,000.00	150	27,000.00		-		-		-
3	Lechon (30 kilos)	7,500.00	2	pcs	15,000.00	2	15,000.00		-		-		-
4	Meals	120.00	200	covers	24,000.00	100	12,000.00	100	12,000.00		-		-
5	Snacks	60.00	500	covers	30,000.00	250	15,000.00	250	15,000.00		-		-
6	AA/AAA Battery charger heavy duty	550.00	1		550.00	1	550.00		-		-		-
7	AAA Rechargeable battery high per.	550.00	6		3,300.00	2	1,100.00	2	1,100.00	2	1,100.00		-
8	AA Enelop Pro Rechargeable battery 1.2v 2450mAh	770.00	20		15,400.00	6	4,620.00	6	4,620.00	8	6,160.00		-
9	All-purpose cleaner (300ml)	85.80	10		858.00	2	171.60	4	343.20	4	343.20		-
10	All-purpose bond (888)	88.00	10		880.00	2	176.00	4	352.00	4	352.00		-
11	Broom, soft (tambo)	68.75	4		275.00		-	1	68.75	3	206.25		-
12	Zonrox (1 liter)	52.80	10		528.00	2	105.60	2	105.60	6	316.80		-
13	Detergent bar, 140 grams (2.5%)	12.10	49		592.90	5	60.50	9	108.90	35	423.50		-
14	Cable tie	41.80	5		209.00		-		-	5	209.00		-
15	Disinfectant spray 400-550 grams	162.80	5		814.00		-	2	325.60	3	488.40		-
16	Dust pan, non-rigid plastic	52.80	3		158.40		-		-	3	158.40		-
17	Downy Antibac (1 liter)	165.00	10		1,650.00	2	330.00	2	330.00	6	990.00		-
18	Gooseneck Microphone	2,200.00	12		26,400.00	4	8,800.00	4	8,800.00	4	8,800.00		-
19	Headphone	495.00	1		495.00		-	1	495.00		-		-
20	T8 tubular LED lamp (36W)	383.90	28		10,749.20	8	3,071.20		-	20	7,678.00		-
21	LED bulb (7w)	165.00	28		4,620.00	8	1,320.00	15	2,475.00	5	825.00		-
22	Liquid hand soap	121.00	10		1,210.00		-	5	605.00	5	605.00		-
23	Toilet tissue paper 2 ply sheets, 150 pulls, 12/pck	88.00	20		1,760.00	6	528.00	8	704.00	6	528.00		-
TOTAL					237,949.50		161,332.90		47,433.05		29,183.55		-

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

JUDITH D. LASPIÑAS

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount						Page 2 of 5			
Department/ Office: Sanggunian Bayan Office				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	Tornado mop	1,182.50	1	pc	1,182.50		-	1	1,182.50		-		-
25	Table Napkins	88.00	15	pck	1,320.00		-	10	880.00	5	440.00		-
26	Tissue/Kleenex unscented	77.00	10	box	770.00		-	5	385.00	5	385.00		-
27	Trashcan container	220.00	1	pc	220.00		-		-	1	220.00		-
28	Trashcan, black	165.00	5	roll	825.00	2	330.00	3	495.00		-		-
29	Wipes (cloth for table)	19.80	5	pc	99.00		-	2	39.60	3	59.40		-
30	Digital voice recorder memory 4GB(expandable)	8,800.00	1	pc	8,800.00	1	8,800.00		-		-		-
31	Scouring pad	119.00	2	pck	238.00		-	2	238.00		-		-
32	Detergent powder, all purpose	43.00	15	pouch	645.00		-	8	344.00	7	301.00		-
33	Furniture cleaner, aerosol type, 300ml	100.00	8	can	800.00		-	4	400.00	4	400.00		-
34	Air freshener spray 280ml/150g min	99.00	2	can	198.00		-		-	2	198.00		-
35	Insecticide aerosol type, 600ml min/can	161.00	4	can	644.00		-	2	322.00	2	322.00		-
36	Coil Mat Outdoor mat	1,000.00	1	pc	1,000.00	1	1,000.00		-		-		-
37	TONER MP 2555SP	6,000.00	4	tube	24,000.00	1	6,000.00	2	12,000.00	1	6,000.00		-
38	UTP land cable CAT6 with RG45 (30meters length)	500.00	2	set	1,000.00	1	500.00	1	500.00		-		-
39	Window glass cleaner with foam	300.00	1	pc	300.00		-	1	300.00		-		-
40	Ballpen (black)	330.00	3	box	990.00	1	330.00	1	330.00	1	330.00		-
41	Binder clip big	220.00	10	box	2,200.00	3	660.00	4	880.00	3	660.00		-
42	Binder clip small	192.50	10	box	1,925.00	4	770.00	3	577.50	3	577.50		-
43	Calculator	429.00	2	unit	858.00	1	429.00		-	1	429.00		-
44	Correction tape	20.90	10	pc	209.00	3	62.70	3	62.70	4	83.60		-
45	Double sided tape #1	55.00	3	pc	165.00		-	1	55.00	2	110.00		-
46	Double sided tape #2	121.00	3	pc	363.00		-	2	242.00	1	121.00		-
TOTAL					48,751.50		18,881.70		19,233.30		10,636.50		-

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

JUDITH D. LASPIÑAS

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 3 of 5		
Department/ Office: Sanggunian Bayan Office					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	Fastener plastic coated	55.00	20	box	1,100.00	7	385.00	6	330.00	7	385.00		-
48	Filing box mega	330.00	10	pc	3,300.00	4	1,320.00	3	990.00	3	990.00		-
49	Folder long white	412.50	2	bundle	825.00		-	1	412.50	1	412.50		-
50	Glue white	110.00	6	pc	660.00	2	220.00	2	220.00	2	220.00		-
51	Ink Epson T6641 black	418.00	50	btl	20,900.00	17	7,106.00	16	6,688.00	17	7,106.00		-
52	Ink Epson T6642 cyan	418.00	3	btl	1,254.00		-	2	836.00	1	418.00		-
53	Ink Epson T6643 magenta	418.00	3	btl	1,254.00	1	418.00	1	418.00	1	418.00		-
54	Ink Epson T6644 yellow	418.00	3	btl	1,254.00	1	418.00	1	418.00	1	418.00		-
55	Mailing stamps (P10.00)(5.00)	16.50	500	pc	8,250.00	165	2,722.50	170	2,805.00	165	2,722.50		-
56	Marker permanent black	13.20	5	pc	66.00	2	26.40		-	3	39.60		-
57	Optical Mouse USB type	165.00	2	unit	330.00	1	165.00	1	165.00		-		-
58	OTG flash drive 32GB	385.00	4	pc	1,540.00	1	385.00	2	770.00	1	385.00		-
59	Paper board long white	55.00	30	pack	1,650.00		-	15	825.00	15	825.00		-
60	Paper clip 50mm, 100pcs/box	22.00	2	box	44.00		-	1	22.00	1	22.00		-
61	Paper multicopy 70GSM legal	280.00	50	ream	14,000.00	16	4,480.00	17	4,760.00	17	4,760.00		-
62	Paper multicopy 70GSM A4	200.00	15	ream	3,000.00	5	1,000.00	5	1,000.00	5	1,000.00		-
63	Pencil Lead with eraser	16.50	24	pc	396.00	8	132.00	8	132.00	8	132.00		-
64	Pentel pen energel black 0.5	46.50	24	pc	1,116.00		-	12	558.00	12	558.00		-
65	Photopaper A4 210GSM	143.00	3	pack	429.00	1	143.00	1	143.00	1	143.00		-
66	Stapler with remover	338.80	4	pc	1,355.20		-	2	677.60	2	677.60		-
67	Tape masking 24mm	71.50	5	pc	357.50		-	4	286.00	1	71.50		-
68	Tape, transparent 24mm	11.00	1	pc	11.00		-		-	1	11.00		-
69	Tape, transparent 48mm	25.30	2	pc	50.60		-	2	50.60		-		-
TOTAL					63,142.30		18,920.90		22,506.70		21,714.70		-

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

JUDITH D. LASPIÑAS

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 4 of 5				
Department/ Office: Sanggunian Bayan Office					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	Paper clip,32mm, 100 pcs/box	8.00	4	box	32.00		-		-	4	32.00		-
71	Tape masking 48mm	123.00	5	roll	615.00	1	123.00	2	246.00	2	246.00		-
72	Tape packaging 48mm	21.00	5	roll	105.00		-	3	63.00	2	42.00		-
73	Stamp ink,violet,50ml	29.00	1	btl	29.00		-		-	1	29.00		-
74	Notepad,stick-on (3x3) 100 sheets per pad	48.00	5	pad	240.00		-	4	192.00	1	48.00		-
75	Cutter knife	32.00	3	pc	96.00	3	96.00		-		-		-
76	Ring binder,plastic,32mm,10 pcs/bundle	300.00	3	bundle	900.00		-	1	300.00	2	600.00		-
77	External Hard Drive,1TB	3134.00	1	unit	3,134.00	1	3,134.00		-		-		-
78	Cleaning and repair of Photocopier	21000.00			21,000.00		6,350.00		14,650.00		-		-
79	Cleaning and repair of Aircon	24000.00			24,000.00		6,000.00		6,000.00		6,000.00		6,000.00
80	Computer and printer repair	1000.00	5	unit	5,000.00		-		-	5	5,000.00		-
81	Spareparts of Motorcycle				26,000.00		6,500.00		6,500.00		6,500.00		6,500.00
82	Labor				4,000.00		1,000.00		1,000.00		1,000.00		1,000.00
83	Snacks	110.00	100	covers	11,000.00	100	11,000.00		-		-		-
84	Rental expenses-Sound system rental				2,500.00		2,500.00		-		-		-
85	Tarpaulins (5x12)	20.00	1	sq.ft	1,200.00		1,200.00		-		-		-
86	(5x9)	20.00		sq.ft	900.00		900.00		-		-		-
87	Bookpaper long,subs 80 gsm	350.00	5	ream	1,750.00	5	1,750.00		-		-		-
88	Toner MP25555SP	6000.00	1	tube	6,000.00	1	6,000.00		-		-		-
89	Acetate/plastic cover long	50.00	25	set	1,250.00	25	1,250.00		-		-		-
90	Specialty board for cover long	70.00	10	pack	700.00	10	700.00		-		-		-
91	Ring binder,plastic,32mm,10 pcs/bundle	300.00	2	bundle	600.00	2	600.00		-		-		-
92	Ring binder,plastic,10mm,10 pcs/bundle	300.00	2	bundle	600.00	2	600.00		-		-		-
TOTAL					111,651.00		49,703.00		28,951.00		19,497.00		13,500.00

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

JUDITH D. LASPIÑAS

Head of Department/Office

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 5 of 5				
Department/ Office: Sanggunian Bayan Office					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	Publication of Notice of Public hearing	1000.00	1/4	page	4,000.00		4,000.00		-		-		-
94	Rental fees and other charges	2000.00	44198	page	6,000.00		6,000.00		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
SUBTOTAL					10,000.00		10,000.00				-		-
ANDTOTAL					471,494.30		258,838.50		118,124.05		81,031.75		13,500.00

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

JUDITH D. LASPIÑAS
Head of Department/Office