

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount				Page 1 of 5					
Department/ Office: MAO				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	Polythelene bags/plant pots 4x5 inches	0.60	7000	pcs	4,200.00	7000	4,200.00		-		-		-
2	4x6 inches	0.70	7000	pcs	4,900.00	7000	4,900.00		-		-		-
3	6x8 inches	0.80	7000	pcs	5,600.00	7000	5,600.00		-		-		-
4	5x8 inches	0.75	7000	pcs	5,250.00	7000	5,250.00		-		-		-
5	Plant pots	3.00	1350	pcs	4,050.00	1350	4,050.00		-		-		-
6	Inorganic Fertilizers 46-0-0 (Urea)	1,000.00	7	bags	7,000.00	7	7,000.00		-		-		-
7	14-14-14 (complete fertilizers	1,050.00	7	bags	7,350.00	7	7,350.00		-		-		-
8	Organic Fertilizers	185.00	27	bags	4,995.00	27	4,995.00		-		-		-
9	Alcohol 68-70%	88.00	8	btl	704.00	1	88.00	2	176.00	5	440.00		-
10	Anti-bacterial soap	22.00	12	pc	264.00	2	44.00	4	88.00	6	132.00		-
11	All purpose cleaner	85.80	10	pc	858.00	2	171.60	3	257.40	5	429.00		-
12	Broom,soft (tambo)	68.75	10	pc	687.50	2	137.50	4	275.00	4	275.00		-
13	Cleaner,toilet bowl and urinal	89.10	10	btl	891.00	2	178.20	3	267.30	5	445.50		-
14	Zonrox (1 liter)	52.80	8	btl	422.40	1	52.80	2	105.60	5	264.00		-
15	Comfort room freshener	41.80	8	pc	334.40	2	83.60	3	125.40	3	125.40		-
16	Detergent bar	24.20	9	pc	217.80	2	48.40	3	72.60	4	96.80		-
17	Detergent powder	7.70	20	pouch	154.00	5	38.50	6	46.20	9	69.30		-
18	Disinfectant spray 400-550 grams	162.80	8	can	1,302.40	1	162.80	3	488.40	4	651.20		-
19	Disinfectant spray Antibac 500ml	404.80	4	btl	1,619.20	1	404.80	1	404.80	2	809.60		-
20	Dust pan,big heavy duty	264.00	2	pc	528.00	1	264.00		-	1	264.00		-
21	Dishwashing paste	55.00	8	btl	440.00	1	55.00	3	165.00	4	220.00		-
22	Electrical tape,yellow	33.00	1	roll	33.00	1	33.00		-		-		-
23	Fire extinguisher,dry chemical	1,430.00	1	unit	1,430.00		-		-	1	1,430.00		-
<b>UBTOTAL</b>					<b>53,230.70</b>		<b>45,107.20</b>		<b>2,471.70</b>		<b>5,651.80</b>		<b>-</b>

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

**PERLITA G. DANLAG**

Head of Department/Office

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Province, City or Municipality: QUEZON

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Department/ Office: MAO				Regular	Contingency	Total		Date Submitted:					
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	Glass cleaner, spray 500ml	429.00	4	pc	1,716.00	1	429.00	1	429.00	2	858.00		-
25	Glass water	275.00	1	dozen	275.00		-	1	275.00		-		-
26	Glass spinner/wiper	330.00	2	pc	660.00	1	330.00	1	330.00		-		-
27	Headphone	495.00	2	pc	990.00		-		-	2	990.00		-
28	Gloves (disposable)	121.00	1	box	121.00		-		-	1	121.00		-
29	Geana earth - navy blue	41.80	4	meter	167.20		-		-	4	167.20		-
30	Handtowel white medium	99.00	4	pc	396.00		-		-	4	396.00		-
31	Knife	165.00	2	pc	330.00	1	165.00	1	165.00		-		-
32	Liquid hand soap	121.00	4	pc	484.00	1	121.00	2	242.00	1	121.00		-
33	Mop with handle	330.00	4	pc	1,320.00		-	1	330.00	3	990.00		-
34	Mophead	165.00	3	pc	495.00	1	165.00	1	165.00	1	165.00		-
35	Microfiber duster	220.00	2	pc	440.00	1	220.00		-	1	220.00		-
36	Polo shirt w/LGU logo	858.00	11	pc	9,438.00	11	9,438.00		-		-		-
37	Pail big	495.00	3	pc	1,485.00		-	1	495.00	2	990.00		-
38	Rag, all cotton, 32 pcs/kl/bundle	82.50	1	bundle	82.50	1	82.50		-		-		-
39	Rugs (floor)	82.50	4	pc	330.00	1	82.50	1	82.50	2	165.00		-
40	Doormat cloth	110.00	2	pc	220.00	1	110.00		-	1	110.00		-
41	Rubber doormat	176.00	4	pc	704.00		-	3	528.00	1	176.00		-
42	Sponge	35.20	4	pc	140.80	1	35.20	1	35.20	2	70.40		-
43	Toilet bowl brush	118.25	4	pc	473.00		-	1	118.25	3	354.75		-
44	Toilet tissue paper	13.20	19	pc	250.80	4	52.80	6	79.20	9	118.80		-
45	Trashbag black	165.00	4	roll	660.00	1	165.00	1	165.00	2	330.00		-
46	Wipes (cloth for table)	19.80	8	pc	158.40	2	39.60	3	59.40	3	59.40		-
<b>UBTOTAL</b>					<b>21,336.70</b>		<b>11,435.60</b>		<b>3,498.55</b>		<b>6,402.55</b>		<b>-</b>

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Department/ Office: MAO				Regular	Contingency	Total		Date Submitted:					
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	Floor brush	55.00	4	pc	220.00		-	2	110.00	2	110.00		-
48	Rodenticide	1,500.00	16	kilos	24,000.00	4	6,000.00	4	6,000.00	4	6,000.00	4	6,000.00
49	Dewormer Albendazole 15%	1,500.00	180	liters	270,000.00	45	67,500.00	45	67,500.00	45	67,500.00	45	67,500.00
50	Winged bean	70.00	295	sachets	20,650.00	74	5,180.00	74	5,180.00	74	5,180.00	73	5,110.00
51	Pigeon pea (kadyos)	70.00	295	sachets	20,650.00	74	5,180.00	74	5,180.00	74	5,180.00	73	5,110.00
52	Patani	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
53	Bush sitao	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
54	Sweet peas	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
55	Snap/baguio beans	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
56	stringbeans	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
57	Okra	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
58	Ampalaya	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
59	Upland kangkong	70.00	294	sachets	20,580.00	74	5,180.00	74	5,180.00	73	5,110.00	73	5,110.00
60	Hoodie jacket(cust.design w/Mun. logo)	1,500.00	13	pc	19,500.00	13	19,500.00		-		-		-
61	Boonie hat (w/Mun.logo)	350.00	13	pc	4,550.00	13	4,550.00		-		-		-
62	Garden gloves	88.00	13	pc	1,144.00	13	1,144.00		-		-		-
63	Liquid Nitrogen	80.00	160	kilos	12,800.00	40	3,200.00	40	3,200.00	40	3,200.00	40	3,200.00
64	Straw sheaths	15.00	800	pc	12,000.00	200	3,000.00	200	3,000.00	200	3,000.00	200	3,000.00
65	Motorcycle tire w/Interior tube Front 2.75x21	2,800.00	2	pc	5,600.00	1	2,800.00		-	1	2,800.00		-
66	Front 2.50x21	1,150.00	2	pc	2,300.00		-	1	1,150.00		-	1	1,150.00
67	Rear 4.10x18	3,650.00	2	pc	7,300.00	1	3,650.00		-	1	3,650.00		-
68	Rear 3.0x17	1,400.00	2	pc	2,800.00		-	1	1,400.00		-	1	1,400.00
69	Battery, 12N6-3B	2,000.00	1	pc	2,000.00		-	1	2,000.00		-		-
<b>UBTOTAL</b>					<b>570,154.00</b>		<b>163,144.00</b>		<b>136,160.00</b>		<b>137,500.00</b>		<b>133,350.00</b>

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
70	Ballpen black	330.00	1	box	330.00	1	330.00		-		-		-
71	Ballpen blue	330.00	1	box	330.00	1	330.00		-		-		-
72	Cannon scented paper	108.90	2	pck	217.80		-	1	108.90	1	108.90		-
73	Clip backfold 25mm	19.80	2	box	39.60		-	1	19.80	1	19.80		-
74	Clipboard plywood type	104.50	4	pc	418.00	2	209.00	1	104.50	1	104.50		-
75	Correction tape	20.90	20	pc	418.00	7	146.30	6	125.40	7	146.30		-
76	Data file box	121.00	20	pc	2,420.00	7	847.00	7	847.00	6	726.00		-
77	Double sided tape #1	55.00	2	pc	110.00	1	55.00	1	55.00		-		-
78	Envelope brown legal	44.00	2	bundle	88.00	1	44.00		-	1	44.00		-
79	Envelope expanding legal	896.50	1	bundle	896.50	1	896.50		-		-		-
80	Epson ink 664 black	418.00	12	btl	5,016.00	4	1,672.00	4	1,672.00	4	1,672.00		-
81	Epson ink 664 cyan	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
82	Epson ink 664 magenta	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
83	Epson ink 664 yellow	418.00	2	btl	836.00		-	1	418.00	1	418.00		-
84	Fastener plastic	55.00	2	box	110.00	1	55.00		-	1	55.00		-
85	Filing box mega	330.00	4	pc	1,320.00	1	330.00	2	660.00	1	330.00		-
86	Filing tray 2 layer	440.00	1	pc	440.00	1	440.00		-		-		-
87	Folder fancy legal	385.00	2	bundle	770.00	1	385.00		-	1	385.00		-
88	Glue gun	165.00	1	pc	165.00	1	165.00		-		-		-
89	Glue stick	9.90	20	pc	198.00	6	59.40	7	69.30	7	69.30		-
90	Glue white	110.00	1	pc	110.00	1	110.00		-		-		-
91	Highlighter pen	44.00	2	pc	88.00	1	44.00	1	44.00		-		-
92	Marker black	16.50	10	pc	165.00	3	49.50	3	49.50	4	66.00		-
<b>UBTOTAL</b>					<b>16,157.90</b>		<b>6,167.70</b>		<b>5,009.40</b>		<b>4,980.80</b>		<b>-</b>

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
93	Marker permanent black	13.20	5	pc	66.00	2	26.40	1	13.20	2	26.40		-
94	Marker permanent blue	13.20	4	pc	52.80	1	13.20	2	26.40	1	13.20		-
95	Marking pen ink blue and black	46.20	1	pc	46.20		-	1	46.20		-		-
96	Mouse pad	77.00	4	pc	308.00	2	154.00	1	77.00	1	77.00		-
97	Optical mouse USB type	165.00	4	unit	660.00	1	165.00	2	330.00	1	165.00		-
98	OTG flashdrive 32GB cap	935.00	4		3,740.00	2	1,870.00	1	935.00	1	935.00		-
99	Paper board A4 blue	38.50	4		154.00	1	38.50	2	77.00	1	38.50		-
100	Paper board long blue	55.00	4		220.00	1	55.00	1	55.00	2	110.00		-
101	Paper multicopy 70gsm A4	200.00	20		4,000.00	7	1,400.00	6	1,200.00	7	1,400.00		-
102	Paper multicopy 70gsm legal	280.00	18		5,040.00	6	1,680.00	6	1,680.00	6	1,680.00		-
103	Pentel pen black	46.20	4		184.80	1	46.20	2	92.40	1	46.20		-
104	Puncher	247.50	1		247.50		-	1	247.50		-		-
105	Record book 200 leaves	165.00	4		660.00	2	330.00	1	165.00	1	165.00		-
106	Ruler	11.00	1		11.00		-	1	11.00		-		-
107	Scotch tape #1	33.00	3		99.00	1	33.00	1	33.00	1	33.00		-
108	Scotch tape #2	44.00	4		176.00	1	44.00	1	44.00	2	88.00		-
109	Sign pen black	55.00	44		2,420.00	15	825.00	14	770.00	15	825.00		-
110	Sign pen blue	55.00	44		2,420.00	15	825.00	14	770.00	15	825.00		-
111	Stapler with remover	338.80	2	pc	677.60	1	338.80		-	1	338.80		-
112	Tape, transparent 24mm	11.00	4	pc	44.00	1	11.00	2	22.00	1	11.00		-
113	Tape, transparent 48mm	25.30	4	pc	101.20	1	25.30	2	50.60	1	25.30		-
114	Thumbtacks	13.20	1	box	13.20		-	1	13.20		-		-
<b>UBTOTAL</b>					<b>21,341.30</b>		<b>7,880.40</b>		<b>6,658.50</b>		<b>6,802.40</b>		<b>-</b>
<b>ANDTOTAL</b>					<b>682,220.60</b>		<b>233,734.90</b>		<b>153,798.15</b>		<b>161,337.55</b>		<b>133,350.00</b>

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