

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 1 of 2			
Department/ Office: MCR					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, 68%-70%, SCENTED ETHYL 500ML	88.00	50	btl	4,400.00	20	1,760.00	10	880.00	20	1,760.00		-
2	All purpose cleaner (300ml)	85.00	50	pc	4,250.00	20	1,700.00		-	30	2,550.00		-
3	Disinfectant spray 400-500 grams	162.80	25	cans	4,070.00	10	1,628.00	10	1,628.00	5	814.00		-
4	Dishwashing liquid (200ml)	107.80	10	btl	1,078.00	3	323.40	5	539.00	2	215.60		-
5	Glass cleaner, spray 500ml	429.00	10	pc	4,290.00	5	2,145.00		-	5	2,145.00		-
6	Liquid hand soap	121.00	10	pc	1,210.00		-	5	605.00	5	605.00		-
7	Stamp pad name	550.00	6	pc	3,300.00	6	3,300.00		-		-		-
8	UPS 650VA	4400.00	5	unit	22,000.00		-	3	13,200.00	2	8,800.00		-
9	Water dispenser, hot and cold	6050.00	1	unit	6,050.00	1	6,050.00		-		-		-
10	Ballpen black	6.60	80	pc	528.00	60	396.00	20	132.00		-		-
11	Ballpen red	8.25	20	pc	165.00	10	82.50	10	82.50		-		-
12	Bookbinder w/extended bolts	660.00	20	btl	13,200.00	10	6,600.00	10	6,600.00		-		-
13	Correction tape	20.90	50	pc	1,045.00	20	418.00	10	209.00	20	418.00		-
14	Data file box	121.00	50	pc	6,050.00	20	2,420.00	10	1,210.00	20	2,420.00		-
15	Dater stamp	220.00	5	pc	1,100.00		-		-	5	1,100.00		-
16	Envelope brown legal	44.00	10	bundle	440.00	5	220.00	5	220.00		-		-
17	Envelope expanding legal	896.50	1	bundle	896.50	1	896.50		-		-		-
18	Envelope mailing long	495.00	10	box	4,950.00	5	2,475.00	5	2,475.00		-		-
19	Filing box mega	330.00	20	pc	6,600.00	10	3,300.00		-	10	3,300.00		-
20	Flashdrive 8GB	275.00	4	pc	1,100.00	2	550.00		-	2	550.00		-
21	Folder long	385.00	10	bundle	3,850.00	5	1,925.00		-	5	1,925.00		-
22	Ink 003 black	418.00	10	btl	4,180.00		-	5	2,090.00	5	2,090.00		-
23	Ink 003 cyan	418.00	10	btl	4,180.00		-	5	2,090.00	5	2,090.00		-
<b>UBTOTAL</b>					<b>98,932.50</b>		<b>36,189.40</b>		<b>31,960.50</b>		<b>30,782.60</b>		<b>-</b>

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

**ANGELINA B. TORREGOZA, R.N., MAEd**

Head of Department/Office

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
24	Ink 003 magenta	418.00	10		4,180.00		-	5	2,090.00	5	2,090.00		-	
25	Ink 003 yellow	418.00	10		4,180.00		-	5	2,090.00	5	2,090.00		-	
26	Paper multicopy A4,70gsm	200.00	18		3,600.00	8	1,600.00		-	10	2,000.00		-	
27	Paper multicopy 70gsm	280.00	10		2,800.00		-	5	1,400.00	5	1,400.00		-	
28	Pentel pen black	46.20	10		462.00	5	231.00	5	231.00		-		-	
29	Sign pen black	55.00	23		1,265.00	10	550.00	13	715.00		-		-	
30	Tape transparent 1"	8.80	18		158.40	10	88.00	8	70.40		-		-	
31	Marking pen ink black	46.20	10		462.00	5	231.00		-	5	231.00		-	
32	Staplewire binder type	55.00	5		275.00		-		-	5	275.00		-	
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SUBTOTAL					17,382.40		2,700.00		6,596.40		8,086.00		-	
ANDTOTAL					116,314.90		38,889.40		38,556.90		38,868.60		-	

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**ANGELINA B. TORREGOZA, R.N., MAEd**  
Head of Department/Office