

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount				Page 1 of 5					
Department/ Office: MEMO				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	Labor/repair				80,000.00		20,000.00		20,000.00		20,000.00		20,000.00
2	Spareparts				120,000.00		30,000.00		30,000.00		30,000.00		30,000.00
3	Grass Cutter	20,000.00	2	pc	40,000.00	2	40,000.00		-		-		-
4	Computer Set	30,000.00	1	unit	30,000.00	1	30,000.00		-		-		-
5	Repair of Aircon	10,000.00			10,000.00		2,500.00		2,500.00		2,500.00		2,500.00
6	Computer maintenance	18,500.00			18,500.00		4,500.00		5,000.00		4,500.00		4,500.00
7	Repair of Mower	11,500.00			11,500.00		3,000.00		2,500.00		3,000.00		3,000.00
8	Scented Ethyl 500ml	88.00	135	pc	11,880.00		-	60	5,280.00	75	6,600.00		-
9	Mower Nylon (300mm)	770.00	19	kilo	14,630.00	1	770.00	9	6,930.00	9	6,930.00		-
10	Firewood	2,000.00	15	load	30,000.00	4	8,000.00	6	12,000.00	5	10,000.00		-
11	Sando bag,med,50pcs/pack	33.00	15	pack	495.00		-	7	231.00	8	264.00		-
12	Disinfectant spray	162.80	4	can	651.20		-	3	488.40	1	162.80		-
13	Basin,med(stainless)	275.00	2	pc	550.00		-		-	2	550.00		-
14	Dustpan,non-rigid plastic	56.80	4	pc	227.20		-	2	113.60	2	113.60		-
15	Mophead,rayon	110.00	4	pc	440.00	2	220.00		-	2	220.00		-
16	Cleaner,toilet bowl	89.10	5	bot	445.50		-	3	267.30	2	178.20		-
17	Toilet bowl brush	118.25	2	pc	236.50		-	2	236.50		-		-
18	Rag,cotton	82.50	4	bundle	330.00		-	4	330.00		-		-
19	Scouring pad	117.83	3	pack	353.49		-		-	3	353.49		-
20	ESL bulb,55 watts	440.00	2	pc	880.00		-		-	2	880.00		-
21	Light bulb, 6 watts	99.00	1	pc	99.00		-		-	1	99.00		-
22	Toilet tissue paper,4 rolls/pack	88.00	22	pack	1,936.00	10	880.00	7	616.00	5	440.00		-
23	Leatherette apron,white	330.00	2	pc	660.00		-		-	2	660.00		-
UBTOTAL					373,813.89		139,870.00		86,492.80		87,451.09		60,000.00

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

ANTONIO M. ARCAYERA,CE.MGA

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: MEMO				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	Faucet	88.00	2	pc	176.00		-	2	176.00		-		-
25	PE coupling (1/2)	110.00	2	pc	220.00		-		-	2	220.00		-
26	PE coupling (1/2x3x4)	110.00	2	pc	220.00		-	2	220.00		-		-
27	Livestock marker ink refill	88.00	8	bot	704.00		-	5	440.00	3	264.00		-
28	Emergency light (rechargeable)	550.00	1	pc	550.00		-	1	550.00		-		-
29	Trashcan big with cover	220.00	5	pc	1,100.00		-	3	660.00	2	440.00		-
30	Fabric conditioner	7.70	50	pc	385.00	20	154.00	20	154.00	10	77.00		-
31	Knife	165.00	1	pc	165.00	1	165.00		-		-		-
32	Gloves (rubber-kitchen use)	150.00	10	pair	1,500.00	7	1,050.00		-	3	450.00		-
33	Gloves (disposable)	121.00	4	box	484.00		-	2	242.00	2	242.00		-
34	Rubber boots medium	200.00	10	pair	2,000.00		-	10	2,000.00		-		-
35	Plaster	50.00	10	pc	500.00	10	500.00		-		-		-
36	Long brush w/handle	250.00	5	pc	1,250.00		-	5	1,250.00		-		-
37	Mask (disposable)	100.00	6	box	600.00		-	4	400.00	2	200.00		-
38	Mop w/handle	330.00	3	pc	990.00		-	3	990.00		-		-
39	Muriatic acid	385.00	1	gallon	385.00		-		-	1	385.00		-
40	Saw	110.00	1	pc	110.00		-	1	110.00		-		-
41	Bolo (small)	495.00	1	pc	495.00		-	1	495.00		-		-
42	Shovel	500.00	1	pc	500.00		-	1	500.00		-		-
43	Pail big w/handle	250.00	6	pc	1,500.00		-	3	750.00	3	750.00		-
44	Air freshener	100.00	3	can	300.00		-	1	100.00	2	200.00		-
45	Bowl brush	60.00	8	pc	480.00		-	4	240.00	4	240.00		-
46	Bowl pump	60.00	8	pc	480.00		-	4	240.00	4	240.00		-
UBTOTAL					15,094.00		1,869.00		9,517.00		3,708.00		-

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

ANTONIO M. ARCAYERA, CE, MGA

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: MEMO			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	Brush big	48.00	6	pc	288.00		-	3	144.00	3	144.00		-
48	Brush small	30.00	12	pc	360.00		-	6	180.00	6	180.00		-
49	Bukag small	300.00	4	pc	1,200.00		-	4	1,200.00		-		-
50	Bolo big	500.00	1	pc	500.00		-	1	500.00		-		-
51	Detergent bar	44.00	20	pc	880.00		-	15	660.00	5	220.00		-
52	Detergent powder	44.00	10	pouch	440.00		-		-	10	440.00		-
53	Dust pan, stainless big	200.00	5	pc	1,000.00		-	3	600.00	2	400.00		-
54	Flower pot (plastic)	50.00	6	pc	300.00		-		-	6	300.00		-
55	Softbroom	104.00	10	pc	1,040.00		-	10	1,040.00		-		-
56	Stickbroom	28.00	20	pc	560.00		-	10	280.00	10	280.00		-
57	Table & chair	5,000.00	24	set	120,000.00	24	120,000.00		-		-		-
58	Betadine (200ml)	200.00	5	ml	1,000.00	2	400.00	1	200.00	2	400.00		-
59	Chlorine, Mth 45 kilos	5,300.00	13	drum	68,900.00	2	10,600.00	3	15,900.00	8	42,400.00		-
60	Bandage	90.00	5	pack	450.00	5	450.00		-		-		-
61	emergency light portable	900.00	4	pc	3,600.00		-	4	3,600.00		-		-
62	Emergency light (wall)	2,000.00	3	pc	6,000.00		-	3	6,000.00		-		-
63	Albatross	55.00	100	pc	5,500.00	20	1,100.00	35	1,925.00	45	2,475.00		-
64	Herbicides	2,700.00	4	gallon	10,800.00	2	5,400.00	2	5,400.00		-		-
65	Wheelbarrow	3,000.00	1	unit	3,000.00		-	1	3,000.00		-		-
66	Mega box big	900.00	2	pc	1,800.00		-	2	1,800.00		-		-
67	Bond paper A4	200.00	20	ream	4,000.00	11	2,200.00		-	9	1,800.00		-
68	Bond paper long	280.00	20	ream	5,600.00	10	2,800.00		-	10	2,800.00		-
69	Brown envelope legal	44.00	27	bundle	1,188.00		-	14	616.00	13	572.00		-
UBTOTAL					238,406.00		142,950.00		43,045.00		52,411.00		-

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

ANTONIO M. ARCAYERA, CE, MGA

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: MEMO				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	Ink (Epson L220 yellow)	418.00	4	pc	1,672.00		-	2	836.00	2	836.00		-
71	Ink (Epson L220 black)	418.00	10	pc	4,180.00	2	836.00	4	1,672.00	4	1,672.00		-
72	Ink (Epson L220magenta)	418.00	4	pc	1,672.00		-	2	836.00	2	836.00		-
73	Folder white legal	385.00	2	pack	770.00		-	2	770.00		-		-
74	Notepad,stick-on,3x4	65.21	15	pad	978.15	4	260.84	4	260.84	7	456.47		-
75	Record book (300 pages)	140.00	7	pc	980.00	4	560.00		-	3	420.00		-
76	Record book (500 pages)	165.00	7	pc	1,155.00	6	990.00		-	1	165.00		-
77	Ruler 12"	11.00	3	pc	33.00		-		-	3	33.00		-
78	Sign pen (0.5) black	55.00	30	pc	1,650.00	9	495.00	11	605.00	10	550.00		-
79	Toner (MP2014AD)	4,345.00	1	tube	4,345.00		-	1	4,345.00		-		-
80	Ballpen black	330.00	5	box	1,650.00	1	330.00	1	330.00	3	990.00		-
81	Correction tape	20.90	15	pc	313.50		-	10	209.00	5	104.50		-
82	File organizer,legal	110.00	5	pc	550.00		-	3	330.00	2	220.00		-
83	Clip board (white legal size)	231.00	8	pc	1,848.00	4	924.00	1	231.00	3	693.00		-
84	Binder clip	55.00	3	box	165.00		-	1	55.00	2	110.00		-
85	Pencil lead w/eraser	16.50	10	box	165.00		-	2	33.00	8	132.00		-
86	Tape transparent,24mm	11.00	10	roll	110.00	5	55.00	2	22.00	3	33.00		-
87	Tape dispenser,table top	71.50	2	pc	143.00		-	2	143.00		-		-
88	Stapler big w/remover	338.80	3	pc	1,016.40	1	338.80	1	338.80	1	338.80		-
89	Stamp pad	38.45	6	pc	230.70		-	2	76.90	4	153.80		-
90	Puncher big	247.50	3	pc	742.50		-	2	495.00	1	247.50		-
91	Scissors	44.62	8	pc	356.96		-	2	89.24	6	267.72		-
92	Two layer file tray	440.00	2	pc	880.00		-	2	880.00		-		-
UBTOTAL					25,606.21		4,789.64		12,557.78		8,258.79		-

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

ANTONIO M. ARCAYERA,CE.MGA

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:MEMO			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	Staple wire #35	55.00	10	box	550.00		-	5	275.00	5	275.00		-
94	Mouse pad	77.00	3	pc	231.00		-	3	231.00		-		-
95	Calculator (12 digits)	429.00	3	pc	1,287.00	3	1,287.00		-		-		-
96	Marker blue	16.50	5	pc	82.50		-	5	82.50		-		-
97	Data file box	121.00	6	pc	726.00	3	363.00	2	242.00	1	121.00		-
98	Paper clip big,50mm	22.00	8	box	176.00	2	44.00	4	88.00	2	44.00		-
99	Notepad stick-on 3x3	52.50	20	pad	1,050.00	5	262.50	10	525.00	5	262.50		-
100	Ink Epson L220 cyan	418.00	4	pc	1,672.00	2	836.00		-	2	836.00		-
101	Flash drive	385.00	3	pc	1,155.00	2	770.00	1	385.00		-		-
102	Self inking stamp	550.00	3	pc	1,650.00	3	1,650.00		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
UBTOTAL					8,579.50		5,212.50		1,828.50		1,538.50		-
ANDTOTAL					661,499.60		294,691.14		153,441.08		153,367.38		60,000.00

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

ANTONIO M. ARCAYERA,CE.MGA
Head of Department/Office