

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount								Page 1 of 1	
Department/ Office:MMO-TOURISM				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	Bond paper long	248.00	5	ream	1,240.00	5	1,240.00		-		-		-
2	Bond paer A4	23.00	5	ream	115.00	5	115.00		-		-		-
3	Computer ink (black)	600.00	2	bottle	1,200.00	2	1,200.00		-		-		-
4	Computer ink (blue)	200.00	2	bottle	400.00	2	400.00		-		-		-
5	Computer ink (magenta)	200.00	2	bottle	400.00	2	400.00		-		-		-
6	Computer ink (yellow)	200.00	2	bottle	400.00	2	400.00		-		-		-
7	Ballpen (black)	8.00	25	pc	200.00	25	200.00		-		-		-
8	White Cloth	45.00	50	meters	2,250.00	50	2,250.00		-		-		-
9	Black cloth	45.00	30	meters	1,350.00	30	1,350.00		-		-		-
10	Red cloth	45.00	20	meters	900.00	20	900.00		-		-		-
11	Yellow cloth	45.00	20	meters	900.00	20	900.00		-		-		-
12	Blue cloth	45.00	100	meters	4,500.00	100	4,500.00		-		-		-
13	Meals and beverages	200.00	100	pack	20,000.00	100	20,000.00		-		-		-
14	Gasoline	50.00	50	liter	2,500.00	50	2,500.00		-		-		-
15	Diesel	50.00	50	liter	2,500.00	50	2,500.00		-		-		-
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TOTAL					38,855.00		38,855.00						-

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

JOHANNA PAULA D. CABANTE
Head of Department/Office