

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 1				
Department/ Office: PERMITS & LICENSES DIVISION					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	Bao-bao/motorela stickers	500.00	60	pcs	30,000.00	60	30,000.00		-		-		-
2	Bao-bao/motorela operators and driv	500.00	100	pcs	50,000.00	100	50,000.00		-		-		-
3	Business permits form for MTOP	500.00	13	pcs	6,500.00	13	6,500.00		-		-		-
4	Mineral water	105.00	40	gal	4,200.00	40	4,200.00		-		-		-
5	Coffee 3 in 1	250.00	4	pack	1,000.00	4	1,000.00		-		-		-
6	Choco drink powder	200.00	5	pack	1,000.00	5	1,000.00		-		-		-
7	Milk powder	200.00	5	pack	1,000.00	5	1,000.00		-		-		-
8	Biscuits	50.00	20	pack	1,000.00	20	1,000.00		-		-		-
9	Disposable cup (styrofoam)	50.00	10	doz	500.00	10	500.00		-		-		-
10	Air freshener	100.00	3	can	300.00	3	300.00		-		-		-
11	Alcohol	61.60	10	bot	616.00	10	616.00		-		-		-
12	Detergent powder	44.00	10	pouch	440.00	10	440.00		-		-		-
13	Trashbag	165.00	3	roll	495.00	3	495.00		-		-		-
14	Printer ink (black)	418.00	10	bot	4,180.00	10	4,180.00		-		-		-
15	Printer ink (cyan)	418.00	2	bot	836.00	2	836.00		-		-		-
16	Printer ink (magenta)	418.00	2	bot	836.00	2	836.00		-		-		-
17	Printer ink (yellow)	418.00	2	bot	836.00	2	836.00		-		-		-
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TOTAL					103,739.00		103,739.00		-		-		-

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

NIEL MAR Q. APITA

Head of Department/Office