

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 1 of 6			
Department/ Office: MSWDO					Regular	Contingency	Total			Date Submitted:			
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Ballpen (black)	330.00	6	box	1,980.00	1	330.00	5	1,650.00		-		-
2	Ballpen (black/blue)	330.00	2	box	660.00	1	330.00	1	330.00		-		-
3	Ballpen blue	330.00	3	box	990.00	1	330.00	1	330.00	1	330.00		-
4	Bond paper 70gsm legal	280.00	41	ream	11,480.00	15	4,200.00	18	5,040.00	8	2,240.00		-
5	Bond paper A4, 70gsm	200.00	41	ream	8,200.00	10	2,000.00	23	4,600.00	8	1,600.00		-
6	Cartolina assorted color	88.00	9	pack	792.00		-	8	704.00	1	88.00		-
7	Clearbook	330.00	12	pc	3,960.00	3	990.00	7	2,310.00	2	660.00		-
8	Correction tape	20.90	60	pc	1,254.00	10	209.00	44	919.60	6	125.40		-
9	Customized stamp	660.00	1	pc	660.00	1	660.00		-		-		-
10	Data Filer legal size, blue color	196.43	11	pc	2,160.73		-	9	1,767.87	2	392.86		-
11	Envelope brown long	4.40	158	pc	695.20		-	79	347.60	79	347.60		-
12	Fastener plastic	55.00	19	box	1,045.00	3	165.00	11	605.00	5	275.00		-
13	Filing tray 2 layer	440.00	1	pc	440.00	1	440.00		-		-		-
14	Folder tagboard legal	990.00	1	bundle	990.00	1	990.00		-		-		-
15	Glue Jar	77.00	2	jar	154.00	2	154.00		-		-		-
16	Glue white	110.00	5	pc	550.00	1	110.00	4	440.00		-		-
17	Marking Pen blue and black, broad	46.20	6	pc	277.20	3	138.60		-	3	138.60		-
18	Marking pen ink blue and black	46.20	3	pc	138.60		-		-	3	138.60		-
19	Paper board long cream, 185gsm	55.00	24	pack	1,320.00	10	550.00	6	330.00	8	440.00		-
20	Paste Jar	110.00	3	jar	330.00	1	110.00	2	220.00		-		-
21	Scotch tape #1	33.00	16	pc	528.00	4	132.00	6	198.00	6	198.00		-
22	Scotch tape #2	44.00	6	pc	264.00	3	132.00	3	132.00		-		-
23	Stapler w/remover	338.80	5	pc	1,694.00		-	2	677.60	3	1,016.40		-
<b>UBTOTAL</b>					40,562.73		11,970.60		20,601.67		7,990.46		-

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

**WENA B. PAGAYON,RSW**

Head of Department/Office

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 2 of 6				
Department/ Office: MSWDO					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	Staplewire Plier type	33.00	12	box	396.00	4	132.00	4	132.00	4	132.00		-	
25	Universal Ink 100ml black	220.00	38	bottle	8,360.00	11	2,420.00	13	2,860.00	14	3,080.00		-	
26	Universal Ink 100ml cyan	220.00	6	bottle	1,320.00		-	3	660.00	3	660.00		-	
27	Universal Ink 100ml magenta	220.00	6	bottle	1,320.00		-	3	660.00	3	660.00		-	
28	Universal Ink 100ml yellow	220.00	6	bottle	1,320.00		-	3	660.00	3	660.00		-	
29	Rice (commercial rice)	2,200.00	64	sack	140,800.00	20	44,000.00	20	44,000.00	24	52,800.00		-	
30	Sardines (green)	1,900.00	24	box	45,600.00	8	15,200.00	8	15,200.00	8	15,200.00		-	
31	Beef loaf	2,050.00	24	box	49,200.00	8	16,400.00	8	16,400.00	8	16,400.00		-	
32	Noodles	600.00	24	box	14,400.00	8	4,800.00	8	4,800.00	8	4,800.00		-	
33	Alcohol,68%-70% scented Ethyl,500ml	88.00	48	btl	4,224.00	20	1,760.00	8	704.00	20	1,760.00		-	
34	Anti-bacterial soap	22.00	50	pc	1,100.00	28	616.00	5	110.00	17	374.00		-	
35	Chair,Monoblock beige w/backrest,w/o armrest	600.00	20	pc	12,000.00		-	20	12,000.00		-		-	
36	Cleaner, Toilet bowl and urinal,900-1000ml cap	89.10	3	btl	267.30	3	267.30		-		-		-	
37	Chlorine bleach liquid 500ml	30.80	8	btl	246.40	5	154.00	3	92.40		-		-	
38	Detergent bar,140 grams (2.5%)	12.10	12	pc	145.20	12	145.20		-		-		-	
39	Detegent bar	24.20	64	pc	1,548.80	38	919.60	16	387.20	10	242.00		-	
40	Gloves (disposable)	121.00	2	box	242.00	2	242.00		-		-		-	
41	Knife	165.00	4	pc	660.00		-	2	330.00	2	330.00		-	
42	Light bulb,LED,10 watts	242.00	2	pc	484.00		-		-	2	484.00		-	
43	Map binder (36cmx49cm)	660.00	1	set	660.00	1	660.00		-		-		-	
44	Pail (big)with handle	330.00	4	pc	1,320.00	2	660.00		-	2	660.00		-	
45	Rubber doormat	176.00	7	pc	1,232.00	7	1,232.00		-		-		-	
46	Shoe rack	550.00	1	pc	550.00		-	1	550.00		-		-	
<b>TOTAL</b>					287,395.70		89,608.10		99,545.60		98,242.00		-	

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Province, City or Municipality: QUEZON

Plan Control No. _____				Planned Amount				Page ____ of ____ pages					
Department/ Office: MSWDO				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	Stamp pad name	550.00	1	pc	550.00	1	550.00		-		-		-
48	Fabric conditioner (pouch)	7.70	46	pc	354.20	26	200.20	6	46.20	14	107.80		-
49	Floor brush	55.00	3	pc	165.00		-	3	165.00		-		-
50	Emergency light rechargeable	550.00	3	pc	1,650.00		-	1	550.00	2	1,100.00		-
51	Drinking glass,clear	44.00	36	pc	1,584.00	24	1,056.00		-	12	528.00		-
52	Dust pan, non-rigid plastic	52.80	6	pc	316.80		-	2	105.60	4	211.20		-
53	Dipper, large size	41.80	7	pc	292.60	7	292.60		-		-		-
54	Dishwashing liquid 200ml	107.80	6	btl	646.80	3	323.40		-	3	323.40		-
55	Flower pot plastic	55.00	24	pc	1,320.00	12	660.00		-	12	660.00		-
56	Glass cleaner,spray 500ml	429.00	4	pc	1,716.00	2	858.00	1	429.00	1	429.00		-
57	Glass,water	275.00	2	dozen	550.00	1	275.00		-	1	275.00		-
58	Liquid hand soap	121.00	8	pc	968.00	5	605.00	1	121.00	2	242.00		-
59	Hand soap bar	22.00	12	pc	264.00	12	264.00		-		-		-
60	Mop with handle	330.00	2	pc	660.00	1	330.00		-	1	330.00		-
61	Multi purpose bleach,500ml	33.00	6	btl	198.00	6	198.00		-		-		-
62	Sando bag,med 50pcs/pack	33.00	53	pck	1,749.00	8	264.00	25	825.00	20	660.00		-
63	Tape,scotch 1 inch	22.00	5	roll	110.00		-		-	5	110.00		-
64	Toilet tissue paper 2 ply sheets,150 pulls,12/pck	88.00	9	pck	792.00	6	528.00	3	264.00		-		-
65	Toilet bowl brush	118.25	2	pc	236.50	1	118.25		-	1	118.25		-
66	Toilet bowl cleaner	184.61	5	pc	923.05	4	738.44	1	184.61		-		-
67	Toilet refreshener	220.00	2	btl	440.00		-		-	2	440.00		-
68	Double sided tape #2	121.00	3	pc	363.00	3	363.00		-		-		-
69	Epson ink 664 black	418.00	5	btl	2,090.00		-	5	2,090.00		-		-
<b>UBTOTAL</b>					17,938.95		7,623.89		4,780.41		5,534.65		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 4 of 6				
Department/ Office: MSWDO					Regular	Contingency		Total		Date Submitted:			
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
70	Epson ink 664 cyan	418.00	3	btl	1,254.00		-		-	3	1,254.00		-
71	Epson ink 664 magenta	418.00	3	btl	1,254.00		-		-	3	1,254.00		-
72	Epson ink 664 yellow	418.00	3	btl	1,254.00		-		-	3	1,254.00		-
73	Filing box mega	330.00	2	pc	660.00	2	660.00		-		-		-
74	Glue jar	77.00	4	jar	308.00	4	308.00		-		-		-
75	Sign pen red	55.00	2	pc	110.00		-	2	110.00		-		-
76	Specialty paper	55.00	12	pack	660.00		-	12	660.00		-		-
77	Correction tape	20.90	10	pc	209.00		-		-	10	209.00		-
78	Zonrox (1 liter)	52.80	18	btl	950.40	12	633.60	6	316.80		-		-
79	Comfort room freshener	41.80	18	btl	752.40	12	501.60	3	125.40	3	125.40		-
80	Dust pan stainless	118.80	3	pc	356.40	3	356.40		-		-		-
81	Water dispenser,Hot and cold	6,050.00	1	pc	6,050.00		-		-	1	6,050.00		-
82	Sponge	35.20	17	pc	598.40	9	316.80	4	140.80	4	140.80		-
83	Alcohol 500ml	81.40	6	btl	488.40	6	488.40		-		-		-
84	Chlorine powder	137.50	1	kg	137.50	1	137.50		-		-		-
85	Detergent powder	7.70	42	pouch	323.40	20	154.00	12	92.40	10	77.00		-
86	Dust pan big heavy duty	264.00	2	pcs	528.00		-	2	528.00		-		-
87	Dishwashing paste	55.00	10	btl	550.00	6	330.00	4	220.00		-		-
88	Window curtains	350.00	12	pcs	4,200.00	2	700.00	3	1,050.00	7	2,450.00		-
89	Downy Antibac (1 liter)	165.00	2	btl	330.00		-	1	165.00	1	165.00		-
90	Flower vase,ceramic large	539.00	2	pcs	1,078.00		-		-	2	1,078.00		-
91	Garbage can w/cover	187.00	3	pcs	561.00	3	561.00		-		-		-
92	Light bulb,LED 6 watts	99.00	11	pcs	1,089.00		-	6	594.00	5	495.00		-
<b>UBTOTAL</b>					23,701.90		5,147.30		4,002.40		14,552.20		-

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Plan Control No. _____					Planned Amount					Page 5 of 6			
Department/ Office: MSWDO					Regular	Contingency	Total			Date Submitted:			
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
93	Milo,22g	86.00	12	bags	1,032.00	6	516.00	6	516.00		-		-
94	Milk,180g	80.00	30	pack	2,400.00	10	800.00	10	800.00	10	800.00		-
95	Brown sugar	40.00	12	pack	480.00	4	160.00	4	160.00	4	160.00		-
96	Coffee,classic,25grm	20.00	24	pack	480.00	8	160.00	8	160.00	8	160.00		-
97	Cooking oil, 1 ltr	120.00	6	btl	720.00	2	240.00	2	240.00	2	240.00		-
98	Soy sauce, 1 ltr	80.00	6	btl	480.00	2	160.00	2	160.00	2	160.00		-
99	Microfiber duster	220.00	2	pcs	440.00	2	440.00		-		-		-
100	Shampoo,sachet	55.00	12	dozen	660.00	3	165.00	4	220.00	5	275.00		-
101	Boys,t-shirt,small size	50.00	6	pcs	300.00	3	150.00	2	100.00	1	50.00		-
102	Boys,t-shirt,medium size	100.00	6	pcs	600.00		-	3	300.00	3	300.00		-
103	Girls,t-shirt,small size	50.00	6	pcs	300.00	3	150.00		-	3	150.00		-
104	Girls,t-shirt,medium size	100.00	6	pcs	600.00		-	3	300.00	3	300.00		-
105	Boys shorts,small size	50.00	6	pcs	300.00	3	150.00	3	150.00		-		-
106	Boys shorts,medium size	100.00	6	pcs	600.00		-	3	300.00	3	300.00		-
107	Girls shorts small size	50.00	6	pcs	300.00		-	3	150.00	3	150.00		-
108	Girls shorts medium size	100.00	6	pcs	600.00		-	3	300.00	3	300.00		-
109	Ladies underwear, small size	110.00	6	pack	660.00		-	3	330.00	3	330.00		-
110	Ladies underwear, medium size	160.00	6	pack	960.00	3	480.00	3	480.00		-		-
111	Brief assorted, small size	100.00	6	pack	600.00	6	600.00		-		-		-
112	Brief assorted, medium size	150.00	6	pack	900.00	6	900.00		-		-		-
113	Rugs (floor)	82.50	6	pcs	495.00	3	247.50	3	247.50		-		-
114	Rice cooker, 10 cups	2,000.00	1	unit	2,000.00		-		-	1	2,000.00		-
115	Toilet deodorant cake.deodorizer	49.50	10	pck	495.00		-	5	247.50	5	247.50		-
<b>UBTOTAL</b>					16,402.00		5,318.50		5,161.00		5,922.50		-

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Department/ Office: MSWDO					Regular	Contingency	Total		Date Submitted:				
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.
116	Tornado mop	1,182.50	1	pc	1,182.50	-	1	1,182.50	-	-	-	-	
117	Vinegar	132.00	2	btl	264.00	-	2	264.00	-	-	-	-	
118	Ballpen red	330.00	2	box	660.00	-	2	660.00	-	-	-	-	
119	Folder long white	412.00	2	bundle	824.00	-	2	824.00	-	-	-	-	
120	Masking tape 24mm	71.50	28	pc	2,002.00	-	28	2,002.00	-	-	-	-	
121	Pentel pen, black	46.20	27	pc	1,247.40	-	27	1,247.40	-	-	-	-	
122	Paper clip 50mm/100pcs/box	22.00	6	box	132.00	-	6	132.00	-	-	-	-	
123	Record book 300 pages	107.80	8	pc	862.40	-	8	862.40	-	-	-	-	
124	Staple wire,heavy duty #35	33.00	6	box	198.00	-	6	198.00	-	-	-	-	
125	Stenographer notebook	15.40	125	pc	1,925.00	-	125	1,925.00	-	-	-	-	
126	Construction paper,assorted color	236.50	12	pack	2,838.00	-	12	2,838.00	-	-	-	-	
127	OTG flash drive 64GB cap	1,540.00	1	pack	1,540.00	-	1	1,540.00	-	-	-	-	
128	Meals	130.00	305	covers	39,650.00	35	4,550.00	165	21,450.00	70	9,100.00	35	4,550.00
129	Snacks	40.00	520	covers	20,800.00	35	1,400.00	415	16,600.00	35	1,400.00	35	1,400.00
130	Polo shirt with LGU logo	500.00	160	pc	80,000.00	-	160	80,000.00	-	-	-	-	
131	Staple wire,heavy duty #35	55.00	2	box	110.00	-	2	110.00	-	-	-	-	
132	OTG flash drive 32GB cap	385.00	5	pc	1,925.00	-	5	1,925.00	-	-	-	-	
133	Meals	120.00	120	covers	14,400.00	-	-	-	120	14,400.00	-	-	
134	Snacks	70.00	35	covers	2,450.00	-	-	-	35	2,450.00	-	-	
					-	-	-	-	-	-	-	-	
					-	-	-	-	-	-	-	-	
					-	-	-	-	-	-	-	-	
<b>SUBTOTAL</b>					<b>173,010.30</b>	<b>5,950.00</b>	<b>133,760.30</b>	<b>27,350.00</b>	<b>5,950.00</b>				
<b>ANDTOTAL</b>					<b>346,020.60</b>	<b>11,900.00</b>	<b>267,520.60</b>	<b>54,700.00</b>	<b>-</b>				

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