

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office: MENRO					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	Qty.
1	Ballpen (black/blue)	330.00	1	box	330.00	1	330.00		-		-		-
2	Binder clip (big 2 or 3")	27.50	2	pack	55.00		-		-	2	55.00		-
3	Binder clip 1.5 inch	55.00	2	pack	110.00		-	2	110.00		-		-
4	Calculator	429.00	1	unit	429.00		-	1	429.00		-		-
5	Correction pen	35.20	2	pc	70.40	1	35.20	1	35.20		-		-
6	Correction tape	20.90	10	pc	209.00	3	62.70		-	7	146.30		-
7	Data filer legal size,blue color	196.43	5	pc	982.15	2	392.86	2	392.86	1	196.43		-
8	Double sided tape #1	55.00	4	pc	220.00	2	110.00		-	2	110.00		-
9	Double sided #2	121.00	1	pc	121.00		-	1	121.00		-		-
10	Epson L210 black	495.00	5	bot	2,475.00	2	990.00	2	990.00	1	495.00		-
11	Eraser, Pencil	3.85	9	pc	34.65	3	11.55	3	11.55	3	11.55		-
12	Fastener metal	104.50	4	box	418.00	2	209.00		-	2	209.00		-
13	Flashdrive 8GB	275.00	1	pc	275.00	1	275.00		-		-		-
14	Folder fancy legal	385.00	1	bundle	385.00	1	385.00		-		-		-
15	Glue jar	77.00	1	jar	77.00	1	77.00		-		-		-
16	Highlighter pen	44.00	3	pc	132.00		-	1	44.00	2	88.00		-
17	Ink 003 black	418.00	6	bot	2,508.00		-	3	1,254.00	3	1,254.00		-
18	Marker permanent black	13.20	3	pc	39.60		-	2	26.40	1	13.20		-
19	Marker permanent blue	13.20	3	pc	39.60		-	2	26.40	1	13.20		-
20	Mechanical Pencil 0.5	88.00	2	pc	176.00	1	88.00	1	88.00		-		-
21	Notebook Steno	15.40	3	pc	46.20		-	1	15.40	2	30.80		-
22	Paper board A4 cream	38.50	5	pack	192.50		-	2	77.00	3	115.50		-
23	Paper clip 50mm,100 pcs/box	22.00	4	box	88.00	1	22.00	2	44.00	1	22.00		-
<b>UBTOTAL</b>					<b>9,413.10</b>		<b>2,988.31</b>		<b>3,664.81</b>		<b>2,759.98</b>		<b>-</b>

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

**ADJUTOR M. MORALDE,CE;EnP**

Head of Department/Office

