

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

| Province, City or Municipality : QUEZON | | | | | | | | | | | | |
|---|---------------------------|-----------|------------|----------------|-----------------------|--------------|-------------|-----------|--|----------|-------------|----------|
| Plan Control No. HRMO-001 | | | | | Planned Amount | | | | Page <u>1</u> of <u>3</u> pages | | | |
| Department/ Office: Human Resource Management Office | | | | Regular | Contingency | Total | | | Date Submitted: | | | |
| DISTRIBUTION | | | | | | | | | | | | |
| Item No. | Description | Unit Cost | Quantity | Total Cost | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | |
| | | | | | Qty. | Amount | Qty. | Amount | Qty. | Amount | Qty. | Amount |
| OFFICE SUPPLIES | | | | | | | | | | | | |
| 1 | Correction tape aplicator | 35.00 | 100 pcs | 3,500.00 | 50 | 1,750.00 | | - | 50 | 1,750.00 | | - |
| 2 | Sign pen,black | 40.00 | 20 pcs | 800.00 | 20 | 800.00 | | - | | | | - |
| 3 | Ballpen bule/black | 15.00 | 20 pcs | 300.00 | | - | | - | 20 | 300.00 | | - |
| 4 | Scissor | 40.00 | 9 pcs | 360.00 | 9 | 360.00 | | - | | - | | - |
| 5 | White glue | 30.00 | 20 pcs | 600.00 | 20 | 600.00 | | - | | | | - |
| 6 | Toner DSM615/DSM618 | 3,000.00 | 6 tubes | 18,000.00 | | - | 3 | 9,000.00 | 3 | 9,000.00 | | - |
| 7 | Brown envelope (long) | 5.00 | 200 pcs | 1,000.00 | 200 | 1,000.00 | | - | | - | | - |
| 8 | Bond paper, legal 70 gsm | 320.00 | 38 reams | 12,160.00 | 10 | 3,200.00 | 20 | 6,400.00 | 8 | 2,560.00 | | - |
| 9 | Folder long | 7.00 | 200 pcs | 1,400.00 | 100 | 700.00 | | - | 100 | 700.00 | | - |
| 10 | Paper cutter long | 300.00 | 1 pcs | 300.00 | 1 | 300.00 | | - | | - | | - |
| 11 | Highlighter marker | 30.00 | 20 pcs | 600.00 | 10 | 300.00 | | - | 10 | 300.00 | | - |
| 12 | Filing box | 300.00 | 28 pcs | 8,400.00 | 25 | 7,500.00 | | - | 3 | 900.00 | | - |
| 13 | Transparent tape 1" | 25.00 | 6 pcs | 150.00 | | - | | - | 4 | 100.00 | 2 | 50.00 |
| 14 | Transparent tape #2 | 40.00 | 4 pcs | 160.00 | | - | | - | | - | 4 | 160.00 |
| 15 | Masking tape, 1" | 100.00 | 5 rolls | 500.00 | | - | 5 | 500.00 | | - | | - |
| 16 | Masking tape,2" | 200.00 | 6 rolls | 1,200.00 | 3 | 600.00 | 3 | 600.00 | | - | | - |
| 17 | Staple wire #35 | 60.00 | 2 boxes | 120.00 | | - | 2 | 120.00 | | - | | - |
| 18 | Pencil,mongol #2 | 15.00 | 20 pcs | 300.00 | 20 | 300.00 | | - | | - | | - |
| 19 | Expanding envelope,long | 15.00 | 100 pcs | 1,500.00 | 50 | 750.00 | 30 | 450.00 | 20 | 300.00 | | - |
| 20 | Epson ink 664 Blk | 300.00 | 19 bottles | 5,700.00 | 8 | 2,400.00 | 2 | 600.00 | 9 | 2,700.00 | | - |
| 21 | Epson ink 664 C, Y, M | 300.00 | 12 bottles | 3,600.00 | 6 | 1,800.00 | 3 | 900.00 | 3 | 900.00 | | - |
| OTHER SUPPLIES | | | | | | | | | | | | |
| 22 | Christmas decors | 1,500.00 | 4 | 6,000.00 | | - | | - | | - | 4 | 6,000.00 |
| 23 | Furniture polisher | 150.00 | 12 bottles | 1,800.00 | 4 | 600.00 | 4 | 600.00 | 4 | 600.00 | | - |
| 24 | Ethyl alcohol 70% 500 ml | 100.00 | 10 bottles | 1,000.00 | | - | | - | 10 | 1,000.00 | | - |
| 25 | Meals | 150.00 | 70 covers | 10,500.00 | | - | 70 | 10,500.00 | | - | | - |
| 26 | Snacks | 100.00 | 70 covers | 7,000.00 | | - | 70 | 7,000.00 | | - | | - |
| 27 | Ostia | 150.00 | 10 packs | 1,500.00 | | - | 10 | 1,500.00 | | - | | - |
| 28 | Biscuits | 250.00 | 5 can | 1,250.00 | | - | 5 | 1,250.00 | | - | | - |

| | | | | | | | | | | | | | |
|----|--------------------|----------|----|-------|-----------|--|---|---|----------|----|-----------|--|---|
| 29 | Coffee | 350.00 | 5 | packs | 1,750.00 | | - | 5 | 1,750.00 | | - | | - |
| 30 | Hotel Accomodation | 1,822.50 | 40 | | 72,900.00 | | - | | - | 40 | 72,900.00 | | - |

TOTAL 164,350.00

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

Prepared by:

ANGELINA B. TORREGOZA

(Head of Department/Office)