

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON				Planned Amount	Page 1 of 3 pages							
Plan Control No. PAIAD-001				Regular	Contingency	Total						
Department/ Office: Public Affairs, Information, and Assistance Division				Date Submitted:								
Item No.	Description	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
OFFICE SUPPLIES												
1	Paper fastener	50.00	6 boxes	300.00	2	100.00	2	100.00	1	50.00	1	50.00
2	Ballpen black(FO-GEBO19)(0.5)/blue	10.00	100 pcs	1,000.00	25	250.00	25	250.00	25	250.00	25	250.00
3	Sign pen black/blue	50.00	16 pcs	800.00	4	200.00	4	200.00	4	200.00	4	200.00
4	Ink cartridge 704 tri-color	500.00	22 cart	11,000.00	11	5,500.00	5	2,500.00	3	1,500.00	3	1,500.00
5	Ink cartridge 704 black	500.00	22 cart	11,000.00	11	5,500.00	5	2,500.00	3	1,500.00	3	1,500.00
6	Notebooks,stenographer	16.66	12 pack	199.92	6	99.96		-	6	99.96		-
7	Correction tape	25.00	20 pcs	500.00	10	250.00	5	125.00	5	125.00		-
8	Envelope-WDW Reg No add vat for braches	383.30	6 boxes	2,299.80	2	766.60	2	766.60	2	766.60		-
9	Envelopoe - expanding 9x14x2 w/o FLAP	10.00	100 pcs	1,000.00	25	250.00	25	250.00	25	250.00	25	250.00
10	Bond paper long 80 gsm	160.00	37 reams	5,920.00	10	1,600.00	9	1,440.00	9	1,440.00	9	1,440.00
11	Bond paper short 80 gsm	140.00	25 reams	3,500.00	7	980.00	6	840.00	6	840.00	6	840.00
12	Ink # T6641 black	500.00	8 pcs	4,000.00	3	1,500.00	1	500.00	2	1,000.00	2	1,000.00
13	Ink # T6642 cyan	500.00	8 pcs	4,000.00	3	1,500.00	1	500.00	2	1,000.00	2	1,000.00
14	Ink # T6643 magenta	500.00	8 pcs	4,000.00	3	1,500.00	1	500.00	2	1,000.00	2	1,000.00
15	Ink # T6644	500.00	8 pcs	4,000.00	4	2,000.00	2	1,000.00	1	500.00	1	500.00
16	Staple wire #35	50.00	6 pcs	300.00	2	100.00	2	100.00	1	50.00	1	50.00
17	Correction tape	30.00	70 pcs	2,100.00	17	510.00	17	510.00	18	540.00	18	540.00
18	Specialty paper A4,80 gsm	30.00	10 packs	300.00	3	90.00	3	90.00	2	60.00	2	60.00
19	Scissor	40.00	4 pcs	160.00	1	40.00	1	40.00	1	40.00	1	40.00
20	White glue	30.00	10 pcs	300.00	3	90.00	3	90.00	2	60.00	2	60.00
21	Masking tape	35.00	5 pcs	175.00	2	70.00	1	35.00	1	35.00	1	35.00
22	Packaging tape	35.00	5 pcs	175.00	2	70.00	1	35.00	1	35.00	1	35.00
23	Paper clip small & big	60.00	2 boxes	120.00	1	60.00	1	60.00		-		-
24	Permanent marker black & blue	50.00	5 pcs	250.00	2	100.00	1	50.00	1	50.00	1	50.00
25	Photo paper A4	50.00	10 packs	500.00	3	150.00	3	150.00	2	100.00	2	100.00
26	Book paper,subs. 80 A4	300.00	3 reams	900.00	3	900.00		-		-		-
27	Book paper,subs. 80 long	350.00	6 reams	2,100.00	6	2,100.00		-		-		-
28	Bookpaper long 80gsm	280.00	10 reams	2,800.00	3	840.00	3	840.00	2	560.00	2	560.00
29	Bookpaper A4 80 gsm	230.00	10 reams	2,300.00	2	460.00	2	460.00	3	690.00	3	690.00
30	Folder long	10.00	100 pcs	1,000.00	25	250.00	25	250.00	25	250.00	25	250.00
31	Bookpaper A4 80 gsm	300.00	3 reams	900.00	3	900.00		-		-		-
32	Book paper long	350.00	10 reams	3,500.00	10	3,500.00		-		-		-
33	Book paper A4	350.00	10 reams	3,500.00	10	3,500.00		-		-		-
34	Copy printer Ink	1,500.00	2 tube	3,000.00	2	3,000.00		-		-		-
35	Staple wire # 35	40.00	6 boxes	240.00	6	240.00		-		-		-
36	Filing folder (long)	15.00	200 pcs	3,000.00	200	3,000.00		-		-		-
37	Fastener,vinyl-coated	75.00	4 boxes	300.00	4	300.00		-		-		-

38	Photo-copier ink DSM 615	2,850.00	2	tube	5,700.00	2	5,700.00		-		-		-
	OTHER SUPPLIES		0		-		-		-		-		-
39	Meals	100.00	330	covers	33,000.00	330	33,000.00		-		-		-
40	Lechon	7,500.00	1	head	7,500.00	1	7,500.00		-		-		-
41	Snacks	100.00	100	covers	10,000.00	100	10,000.00		-		-		-
42	Snacks	50.00	150	covers	7,500.00	150	7,500.00		-		-		-
43	Mineral water	500.00	5	boxes	2,500.00	5	2,500.00		-		-		-
44	Ritual supplies & tribal sports mat.	10,000.00	1		10,000.00	1	10000		-		-		-
45	Tokens for Laga Ta Kiokong/guest	14,050.00	1		14,050.00	1	14050		-		-		-
46	Leis	100.00	50	pcs	5,000.00	50	5,000.00		-		-		-
47	Stage decorations mat. & props	10,000.00	1		10,000.00	1	10000		-		-		-
48	Tarpaulin printing	2,000.00	1		2,000.00	1	2000		-		-		-
49	Meals	120.00	110	covers	13,200.00	20	2,400.00	30	3,600.00	30	3,600.00	30	3,600.00
50	Snacks	75.00	165		12,375.00	30	2,250.00	45	3,375.00	45	3,375.00	45	3,375.00
52	Special meals	150.00	90	covers	13,500.00		-		-	90	13,500.00		-
53	Snacks (am & pm)	50.00	180	covers	9,000.00		-		-	180	9,000.00		-
54	Complete set of projector	38,000.00	1	units	38,000.00		-		-	1	38,000.00		-
55	Lechon (40 kls)	7,500.00	1	head	7,500.00		-		-	1	7,500.00		-
56	Room Accomodation	8,000.00	1		8,000.00		-		-		-	1	8000
57	Venue Renta (2 days)	12,000.00	1		12,000.00		-		-		-	1	12000
58	Tarpaulin	1,500.00	1		1,500.00		-		-		-	1	1500
59	Buffet Meals (for 2 days)	16,000.00	1		16,000.00		-		-		-	1	16000
60	Snacks (am & pm for 2 days)	16,000.00	1		16,000.00		-		-		-	1	16000
	PROJECTS		0		-		-		-		-		-
61	Kaamulan Float Construction & Crafting	1,500,000.00	1		1,500,000.00	1	1500000		-		-		-
62	Site Ocular Ins./Survey Documentation Luan-luan	60,000.00	1		60,000.00			1	60000				
63	Master Plan/Dev't. Plan Formulation of Luan-luan	365,000.00	1		365,000.00			1	365000				

TOTAL 36,398,311,992.01

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

Prepared by:

JUDITH LASPIÑAS
(Head of Department/Office)