

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON													
Plan Control No. MPDO-001						Planned Amount				Page 1 of 3 pages			
Department/ Office: Municipal Planning and Development 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	Ballpen black(FO-GEBO19)(0.5)/blue	10.00	50 pcs	500.00	50	500.00		-		-		-	
2	Sign pen black/blue	50.00	52 pcs	2,600.00	32	1,600.00	10	500.00	10	500.00		-	
3	USB 8 GB	500.00	3 pcs	1,500.00	3	1,500.00		-		-		-	
4	Photo paper	90.00	12 packs	1,080.00	12	1,080.00		-		-		-	
5	Folder long	5.00	100 pcs	500.00	100	500.00		-		-		-	
6	Pentel pen	65.00	12 pcs	780.00	12	780.00		-		-		-	
7	Stabilo	50.00	12 pcs	600.00	12	600.00		-		-		-	
8	Bond paper A4 80 gsm	140.00	43 reams	6,020.00	13	1,820.00	10	1,400.00	10	1,400.00	10	1,400.00	
9	Bond paper F4 80 gsm	170.00	43 reams	7,310.00	13	2,210.00	10	1,700.00	10	1,700.00	10	1,700.00	
10	Ink black	300.00	8 cart	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00	
11	Ink yellow	300.00	8 cart	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00	
12	Ink magenta	300.00	8 cart	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00	
13	Ink cyan	300.00	8 cart	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00	
14	Bond paper A4	240.00	50 reams	12,000.00		-		-	40	9,600.00	10	2,400.00	
15	Bond paper long	250.00	35 reams	8,750.00		-		-	30	7,500.00	5	1,250.00	
16	Bond paper short	200.00	20 reams	4,000.00		-		-	20	4,000.00		-	
17	Ballpen	500.00	3 box	1,500.00		-		-	2	1,000.00	1	500.00	
18	Filing folder (long)	5.00	150 pcs	750.00		-		-	150	750.00		-	
19	Sign pen (black&blue)	65.00	50 pcs	3,250.00		-		-	40	2,600.00	10	650.00	
20	Correction tape big	38.00	60 pcs	2,280.00		-		-	50	1,900.00	10	380.00	
21	PVC acetate long	1,200.00	4 box	4,800.00		-		-	4	4,800.00		-	
22	Mailing envelope	846.00	1 box	846.00		-		-	1	846.00		-	
23	Masking tape 1 inch	75.00	6 rolls	450.00		-		-	6	450.00		-	
24	Transparent tape 1 inch	35.00	10 rolls	350.00		-		-	10	350.00		-	
25	Packaging tape	60.00	18 rolls	1,080.00		-		-	12	720.00	6	360.00	
26	Ring binder 1/4, 1/2	25.00	36 pcs	900.00		-		-	36	900.00		-	
27	Pentel pen (blue & black)	85.00	24 pcs	2,040.00		-		-	24	2,040.00		-	
28	Fastener	85.00	10 boxes	850.00		-		-	10	850.00		-	
29	Log book 300 leaves	225.00	12 pcs	2,700.00		-		-		-	12	2,700.00	
30	Stamping pad ink (medium)	65.00	12 bot	780.00		-		-	12	780.00		-	

31	Stamping pad	60.00	10	pcs	600.00			-		-	10	600.00		-	
32	Staple wire # 35	75.00	24	pcs	1,800.00			-		-	24	1,800.00		-	
33	Stabelo pen	50.00	24	pcs	1,200.00			-		-	24	1,200.00		-	
34	Easy file box	180.00	15	pcs	2,700.00			-		-	15	2,700.00		-	
35	Paper clips (small)	30.00	6	box	180.00			-		-	6	180.00		-	
36	Daily time record (DTR)	20.00	50	pad	1,000.00			-		-	50	1,000.00		-	
37	Design jet ink 711 magenta	1,800.00	1	bot	1,800.00			-		-	1	1,800.00		-	
38	Design jet ink 711 black	2,500.00	2	bot	5,000.00			-		-	2	5,000.00		-	
39	Design jet ink 711 yellow	1,800.00	1	bot	1,800.00			-		-	1	1,800.00		-	
40	Design jet ink 711 cyan	1,800.00	1	bot	1,800.00			-		-	1	1,800.00		-	
41	Epson ink black	500.00	6	bot	3,000.00			-		-	6	3,000.00		-	
42	Photocopier toner MP 2014 -AD	3,000.00	1	bot	3,000.00			-		-	1	3,000.00		-	
43	Puncher	320.00	2	pcs	640.00			-		-	2	640.00		-	
44	Sliding clip	7.00	50	pcs	350.00			-		-	50	350.00		-	
45	Stapler #.35	220.00	6	pcs	1,320.00			-		-	6	1,320.00		-	
46	Manila paper	6.00	24	pcs	144.00			-		-	24	144.00		-	
47	Photo paper	120.00	1	doz	120.00			-		-	1	120.00		-	
48	Cannon paper (scented)	80.00	2	doz	160.00			-		-	2	160.00		-	
	FUEL		0		-			-		-		-		-	
49	Fuel	42.00	235	ltr	9,870.00	28	1,176.00	69	2,898.00	69	2,898.00	69	2,898.00	69	2,898.00
	OTHER SUPPLIES		0		-			-		-		-		-	
50	Snacks	50.00	100	covers	5,000.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00
51	Meal & snacks for CBMS module 1-3	160.00	1382	covers	221,120.00	292	46,720.00	600	96,000.00	490	78,400.00				-
52	OTG USB	150.00	2	pcs	300.00	2	300.00			-					-
53	CD	30.00	10	pcs	300.00	10	300.00			-					-
54	UTP cable wire	20.00	5	mtrs	100.00	5	100.00			-					-
55	RJ 45	25.00	4	pcs	100.00	4	100.00			-					-
56	Pocket wifi(globe home connection)	2,000.00	1	pcs	2,000.00	1	2,000.00			-					-
57	Meals	120.00	100	covers	12,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25	3,000.00	25	3,000.00
58	Rubbing alcohol	90.00	12	bottles	1,080.00			-		-	12	1,080.00			-
59	Powder soap	100.00	6	pcs	600.00			-		-	6	600.00			-
60	Soft broom	100.00	6	pcs	600.00			-		-	6	600.00			-
61	Christmas décor	20,000.00	1		20,000.00			-		-				1	20,000.00
62	Air freshener	155.00	12	pcs	1,860.00			-		-	12	1,860.00			-
63	Mop head	150.00	5	pcs	750.00			-		-	5	750.00			-
64	Scotch brite	50.00	12	pcs	600.00			-		-	12	600.00			-
65	Furniture cleaner	260.00	12		3,120.00			-		-	12	3,120.00			-
66	Spoon	350.00	1	pcs	350.00			-		-	1	350.00			-
67	Fork	350.00	1	pcs	350.00			-		-	1	350.00			-
68	Dishwashing liquid (big)	150.00	12		1,800.00			-		-				12	1,800.00
69	Flash drive 32G	500.00	10	pcs	5,000.00			-		-	10	5,000.00			-

70	Computer mouse	128.00	5	pcs	640.00		-		-	5	640.00		-
71	Computer keyboard	150.00	5	pcs	750.00		-		-	5	750.00		-
72	Mechanical Shedder	180,000.00	0	units	-		-		-		-		-
73	Electrical supplies for Aircon repair	4,643.00	1		4,643.00		-		-	1	4643		-
	IT EQUIPMENT		0		-		-		-				-
74	Printer epson	10,000.00	3	units	30,000.00	2	20,000.00		-	1	10,000.00		-
TOTAL					427,363.00								

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

Prepared by:

JOSE I. ILAR, CE
(Head of Department/Office)