

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. MBO-001				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Department/ Office: Municipal Budget Office				Regular	Contingency	Total	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
	<b>OFFICE SUPPLIES</b>											
1	DTR	0.25	pcs	250.00	1000	250.00		-		-		-
2	Puncher big	200.00	pcs	600.00	1	200.00		-	2	400.00		-
3	Abstract form 34x12	5.00	pcs	20,000.00	1000	5,000.00	1000	5,000.00	1000	5,000.00	1000	5,000.00
4	Ballpen,blue	20.00	pcs	4,000.00	50	1,000.00	50	1,000.00	50	1,000.00	50	1,000.00
5	Ballpen,black	20.00	pcs	1,000.00		-	30	600.00	20	400.00		-
6	Correction tape aplicator	35.00	pcs	3,500.00	20	700.00		-	30	1,050.00	50	1,750.00
7	Data file box w/cover	150.00	pcs	4,500.00		-	30	4,500.00		-		-
8	Data folder	70.00	pcs	350.00		-	5	350.00		-		-
9	Envelope, Documentary, A4 size	385.00	boxes	385.00	1	385.00		-		-		-
10	Envelope, Documentary,Legal size	510.00	boxes	510.00	1	510.00		-		-		-
11	Envelope,expanding,kraftboard,long	650.00	boxes	1,950.00	1	650.00		-		-	2	1,300.00
12	Envelope,expanding,plastic	30.00	pcs	3,000.00		-	100	3,000.00		-		-
13	Envelope,mailing	500.00	boxes	500.00	1	500.00		-		-		-
14	Folder,presboard,long	750.00	boxes	2,250.00	1	750.00		-	2	1,500.00		-
15	Folder, tagboard,legal size	210.00	pack	1,050.00	2	420.00		-	3	630.00		-
16	Glue, all purpose, 300 grms	45.00	jar	225.00		-	5	225.00		-		-
17	Marker, fluorescent	40.00	set	200.00		-	5	200.00		-		-
18	Marker, permanent,broad,black	10.00	pcs	200.00		-	20	200.00		-		-
19	Pad paper, ruled	20.00	pad	400.00	5	100.00	15	300.00		-		-
20	Paper clip,48mm,plastic	15.00	boxes	450.00	10	150.00	20	300.00		-		-
21	Paper clip,32mm,plastic	10.00	boxes	300.00	10	100.00	20	200.00		-		-
22	Paper,multicopy,80 gsm,216mmx330mm	150.00	reams	22,500.00	45	6,750.00		-	55	8,250.00	50	7,500.00
23	Paper,multicopy,80gsm,210mmx297mm	120.00	reams	6,000.00	15	1,800.00		-	20	2,400.00	15	1,800.00
24	Paper,multi-purpose,A4 70 gsm	95.00	reams	19,000.00	50	4,750.00	50	4,750.00	50	4,750.00	50	4,750.00
25	Record book, 500 pages	100.00	pcs	500.00	2	200.00	3	300.00		-		-
26	Ring binder 1 x 44,plastic,white	50.00	pcs	1,500.00		-	30	1,500.00		-		-
27	Ring binder1/2x44,plastic,white	25.00	pcs	500.00		-	20	500.00		-		-
28	Paper fastener,metal	60.00	boxes	1,800.00	10	600.00	10	600.00	10	600.00		-
29	Paper fastener,plastic	70.00	boxes	700.00		-	10	700.00		-		-
30	Ruler,plastic 450mm	20.00	pcs	200.00		-	10	200.00		-		-
31	Sign pen,black	40.00	pcs	8,000.00	50	2,000.00	50	2,000.00	50	2,000.00	50	2,000.00
32	Sign pen,blue	40.00	pcs	6,000.00	50	2,000.00	50	2,000.00		-	50	2,000.00
33	Stamp pad ink,50ml	25.00	bottle	250.00		-	10	250.00		-		-
34	Staple wire #35	45.00	boxes	900.00		-	20	900.00		-		-
35	Tape transparent,48mm	30.00	roll	300.00		-	10	300.00		-		-

36	Tape transparent,48mm	30.00	roll	300.00		-	10	300.00		-		-	
37	Tape packaging,48mm	32.00	roll	160.00		-	5	160.00		-		-	
38	Stapler,standard	150.00	pcs	600.00	2	300.00		-	2	300.00		-	
39	Toner,MP 2014H 390 grams	2,000.00	pcs	4,000.00	1	2,000.00		-		-	1	2,000.00	
40	PVC cover 300 MIC,217x331mm	1,500.00	box	6,000.00	1	1,500.00	1	1,500.00	1	1,500.00	1	1,500.00	
41	Specialty paper,long white	40.00	pack	4,000.00	20	800.00	30	1,200.00		-	50	2,000.00	
42	Pencil	40.00	box	400.00	5	200.00	5	200.00		-		-	
43	Scissor	50.00	pcs	250.00	5	250.00		-		-		-	
44	Photopaper	100.00	pack	1,000.00		-		-	5	500.00	5	500.00	
45	Universal ink black	120.00	bottles	3,600.00		-		-	30	3,600.00		-	
46	Universal ink cyan	120.00	bottles	600.00		-		-	5	600.00		-	
47	Universal ink magenta	120.00	bottles	600.00		-		-	5	600.00		-	
	<b>OTHER SUPPLIES</b>					-		-		-		-	
48	Christmas decors	1,000.00	pcs	6,000.00		-		-	5	5000	1	1000	
49	Furniture cleaner,aerosol type 300ml/can	100.00	bots	500.00		-		-	5	500.00		-	
50	Detergent powder 500g	40.00	pack	400.00		-		-	10	400.00		-	
51	Toilet deodorant cake,deodorizer/moth proofer	30.00	can	240.00	2	60.00	2	60.00	4	120.00		-	
52	Air freshener	85.00	pcs	1,700.00		-	10	850.00	10	850.00		-	
53	Trash can	150.00	bottles	900.00		-	6	900.00		-		-	
54	Alcohol,rubbing 500ml	50.00	bottles	3,500.00		-	20	1,000.00	50	2,500.00		-	
55	Dishwashing liquid 250ml	60.00	sachet	600.00		-		-	10	600.00		-	
56	Fabric conditioner 25ml	5.00	pcs	1,000.00		-		-	200	1,000.00		-	
57	Mophead	100.00	pcs	600.00		-		-	6	600.00		-	
58	Mophandle	150.00	pcs	300.00		-		-	2	300.00		-	
59	Flash drive 64GB	1,000.00	pcs	5,000.00		-	5	5,000.00		-		-	
60	Dust pan	50.00		100.00		-	2	100.00		-		-	
61	Binding and punching machine	11,000.00		11,000.00	1	11,000.00		-		-		-	
62	18K Gold ring	17,323.00		17,323.00	1	17,323.00		-		-		-	
63	Plaque	500.00		500.00	1	500.00		-		-		-	
64	Customized Sliding glass door	25,321.80		75,965.40		-		-		-	3	75,965.40	
	<b>IT EQUIPMENT</b>					-		-		-		-	
65	Laptop	57,000.00	unit	114,000.00	1	57,000.00	1	57,000.00		-		-	
66	All in 1 printer	20,000.00	unit	20,000.00	1	20,000.00		-		-		-	
				<b>TOTAL</b>									394,908.40

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

Prepared by:

**EVELYN J. BAGUIO**

(Head of Department/Office)