

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : **QUEZON**

Plan Control No. BAC-001					Planned Amount					Page <u> 1 </u> of <u> 3 </u> pages				
Department/ Office: Bids and Awards Committee					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	
OFFICE SUPPLIES														
1	Book paper long	260.00	60	reams	15,600.00	15	3,900.00	15	3,900.00	15	3,900.00	15	3,900.00	
2	Book paper A4	240.00	76	reams	18,240.00	19	4,560.00	19	4,560.00	19	4,560.00	19	4,560.00	
3	Record book 500 pages	250.00	10	pcs	2,500.00	3	750.00	3	750.00	3	750.00	1	250.00	
4	Ballpen black	500.00	6	pcs	3,000.00	2	1,000.00	2	1,000.00	2	1,000.00		-	
5	Sign pen black 30.20	50.00	50	pcs	2,500.00	15	750.00	15	750.00	15	750.00	5	250.00	
6	Folder slide legal colored	6.50	50	pcs	325.00	13	84.50	13	84.50	12	78.00	12	78.00	
7	Paper clip jumbo	50.00	6	pcs	300.00	2	100.00	2	100.00	2	100.00		-	
8	Paper fastener metal	66.00	10	pcs	660.00	4	264.00	4	264.00	2	132.00		-	
9	Pentel pen	75.00	12	pcs	900.00	3	225.00	3	225.00	3	225.00	3	225.00	
10	Specialty paper short	240.00	2	packs	480.00	1	240.00	1	240.00		-		-	
11	Correction tape	50.00	15	rolls	750.00	6	300.00	3	150.00	3	150.00	3	150.00	
12	Glue	50.00	8	bottles	400.00	2	100.00	2	100.00	2	100.00	2	100.00	
13	Cellophane tape	78.33	6	rolls	469.98	2	156.66	2	156.66	2	156.66		-	
14	Brown envelope long	4.00	46	pcs	184.00	12	48.00	12	48.00	11	44.00	11	44.00	
15	Filing box	250.00	13	pcs	3,250.00	4	1,000.00	4	1,000.00	3	750.00	2	500.00	
16	Toner MP2501	3,500.00	5	cartridges	17,500.00	2	7,000.00	1	3,500.00	1	3,500.00	1	3,500.00	
17	Print cartridge 704 colred	700.00	7	cartridges	4,900.00	2	1,400.00	2	1,400.00	2	1,400.00	1	700.00	
18	Manila paper	4.00	100	pcs	400.00	100	400.00		-		-		-	
19	Masking tape	80.00	6	rolls	480.00	2	160.00	2	160.00	2	160.00		-	
20	Folder white	500.00	3	pcs	1,500.00	2	1,000.00	1	500.00		-		-	
TOTAL					74,338.98									

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)