

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : **QUEZON**

Plan Control No. GSO-001	Planned Amount	Page 1 of 3 pages
Department/ Office: General Services Office	Regular	Date Submitted:
	Contingency	
	Total	

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														
	Ink L220 664 black/colored	300.00	6 cart	1800	2	600.00	2	600.00	1	300.00	1	300.00		
	Correction pen	50.00	15 reams	750	4	200.00	4	200.00	4	200.00	3	150.00		
	Book paper A4	140.00	50 pcs	7000	13	1,820.00	13	1,820.00	12	1,680.00	12	1,680.00		
	Bond paper legal subs.20	140.00	50 reams	7000	13	1,820.00	13	1,820.00	12	1,680.00	12	1,680.00		
	Folder good quality	6.00	35 pcs	210	9	54.00	9	54.00	9	54.00	8	48.00		
	Sign pen	75.00	8 pcs	600	2	150.00	2	150.00	2	150.00	2	150.00		
	Calculator	500.00	3 pcs	1500	3	1,500.00		-		-		-		
	Index card white 5x8 50 sheets	50.00	8 packs	400	2	100.00	2	100.00	2	100.00	2	100.00		
	Pentel pen	75.00	12 pcs	900	3	225.00	3	225.00	3	225.00	3	225.00		
	Specialty paper short	240.00	2 packs	480	1	240.00	1	240.00		-		-		
	Correction tape	50.00	15 rolls	750	6	300.00	3	150.00	3	150.00	3	150.00		
	Glue	50.00	8 bottles	400	2	100.00	2	100.00	2	100.00	2	100.00		
	Cellophane tape	78.33	6 rolls	469.98	2	156.66	2	156.66	2	156.66		-		
	Brown envelope long	4.00	46 pcs	184	12	48.00	12	48.00	11	44.00	11	44.00		
	Filing box	250.00	13 pcs	3250	4	1,000.00	4	1,000.00	3	750.00	2	500.00		
	Toner MP2501	3,500.00	5 cartridges	17500	2	7,000.00	1	3,500.00	1	3,500.00	1	3,500.00		
	Print cartridge 704 colred	700.00	7 cartridges	4900	2	1,400.00	2	1,400.00	2	1,400.00	1	700.00		
	Manila paper	4.00	100 pcs	400	100	400.00		-		-		-		
	Masking tape	80.00	6 rolls	480	2	160.00	2	160.00	2	160.00		-		
	Folder white	500.00	3 pcs	1500	2	1,000.00	1	500.00		-		-		
TOTAL				50,473.98										

This is to certify that the above procurement plan is in accordance with the objective of this Office.	Prepared by: <u>MYRNA M. GARCIANO</u> (Head of Department/Office)
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