

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : **QUEZON**

Plan Control No. MTO-001				Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department/ Office: Municipal Treasurer's 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
OFFICE SUPPLIES												
1	Ballpen (black/blue)	25.00	150 pcs	3750	75	1,875.00		-	75	1,875.00		-
2	Cellophane tape	25.00	40 pcs	1000		-	20	500.00		-	20	500.00
3	Pentel pen ink black	89.00	4 pcs	356	2	178.00		-	2	178.00		-
4	Correction tape 8 mtrs	40.00	60 pcs	2400	30	1,200.00		-	30	1,200.00		-
5	Sign pen 0.5	90.00	50 pcs	4500	25	2,250.00		-	25	2,250.00		-
6	Bond paper long	248.00	30 reams	7440	10	2,480.00		-	10	2,480.00	10	2,480.00
7	Stamp pad	50.00	5 pcs	250		-	5	250.00		-		-
8	Adding tape (57mmx70mm)	25.00	60 rolls	1500	20	500.00	20	500.00		-	20	500.00
9	Ballpen brown	26.00	15 pcs	390	5	130.00	5	130.00	5	130.00		-
10	Ballpen green	20.00	5 pcs	100	2	40.00		-	3	60.00		-
11	Battery AAA	20.00	10 sets	200		-	10	200.00		-		-
12	Bookpaper sub20 A4	260.00	30 reams	7800	10	2,600.00		-	10	2,600.00	10	2,600.00
13	Calculator(tilt display JS-120TVS)	1,250.00	2 units	2500	2	2,500.00		-		-		-
14	Carbon paper long/blue	300.00	6 boxes	1800	3	900.00		-	3	900.00		-
15	Cashier's cashbook	1,600.00	5 pcs	8000		-	1	1,600.00	2	3,200.00	2	3,200.00
16	Celophane tape 1/2"	15.00	20 rolls	300		-	10	150.00	10	150.00		-
17	Columnar books 3 columns	32.00	30 pcs	960	20	640.00	10	320.00		-		-
18	Continous paper 1 ply(11x9 1/2)	1,000.00	23 boxes	23000	2	2,000.00	11	11,000.00	5	5,000.00	5	5,000.00
19	Continous paper 2ply(11x9 1/2)	1,300.00	23 boxes	29900	7	9,100.00	5	6,500.00	5	6,500.00	6	7,800.00
20	Data filer (steel 3-layer)	200.00	3 sets	600	2	400.00		-		-	1	200.00
21	Epson ink # 664 - M	400.00	4 tubes	1600	1	400.00	2	800.00	1	400.00		-
22	Epson ink # 664 - Y	400.00	4 tubes	1600	1	400.00	2	800.00	1	400.00		-
23	Epson ink # 664 - tube black	400.00	5 tubes	2000	1	400.00	3	1,200.00	1	400.00		-
24	Epson ink # 664 tube - C	400.00	4 tubes	1600	1	400.00	2	800.00	1	400.00		-
25	Epson ribbon cartridge (FX-2175)	400.00	20 pcs	8000		-	10	4,000.00	10	4,000.00		-
26	Expandable folder (green)	25.00	40 pcs	1000	20	500.00		-	20	500.00		-
27	Fingertip moistener	35.00	25 boxes	875	15	525.00		-	10	350.00		-
28	Folder filing long	17.00	200 pcs	3400		-	100	1,700.00		-	100	1,700.00
29	Index card (business permits/licenses)	25.00	600 pcs	15000		-	300	7,500.00		-	300	7,500.00
30	HP ink # 678 tri-color	540.00	6 boxes	3240	3	1,620.00		-	3	1,620.00		-
31	HP ink # 678 black	540.00	10 boxes	5400	2	1,080.00	2	1,080.00	2	1,080.00	4	2,160.00

32	Hp ink # 46 black	500.00	6	boxes	3000	3	1,500.00	-	3	1,500.00	-		
33	HP ink # 46 tri-color	500.00	6	boxes	3000	3	1,500.00	-	3	1,500.00	-		
34	Glue, all purpose 300 grams	60.00	2	jars	120	1	60.00	-	1	60.00	-		
35	Paper clip small	17.00	10	boxes	170		-	5	85.00	-	5	85.00	
36	Paper fastener (steel)	90.00	10	boxes	900		-	5	450.00	-	5	450.00	
37	Pentel pen broad-black	60.00	4	pcs	240	2	120.00	-	2	120.00	-		
38	Puncher heavy duty	250.00	2	pcs	500	1	250.00	-		-	1	250.00	
39	Record book 500 leaves	325.00	4	pcs	1300	2	650.00	2	650.00	-	-	-	
40	Record book 200 leaves	145.00	6	pcs	870	4	580.00	2	290.00	-	-	-	
41	Record book 100 leaves	75.00	32	pcs	2400	30	2,250.00	2	150.00	-	-	-	
42	Real property tax	9.00	1000	pcs	9000		-	-	500	4,500.00	500	4,500.00	
43	Ribbon electronic calculator	132.00	20	boxes	2640	5	660.00	5	660.00	5	660.00	5	660.00
44	Rubber band (big #18)450 grms	180.00	8	boxes	1440	4	720.00		-	4	720.00		-
45	Rubber band (multi-color everlasting)	160.00	8	boxes	1280	4	640.00		-	4	640.00		-
46	Stapler w/staple wire remover #35	350.00	3	pcs	1050		-	3	1,050.00		-		-
47	Stainless scissor big	80.00	8	pcs	640	4	320.00		-		-	4	320.00
48	Staple wire #35	120.00	5	boxes	600		-	5	600.00		-		-
49	Tape dispenser, table top	210.00	2	pcs	420	1	210.00		-	1	210.00		-
50	Toner MP2501	4,000.00	4	tube	16000	2	8,000.00		-	1	4,000.00	1	4,000.00
51	Treasurer'e cash book (thick)	1,000.00	15	pcs	15000		-	5	5,000.00	5	5,000.00	5	5,000.00
52	Whiteboard marker(bullet type,blue)	33.33	3	pcs	99.99		-	3	99.99		-		-
	REPAIR AND MAINTENANCE - BUILDING & MACHINERY EQUIPMENT												
53	Computer keyboard	330.00	3	units	990		-	1	330.00	1	330.00	1	330.00
54	Mouse (computer /wireless)	750.00	2	pcs	1500	1	750.00	1	750.00		-		-
55	Number pad (computer)	500.00	2	pcs	1000	1	500.00		-		-	1	500.00
56	UPS 650VA	400.00	4	units	1600		-	2	800.00		-	2	800.00
57	UPS 32GB	500.00	2	pcs	1000		-		-	1	500.00	1	500.00
58	Hard disc 500 GB	3,500.00	1	pcs	3500	1	3,500.00		-		-		-
59	CPU fan (P/N:HI. 10800.028 (h))	500.00	1	pcs	500	1	500.00		-		-		-
60	Power blower & volume	3,500.00	1	unit	3500		-	1	3,500.00		-		-
	OTHER SUPPLIES AND MATERIALS												
61	Christmas decors	1,500.00	4		6000		-		-		-	4	6,000.00
62	Trash can container	200.00	5	pcs	1000	2	400.00		-	3	600.00		-
63	Air freshener 300ml tube	200.00	8	tube	1600		-	2	400.00	4	800.00	2	400.00
64	Back pack/heavy duty	1,500.00	2	pcs	3000	1	1,500.00		-	1	1,500.00		-
65	Liquid bleaching (1000ml)	60.00	15	bottles	900		-	5	300.00		-	10	600.00
66	Computer chair (heavy duty)	3,000.00	2	units	6000		-	1	3,000.00		-	1	3,000.00
67	Dust pan	150.00	4	pcs	600		-	4	600.00		-		-
68	Detergent powder 500 grms	45.00	20	pcs	900	4	180.00		-	8	360.00	8	360.00
69	Detergent bar	25.00	10	bars	250	2	50.00		-	8	200.00		-
70	Dishwashing soap (cream) big	75.00	6	pcs	450	2	150.00		-	4	300.00		-
71	Door closer (heavy duty)	6,167.50	2	sets	12335		-	1	6,167.50	1	6,167.50		-

72	Door knob (heavy duty)	1,600.00	2	sets	3200	1	1,600.00	1	1,600.00		-		-
73	Furniture polish	125.00	8	tubes	1000		-		-	4	500.00	4	500.00
74	Glass cleaner,(spary 400ml)	250.00	10	bottles	2500		-	5	1,250.00		-	5	1,250.00
75	Mop handle	250.00	3	pcs	750	1	250.00		-	1	250.00	1	250.00
76	Mop head	250.00	4	pcs	1000	2	500.00	2	500.00		-		-
77	Polo shirt w/printing	600.00	15	pcs	9000	15	9,000.00		-		-		-
78	Rubbing alcohol 70%	70.00	104	bottles	7280		-		-	52	3,640.00	52	3,640.00
79	Scouring pad regular	60.00	8	pcs	480	2	120.00	2	120.00	2	120.00	2	120.00
80	Stick broom	36.00	5	pcs	180		-	5	180.00		-		-
81	Toilet bowl brush	125.00	2	pcs	250	1	125.00		-		-	1	125.00
82	Toilet bowl urinal liquid cleaner 500ml	175.00	3	bottles	525	1	175.00		-	1	175.00	1	175.00
83	Christmas lights	375.00	4	pcs	1500		-		-		-	4	1,500.00
84	Reserved 10% of MTO sup.& mat.	6,200.00	1		6200		-		-		-	1	6,200.00
85	Function Hall Rental	4,500.00	2	days	9000		-		-	2	9,000.00		-
86	UPS 650VA	4,500.00	2	units	9000						-	2	9000
	IT, OFFICE & COMMUNICATION EQUIPMENT												
87	Computer w/printer	30,000.00	2	unit	60000	2	60,000.00		-		-		-
88	Computer monitor (21 inches)	7,000.00	1	unit	7000	1	7,000.00		-		-		-
89	Laptop w/accessories	33,000.00	1	unit	33000	1	33,000.00		-		-		-

TOTAL 164,200.00

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

Prepared by:

MYRNA M. GARCIANO
(Head of Department/Office)