

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON												
Plan Control No. MASSO-001												
Department/ Office: Municipal Assessor's Office												
Planned Amount												
Page <u>1</u> of <u>3</u> pages												
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	Paper fastener,metal	60.00	10 boxes	600.00		-		-	5	300.00	5	300.00
2	Folder brown legal	10.00	250 pcs	2,500.00	40	400.00	80	800.00	70	700.00	60	600.00
3	Masking tape 2 inches	50.00	8 pcs	400.00	2	100.00	2	100.00	2	100.00	2	100.00
4	Correction tape	30.00	20 pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
5	Data file w/cover	185.00	8 pcs	1,480.00		-		-	4	740.00	4	740.00
6	PC toner 85A	4,500.00	8 tubes	36,000.00	2	9,000.00	2	9,000.00	3	13,500.00	1	4,500.00
7	Toner DSM615/DSM618	3,000.00	3 tubes	9,000.00		-		-	1	3,000.00	2	6,000.00
8	Bond paper short subs 20	240.00	17 reams	4,080.00	6	1,440.00	6	1,440.00	5	1,200.00		-
9	Bond paper A4 size	240.00	50 reams	12,000.00	10	2,400.00	20	4,800.00	17	4,080.00	3	720.00
10	Bond paper long	250.00	32 reams	8,000.00	10	2,500.00	8	2,000.00	9	2,250.00	5	1,250.00
11	Correction fluid	50.00	20 bottles	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00
12	Correction pen	50.00	10 pcs	500.00		-	5	250.00		-	5	250.00
13	Expanded envelope	65.00	10 pcs	650.00		-		-	5	325.00	5	325.00
14	Transparent tape	50.00	10 rolls	500.00	3	150.00	3	150.00	2	100.00	2	100.00
15	Clear book hard	150.00	5 pcs	750.00		-		-		-	5	750.00
16	Index card w/print	8.00	300 pcs	2,400.00		-	300	2,400.00		-		-
17	Ballpoint 0.7 black ,blue & red	10.00	45 pcs	450.00		-		-		-	45	450.00
18	Paper clip,big	50.00	6 boxes	300.00		-		-	6	300.00		-
19	Staler w/remover big	700.00	2 pcs	1,400.00	2	1,400.00		-		-		-
20	Tracing paper (20x30)	1,200.00	10 rolls	12,000.00	10	12,000.00		-		-		-
21	Eraser	50.00	10 pcs	500.00	10	500.00		-		-		-
22	Compass	350.00	2 pcs	700.00	2	700.00		-		-		-
23	Ink (technical pencil)	150.00	2 tube	300.00	2	300.00		-		-		-
24	Mechanical pencil	300.00	5 pcs	1,500.00	5	1,500.00		-		-		-
25	Lead mechanical pencil	30.00	3 tube	90.00	3	90.00		-		-		-
26	Cutter big	30.00	10 pcs	300.00	4	120.00	6	180.00		-		-
27	Binder bolt 1 inches	10.00	100 pcs	1,000.00		-	100	1,000.00		-		-
28	Numbering machine	1,500.00	1 pcs	1,500.00	1	1,500.00		-		-		-
29	Puncher, heavy duty	2,500.00	1 pcs	2,500.00	1	2,500.00		-		-		-
30	Book binder 8.5x12	300.00	50 pcs	15,000.00		-	50	15,000.00		-		-
31	Book binder 15x20	500.00	36 pcs	18,000.00		-		-		-	36	18,000.00
32	Calculator	500.00	6 pcs	3,000.00	6	3,000.00		-		-		-
33	Cord	200.00	1 rolls	200.00	1	200.00		-		-		-

34	Mechanical pen .3	1,300.00	1	pcs	1,300.00	1	1,300.00		-		-		-
35	Mechanical pen .5	1,500.00	1	pcs	1,500.00	1	1,500.00		-		-		-
36	Bond paper A4	240.00	102	reams	24,480.00		-		-	102	24,480.00		-
37	Bond paper long	260.00	20	reams	5,200.00		-		-	20	5,200.00		-
38	Bond paper short	220.00	20	reams	4,400.00		-		-	20	4,400.00		-
39	Toner, lasejet	3,300.00	20	tube	66,000.00		-		-	20	66,000.00		-
40	RPA form No.1 (TD) binder	66,000.00	1		66,000.00		-		-	1	66,000.00		-
41	Tax mapping control roll (TMCR) binder	24,500.00	1		24,500.00		-		-	1	24,500.00		-
42	Notice of Assessment (NOA) binder	66,000.00	1		66,000.00		-		-	1	66,000.00		-
43	Field appraisal/asset sheet (FAAS) binder	66,000.00	1		66,000.00		-		-	1	66,000.00		-
44	Continuous paper 36" (plotter)	13,600.00	1		13,600.00		-		-	1	13,600.00		-
45	Ballpen (black/blue)	1,500.00	1		1,500.00		-		-	1	1,500.00		-
46	Toner (laserjet printer)	49,500.00	1		49,500.00		-		-	1	49,500.00		-
47	PC printer Ink	5,400.00	1		5,400.00		-		-	1	5,400.00		-
48	Bond paper A4, (subs. 20)	48,000.00	1		48,000.00		-		-	1	48,000.00		-
49	Encoding of RPU's (takay)	95,380.00	1		95,380.00		-		-	1	95,380.00		-
	OTHER SUPPLIES AND MATERIALS						-		-				-
50	Meals	150.00	50	covers	7,500.00	50	7,500.00		-		-		-
51	Snacks	30.00	100	covers	3,000.00	100	3,000.00		-		-		-
52	Goat	3,000.00	1	head	3,000.00	1	3,000.00		-		-		-
53	Pig(roasted)	3,000.00	1	head	3,000.00	1	3,000.00		-		-		-
54	Supplies & materials(tarpaulin)	1,000.00	1	sheet	1,000.00	1	1,000.00		-		-		-
55	Detergent powder	10.00	12	pouch	120.00		-	5	50.00	5	50.00	2	20.00
56	Air freshener	180.00	3	tubes	540.00		-		-	2	360.00	1	180.00
57	Alcogn (big)	85.00	12	bottles	1,020.00	3	255.00	3	255.00	3	255.00	3	255.00
58	Glass cleaner	200.00	4	bottles	800.00	1	200.00		-	2	400.00	1	200.00
59	Furniture polish	180.00	5	bottles	900.00	2	360.00		-	2	360.00	1	180.00
60	Dish sponge	30.00	4	pcs	120.00	2	60.00	2	60.00		-		-
61	Survey Monument (Mohon)	25.00	700	pcs	17,500.00		-	700	17,500.00		-		-
62	Postal Stamp	45.00	50	pcs	2,250.00		-	50	2,250.00		-		-
63	Technical description	25.00	50	copies	1,250.00		-	50	1,250.00		-		-
64	Survey plan	25.00	12	pcs	300.00		-	12	300.00		-		-
65	Certification	100.00	25	copies	2,500.00		-	25	2,500.00		-		-
66	Postal stamp	45.00	50		2,250.00		-	50	2,250.00		-		-
67	Technical description	25.00	50		1,250.00		-	50	1,250.00		-		-
68	Survey plan	25.00	12		300.00		-	12	300.00		-		-
69	Certification	100.00	25		2,500.00		-	25	2,500.00		-		-
70	18K Gold Token ring	1,800.00	2		3,600.00		-		-	1	1,800.00	1	1,800.00
71	Plaque of recognition	500.00	2		1,000.00		-		-	1	500.00	1	500.00
	IT,OFFICE & COMMUNICATION EQUIPMENT						-		-		-		-
72	Plotter	200,000.00	1	unit	200,000.00		-	1	200,000.00		-		-
73	UTP cable	25.00	27	mtrs	675.00		-	27	675.00		-		-
74	RJ45	32.00	10	pcs	320.00		-	10	320.00		-		-
75	Crimpping tool	500.00	1	pc	500.00		-	1	500.00		-		-

					935,155.00								
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TOTAL 1,173,170.00

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

Prepared by:

MELENCIO O. MELGAZO

(Head of Department/Office)