

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON												
Plan Control No. BPLO-001					Planned Amount					Page 1 of 3 pages		
Department/ Office: Business Permits and Licenses Division					Regular	Contingency		Total		Date Submitted:		
D I S T R I B U T I O N												
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	Staple wire #10	80.00	5 boxes	400.00		-		-	5	400.00		-
2	Book paper A4, 80 gsm	200.00	8 reams	1,600.00		-	8	1,600.00		-		-
3	Book paper, long 80 gsm	210.00	8 reams	1,680.00		-	8	1,680.00		-		-
4	Sign pen black/blue	50.00	10 pcs	500.00		-		-	10	500.00		-
5	Correction tape 8 mtrs	40.00	10 pcs	400.00		-	10	400.00		-		-
6	Paper fastener (steel)	90.00	3 pcs	270.00		-		-		-	3	270.00
7	Pentel pen broad-black	60.00	5 pcs	300.00		-		-		-	5	300.00
8	Data file w/cover big	350.00	2 pcs	700.00		-		-		-	2	700.00
9	Highlighter pen	50.00	2 pcs	100.00		-		-	2	100.00		-
10	Tarpaulin printing BOSS	800.00	4	3,200.00	4	3,200.00		-		-		-
11	Reso of Business application form	675.00	16	10,800.00	16	10,800.00		-		-		-
12	Ink black	300.00	12 cart	3,600.00		-		-	6	1,800.00	6	1,800.00
13	HP 658 (black)	450.00	5 cart	2,250.00	2	900.00		-	2	900.00	1	450.00
14	HP 658 (cyan)	450.00	2 cart	900.00	2	900.00		-		-		-
15	HP 658 (magenta)	450.00	2 cart	900.00	2	900.00		-		-		-
16	HP 658 (yellow)	450.00	2 cart	900.00	2	900.00		-		-		-
17	Staple wire 23/8	33.33	3 boxes	99.99	3	99.99		-		-		-
18	Correction pen	90.00	3 pcs	270.00		-		-		-	3	270.00
19	Transparent tape	65.00	2 rolls	130.00		-	2	130.00		-		-
OTHER SUPPLIES AND MATERIALS												
20	Mineral water	50.00	30 rolls	1,500.00	30	1,500.00		-		-		-
21	Coffee/milo/milk	220.00	50 pcs	11,000.00	50	11,000.00		-		-		-
22	Biscuits	150.00	100 pcs	15,000.00	100	15,000.00		-		-		-
23	Disposable cup	70.00	50 tube	3,500.00	50	3,500.00		-		-		-
24	Business permit form	13.00	2500 pcs	32,500.00	2500	32,500.00		-		-		-
25	Stickers	5.00	2500 tube	12,500.00	2500	12,500.00		-		-		-
26	Pack lunch	120.00	550 pcs	66,000.00	550	66,000.00		-		-		-
IT, OFFICE & COMMUNICATION EQUIPMENT												
27	Laminating machine	7,000.00	1 unit	7,000.00		-		-	1	7,000.00		-
28	Laminating film	3,000.00	1	3,000.00		-		-	1	3,000.00		-
TOTAL				171,849.99								

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

Prepared by:

LORE AN R. BACUS
(Head of Department/Office)