

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. MCR-001 Department/ Office: Municipal Civil Registrar				Planned Amount			Page <u>1</u> of <u>3</u> pages					
				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	Correction tape aplicator	35.00	50 pcs	1,750.00	20	700.00	10	350.00	10	350.00	10	350.00
2	Paper fastener,metal	60.00	10 boxes	600.00		-		-	5	300.00	5	300.00
3	Stamp pad ink,50ml	25.00	20 bottle	500.00	5	125.00	5	125.00	5	125.00	5	125.00
4	Stapler,standard	150.00	10 pcs	1,500.00	3	450.00	3	450.00	2	300.00	2	300.00
5	Ballpen black(FO-GEBO19)(0.5)/blue	10.00	100 pcs	1,000.00	30	300.00	30	300.00	20	200.00	20	200.00
6	Sign pen black (My Gel) (0.5)	39.00	50 pcs	1,950.00	10	390.00	10	390.00	10	390.00	20	780.00
7	Staple wire #35	300.00	5 boxes	1,500.00		-		-	3	900.00	2	600.00
8	Carbon paper	250.00	5 boxes	1,250.00		-		-	2	500.00	3	750.00
9	Bond paper long	95.00	80 reams	7,600.00	20	1,900.00	20	1,900.00	20	1,900.00	20	1,900.00
10	Bond paper A4	95.00	80 reams	7,600.00	20	1,900.00	20	1,900.00	20	1,900.00	20	1,900.00
11	Correction pen	45.00	20 pcs	900.00		-	5	225.00	10	450.00	5	225.00
12	Long brown envelope	520.00	2 bundle	1,040.00		-		-		-	2	1,040.00
13	Folder	295.00	10 bundle	2,950.00		-	5	1,475.00		-	5	1,475.00
14	Masking tape	56.00	10 rolls	560.00	5	280.00	5	280.00		-		-
15	Cellophane tape	25.00	30 rolls	750.00	10	250.00	10	250.00	5	125.00	5	125.00
16	DTR	23.63	10 pads	236.30		-		-	5	118.15	5	118.15
17	Pentel pen	51.40	10 pcs	514.00	5	257.00		-	5	257.00		-
18	Office tray (3 layer)	400.00	3 pcs	1,200.00	3	1,200.00		-		-		-
19	Filing box Glorietta (plastic big)	500.00	4 pcs	2,000.00		-	2	1,000.00	2	1,000.00		-
20	Calculator MX-125	425.00	2 pcs	850.00		-		-		-	2	850.00
21	Expanding envelope long	40.00	40 pcs	1,600.00		-	10	400.00	20	800.00	10	400.00
22	Book binder w/extended volts	300.00	10 pcs	3,000.00		-		-	5	1,500.00	5	1,500.00
23	Marker	74.00	10 pcs	740.00		-	4	296.00	3	222.00	3	222.00
24	Record book	45.00	12 pcs	540.00	3	135.00	3	135.00	3	135.00	3	135.00
25	Paper clip small & jumbo	25.00	20 boxes	500.00	5	125.00	5	125.00	5	125.00	5	125.00
26	USB 16 GB	400.00	3 pcs	1,200.00		-		-	3	1,200.00		-
27	Mailing envelope	505.00	5 boxes	2,525.00	3	1,515.00	2	1,010.00		-		-
28	Printer ink black T6641	256.00	20 tubes	5,120.00	5	1,280.00	5	1,280.00	5	1,280.00	5	1,280.00
29	Printer ink magenta T6643	256.00	10 tubes	2,560.00	3	768.00	2	512.00	3	768.00	2	512.00
30	Printer ink yellow T6644	256.00	10 tubes	2,560.00	3	768.00	2	512.00	3	768.00	2	512.00
31	Printer ink cyan T6642	256.00	10 tubes	2,560.00	3	768.00	3	768.00	2	512.00	2	512.00
32	Pentel pen ink black	89.00	5 bottles	445.00	1	89.00	3	267.00		-	1	89.00
33	Typewriter ribbon	25.00	30 spool	750.00		-		-	15	375.00	15	375.00
34	Intermediate pad	20.00	10 pads	200.00		-	10	200.00		-		-
35	Self stampink (printer 40)	750.00	11 pcs	8,250.00	6	4,500.00	3	2,250.00	2	1,500.00		-
36	Ink (printer 40)	200.00	10 pcs	2,000.00		-	5	1,000.00		-	5	1,000.00

37	Dateter-new (2019-2025)	150.00	4	pcs	600.00	1	150.00	2	300.00		-	1	150.00
38	Number stamp (0123456789)	150.00	4	pcs	600.00	1	150.00	2	300.00		-	1	150.00
39	Office forms (102,103 & 97)	281.25	80	reams	22,500.00	20	5,625.00	20	5,625.00	20	5,625.00	20	5,625.00
40	Toner	5,000.00	4	pcs	20,000.00		-	2	10,000.00	2	10,000.00		-
	FURNITURES & FIXTURES		0										
41	Executive Table	4,500.00	4	unit	18,000.00	1	4500	1	4500	1	4500	1	4500
	REPAIR AND MAINTENANCE - BUILDING & MACHINERY EQUIPMENT												
42	Office Equipment(repair& maintenance)	4,500.00	4		18,000.00	1	4500	1	4500	1	4500	1	4500
	OTHER SUPPLIES AND MATERIALS												
43	Detergent powder 500g	40.00	10	pack	400.00		-	5	200.00	5	200.00		-
44	Air freshener	85.00	20	can	1,700.00	5	425.00	5	425.00	10	850.00		-
45	Alcohol,rubbing 500ml	50.00	30	bottles	1,500.00	10	500.00	10	500.00	10	500.00		-
46	Registry book live birth	400.00	8	units	3,200.00	2	800.00	4	1,600.00	2	800.00		-
47	Registry book marriage	400.00	8	units	3,200.00	2	800.00	2	800.00	4	1,600.00		-
48	Registry book death	400.00	8	units	3,200.00	4	1,600.00	2	800.00	2	800.00		-
49	Detergent bar	30.00	20	bars	600.00		-	10	300.00	5	150.00	5	150.00
50	Dishwashing liquid 50ml	65.00	20	packs	1,300.00		-	10	650.00	10	650.00		-
51	Furniture cleaner	84.50	20	tubes	1,690.00	5	422.50	5	422.50	10	845.00		-
52	Sponge	25.00	20	pcs	500.00		-	10	250.00		-	10	250.00
53	Fabric conditioner 100 ml	150.00	10	pcs	1,500.00	5	750.00	5	750.00		-		-
54	Drinking glass small	250.00	2	dozens	500.00		-	1	250.00		-	1	250.00
55	Lead T8 tubes	450.00	10	tubes	4,500.00	5	2,250.00		-	5	2,250.00		-
56	Zonrox big	200.00	4	gallons	800.00	2	400.00	2	400.00		-		-
57	Mop head	40.00	10	pcs	400.00	5	200.00	5	200.00		-		-
58	Insect spray	250.00	4	can	1,000.00	2	500.00	2	500.00		-		-
59	Plate	300.00	2	dozens	600.00		-	2	600.00		-		-
60	Feather duster	12.50	4	pcs	50.00	1	12.50	1	12.50	1	12.50	1	12.50
61	Softbroom	5.00	4	pcs	20.00	1	5.00	1	5.00	1	5.00	1	5.00
62	Computer keyboard	500.00	2	unit	1,000.00	2	1,000.00		-		-		-
	IT, OFFICE & COMMUNICATION EQUIPMENT												
63	Computer set w/printer	35,000.00	1	unit	35,000.00	1	35,000.00		-		-		-
64	Office Equipment(repair& maintenance)	4,500.00	4		18,000.00	1	4500	1	4500	1	4500	1	4500
65	Printer	7,000.00	1		7,000.00	1	7,000.00		-		-		-
TOTAL					80,860.00								

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

Prepared by:

ALEJANDRO C. SUMILJIG

(Head of Department/Office)