

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. KALAH1-01 Department/ Office: KALAH1-CIDSS				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Item No.	Description	Unit Cost	Quantity	Total Cost	Regular	Contingency	Total		Date Submitted:			
					DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount					
OFFICE SUPPLIES												
1	Record book 300 pages	75.00	5 pcs	375.00		-	5	375.00		-		
2	Scissor	75.00	5 boxes	375.00	5	375.00		-		-		
3	Folder long	5.00	500 bottle	2,500.00	250	1,250.00		-	250	1,250.00		
4	Toner MP2501 L	2,100.00	8 pcs	16,800.00	4	8,400.00	4	8,400.00		-		
5	Bond paper,legal size A4	450.00	100 pcs	45,000.00	50	22,500.00	50	22,500.00		-		
6	Bond paper,legal size long	450.00	200 pcs	90,000.00	100	45,000.00	100	45,000.00		-		
7	Elmer's glue 130g	50.00	30 packs	1,500.00	15	750.00	15	750.00		-		
8	Notebook (50 leaves)	15.00	70 pcs	1,050.00	70	1,050.00		-		-		
9	Sign pen black	25.00	100 pcs	2,500.00	50	1,250.00	50	1,250.00		-		
10	Correction tape	80.00	25 pcs	2,000.00	25	2,000.00		-		-		
11	Columnar	80.00	10 boxes	800.00	10	800.00		-		-		
12	Pentel pen black broad	40.00	50 reams	2,000.00	25	1,000.00	25	1,000.00		-		
13	PAID stamp	300.00	3 pcs	900.00	3	900.00		-		-		
14	Manila paper	5.00	96 pcs	480.00	50	250.00	46	230.00		-		
15	DTR	20.00	20 boxes	400.00	10	200.00	10	200.00		-		
16	Pencil	8.00	15 pcs	120.00	15	120.00		-		-		
17	Printer ink for 2 printer black	125.00	36 bottles	4,500.00	18	2,250.00	18	2,250.00		-		
18	Printer ink for 2 printer black	125.00	36 pcs	4,500.00	18	2,250.00	18	2,250.00		-		
19	Transparent tape #2	70.00	3 pcs	210.00		-		-		-	3 210.00	
20	Ink bottle,L360 black	400.00	25 bottles	10,000.00	10	4,000.00	5	2,000.00	5	2,000.00	5 2,000.00	
21	Ink bottle L360, colored	400.00	12 bottles	4,800.00	3	1,200.00	3	1,200.00	3	1,200.00	3 1,200.00	
22	Mouse pad	60.00	3 pcs	180.00	3	180.00		-		-		
OTHER SUPPLIES AND MATERIALS												
23	Christmas decors	5,000.00	1	5,000.00		-		-		-	1 5000	
24	Meals	150.00	288 covers	43,200.00		-	288	43,200.00		-		
25	Snacks	75.00	496	37,200.00		-	496	37,200.00		-		
26	Alcohol 70% solution	90.00	12 bottles	1,080.00	6	540.00	2	180.00	2	180.00	2 180.00	
27	Office Chair	1,500.00	3 pcs	4,500.00	3	4,500.00		-		-		
28	Tarpaulin	333.00	6	1,998.00	4	1,332.00	1	333.00	1	333.00		
29	Dishwashing sponge	50.00	3 pcs	150.00	1	50.00	1	50.00		-	1 50.00	
30	BSPO monthly meeting	120.00	315 covers	37,800.00	105	12,600.00	70	8,400.00	70	8,400.00	70 8,400.00	
31	Meals subsidy for BSPO	75.00	315 covers	23,625.00		-	315	23,625.00		-		
32	Meals	120.00	233 covers	27,960.00		-		-		-	233 27,960.00	
33	Lechon	5,510.00	4 heads	22,040.00		-		-		-	4 22,040.00	

	IT, OFFICE & COMMUNICATION EQUIPMENT				-								-
34	Laptop	45,000.00	1	units	45,000.00	1	45,000.00		-		-		-
	REPAIR AND MAINTENANCE - BUILDING & MACHINERY EQUIPMENT												
35	Other maintenance	14090.5	4		56,362.00	1	14090.5	1	14090.5	1	14090.5	1	14090.5
	OTHER SUPPLIES AND MATERIALS												
36	Rubbing alcohol, 70% Ethyl, 500ml	60.00	50	bottles	3,000.00	25	1,500.00		-	25	1,500.00		-
37	Dishwashing liquid	50.00	12		600.00	6	300.00	6	300.00		-		-
38	Computer keyboard	500.00	2	units	1,000.00	2	1,000.00		-		-		-
39	MCT/ACT monthly meeting	120.00	300		36,000.00	75	9,000.00	75	9,000.00	75	9,000.00	75	9,000.00
40	Meals for emergency meeting	120.00	150		18,000.00	25	3,000.00	50	6,000.00	50	6,000.00	25	3,000.00
41	Mop head	150.00	1	pcs	150.00	1	150.00		-		-		-
42	Mouse	400.00	2	pcs	800.00	2	800.00		-		-		-
43	White board (36x48)	2,000.00	2	pcs	4,000.00	2	4,000.00		-		-		-
44	Laundry powder	120.00	12	packs	1,440.00	6	720.00	6	720.00		-		-
45	Push it board 18x24"	2,000.00	1	pcs	2,000.00	1	2,000.00		-		-		-
46	Lighted vest construction	300.00	3	pcs	900.00	3	900.00		-		-		-
47	Hard hat	300.00	3	pcs	900.00	3	900.00		-		-		-
48	Boots	500.00	1	pairs	500.00	1	500.00		-		-		-
49	Gloves (construction)	60.00	3	pairs	180.00	3	180.00		-		-		-
50	Mask (construction)	60.00	3	pcs	180.00	3	180.00		-		-		-
51	Emergency kit w/handle	2,000.00	2	sets	4,000.00	2	4,000.00		-		-		-
52	Protective glass (construction)	300.00	3	pcs	900.00	3	900.00		-		-		-
53	Backpack	1,000.00	1	pcs	1,000.00	1	1,000.00		-		-		-
54	Raincoat	500.00	1	pcs	500.00	1	500.00		-		-		-
	IT, OFFICE & COMMUNICATION EQUIPMENT												
56	Laptop	45,000.00	1	units	45,000.00	1	45,000.00		-		-		-
57	Printer (MFA & TF)	8,000.00	1	units	8,000.00	1	8,000.00		-		-		-
58	External hard drive	4,000.00	2	units	8,000.00	2	8,000.00		-		-		-
TOTAL					132,450.00								

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

Prepared by:

VIRGINIA C. ANDAGAN

(Head of Department/Office)