

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. NUTRITION-01 Department/ Office: MMO-NUTRITION DIVISION				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	Qty.	Amount			
<b>OFFICE SUPPLIES</b>												
1	Paper fastener	50.00	5 pcs	250.00	3	150.00	2	100.00		-		-
2	Correction tape 5 mtr,roller type	50.00	4 boxes	200.00	4	200.00		-		-		-
3	Book paper long subs 20	300.00	16 bottle	4,800.00		-	4	1,200.00	5	1,500.00	7	2,100.00
4	Book paper short subs 20	250.00	11 pcs	2,750.00		-	3	750.00	4	1,000.00	4	1,000.00
5	Double adhesive tape	40.00	10 pcs	400.00	6	240.00		-		-	4	160.00
6	Folder brown legal	10.00	100 pcs	1,000.00	50	500.00	20	200.00	30	300.00		-
7	Stapler w/remover	400.00	3 packs	1,200.00	2	800.00		-	1	400.00		-
8	USB 4 GB	700.00	2 pcs	1,400.00	2	1,400.00		-		-		-
9	Sign pen black/blue	50.00	8 pcs	400.00	4	200.00	4	200.00		-		-
10	Epson ink black	250.00	8 pcs	2,000.00	2	500.00	3	750.00	1	250.00	2	500.00
11	Epson ink cyan	250.00	8 boxes	2,000.00	2	500.00	2	500.00	1	250.00	3	750.00
12	Epson ink magenta	250.00	6 reams	1,500.00	1	250.00	2	500.00	2	500.00	1	250.00
13	Epson ink yellow	250.00	6 pcs	1,500.00	1	250.00	2	500.00	2	500.00	1	250.00
14	Calculator	300.00	2 pcs	600.00		-	1	300.00	1	300.00		-
<b>OTHER SUPPLIES AND MATERIALS</b>												
15	T-shirt	600.00	36	21,600.00		-	36	21,600.00		-		-
16	Meals	120.00	255 covers	30,600.00		-	120	14,400.00	135	16,200.00		-
17	Special meals	130.00	1090 packs	141,700.00	220	28,600.00	320	41,600.00	230	29,900.00	320	41,600.00
18	Lechon	6,000.00	3	18,000.00		-	2	12,000.00	1	6,000.00		-
19	Special snacks	80.00	35 covers	2,800.00		-	35	2,800.00		-		-
20	Regular snacks	35.00	170 covers	5,950.00		-		-	170	5,950.00		-
21	Lei and certificate	41.00	50 pcs	2,050.00		-	50	2,050.00		-		-
22	Flowers	62.50	12 dozen	750.00	6	375.00	6	375.00		-		-
23	Fish takes	1,500.00	1 set	1,500.00	1	1,500.00		-		-		-
24	Tarpaulin	2,000.00	3 pcs	6,000.00	3	6,000.00		-		-		-
25	Token	1,300.00	3 pcs	3,900.00	3	3,900.00		-		-		-
26	Sound system	4,000.00	1	4,000.00	1	4,000.00		-		-		-
27	Rice	2,200.00	20 sack	44,000.00	10	22,000.00		-	10	22,000.00		-
28	Brown sugar	2,000.00	5 sacks	10,000.00	2	4,000.00		-	3	6,000.00		-
29	Cocoa	40.00	450 packs	18,000.00	225	9,000.00		-	225	9,000.00		-
30	Egg	190.00	186 trays	35,340.00	93	17,670.00		-	93	17,670.00		-
31	Milk (300 grms)	150.00	350 pcs	52,500.00	150	22,500.00		-	200	30,000.00		-
32	Flour	750.00	7 sacks	5,250.00	3	2,250.00		-	4	3,000.00		-
33	Mongo	60.00	100 kls	6,000.00	50	3,000.00		-	50	3,000.00		-

34	Cooking Oil	58.00	80	kls	4,640.00	40	2,320.00	-	40	2,320.00	-
35	Dried miki	30.00	290	packs	8,700.00	140	4,200.00	-	150	4,500.00	-
36	Sando bag medium	70.00	5	packs	350.00	3	210.00	-	2	140.00	-
37	Sando bag large	110.00	2	packs	220.00	1	110.00	-	1	110.00	-
38	Hotel Accomodation	500.00	80		40,000.00	80	40,000.00	-		-	-
39	Hotel Accomodation	350.00	40		14,000.00		-	-	40	14,000.00	-
40	Meals	137.50	160		22,000.00		-	-	160	22,000.00	-
41	Stage Decoration	8,000.00	1		8,000.00		-	-	1	8,000.00	-
42	Lei & Certificate	2,050.00	1		2,050.00		-	-	1	2,050.00	-
43	Token	6,500.00	1		6,500.00		-	-	1	6,500.00	-
44	Meals	120.00	100	covers	12,000.00		-	-	100	12,000.00	-
45	Meals (pack lunch)	130.00	80	covers	10,400.00		-	-	80	10,400.00	-
46	Lechon	7,500.00	1	heads	7,500.00		-	-	1	7,500.00	-
47	Snacks	80.00	35	covers	2,800.00		-	-	35	2,800.00	-
48	Snacks	35.00	170	covers	5,950.00		-	-	170	5,950.00	-
49	Sound system rental	4,000.00	2		8,000.00		-	-	2	8,000.00	-
50	Meals	120.00	90		10,800.00		-	-	90	10,800.00	-
51	Pack meals	150.00	90		13,500.00		-	-	90	13,500.00	-

**TOTAL** 188,660.00

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

Prepared by:

**ELIZABETH L. COQUILLA**

(Head of Department/Office)