

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. ACCOUNTING-01				Planned Amount			Page <u>1</u> of <u>3</u> pages					
Department/ Office: Municipal Accounting Office				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
<b>OFFICE SUPPLIES</b>												
1	Ballpen (black/blue)	25.00	48 pcs	1,200.00	12	300.00	12	300.00	12	300.00	12	300.00
2	.	25.00	20 pcs	500.00	5	125.00	5	125.00	5	125.00	5	125.00
3	Bond paper A4 80 gsm	235.00	35 reams	8,225.00	10	2,350.00	10	2,350.00	5	1,175.00	10	2,350.00
4	Bond paper F4 80 gsm	260.00	30 reams	7,800.00	10	2,600.00	5	1,300.00	5	1,300.00	10	2,600.00
5	Bond paper F4 sub.20	200.00	4 reams	800.00	2	400.00		-	1	200.00	1	200.00
6	Bond paper short sub.20	200.00	4 reams	800.00	2	400.00		-	1	200.00	1	200.00
7	Linen paper plain A4-200gsm white	25.00	50 pcs	1,250.00	30	750.00	20	500.00		-		-
8	Carbon (blue-long)	700.00	1 box	700.00		-	1	700.00		-		-
9	Cellophane tape 1"	75.00	10 rolls	750.00	5	375.00		-	5	375.00		-
10	Cellophane tape 3"	125.00	15 rolls	1,875.00	5	625.00	5	625.00	5	625.00		-
11	Continuous form 11x9.5, 2ply	750.00	20 boxes	15,000.00	5	3,750.00	5	3,750.00	5	3,750.00	5	3,750.00
12	Correction tape	60.00	20 pcs	1,200.00		-	10	600.00	10	600.00		-
13	Ribbon cartridge Epson LX310	300.00	20 cart	6,000.00	5	1,500.00	5	1,500.00	10	3,000.00		-
14	Folder long	600.00	1 reams	600.00		-	1	600.00		-		-
15	PVC cover size:A4	20.00	100 pcs	2,000.00	70	1,400.00	30	600.00		-		-
16	Ink cartridge 678 (black/colored)	500.00	6 cart	3,000.00	1	500.00	3	1,500.00	2	1,000.00		-
17	Ink L220 664 black/colored	300.00	10 cart	3,000.00	2	600.00	3	900.00	5	1,500.00		-
18	Intermediate pad	55.00	4 pad	220.00		-	4	220.00		-		-
19	Yellow paper	50.00	4 pad	200.00		-	4	200.00		-		-
20	Marking pen (black/blue)	90.00	4 pcs	360.00	2	180.00	2	180.00		-		-
21	Mechanical pencil .5mm	100.00	5 pcs	500.00		-	5	500.00		-		-
22	Pencil lead 0.5mm	65.00	5 pcs	325.00		-	5	325.00		-		-
23	Pencil #2	12.00	12 tube	144.00		-		-	12	144.00		-
24	Municipal index card	15.00	400 pcs	6,000.00		-		-	400	6,000.00		-
25	Cutter	100.00	1 pcs	100.00		-		-	1	100.00		-
26	Cutter refill	50.00	3 boxes	150.00		-		-	3	150.00		-
27	Paper fastener	50.00	8 boxes	400.00		-	4	200.00	4	200.00		-
28	Paper clip coated 33mm	15.00	4 boxes	60.00	1	15.00	1	15.00	2	30.00		-
29	Paper clip coated 50mm	30.00	4 boxes	120.00	1	30.00	2	60.00	1	30.00		-
30	Binder clips 32mm	30.00	4 boxes	120.00		-	2	60.00	2	60.00		-
31	Binder clips 50mm	50.00	4 boxes	200.00	1	50.00	2	100.00	1	50.00		-

32	Record book (500 pages)	250.00	6	pcs	1,500.00	4	1,000.00	2	500.00		-		-
33	Record book (150 pages)	150.00	6	pcs	900.00	3	450.00	3	450.00		-		-
34	Tape Dispenser	200.00	2	pcs	400.00		-	2	400.00		-		-
35	Sign pen black (0.5/.3mm)	85.00	48	pcs	4,080.00	12	1,020.00	12	1,020.00	12	1,020.00	12	1,020.00
36	Sign pen green	85.00	15	pcs	1,275.00	5	425.00	5	425.00	5	425.00		-
37	Stamp pad ink-violet	80.00	5	pcs	400.00	2	160.00	2	160.00	1	80.00		-
38	Staple wire #10	80.00	8	boxes	640.00	1	80.00	2	160.00	3	240.00	2	160.00
39	Staple wire #35	85.00	20	boxes	1,700.00	5	425.00	3	255.00	10	850.00	2	170.00
40	Stapler (big w/remover)	200.00	3	pcs	600.00		-	3	600.00		-		-
41	Photocopier machine toner(DSM615/DS	2,800.00	8	tube	22,400.00	2	5,600.00	2	5,600.00	2	5,600.00	2	5,600.00
42	Ruler 12 inches	30.00	3	pcs	90.00		-	3	90.00		-		-
43	Scissor big	150.00	2	pcs	300.00		-	2	300.00		-		-
44	Plastic ring binder size:A4 16mm	40.00	10	pcs	400.00	10	400.00		-		-		-
45	Plastic ring binder size:A4 22mm	50.00	20	pcs	1,000.00	15	750.00	5	250.00		-		-
46	Calculator 14 digits	400.00	3	pcs	1,200.00	2	800.00	1	400.00		-		-
47	Expanded envelope	40.00	15	pcs	600.00	5	200.00	5	200.00	5	200.00		-
48	DTR	0.25	1200	pcs	300.00		-	1000	250.00	200	50.00		-
49	Stamp pad felt	70.00	3	pcs	210.00		-	2	140.00	1	70.00		-
50	Pentel pen ink	100.00	2	bottles	200.00		-	1	100.00	1	100.00		-
51	Puncher big	200.00	1	pcs	200.00		-	1	200.00		-		-
52	Pencil rubber eraser	20.00	6	pcs	120.00		-	6	120.00		-		-
53	Plastic envelope double	70.00	6	pcs	420.00		-	6	420.00		-		-
54	Two-layer file tray(incoming/outgoing)	600.00	2	pcs	1,200.00		-	2	1,200.00		-		-
55	Data file box big w/cover	550.00	6	pcs	3,300.00		-	2	1,100.00	4	2,200.00		-
56	Rubber stamp	500.00	15	pcs	7,500.00		-	15	7,500.00		-		-
57	Paper cutter for continuous paper	500.00	1	pcs	500.00		-	1	500.00		-		-
58	Mouse	600.00	1	pcs	600.00		-		-	1	600.00		-
59	Office chairs for visitors	3,500.00	2	pc	7,000.00		-		-		-	2	7,000.00
60	Binder w/volts	250.00	12	pairs	3,000.00	12	3,000.00		-		-		-
61	Rubberband -big	200.00	10	boxes	2,000.00	3	600.00	5	1,000.00	2	400.00		-
62	Rubberband - small	100.00	5	boxes	500.00		-	2	200.00	3	300.00		-
63	Office supplies at COA office	20,110.00	1		20,110.00					1	20,110.00		
<b>FUEL,OIL &amp; LUBES</b>			0		-								
64	Fuel	42.00	3	ltr	126.00		-	3	126.00		-		-
<b>OTHER SUPPLIES AND MATERIALS</b>			0		-								
65	Air freshener	160.00	8	bottles	1,280.00	2	320.00	2	320.00	2	320.00	2	320.00
66	Alcohol 500ml	80.00	48	bottles	3,840.00	12	960.00	12	960.00	12	960.00	12	960.00
67	Detergent powder	100.00	4	pack	400.00		-	2	200.00	2	200.00		-
68	Dishwashing liquid	75.00	8	bottles	600.00	2	150.00	3	225.00	2	150.00	1	75.00
69	Dishwashing sponge	40.00	8	pcs	320.00	2	80.00	3	120.00	2	80.00	1	40.00
70	Furniture cleaner	200.00	6	bottles	1,200.00		-	4	800.00	2	400.00		-
71	Christmas decors	2,000.00	3		6,000.00		-		-		-	3	6,000.00
72	Plates	1,000.00	1	dozen	1,000.00		-		-	1	1,000.00		-

73	Fork	500.00	1	dozen	500.00		-		-	1	500.00		-
74	Spoon	500.00	1	dozen	500.00		-		-	1	500.00		-
75	Soft broom	100.00	3	pcs	300.00		-	3	300.00		-		-
76	Stick broom	50.00	3	pcs	150.00		-	3	150.00		-		-
77	Computer chairs	3,400.00	10	pcs	34,000.00		-		-		-	10	34,000.00
78	Binding & puncher machine	13,000.00	1	pcs	13,000.00	1	13,000.00		-		-		-
79	Monobloc chairs	200.00	3	pcs	600.00		-	3	600.00		-		-
80	Lechon	7,500.00	1	head	7,500.00		-		-		-	1	7,500.00
81	Assorted Fruits	1,000.00	1		1,000.00		-		-		-	1	1,000.00
82	Hotel Accomodation	1,354.16	24	pax	32,499.84		-		-		-	24	32,499.84
83	Computer set w/printer	35,000.00	1	unit	35,000.00		-	1	35,000.00		-		-
84	Laptop	35,000.00	1	unit	35,000.00		-	1	35,000.00		-		-
85	Laptop	30,000.00	1	unit	30,000.00		-	1	30,000.00		-		-
<b>TOTAL</b>					203,409.84								

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

Prepared by:

**JULIETA D. ROLDAN, CPA**

(Head of Department/Office)