

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON													
Plan Control No. BJMP-01						Planned Amount				Page <u>1</u> of <u>3</u> pages			
Department/ Office: BJMP						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	Ink cart, cannon PG 811 colored	970.32	3		2,910.96	1	970.32	1	970.32	1	970.32		-
2	Bond paper A4 80 gsm	220.00	4		880.00	1	220.00	2	440.00	1	220.00		-
3	Tape,transparent,24mm,50 meters	17.37	5		86.85	1	17.37		-	4	69.48		-
4	Eraser,felt for black/whiteboard	11.11	3		33.33	3	33.33		-		-		-
5	Sign pen, black	38.10	10		381.00	5	190.50	5	190.50		-		-
6	INK cart,cannon PG-810 black	737.36	2		1,474.72		-		-		-	2	1,474.72
7	Record book 300 pages	60.32	5		301.60		-		-	5	301.60		-
8	Stamp pad ink,violet,50ml	24.63	5		123.15	5	123.15		-		-		-
9	Pencil,lead eraser	19.62	10		196.20	2	39.24		-	2	39.24	6	117.72
OTHER SUPPLIES AND MATERIALS													
10	Meals	120.00	100	covers	12,000.00		-		-	100	12,000.00		-
IT,OFFICE & COMMUNICATION EQUIPMENT													
11	Computer set	25,000.00	1	unit	25,000.00		-	1	25,000.00		-		-
SPAREPARTS/RESCUE EQUIPMENTS													
12	Tire (235x15)	5,000.00	4		20,000.00		-		-	4	20,000.00		-
TOTAL					63,387.81								

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

Prepared by:

EDGAR SANDOVAL
(Head of Department/Office)