

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. MPOC-1				Planned Amount			Page <u>1</u> of <u>3</u> pages						
Department/ Office: MMO-MPOC/CSU/TRAFFIC & LOCAL ENFORCEMENT				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	Book paper,long 80 gsm	210.00	16 reams	3,360.00	4	840.00	4	840.00	4	840.00	4	840.00	
2	Glue, all purpose, 300 grms	45.00	10 jar	450.00	10	450.00		-		-		-	
3	Ballpen black(FO-GEBO19)(0.5)/blue	10.00	99 pcs	990.00	26	260.00	26	260.00	25	250.00	22	220.00	
4	Sign pen black/blue	50.00	30 pcs	1,500.00	8	400.00	8	400.00	8	400.00	6	300.00	
5	Paper fastener (steel)	90.00	5 boxes	450.00	5	450.00		-		-		-	
6	Correction tape	25.00	36 rolls	900.00	9	225.00	9	225.00	9	225.00	9	225.00	
7	Paper clip small & big	60.00	5 boxes	300.00	5	300.00		-		-		-	
9	Carbon filmPE blk 216x30mm 100per box	204.00	16 boxes	3,264.00	4	816.00	4	816.00	4	816.00	4	816.00	
11	Correction tape, 6mtr(min)	32.00	32 covers	1,024.00	8	256.00	8	256.00	8	256.00	8	256.00	
12	Data file box,made w/chipboard	71.00	24 pcs	1,704.00		-	24	1,704.00		-		-	
15	Envelope,expading,kraftboard legal size	623.00	8	4,984.00	2	1,246.00	2	1,246.00	2	1,246.00	2	1,246.00	
18	Fastener,for paper,plastic,50 sets/box	82.00	24	1,968.00	6	492.00	6	492.00	6	492.00	6	492.00	
19	Folder,fancy,legal 50pcs/bundle	235.00	8	1,880.00	2	470.00	2	470.00	2	470.00	2	470.00	
20	Marker,flourescent, 3colors	36.00	8 pcs	288.00	8	288.00		-		-		-	
21	Marker,whiteboard,bullet tpe,blk	12.00	40 pcs	480.00	10	120.00	10	120.00	10	120.00	10	120.00	
23	Marker,whiteboard,bullet type,red	12.00	40 pcs	480.00	10	120.00	10	120.00	10	120.00	10	120.00	
24	Marker,permanent,bullet type,blk	11.00	40 pcs	440.00	10	110.00	10	110.00	10	110.00	10	110.00	
25	Marker,permanent,bullet type,blue	11.00	40 pcs	440.00	10	110.00	10	110.00	10	110.00	10	110.00	
28	Paper clip,gem type,48mm,100pcs/box	14.00	40 box	560.00	10	140.00	10	140.00	10	140.00	10	140.00	
29	Paper,multi-purpose(COPY)A4 70 gsm	93.00	56 reams	5,208.00	14	1,302.00	14	1,302.00	14	1,302.00	14	1,302.00	
30	Paper,multi-purpose(COPY)legal 70gsm	116.00	56 reams	6,496.00	14	1,624.00	14	1,624.00	14	1,624.00	14	1,624.00	
31	Pencil,lead w/eraser	21.00	16 pcs	336.00	4	84.00	4	84.00	4	84.00	4	84.00	
33	Record book,500 pages 214mmx278mm	88.00	88 pcs	7,744.00	22	1,936.00	22	1,936.00	22	1,936.00	22	1,936.00	
34	Ruler,plastic 450mm	17.00	12 pcs	204.00	12	204.00		-		-		-	
35	Sign pen red	40.00	28 pcs	1,120.00	7	280.00	7	280.00	7	280.00	7	280.00	
36	Stamp pad ink violet	26.00	12 pcs	312.00	12	312.00		-		-		-	
37	Stamp pad,felt pad,min 60mm x 100mm	29.00	12 pcs	348.00	12	348.00		-		-		-	
39	Staple wire , standard	19.00	56 boxes	1,064.00	14	266.00	14	266.00	14	266.00	14	266.00	
40	Tape,masking,24mm,50 meters	57.00	10 rolls	570.00	10	570.00		-		-		-	
41	Tape, masking,48mm,50meters	107.00	10 rolls	1,070.00	10	1,070.00		-		-		-	
42	Tape,transparent,24mm,50meters	19.00	10 rolls	190.00	10	190.00		-		-		-	
43	Tape,transparent,48mm,50meters	28.00	10 rolls	280.00	10	280.00		-		-		-	
44	Tape,packaging,48mm,50meters	32.00	10 rolls	320.00	10	320.00		-		-		-	

45	Ballpen assorted colors 50/box	450.00	16	boxes	7,200.00	4	1,800.00	4	1,800.00	4	1,800.00	4	1,800.00
46	Pencil sharpener, 1 piece in ind.plastic case	189.00	6	pcs	1,134.00		-	6	1,134.00		-		-
47	Puncher, heavy duty	116.00	6	pcs	696.00		-	6	696.00		-		-
48	Stapler, standard	84.00	3	pcs	252.00		-	3	252.00		-		-
50	Stapler,remover plier type	20.00	6	pcs	120.00		-	6	120.00		-		-
51	Tape dispenser, table top	49.00	6	pcs	294.00		-	6	294.00		-		-
52	Furniturecleaner,aerosol 300ml/can	86.00	16	can	1,376.00	4	344.00	4	344.00	4	344.00	4	344.00
53	Calculator,compact,electronic 12 dgits	144.00	6	pcs	864.00		-	6	864.00		-		-
55	Ink tube, Epson BLK T6641	380.00	20	bottles	7,600.00	7	2,660.00	5	1,900.00	4	1,520.00	4	1,520.00
56	Ink tube, Epson Y T6642	380.00	8	bottles	3,040.00	2	760.00	2	760.00	2	760.00	2	760.00
57	Ink tube, Epson M T6643	380.00	8	bottles	3,040.00	2	760.00	2	760.00	2	760.00	2	760.00
58	Ink tube, Epson C T6644	380.00	8	bottles	3,040.00	2	760.00	2	760.00	2	760.00	2	760.00
62	Sign pen black	40.00	28	pcs	1,120.00	7	280.00	7	280.00	7	280.00	7	280.00
63	Bond paper A4	130.00	6	reams	780.00	2	260.00	2	260.00	2	260.00		-
65	Book paper A4	190.00	16	reams	3,040.00	4	760.00	4	760.00	4	760.00	4	760.00
66	Book paper short	180.00	9	reams	1,620.00	2	360.00	2	360.00	2	360.00	3	540.00
67	Staple wire #35	90.00	10	boxes	900.00	10	900.00		-		-		-
68	Folder long	8.00	20	pcs	160.00	5	40.00	5	40.00	5	40.00	5	40.00
69	Brown envelope (long)	5.00	20	pcs	100.00	5	25.00	5	25.00	5	25.00	5	25.00
70	Record book (500 leaves)	90.00	6	pcs	540.00	2	180.00	2	180.00	1	90.00	1	90.00
71	Record book (300 leaves)	80.00	7	pcs	560.00	2	160.00	2	160.00	2	160.00	1	80.00
72	DTR	15.00	20	pads	300.00	5	75.00	5	75.00	5	75.00	5	75.00
73	Stamp pad ink	95.00	4	pcs	380.00	1	95.00	1	95.00	1	95.00	1	95.00
	<b>FURNITURES AND FIXTURES</b>												
74	Wooden table	5,000.00	3	unit	15,000.00		-	3	15,000.00		-		-
75	Revolving chair	3,000.00	3	unit	9,000.00		-	3	9,000.00		-		-
76	Conference table	74,000.00	1	unit	74,000.00		-	1	74,000.00		-		-
	<b>OTHER SUPPLIES AND MATERIALS</b>												
77	Rechargeable searchlight	1,000.00	40	pcs	40,000.00	40	40,000.00		-		-		-
78	Reflectorized paint	4,000.00	18		72,000.00	5	20,000.00	5	20,000.00	4	16,000.00	4	16,000.00
79	MPOC meeting meals	120.00	416	covers	49,920.00	104	12,480.00	104	12,480.00	104	12,480.00	104	12,480.00
80	Whistle	700.00	51	pcs	35,700.00	51	35,700.00		-		-		-
81	Raincoat	1,000.00	16		16,000.00	16	16,000.00		-		-		-
82	Tactical pants	1,300.00	146		189,800.00	146	189,800.00		-		-		-
83	Public safety vehicle (multi-cab type)	260,000.00	1	unit	260,000.00	1	260,000.00		-		-		-
84	Upper uniform(Poloshirt w/collar)	580.00	126	pcs	73,080.00	126	73,080.00		-		-		-
85	Sweat shirt	680.00	63	pcs	42,840.00	63	42,840.00		-		-		-
86	Hat	300.00	130	pcs	39,000.00	130	39,000.00		-		-		-
87	Rescue boots (ACDV)	3,000.00	30	pairs	90,000.00	30	90,000.00		-		-		-
88	Radio speaker microphone	1,500.00	8		12,000.00	8	12,000.00		-		-		-
89	Radio RG 8 reducer	200.00	10		2,000.00	10	2,000.00		-		-		-
90	Radio connector/reducer	500.00	10		5,000.00	10	5,000.00		-		-		-
91	Radio battery pack	2,500.00	10		25,000.00	10	25,000.00		-		-		-
92	Radio fuse holder w/fuse	150.00	10		1,500.00	10	1,500.00		-		-		-

93	Radio regulated power supply	5,500.00	3		16,500.00	3	16,500.00		-		-		-
94	Flash drive 16GB,USB 3.0 plug & play	2,000.00	7		14,000.00	7	14,000.00		-		-		-
95	Camera charger	1,500.00	1		1,500.00	1	1,500.00		-		-		-
96	Tarpaulin Printing	510.00	8		4,080.00							8	4080
	<b>IT, OFFICE &amp; COMMUNICATION EQUIPMENT</b>												
97	PC with printer & accessories	40,000.00	2	units	80,000.00		-	2	80,000.00		-		-
98	Flash drive 16GB,USB 3.0 plug & play	196.00	6		1,176.00		-	6	1,176.00		-		-

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

Prepared by:

**GREGORIO LLOREN GUE**

(Head of Department/Office)