

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. SBO-01				Planned Amount					Page <u>1</u> of <u>3</u> pages			
Department/ Office: Sangguniang Bayan 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
OFFICE SUPPLIES												
1	Book paper A4, 80 gsm	200.00	90 reams	18,000.00	15	3,000.00	25	5,000.00	30	6,000.00	20	4,000.00
2	Correction tape 5 mtr,roller type	50.00	40 pcs	2,000.00	10	500.00	10	500.00	10	500.00	10	500.00
3	Ruler,plastic 450mm	20.00	5 pcs	100.00	5	100.00		-		-		-
4	Stapler,standard	150.00	15 pcs	2,250.00	5	750.00	5	750.00	5	750.00		-
5	Cellophane tape	25.00	23 rolls	575.00	5	125.00	5	125.00	8	200.00	5	125.00
6	Paper clip small & jumbo	25.00	15 boxes	375.00		-	5	125.00		-	10	250.00
7	Mailing envelope	505.00	3 boxes	1,515.00	1	505.00		-	1	505.00	1	505.00
8	Bond paper long	248.00	100 reams	24,800.00	15	3,720.00	25	6,200.00	30	7,440.00	30	7,440.00
9	Board paper assorted legal	60.00	60 packs	3,600.00		-	15	900.00	30	1,800.00	15	900.00
10	Paper clip small	12.00	10 boxes	120.00		-	5	60.00		-	5	60.00
11	Adhesive tape	65.00	10 pcs	650.00	2	130.00	3	195.00	2	130.00	3	195.00
12	Double sided tape 1 inch	50.00	6 rolls	300.00	2	100.00	2	100.00	2	100.00		-
13	Pentel energel black 0.5 mm	17.00	200 pcs	3,400.00	50	850.00	50	850.00	50	850.00	50	850.00
14	Masking tape 2 inches	50.00	12 rolls	600.00	3	150.00	3	150.00	3	150.00	3	150.00
15	Packaging tape	50.00	5 rolls	250.00	2	100.00		-	3	150.00		-
16	Staple wire #35	25.00	20 boxes	500.00	5	125.00	5	125.00	5	125.00	5	125.00
17	Staple wire #13mm	50.00	10 boxes	500.00	5	250.00	5	250.00		-		-
18	Staple wire #17mm	50.00	10 boxes	500.00	5	250.00	5	250.00		-		-
19	Glue all purose/300 grms	100.00	5 jar	500.00	2	200.00	2	200.00	1	100.00		-
20	Marker,permanent	60.00	6 pcs	360.00	3	180.00		-		-	3	180.00
21	Tape dispenser	100.00	6 pcs	600.00	3	300.00	3	300.00		-		-
22	Ballpen bule/black	15.00	200 pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
23	DTR	40.00	50 reams	2,000.00	5	200.00	10	400.00	20	800.00	15	600.00
24	Record book 300 pages	75.00	12 pcs	900.00		-		-	6	450.00	6	450.00
25	Scissor	75.00	20 pcs	1,500.00	5	375.00	5	375.00	10	750.00		-
26	Pencil lead w/eraser(mongol 2)	70.00	2 dozens	140.00		-	1	70.00	1	70.00		-
27	Folder legal white (glossy)	1,000.00	2 boxes	2,000.00	1	1,000.00		-	1	1,000.00		-
28	Steno notes	25.00	20 pcs	500.00		-	5	125.00	10	250.00	5	125.00
29	Big binder clip	200.00	12 boxes	2,400.00	4	800.00	4	800.00	4	800.00		-
30	Small binder clip	150.00	12 boxes	1,800.00	2	300.00	6	900.00	4	600.00		-
31	Clear vinyl acetate binding cover,legal	50.00	100 pcs	5,000.00	30	1,500.00	20	1,000.00	30	1,500.00	20	1,000.00
32	Stamp pad ink	50.00	3 bots	150.00		-	2	100.00	1	50.00		-

33	Stamp pad	50.00	2	pcs	100.00	1	50.00	1	50.00		-		-
34	Mega filing box big	250.00	20	pcs	5,000.00		-	5	1,250.00	10	2,500.00	5	1,250.00
35	Printer ink C T 6642	300.00	10	pcs	3,000.00	5	1,500.00	5	1,500.00		-		-
36	Printer ink M T 6643	300.00	10	pcs	3,000.00	5	1,500.00	5	1,500.00		-		-
37	printer ink Y T 6644	300.00	10	pcs	3,000.00	5	1,500.00	5	1,500.00		-		-
38	Printer ink Blk T 6641	300.00	60	pcs	18,000.00	30	9,000.00	25	7,500.00	5	1,500.00		-
39	Push pin	50.00	20	boxes	1,000.00	5	250.00	5	250.00	5	250.00	5	250.00
40	Thumbstacks	10.00	20	boxes	200.00	5	50.00		-	10	100.00	5	50.00
41	Mailing stamps	10.00	1000	pcs	10,000.00	500	5,000.00	500	5,000.00		-		-
42	Pins	8.00	20	pads	160.00	5	40.00	5	40.00	5	40.00	5	40.00
43	Long brown envelope	1,000.00	2	boxes	2,000.00	1	1,000.00		-	1	1,000.00		-
44	Filing tray	600.00	5	pcs	3,000.00	1	600.00		-	4	2,400.00		-
45	Signed pen BEIFA LIQUIDLY	30.00	12	pcs	360.00	12	360.00		-		-		-
46	Sticky notes big	30.00	5	pads	150.00	2	60.00	3	90.00		-		-
47	Calculator	200.00	6	unit	1,200.00	2	400.00		-	4	800.00		-
48	Dater stamp	150.00	2	pcs	300.00	2	300.00		-		-		-
49	Carbon film,216mmx30mm,100 sheets	250.00	3	boxes	750.00	1	250.00	1	250.00	1	250.00		-
50	Cutter knife,heavy duty cutter	20.00	10	tube	200.00	5	100.00	2	40.00	3	60.00		-
51	Construction paper assorted color	300.00	5	pack	1,500.00		-		-	3	900.00	2	600.00
52	Cartolina assorted color 20 pcs	100.00	5	pack	500.00		-	1	100.00	2	200.00	2	200.00
53	Highlighter pen (stabilo boss)	40.00	10	pcs	400.00	5	200.00		-	5	200.00		-
54	Rubber band,70mm # 18	95.00	3	boxes	285.00		-	2	190.00	1	95.00		-
55	Mega box 50L	500.00	10	item	5,000.00	5	2,500.00	3	1,500.00	2	1,000.00		-
56	Mega box 100L	1,000.00	10	item	10,000.00	4	4,000.00		-	3	3,000.00	3	3,000.00
57	OTG flash drive USB 3.0/4.0 16GB	800.00	10	pcs	8,000.00	4	3,200.00	4	3,200.00	2	1,600.00		-
58	External hard drive 1 TB	3,500.00	2	pcs	7,000.00		-	1	3,500.00	1	3,500.00		-
59	Glue gun	500.00	3	pcs	1,500.00	1	500.00	1	500.00	1	500.00		-
60	Stick glue	10.00	50	pcs	500.00	10	100.00	10	100.00	20	200.00	10	100.00
61	Picture frame legal size	150.00	20	pcs	3,000.00	5	750.00	5	750.00	10	1,500.00		-
62	AAA chargeable battery	300.00	10	pcs	3,000.00	4	1,200.00	6	1,800.00		-		-
63	AA chargeable battery	500.00	25	pcs	12,500.00	4	2,000.00	6	3,000.00	10	5,000.00	5	2,500.00
64	Ring binder,plastic 32mm,10pcs/bundle	300.00	10	bundle	3,000.00	3	900.00	2	600.00	5	1,500.00		-
65	Ring binder,plastic 10mm,10 pcs/bundle	300.00	10	bundle	3,000.00	4	1,200.00	2	600.00	4	1,200.00		-
66	Ring binder,plastic 51mm,10pcs/bundle	300.00	10	bundle	3,000.00	4	1,200.00	2	600.00	4	1,200.00		-
67	REPAIR AND MAINTENANCE - BUILDING & MACHINERY E		0		-		-		-		-		-
68	Computer repair	1,000.00	4		4,000.00		-		-		-	4	4,000.00
69	Repair of sound system	10,000.00	2	sets	20,000.00	1	10,000.00		-	1	10,000.00		-
70	UPS	3,000.00	2	units	6,000.00		-	1	3,000.00		-	1	3,000.00
71	Printer repair	500.00	6	units	3,000.00	2	1,000.00	2	1,000.00	2	1,000.00		-
72	Cleaning of aircondition	400.00	30	units	12,000.00		-	15	6,000.00		-	15	6,000.00
73	FUEL,OIL & LUBES		0		-		-		-		-		-
74	Fuel, Oil & Lubes	69,000.00	4		276,000.00	1	69000	1	69000	1	69000	1	69000
75	OTHER SUPPLIES AND MATERIALS		0		-		-		-		-		-

76	Hand towels	15.00	12	pcs	180.00	7	105.00	3	45.00		-	2	30.00
77	Muriatic acid	30.00	10		300.00	1	30.00	1	30.00	5	150.00	3	90.00
78	Scotch brite super tibay	15.00	20	pcs	300.00	10	150.00	5	75.00	5	75.00		-
79	Liquid hand soap	100.00	10	btls	1,000.00	5	500.00	5	500.00		-		-
80	Zonrox 1 liter	150.00	10	btls	1,500.00	5	750.00	3	450.00		-	2	300.00
81	Detergent powder 1 kilo	50.00	30	pouch	1,500.00	10	500.00	11	550.00	5	250.00	4	200.00
82	Lysol	370.00	5	btls	1,850.00	2	740.00	2	740.00		-	1	370.00
83	Door mat small	45.00	12	pcs	540.00		-	6	270.00	3	135.00	3	135.00
84	Downy antibac 1 liter	160.00	6	btls	960.00	2	320.00	2	320.00		-	2	320.00
85	Pledge	180.00	8	btls	1,440.00	3	540.00	2	360.00	3	540.00		-
86	Trash can container	200.00	2	pcs	400.00		-	1	200.00	1	200.00		-
87	Dust pan	100.00	3	pcs	300.00		-	3	300.00		-		-
88	All purpose cleaner (300ml)	140.00	12	pcs	1,680.00	4	560.00		-	4	560.00	4	560.00
89	Venetian blind	3,000.00	1	unit	3,000.00	1	3,000.00		-		-		-
90	Alcohol ,green cross 70%	55.00	45	bots	2,475.00	15	825.00	10	550.00	15	825.00	5	275.00
91	Tornado mop	1,000.00	2	pcs	2,000.00	1	1,000.00	1	1,000.00		-		-
92	Air freshener	150.00	8	tubes	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
93	Table napkins	63.00	25	packs	1,575.00	5	315.00	20	1,260.00		-		-
94	Albatross deodizer	75.00	3	dozens	225.00	2	150.00	1	75.00		-		-
95	Stick broom	25.00	10	pcs	250.00	1	25.00	5	125.00	1	25.00	3	75.00
96	Soft broom	75.00	6	pcs	450.00		-	3	225.00		-	3	225.00
97	Tissue/kleenex unscented	50.00	12	box	600.00	3	150.00	6	300.00	3	150.00		-
98	Toilet tissue,12 rolls per pack	80.00	20	packs	1,600.00	3	240.00	10	800.00	5	400.00	2	160.00
99	Water hose	200.00	2	roll	400.00		-	2	400.00		-		-
100	Crimping tool	500.00	1	unit	500.00		-	1	500.00		-		-
101	Dishwashing liquid	50.00	10	bots	500.00	2	100.00	3	150.00	3	150.00	2	100.00
102	RJ 45	5.00	54	pcs	270.00	30	150.00	20	100.00	4	20.00		-
103	T8 tubular LED lamp (36w)	300.00	25	pcs	7,500.00		-		-	15	4,500.00	10	3,000.00
104	LED bulb (7w)	190.00	23	pcs	4,370.00		-		-	13	2,470.00	10	1,900.00
105	Goosneck microphone	1,000.00	6	pcs	6,000.00		-	3	3,000.00	3	3,000.00		-
106	Meals	150.00	300	covers	45,000.00	75	11,250.00	75	11,250.00	75	11,250.00	75	11,250.00
107	Special snacks	80.00	600	covers	48,000.00	150	12,000.00	150	12,000.00	150	12,000.00	150	12,000.00
108	Binding and punching machine	23,000.00	1	unit	23,000.00	1	23,000.00		-		-		-
109	Projector	30,000.00	1	unit	30,000.00	1	30,000.00		-		-		-
110	Publication of Notice Public hearing,	30,000.00	3	days	90,000.00		-	1	30,000.00	1	30,000.00	1	30,000.00
111	Meals & Snacks for taining & workshop	12,100.00	1		12,100.00		-	1	12100		-		-
112	Honorarium/speaker	3,000.00	1		3,000.00		-	1	3000		-		-
113	Meals & snacks for PWD summit Mlybly	10,000.00	1		10,000.00		-	1	10000		-		-
114	T-shirt	500.00	0	pcs	-		-		-		-		-
115	Jeepney hiring (1 day)	3,000.00	1		3,000.00		-	1	3000		-		-
116	Supplies and materials needed for Ritual-F	50,000.00	1		50,000.00		-		-		-	1	50000
117	Hotel Accomodation	500.00	160	covers	80,000.00		-		-		-	160	80,000.00
118	Transportation	50,000.00	1		50,000.00		-		-		-	1	50000

119	Meals	180.00	640	covers	115,200.00		-		-		-	640	115,200.00
120	snacks	50.00	400	covers	20,000.00		-		-		-	400	20,000.00
121	Incentives of participants	80,000.00	1		80,000.00		-		-		-	1	80000
122	Function hall and facilities rental	40,000.00	1		40,000.00		-		-		-	1	40000
123	Contengencies	15,800.00	1		15,800.00		-		-		-	1	15800
	IT,OFFICE & COMMUNICATION EQUIPMENT		0		-		-		-		-		
124	Gestetner MP 2014 AD	93,500.00	1	pc	93,500.00	1	93,500.00		-		-		-
125	Laser Multi-function centre	19,000.00	1	pc	19,000.00	1	19,000.00		-		-		-
126	Desktop computer		0		-		-		-		-		-
127	Printer epon L120 series	5,000.00	2	units	10,000.00	1	5,000.00	1	5,000.00		-		-
	SPAREPARTS/RESCUE EQUIPMENTS		0		-		-		-		-		-
128	Spareparts (motorcycle)	20,000.00	1		20,000.00		-		-	1	20000		-
129	Spareparts (service vehicle)SGL-856	80,000.00	2		160,000.00		-	1	80000		-	1	80000
130	Motorcycle spareparts	20,000.00	1		20,000.00		-	1	20000		-		-
131	Service vehicle	40,000.00	4		160,000.00	1	40,000.00	1	40,000.00	1	40,000.00	1	40,000.00
	PROJECTS & VEHICLES		0		-		-		-		-		-
132	Hiring of Band and Celebrity	494,000.00	1		494,000.00		-		-		-	1	494000
TOTAL					814,000.00								

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

Prepared by:

JUDITH LASPIÑAS

(Head of Department/Office)