

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. MMO-EED-01					Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department/ Office: Municipal Mayor's Office - Economic Enterprise Division					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	Bond paper F4 sub.20	200.00	16	reams	3,200.00	4	800.00	4	800.00	4	800.00	4	800.00
2	Paper fastener	50.00	12	boxes	600.00	3	150.00		-		-	9	450.00
3	Calulator 14 digits	400.00	6	pcs	2,400.00	1	400.00	1	400.00	3	1,200.00	1	400.00
4	DTR	0.25	1500	pcs	375.00	700	175.00		-	800	200.00		-
5	Pentel pen ink	100.00	4	bottles	400.00	1	100.00	1	100.00	1	100.00	1	100.00
6	Highlighter pen	40.00	12	pcs	480.00		-	3	120.00	3	120.00	6	240.00
7	Toner for MP 2014D #842137	3,700.00	1	pcs	3,700.00		-		-	1	3,700.00		-
8	Sign pen,black	40.00	84	pcs	3,360.00	24	960.00	16	640.00	26	1,040.00	18	720.00
9	Scissor	50.00	14	pcs	700.00	2	100.00	8	400.00	2	100.00	2	100.00
10	Record book 300 pages	60.32	8	pcs	482.56	6	361.92		-		-	2	120.64
11	Ballpen black(FO-GEBO19)(0.5)/blue	10.00	400	pcs	4,000.00	100	1,000.00	100	1,000.00	100	1,000.00	100	1,000.00
12	Masking tape 2 inches	50.00	12	rolls	600.00		-		-		-	12	600.00
13	Record book 300 pages	75.00	8	pcs	600.00	4	300.00		-		-	4	300.00
14	Push pin	50.00	8	boxes	400.00	2	100.00	2	100.00	2	100.00	2	100.00
15	Puncher heavy duty	250.00	2	pcs	500.00		-	2	500.00		-		-
16	Stapler w/staple wire remover #35	350.00	7	pcs	2,450.00		-	1	350.00	3	1,050.00	3	1,050.00
17	Staple wire #35	50.00	8	pcs	400.00	2	100.00	2	100.00	2	100.00	2	100.00
18	Correction tape	30.00	116	pcs	3,480.00	29	870.00	29	870.00	29	870.00	29	870.00
19	Bond paper A4 size	190.00	16	reams	3,040.00	4	760.00	4	760.00	4	760.00	4	760.00
20	White board marker	50.00	48	pcs	2,400.00	12	600.00	12	600.00	12	600.00	12	600.00
21	Staple wire #35	50.00	12	boxes	600.00	3	150.00	3	150.00	3	150.00	3	150.00
22	Ink refill L210,black	300.00	8	bottles	2,400.00	2	600.00	2	600.00	2	600.00	2	600.00
23	Ink refill L210,magenta	325.00	4	bottles	1,300.00		-	2	650.00	2	650.00		-
24	Ink refill L210,cyan	325.00	4	bottles	1,300.00		-	2	650.00	2	650.00		-
25	Ink refill L210,yellow	325.00	4	bottles	1,300.00		-	2	650.00	2	650.00		-
26	Cork board w/frame 2' x 3'	1,500.00	3	pcs	4,500.00	3	4,500.00		-		-		-
27	Data file w/cover big	350.00	23	pcs	8,050.00	3	1,050.00	6	2,100.00	5	1,750.00	9	3,150.00
28	Rubber stamp slaughter use	400.00	3	pcs	1,200.00	3	1,200.00		-		-		-
29	Dater stamp	500.00	2	pcs	1,000.00		-	2	1,000.00		-		-
30	Mechanical pencil	50.00	8	pcs	400.00		-	8	400.00		-		-
31	Mechanical pencil lead	200.00	1	boxes	200.00		-	1	200.00		-		-
32	Scotch tape 2"	40.00	8	pcs	320.00		-	4	160.00		-	4	160.00

33	Envelope long	6.00	100	pcs	600.00		-		-	100	600.00		-
34	Envelope short	6.00	100	pcs	600.00		-		-	100	600.00		-
35	Permanent marker	25.00	24	pcs	600.00		-		-		-	24	600.00
36	Plastic folder long	20.00	24	pcs	480.00		-		-		-	24	480.00
37	Clip board	50.00	6	pcs	300.00		-		-		-	6	300.00
38	Paper clip	45.00	4	pcs	180.00	2	90.00		-		-	2	90.00
39	Rubber stamp (Lowan-lowan)	300.00	2	pcs	600.00	1	300.00		-		-	1	300.00
40	Highlighter pen	50.00	8	pcs	400.00	6	300.00		-		-	2	100.00
41	Whiteboard eraser	60.00	5	pcs	300.00	2	120.00		-		-	3	180.00
42	USB 8 GB	500.00	1	pcs	500.00		-		-		-	1	500.00
43	Bond paper A4 size	180.00	20	reams	3,600.00	5	900.00	5	900.00	5	900.00	5	900.00
44	Paper fastener	120.00	4	boxes	480.00	1	120.00	1	120.00	1	120.00	1	120.00
45	Folder	6.00	150	pcs	900.00	36	216.00	39	234.00	37	222.00	38	228.00
46	Pentel pen refillable	60.00	8	pcs	480.00	2	120.00	2	120.00	2	120.00	2	120.00
47	Stamp pad ink	30.00	4	pcs	120.00	1	30.00	1	30.00	1	30.00	1	30.00
48	Gloves medium size #7	150.00	6	boxes	900.00	2	300.00	1	150.00	1	150.00	2	300.00
49	Mask	250.00	4	boxes	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
50	Stamp pad	60.00	4	pcs	240.00	2	120.00		-	1	60.00	1	60.00
51	Epson ink L220 black	350.00	2		700.00		-	1	350.00		-	1	350.00
52	Whiteboard marker	75.00	8	pcs	600.00	2	150.00	2	150.00	2	150.00	2	150.00
53	Expanded envelope	20.00	16	pcs	320.00	4	80.00	4	80.00	4	80.00	4	80.00
	<b>REPAIR AND MAINTENANCE - BUILDING &amp; MACHINERY E</b>		0		-				-		-		-
54	Repair of 2 aircons	4,500.00	2		9,000.00	1	4,500.00		-		-	1	4,500.00
55	Repair of 3 computers	4,000.00	1		4,000.00		-		-	1	4,000.00		-
56	Screened Sand	1,200.00	6	cu.m.	7,200.00	6	7,200.00		-		-		-
57	GI Tie Wire #16	70.00	2	kls.	140.00	2	140.00		-		-		-
58	Portland Cement	285.00	5	bags	1,425.00	5	1,425.00		-		-		-
59	Portland Cement	285.00	40	bags	11,400.00	40	11,400.00		-		-		-
60	2x4x8 Firebricks	18.00	150	pcs	2,700.00	150	2,700.00		-		-		-
61	6"φ x 20' GI pipe	6,000.00	1	length	6,000.00	1	6,000.00		-		-		-
62	Fine sand	1,200.00	0.5	cu.m.	600.00	0.5	600.00		-		-		-
63	Labor cost	3,750.00	1		3,750.00	1	3,750.00		-		-		-
64	Eng'g admin cost	525.00	1		525.00	1	525.00		-		-		-
65	4" CHB	10.50	500	pcs	5,250.00	500	5,250.00		-		-		-
66	10mm x 6m Rebars	175.00	24	length	4,200.00	24	4,200.00		-		-		-
67	4" x 10' PVC pipe	650.00	2	length	1,300.00	2	1,300.00		-		-		-
68	2" x 10' PVC pipe	280.00	1	length	280.00	1	280.00		-		-		-
69	4" x 90° PVC elbow	50.00	1	pc	50.00	1	50.00		-		-		-
70	4" x 2" PVC Tee	60.00	1	pc	60.00	1	60.00		-		-		-
71	4" PVC P-Trap	80.00	1	pc	80.00	1	80.00		-		-		-
72	1/2" GI elbow	30.00	2	pcs	60.00	2	60.00		-		-		-
73	1/2" GI coupling	30.00	2	pcs	60.00	2	60.00		-		-		-
74	1-2" x 2 GI nipple	35.00	2	pcs	70.00	2	70.00		-		-		-

75	1/2" PE Tee	120.00	1	pc	120.00	1	120.00		-		-		-
76	3/4" Teflon	30.00	1	roll	30.00	1	30.00		-		-		-
77	1/2" Ball Valve Faucet	300.00	2	pcs	600.00	2	600.00		-		-		-
78	Water closet (buhos type)	1,600.00	2	pcs	3,200.00	2	3,200.00		-		-		-
79	QDE crystal blue	7,500.00	10	gallon	75,000.00	10	75,000.00		-		-		-
80	Paint thinner	380.00	2	gallon	760.00	2	760.00		-		-		-
81	Paint roller	85.00	2	pcs	170.00	2	170.00		-		-		-
82	Paint brush #4	80.00	2	pcs	160.00	2	160.00		-		-		-
83	Paint brush #2	50.00	2	pcs	100.00	2	100.00		-		-		-
84	Labor	15,100.00	1		15,100.00	1	15,100.00		-		-		-
85	Contengencies	1,414.80	1		1,414.80	1	1,414.80		-		-		-
86	Improvement of WCPD Office	19,200.00	1		19,200.00		-	1	19,200.00		-		-
	<b>OTHER SUPPLIES AND MATERIALS</b>		0		-		-				-		-
87	Fabric conditioner liquid (downy sachet 27r	7.00	200	pcs	1,400.00		-	50	350.00	100	700.00	50	350.00
88	Rubbing alcohol, 70% Ethyl, 500ml	60.00	80	bots	4,800.00	20	1,200.00	20	1,200.00	20	1,200.00	20	1,200.00
89	Insect spray	250.00	7	can	1,750.00	2	500.00	2	500.00	1	250.00	2	500.00
90	Dust pan	100.00	30	pcs	3,000.00	9	900.00	6	600.00	9	900.00	6	600.00
91	Air freshener 300ml tube	200.00	7	tube	1,400.00	3	600.00		-	2	400.00	2	400.00
92	Detergent bar	25.00	42	bars	1,050.00	3	75.00	13	325.00	13	325.00	13	325.00
93	Firewood	2,000.00	20	loads	40,000.00	5	10,000.00	5	10,000.00	5	10,000.00	5	10,000.00
94	LPG refill	900.00	3	tanks	2,700.00		-	3	2,700.00		-		-
95	Sando bag,medium 50pcs/pack	20.00	500	packs	10,000.00	125	2,500.00	125	2,500.00	125	2,500.00	125	2,500.00
96	Mower,nylon	150.00	95	rolls	14,250.00	11	1,650.00	20	3,000.00	34	5,100.00	30	4,500.00
97	Stick broom	15.00	320	pcs	4,800.00	80	1,200.00	80	1,200.00	80	1,200.00	80	1,200.00
98	Soft broom	70.00	12	pcs	840.00	3	210.00	3	210.00	3	210.00	3	210.00
99	Albatross refill	25.00	24	pcs	600.00		-	8	200.00	8	200.00	8	200.00
100	Basin, med. Stainless	125.00	12	pcs	1,500.00	3	375.00	3	375.00	3	375.00	3	375.00
101	Pail,small	65.00	24	pcs	1,560.00		-	6	390.00	6	390.00	12	780.00
102	Leatherette apron	215.00	6	meters	1,290.00		-	3	645.00		-	3	645.00
103	Wall clock	1,000.00	1	pcs	1,000.00		-		-	1	1,000.00		-
104	Rubbing alcohol 70% 500ml	80.00	24	bottles	1,920.00	2	160.00		-	10	800.00	12	960.00
105	Floor mop set	375.00	4	pcs	1,500.00	2	750.00		-		-	2	750.00
106	Muriatic acid (250ml)	50.00	8	bottles	400.00		-		-	4	200.00	4	200.00
107	Toilet bowl brush	120.00	6	pcs	720.00		-	2	240.00	2	240.00	2	240.00
108	ESL bulb 55W	325.00	8	pcs	2,600.00		-	3	975.00	3	975.00	2	650.00
109	Trash box	75.00	6	pcs	450.00		-		-	3	225.00	3	225.00
110	Christmas lights	250.00	4	pcs	1,000.00		-		-		-	4	1,000.00
111	Tarpaulin	300.00	6	pcs	1,800.00		-	3	900.00		-	3	900.00
112	Door padlock set	80.00	24	pcs	1,920.00		-	6	480.00	12	960.00	6	480.00
113	Rubber boots large	400.00	7	pairs	2,800.00		-	2	800.00	4	1,600.00	1	400.00
114	Chlorine 45 kgs	7,000.00	10	pail	70,000.00	1	7,000.00	1	7,000.00	4	28,000.00	4	28,000.00
115	Food coloring powder,125g violet	125.00	2	cont	250.00		-	1	125.00		-	1	125.00
116	Food coloring powder,125g red	125.00	2	cont	250.00		-	1	125.00		-	1	125.00

117	Grass cutter	4,500.00	0		-		-		-		-		-
118	Bukag small	250.00	12	pcs	3,000.00		-	4	1,000.00	4	1,000.00	4	1,000.00
119	Soft broom	60.00	16	pcs	960.00	4	240.00	4	240.00	4	240.00	4	240.00
120	Mop w/handle	225.00	12	pcs	2,700.00		-	4	900.00	4	900.00	4	900.00
121	Detergent powder	12.00	300	pcs	3,600.00		-	50	600.00	125	1,500.00	125	1,500.00
122	Long brush w/handle	150.00	12	pcs	1,800.00		-	4	600.00	4	600.00	4	600.00
123	Brush big	40.00	20	pcs	800.00		-	5	200.00	7	280.00	8	320.00
124	Brush small	25.00	20	pcs	500.00	5	125.00	5	125.00	5	125.00	5	125.00
125	Sack	10.00	200	pcs	2,000.00	50	500.00	50	500.00	50	500.00	50	500.00
126	Muriatic acid (250ml)	300.00	6	pcs	1,800.00	1	300.00	1	300.00	2	600.00	2	600.00
127	Bowl pump	50.00	10	pcs	500.00	2	100.00	3	150.00	3	150.00	2	100.00
128	Bowl brush	50.00	12	pcs	600.00	3	150.00	3	150.00	3	150.00	3	150.00
129	Lifebouy	3,000.00	1	unit	3,000.00	1	3,000.00		-		-		-
130	Tapping knife	200.00	16	pcs	3,200.00	8	1,600.00		-	8	1,600.00		-
131	Rubber acid	5,100.00	2	gallon	10,200.00		-	1	5,100.00		-	1	5,100.00
132	Rake (not metal)	400.00	8	pcs	3,200.00		-	2	800.00	3	1,200.00	3	1,200.00
133	Gloves	75.00	7	sets	525.00	2	150.00	2	150.00	2	150.00	1	75.00
134	T-shirt	600.00	100	pcs	60,000.00		-	100	60,000.00		-		-
135	Sound system rental	4,000.00	1	units	4,000.00		-		-		-	1	4,000.00
136	Labor	3,000.00	3		9,000.00		-		-		-	3	9,000.00
137	Chlorine	6,852.50	4	gallon	27,410.00		-		-		-	4	27,410.00
	<b>SPAREPARTS/RESCUE EQUIPMENTS</b>		0		-		-		-		-		-
138	Spareparts	45,000.00	4		180,000.00	1	45,000.00	1	45,000.00	1	45,000.00	1	45,000.00
<b>TOTAL</b>					211,410.00								

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

Prepared by:

MA. AHERMA L. BAYLOMO, CPA

(Head of Department/Office)