

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. MTC-01				Planned Amount				Page <u>1</u> of <u>3</u> pages					
Department/ Office: Municipal Trial Court				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	DTR	0.25	1200 pcs	300.00	1200	300.00		-		-		-	
2	Pentel pen ink black	89.00	6 bottles	534.00	6	534.00		-		-		-	
3	Computer ink C T6642	350.00	2 bots	700.00		-	2	700.00		-		-	
4	Computer ink M T 6643	350.00	2 bots	700.00		-	2	700.00		-		-	
5	Computer ink Y T6644	350.00	2 bots	700.00		-	2	700.00		-		-	
6	Computer ink Bk T6641	350.00	6 bots	2,100.00		-	6	2,100.00		-		-	
7	USB 8 GB	500.00	2 pcs	1,000.00		-		-	2	1,000.00		-	
8	Chalk- white,100 sticks/box	50.00	1 box	50.00	1	50.00		-		-		-	
9	Correction fluid 15ml water base	450.00	10 bots	4,500.00		-		-	10	4,500.00		-	
10	Ribbon cartridge black #8750	220.00	10 pcs	2,200.00	3	660.00		-		-	7	1,540.00	
11	Correction tape 8 mtrs	40.00	25 pcs	1,000.00	25	1,000.00		-		-		-	
12	Bond paper long pink	190.00	2 reams	380.00		-		-		-	2	380.00	
13	Bond paper long yellow	190.00	2 reams	380.00		-		-		-	2	380.00	
14	Bond paper long blue	190.00	2 reams	380.00		-		-		-	2	380.00	
15	Ballpen blue	6.00	50 pcs	300.00		-		-	50	300.00		-	
16	Sign pen 0.5	90.00	8 pcs	720.00		-		-		-	8	720.00	
17	Bond paper A4 80 gsm	220.00	6 reams	1,320.00		-		-	6	1,320.00		-	
	<b>REPAIR AND MAINTENANCE - BUILDING &amp; MACHINERY</b>		0	-		-		-		-		-	
18	Repair of 3 typewriters	1,000.00	2	2,000.00		-	1	1,000.00		-	1	1,000.00	
19	Repair of 2 aircons	1,000.00	2	2,000.00		-	1	1,000.00		-	1	1,000.00	
20	Repair of 3 computers	2,000.00	2	4,000.00		-	1	2,000.00		-	1	2,000.00	
	<b>OTHER SUPPLIES AND MATERIALS</b>		0	-		-		-		-		-	
21	Alcohol Isoprophyl 40 %	75.00	6 bots	450.00	6	450.00		-		-		-	
22	Air freshener 500ml orange scent	190.00	1 bots	190.00	1	190.00		-		-		-	
23	Insect killer spray	160.00	1 bots	160.00	1	160.00		-		-		-	
24	Toilet bowl cleaner 500ml	110.00	2 bots	220.00	2	220.00		-		-		-	
25	Dishwashing cream 400 grms	65.00	4 cans	260.00		-		-	4	260.00		-	
26	Floorwax,paste red 900 grms	180.00	1 cans	180.00		-		-	1	180.00		-	
27	Detergent powder	85.00	3 packs	255.00		-		-	3	255.00		-	
28	Dust pan	130.00	1 pcs	130.00		-		-	1	130.00		-	
29	Floor mop (foam)	225.00	1 pcs	225.00		-		-	1	225.00		-	
30	Tornado mop- medium	1,200.00	1 pcs	1,200.00		-		-	1	1,200.00		-	

31	Dish dispenser	1,230.00	1	pcs	1,230.00	-	1	1,230.00	-	-
<b>TOTAL</b>					29,764.00					

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

Prepared by:

EMERITA GAMBOA

(Head of Department/Office)