

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. DILG-01				Planned Amount				Page <u> 1 </u> of <u> 3 </u> pages				
Department/ Office: Department of Interior and Local Government				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	Bond paper short	200.00	35 reams	7,000.00	25	5,000.00	5	1,000.00	5	1,000.00		-
2	Bond paper long	200.00	45 reams	9,000.00	20	4,000.00		-	25	5,000.00		-
3	Epson ink - black	250.00	6 bottles	1,500.00		-	6	1,500.00		-		-
4	Epson ink - cyan	250.00	3 bottles	750.00		-		-		-	3	750.00
5	Epson ink - magenta	250.00	3 bottles	750.00		-		-		-	3	750.00
6	Epson ink - yellow	250.00	3 bottles	750.00		-		-		-	3	750.00
7	Ballpen black	10.00	30 pcs	300.00		-		-		-	30	300.00
8	Staple wire	50.00	2 box	100.00		-		-		-	2	100.00
9	Sticky note	30.00	5 pads	150.00		-		-	5	150.00		-
10	White board pen	40.00	5 pcs	200.00		-		-	5	200.00		-
11	Folder	15.00	40 pcs	600.00		-		-	40	600.00		-
12	Paper fastener	50.00	2 box	100.00		-		-	2	100.00		-
13	Paper file case	150.00	6 pc s	900.00		-		-	6	900.00		-
14	Expanded envelope	20.00	30 pcs	600.00		-		-	30	600.00		-
15	Sign pen	50.00	15 pcs	750.00		-		-	15	750.00		-
16	Record book	100.00	6 pcs	600.00		-		-	6	600.00		-
17	Scotch tape	30.00	6 pcs	180.00		-		-	6	180.00		-
18	Correction tape	30.00	5 pcs	150.00		-		-	5	150.00		-
19	Ballpen	10.00	20 pcs	200.00	20	200.00		-		-		-
20	Assorted paper for certificates	40.00	30 packs	1,200.00	30	1,200.00		-		-		-
21	Paper clip jumbo	50.00	2	100.00	2	100.00		-		-		-
22	Epson ink - black	300.00	6 bottles	1,800.00		-	6	1,800.00		-		-
23	Epson ink - Cyan	300.00	3 bottles	900.00		-	3	900.00		-		-
24	Epson ink - magenta	300.00	3 bottles	900.00		-	3	900.00		-		-
25	Epson ink - yellow	300.00	3 bottles	900.00		-	3	900.00		-		-
26	Battery triple A	30.00	10 pcs	300.00	10	300.00		-		-		-
27	Stapler w/remover	300.00	1 pc	300.00	1	300.00		-		-		-
	OTHER SUPPLIES AND MATERIALS		0	-		-		-		-		-
28	Punong Brgy meals & snacks	160.00	600 covers	96,000.00	150	24,000.00	200	32,000.00	250	40,000.00		-
29	Brgy. Treasurers meals & snacks	160.00	300 covers	48,000.00	60	9,600.00	120	19,200.00	120	19,200.00		-
30	Brgy. Secretaries meals & snacks	160.00	200 covers	32,000.00	50	8,000.00	50	8,000.00	100	16,000.00		-

31	Lupon tagapamaya meals & snacks	160.00	200	covers	32,000.00	50	8,000.00	50	8,000.00	100	16,000.00		-
32	Brgy. Tanod Pres. Meals & snacks	160.00	200	covers	32,000.00	50	8,000.00	50	8,000.00	100	16,000.00		-
33	Tanglaw ng mga Brgy. Meals & snacks	160.00	260	covers	41,600.00	65	10,400.00	65	10,400.00	130	20,800.00		-
34	Tribal Chieftain meals & snacks	160.00	280	covers	44,800.00	70	11,200.00	70	11,200.00	140	22,400.00		-
35	DILG fieldmens meeting	160.00	100	covers	16,000.00	50	8,000.00	50	8,000.00		-		-
36	Toilet cleaner	150.00	2	bots	300.00	2	300.00		-		-		-
37	DILG Dry seal	3,000.00	1		3,000.00		-	1	3,000.00		-		-
38	Spoon	100.00	2	doz	200.00	2	200.00		-		-		-
39	Flash drive 32G	1,000.00	2	pcs	2,000.00	2	2,000.00		-		-		-
40	Wall clock	1,000.00	1	pcs	1,000.00	1	1,000.00		-		-		-
41	Anti-virus software	3500	1		3,500.00	1	3,500.00		-		-		-
42	Polo shirts	500.00	10	pcs	5,000.00		-	10	5,000.00		-		-
	IT, OFFICE & COMMUNICATION EQUIPMENT		0		-		-		-		-		-
43	Laptop (netbook)	23,000.00	1	unit	23,000.00	1	23,000.00		-		-		-
44	Printer 3 n 1	15,000.00	1	unit	15,000.00	1	15,000.00		-		-		-
TOTAL					404,280.00								

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

Prepared by:

ELENA RABAYA

(Head of Department/Office)