

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. COMELEC-01	Planned Amount	Page <u>1</u> of <u>3</u> pages
Department/ Office: Commission on Elections	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	Ink cart Epson Black	300.00	7 cart	2,100.00	7	2,100.00	-	-	-	-	-	
2	Ink cart Epson Cyan	300.00	3 cart	900.00	3	900.00	-	-	-	-	-	
3	Ink cart Epson Magenta	300.00	3 cart	900.00	3	900.00	-	-	-	-	-	
4	Ink cart yellow	300.00	3 cart	900.00	3	900.00	-	-	-	-	-	
5	Printer head	5,000.00	1 pcs	5,000.00	1	5,000.00	-	-	-	-	-	
6	Ink cart brother black	500.00	4 cart	2,000.00	4	2,000.00	-	-	-	-	-	
7	Ink cart brother Cyan	500.00	3 cart	1,500.00	3	1,500.00	-	-	-	-	-	
8	Ink cart brother Magenta	500.00	3 cart	1,500.00	3	1,500.00	-	-	-	-	-	
9	Ink cart brother Yellow	500.00	3 cart	1,500.00	3	1,500.00	-	-	-	-	-	
10	Calculator compact ,electronic 12 digits	580.00	2 units	1,160.00	2	1,160.00	-	-	-	-	-	
11	Expanded folder long	13.00	30 pcs	390.00	30	390.00	-	-	-	-	-	
12	Ruler plastic 450mm (18")	12.00	5 pcs	60.00	5	60.00	-	-	-	-	-	
13	Sign pen black liquid gel ink 0.5 needle	35.00	20 pcs	700.00	20	700.00	-	-	-	-	-	
14	Sign pen blue liquid gel ink 0.5 needle	35.00	20 pcs	700.00	20	700.00	-	-	-	-	-	
15	Puncher paper(heavy duty)	600.00	1 pcs	600.00	1	600.00	-	-	-	-	-	
16	Tape dispenser table top	200.00	1 pcs	200.00	1	200.00	-	-	-	-	-	
17	Staple remover, plier type	50.00	2 pcs	100.00	2	100.00	-	-	-	-	-	
18	File organizer, expanding plastic	278.00	10 pcs	2,780.00	10	2,780.00	-	-	-	-	-	
19	Carbon paper	900.00	1 boxes	900.00	1	900.00	-	-	-	-	-	
20	Data file organizer box (big)	500.00	5 pcs	2,500.00	5	2,500.00	-	-	-	-	-	
21	Marker Fluorescent, 3 assr.color	400.00	1 set	400.00	1	400.00	-	-	-	-	-	
22	Pencil	130.00	25 boxes	3,250.00	25	3,250.00	-	-	-	-	-	
23	Ballpen black	400.00	50 boxes	20,000.00	50	20,000.00	-	-	-	-	-	
24	Plain folder long	490.00	1 reams	490.00	1	490.00	-	-	-	-	-	
25	Correction tape (8 meter)	30.00	10 pcs	300.00	10	300.00	-	-	-	-	-	
26	Cartolina white	8.00	60 pcs	480.00	60	480.00	-	-	-	-	-	
27	Pentel pen (blue)	45.00	50 pcs	2,250.00	50	2,250.00	-	-	-	-	-	
28	Crayons (single)	24.00	60 pcs	1,440.00	60	1,440.00	-	-	-	-	-	

TOTAL 55,000.00

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

Prepared by:

RAINIERO D. NIESE
(Head of Department/Office)