

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. BARANGAY AFFAIRS-01				Planned Amount				Page <u>1</u> of <u>3</u> pages				
Department/ Office: BARANGAY AFFAIRS				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 legal	145.00	12 reams	1,740.00	3	435.00	3	435.00	3	435.00	3	435.00
2	Bond paper letter	145.00	12 reams	1,740.00	3	435.00	3	435.00	3	435.00	3	435.00
3	Bond paper A4	140.00	15 reams	2,100.00	4	560.00	4	560.00	4	560.00	3	420.00
4	Epson printer ink	300.00	17 bot	5,100.00	5	1,500.00	4	1,200.00	4	1,200.00	4	1,200.00
5	Ballpen black	6.00	100 pcs	600.00	25	150.00	25	150.00	25	150.00	25	150.00
6	Folder long	7.50	100 packs	750.00	25	187.50	25	187.50	25	187.50	25	187.50
7	Folder short	7.00	100 packs	700.00	25	175.00	25	175.00	25	175.00	25	175.00
8	Envelope long	3.50	100 pcs	350.00	25	87.50	25	87.50	25	87.50	25	87.50
9	Envelope short	3.00	100 pcs	300.00	25	75.00	25	75.00	25	75.00	25	75.00
10	Envelope A4	3.50	100 pcs	350.00	25	87.50	25	87.50	25	87.50	25	87.50
11	Correction tape	25.00	20 pcs	500.00	5	125.00	5	125.00	5	125.00	5	125.00
12	Sign pen, black	41.00	9 pcs	369.00	3	123.00	2	82.00	2	82.00	2	82.00
13	sign pen, blue	40.00	8 pcs	320.00	2	80.00	2	80.00	2	80.00	2	80.00
14	Paper fastener	119.00	1 box	119.00	1	119.00		-		-		-
	FUEL,OIL & LUBES		0	-		-		-		-		-
15	Fuel,Oil & lubricants	244,552.09	4	978,208.36	1	244,552.09	1	244,552.09	1	244,552.09	1	244,552.09
	OTHER SUPPLIES AND MATERIALS		0	-		-		-		-		-
16	Sound system rental	9,250.00	8 sets	74,000.00	8	74,000.00		-		-		-
18	Gold Medals	44.98	444 pcs	19,971.12	444	19,971.12		-		-		-
19	Silver Medals	44.98	444 pcs	19,971.12	444	19,971.12		-		-		-
20	Bronze Medals	44.98	444 pcs	19,971.12	444	19,971.12		-		-		-
21	Street Tarps (2x6)	180.00	25 pcs	4,500.00	25	4,500.00		-		-		-
22	Event Tarps (10x5)	750.00	5 pcs	3,750.00	5	3,750.00		-		-		-
23	Billboard (20x10)	3,000.00	1 pcs	3,000.00	1	3,000.00		-		-		-
24	Tabulation tarp (20x6)	1,800.00	6 pcs	10,800.00	6	10,800.00		-		-		-
25	Fun run tarps	1,000.00	2 pcs	2,000.00	2	2,000.00		-		-		-
26	Stage Tarps (10x25x15)	3,750.00	2 pcs	7,500.00	2	7,500.00		-		-		-
27	T-shirt	100.00	200 pcs	20,000.00	200	20,000.00		-		-		-
28	Polo shirt	160.00	120 pcs	19,200.00	120	19,200.00		-		-		-
29	T-shirt and Polo shirt printing	60.00	320 pcs	19,200.00	320	19,200.00		-		-		-
30	Mineral drinking water	30.00	708 pcs	21,240.00	708	21,240.00		-		-		-
31	Summer sports festival 2019 ID's	9.00	3200 pcs	28,800.00	3200	28,800.00		-		-		-

32	Certification	100.00	8	copies	800.00	8	800.00		-		-		-
33	Meals & snacks	17,900.00	1		17,900.00		-		-	1	17,900.00		-
34	Mineral water	250.00	8	box	2,000.00		-		-	8	2,000.00		-
35	Tarpaulin	2,000.00	1		2,000.00		-		-	1	2,000.00		-
36	Decorations	2,000.00	1		2,000.00		-		-	1	2,000.00		-
37	Materials and supplies	1,100.00	1		1,100.00		-		-	1	1,100.00		-
38	Sound system rental	5,000.00	1		5,000.00		-		-	1	5,000.00		-

TOTAL 1,285,919.72

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

Prepared by:

ARNEL CUTOR
(Head of Department/Office)