

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. DEPED-01					Planned Amount				Page <u>1</u> of <u>3</u> pages			
Department/ Office: DEPED-I-II-III-IV					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 A4	200.00	15 reams	3,000.00		-	10	2,000.00		-	5	1,000.00
2	Bond Paper Ordinary long	230.00	15 reams	3,450.00		-	10	2,300.00		-	5	1,150.00
3	Correction tape	30.00	10 pcs	300.00		-	10	300.00		-		-
4	Folder long	150.00	2 packs	300.00		-	2	300.00		-		-
5	Stalpler	150.00	2 pcs	300.00		-	2	300.00		-		-
6	Calculator big	200.00	2 pcs	400.00		-	2	400.00		-		-
7	Puncher	100.00	4 pcs	400.00		-	4	400.00		-		-
8	Computer ink B,C,M,Y,	250.00	24 bots	6,000.00		-	24	6,000.00		-		-
9	Flash Drive	400.00	2 pcs	800.00		-	2	800.00		-		-
10	Scissor	50.00	3 pcs	150.00		-	3	150.00		-		-
11	Record Book	50.00	10 pcs	500.00		-	10	500.00		-		-
12	Sign pen	300.00	1 box	300.00		-	1	300.00		-		-
13	Toner MP2501	2,712.00	4 tube	10,848.00		-	4	10,848.00		-		-
14	Epson Ink Black,Y,M,C 664	245.00	19 bots	4,655.00		-	19	4,655.00		-		-
15	Bond paper (long)	149.00	11 reams	1,639.00		-	11	1,639.00		-		-
16	Bond paper A4	129.00	11 reams	1,419.00		-	11	1,419.00		-		-
17	Folder long	3.00	100 pcs	300.00		-	100	300.00		-		-
18	Paper fastener (plastic 50sets)	50.00	1 box	50.00		-	1	50.00		-		-
19	Ballpen (black)	5.00	200 pcs	1,000.00		-	200	1,000.00		-		-
20	Manila paper	2.00	150 pcs	300.00		-	150	300.00		-		-
21	Finetech Sign pen (black)	23.75	50 pcs	1,187.50		-	50	1,187.50		-		-
22	Finetech Sign pen (red)	23.75	25 pcs	593.75		-	25	593.75		-		-
23	White Chalk (Amspec)	60.00	5 boxes	300.00		-	5	300.00		-		-
24	Book paper long	260.00	66 reams	17,160.00	17	4,420.00	17	4,420.00	16	4,160.00	16	4,160.00
25	Book paper A4	240.00	52 reams	12,480.00	13	3,120.00	13	3,120.00	13	3,120.00	13	3,120.00
26	Record book 500 pages	250.00	4 pcs	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
27	Ballpen black	500.00	2 boxes	1,000.00	1	500.00	1	500.00		-		-
28	Sign pen black 30.20	50.00	36 pcs	1,800.00	9	450.00	9	450.00	9	450.00	9	450.00
29	Folder slide legal colored	6.50	48 pcs	312.00	12	78.00	12	78.00	12	78.00	12	78.00
30	Paper clip jumbo	50.00	5 boxes	250.00	2	100.00	2	100.00	1	50.00		-

31	Paper fastener metal	66.00	5	boxes	330.00	2	132.00	2	132.00	1	66.00		-
32	Pentel pen	75.00	12	pcs	900.00	3	225.00	3	225.00	3	225.00	3	225.00
33	Specialty paper short	240.00	1	pcks	240.00	1	240.00		-		-		-
34	Correction tape	50.00	10	pcs	500.00	4	200.00	4	200.00	2	100.00		-
35	Glue	50.00	3	bots	150.00	1	50.00	1	50.00	1	50.00		-
36	Cellophane tape	78.33	3	rolls	234.99	1	78.33	1	78.33	1	78.33		-
37	Brown envelope long	4.00	36	pcs	144.00	12	48.00	12	48.00	12	48.00		-
38	Filing box	250.00	30	pcs	7,500.00	30	7,500.00		-		-		-
39	Toner MP2501	3,500.00	3	tube	10,500.00	1	3,500.00	1	3,500.00	1	3,500.00		-
40	Print cartridge 900 colored	400.00	5	cart	2,000.00	2	800.00	1	400.00	1	400.00	1	400.00
41	Print cartridge 704 black	700.00	5	cart	3,500.00	2	1,400.00	2	1,400.00	1	700.00		-
42	Computer ink B,C,M,Y,	350.00	4	bots	1,400.00		-	4	1,400.00		-		-
43	Office supplies expenses	8,086.66	3		24,259.98		-	1	8,086.66	1	8,086.66	1	8,086.66
44	Red Ballpen	8.00	25	pcs	200.00		-		-	25	200.00		-
45	Black ballpen	8.00	25	pcs	200.00		-		-	25	200.00		-
46	Bond paper A4	200.00	80	reams	16,000.00		-		-	80	16,000.00		-
47	Sign pen (black)	35.00	25	pcs	875.00		-		-	25	875.00		-
48	Correction pen	40.00	30	pcs	1,200.00		-		-	30	1,200.00		-
49	Stamp pad #2	75.00	10	pcs	750.00		-		-	10	750.00		-
50	Folder long	385.00	12	reams	4,620.00		-		-	12	4,620.00		-
51	Fastener (plastic)	25.00	12	boxes	300.00		-		-	12	300.00		-
	MEDICAL EQUIPMENT/SUPPLIES		0		-		-		-		-		-
52	Digital BP apparatus	1,980.00	1	pc	1,980.00		-	1	1,980.00		-		-
53	BP apparatus	800.00	1	pc	800.00		-	1	800.00		-		-
54	Fine Comb	3.00	50	pcs	150.00		-	50	150.00		-		-
55	Dental Needle 27g short	10.00	200	pcs	2,000.00		-	200	2,000.00		-		-
56	Cotton 300g	140.00	2	rolls	280.00		-	2	280.00		-		-
57	Alcohol 500 ml	70.00	2	bots	140.00		-	2	140.00		-		-
58	Lysol disinfectant	191.00	1	bots	191.00		-	1	191.00		-		-
59	Multivitamins syrup 60ml	35.00	100	bots	3,500.00		-	100	3,500.00		-		-
60	Mefenamic acid 250mg cap	125.00	3	boxes	375.00		-	3	375.00		-		-
61	Mefenamic acid 500mg cap	150.00	3	boxes	450.00		-	3	450.00		-		-
62	Salicylic Acid	13.00	50	bots	650.00		-	50	650.00		-		-
63	Aluminum Hydroxide Magnesium	200.00	1	box	200.00		-	1	200.00		-		-
64	Cotrimoxazole	300.00	1	box	300.00		-	1	300.00		-		-
65	Tranexamic 500mg	17.00	47	box	799.00		-	47	799.00		-		-
66	Ascorbic Syrup 60ml	39.00	60	bots	2,340.00		-	60	2,340.00		-		-
67	Multivitamins cap	275.00	10	boxes	2,750.00		-	10	2,750.00		-		-
68	Paracetamol 500mg tab	50.00	35	boxes	1,750.00		-	35	1,750.00		-		-
69	Ascorbic acid 500mg tab	200.00	20	boxes	4,000.00		-	20	4,000.00		-		-
70	Vitamin B-complex	225.00	15	boxes	3,375.00		-	15	3,375.00		-		-

71	Paracetamol 250mg syrup	33.00	15	bots	495.00		-	15	495.00		-	-
72	Dicycloverine 10mg tablet	125.00	2	boxes	250.00		-	2	250.00		-	-
73	Amoxicillin suspension	55.00	15	bots	825.00		-	15	825.00		-	-
74	Loperamide Hydrodoride 2mg capsule	200.00	2	boxes	400.00		-	2	400.00		-	-
75	Chlorphenamine Maleate 4mg tablet	100.00	2	boxes	200.00		-	2	200.00		-	-
76	Amoxicillin 250mg cap	175.00	4	boxes	700.00		-	4	700.00		-	-
77	Amoxicillin 500mg cap	200.00	2	boxes	400.00		-	2	400.00		-	-
78	Lagundi 200mg tab	300.00	3	boxes	900.00		-	3	900.00		-	-
79	Lidocaine capsules	1,200.00	4	boxes	4,800.00		-	4	4,800.00		-	-
	REPAIR AND MAINTENANCE - BUILDING & MACHINER		0		-		-		-		-	-
80	Paint	600.00	4	gallon	2,400.00		-	4	2,400.00		-	-
81	Paint roller	100.00	2	pc	200.00		-	2	200.00		-	-
82	Paint brush	50.00	1	pcs	50.00		-	1	50.00		-	-
83	Hallow blocks	10.00	60	pcs	600.00		-	60	600.00		-	-
84	Sand and gravel	2,000.00	0.5	load	1,000.00		-	0.5	1,000.00		-	-
85	Cement	300.00	8	bags	2,400.00		-	8	2,400.00		-	-
86	Labor cost	335.00	10		3,350.00		-	10	3,350.00		-	-
87	Repair of school building Apyao	10,000.00	1		10,000.00		-	1	10,000.00		-	-
88	Repair of school building Busco E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
89	Repair of school bldg. Dumalama E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
90	Repair of school bldg. Busco E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
91	Repair of school bldg. Kipaypayon	10,000.00	1		10,000.00		-	1	10,000.00		-	-
92	Repair of school bldg. Paitan	10,000.00	1		10,000.00		-	1	10,000.00		-	-
93	Repair of School bldg.Salaysay E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
94	Repair of School bldg. Luminato E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
95	Repair of School bldg. Butong E/S	10,000.00	1		10,000.00		-	1	10,000.00		-	-
96	Fencing/Landscaping (Cement)	265.00	55	bags	14,575.00		-	55	14,575.00		-	-
97	Hallow blocks	8.00	1245	pcs	9,960.00		-	1245	9,960.00		-	-
98	Diff. round bar 8mm	80.00	75	length	6,000.00		-	75	6,000.00		-	-
99	Tie wire	70.00	4	kls	280.00		-	4	280.00		-	-
100	Sand	3,500.00	3	cubic	10,500.00		-	3	10,500.00		-	-
101	Labor	300.00	64	pax	19,200.00		-	64	19,200.00		-	-
102	Installation of aircondition units line-MDRRM	34,522.00	1		34,522.00		-		-	1	34,522.00	-
103	Cement	255.00	10	bags	2,550.00		-		-	10	2,550.00	-
104	Hollow blocks	9.00	272	pcs	2,448.00		-		-	272	2,448.00	-
105	Installation of Power supply system	15,585.40	1		15,585.40		-		-	1	15,585.40	-
106	Repair/concreting of school drive way	50,000.00	1		50,000.00		-		-	1	50,000.00	-
107	Construction materials for school repair	98,000.00	1		98,000.00		-		-	1	98,000.00	-
108	Repair of Perimeter fence	56,950.00	1		56,950.00		-	1	56,950.00		-	-
109	Landscape Plants Lipstick Palm	512.50	4		2,050.00		-	4	2,050.00		-	-
110	Aglaonema	600.00	10		6,000.00		-	10	6,000.00		-	-

	OTHER SUPPLIES AND MATERIALS		0		-		-		-		-		-
111	Plaque	300.00	100		30,000.00		-		-	100	30,000.00		-
112	Alcohol	50.00	20		1,000.00		-	10	500.00	5	250.00	5	250.00
113	Toilet Diodorizer	30.00	10		300.00		-	5	150.00		-	5	150.00
114	Clothe (skirting)	35.00	60		2,100.00		-	60	2,100.00		-		-
115	Mosquito Spray	150.00	10		1,500.00		-	5	750.00		-	5	750.00
116	Floor rug	30.00	20		600.00		-	15	450.00		-	5	150.00
117	Furniture Polish	200.00	10		2,000.00		-	10	2,000.00		-		-
118	Rubber bands	50.00	10		500.00		-	10	500.00		-		-
119	Toilet paper	150.00	6		900.00		-	5	750.00		-	1	150.00
120	Bulb	100.00	5		500.00		-	5	500.00		-		-
121	Cork board	300.00	2		600.00		-	2	600.00		-		-
122	Trash bin	200.00	7		1,400.00		-	7	1,400.00		-		-
123	Dishwashing soap	100.00	10		1,000.00		-	10	1,000.00		-		-
124	Soap bar	30.00	10		300.00		-	10	300.00		-		-
125	Muriatic acid	50.00	5		250.00		-	5	250.00		-		-
126	Sponge	30.00	5		150.00		-	5	150.00		-		-
127	Brush	30.00	5		150.00		-	5	150.00		-		-
128	External drive	4,000.00	1		4,000.00		-	1	4,000.00		-		-
129	Bass drum	4,000.00	2	units	8,000.00		-		-	2	8,000.00		-
130	Quadro drum	7,000.00	1	units	7,000.00		-		-	1	7,000.00		-
131	Triple drum	7,000.00	1	units	7,000.00		-		-	1	7,000.00		-
132	18" 1,800 live sub instrument speaker	12,415.00	1	piece	12,415.00		-		-	1	12,415.00		-
133	Other Supplies and Materials	8195	3		24,585.00		-	1	8,195.00	1	8,195.00	1	8,195.00
134	Other supplies and Materials (ALS)	8,572.00	1		8,572.00		-	1	8,572.00		-		-
135	Meals	128.00	3000	covers	384,000.00		-		-	3000	384,000.00		-
136	Snacks	20.50	2000	covers	41,000.00		-		-	2000	41,000.00		-
137	Hog wire for gulayan sa paaralan	20,000.00	1		20,000.00		-		-	1	20,000.00		-
138	Meals & snacks	14,415.00	1		14,415.00		-		-	1	14,415.00		-
139	Sound system rental	6,500.00	1	sets	6,500.00		-		-	1	6,500.00		-
140	Tarpaulin	1,500.00	1	pcs	1,500.00		-		-	1	1,500.00		-
141	Transportation	5,000.00	2	day	10,000.00		-		-		-	2	10,000.00
142	Iron goal	2,500.00	2	pcs	5,000.00		-		-		-	2	5,000.00
143	Soccer Balls	1,075.00	10	pcs	10,750.00		-		-		-	10	10,750.00
144	Training markers	1,500.00	2	sets	3,000.00		-		-		-	2	3,000.00
	IT, OFFICE & COMMUNICATION EQUIPMENT		0		-		-		-		-		-
145	Laptop	15,000.00	2	unit	30,000.00		-	2	30,000.00		-		-
146	Epson printer L360	8,500.00	2	pcs	17,000.00		-	2	17,000.00		-		-
147	Computer desktop	17,000.00	1	unit	17,000.00		-	1	17,000.00		-		-
148	Computer printer L360	8,000.00	1	unit	8,000.00		-	1	8,000.00		-		-
149	Copier/printer heavy duty w/scanner	30,000.00	1		30,000.00		-	1	30,000.00		-		-

150	Repair of school bldg. Sto.Domingo	10,000.00	1		10,000.00		-	1	10,000.00		-		-
151	Projector	30,000.00	1		30,000.00		-	1	30,000.00		-		-
152	Laptop	29,000.00	1	unit	29,000.00		-	1	29,000.00		-		-
153	Printer	6,000.00	1	unit	6,000.00		-	1	6,000.00		-		-
154	Laptop	24,000.00	1	unit	24,000.00		-		-	1	24,000.00		-
155	Laptop	30,000.00	1	unit	30,000.00		-		-	1	30,000.00		-
156	Printer	6,000.00	1	unit	6,000.00		-		-	1	6,000.00		-
	SPAREPARTS/RESCUE EQUIPMENTS		0		-				-		-		-
157	Spareparts	25,000.00	1		25,000.00	1	25,000.00		-				-

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

Prepared by:

CHERRY ANN LIMBACO

(Head of Department/Office)