

FDP Form 4a - Annual Procurement Plan or Procurement List

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2019**

Province, City or Municipality : QUEZON

Plan Control No. BFP-01					Planned Amount						Page <u>1</u> of <u>3</u> pages		
Department/ Office: Bureau of Fire Protection					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	Paper,multicopy(80 gsm)216mmx330mm	135.65	21	reams	2,848.65	4	542.60	5	678.25	5	678.25	7	949.55
2	Bond paper A4 80 gsm	115.95	7	reams	811.65	1	115.95	2	231.90	2	231.90	2	231.90
3	Printer ink epon L210 magenta	254.80	7	bots	1,783.60	1	254.80	2	509.60	2	509.60	2	509.60
4	Printer ink epon L210 yellow	254.80	7	bots	1,783.60	1	254.80	2	509.60	2	509.60	2	509.60
5	Printer ink epon L210 blue	254.80	7	bots	1,783.60	1	254.80	2	509.60	2	509.60	2	509.60
6	Printer ink epon L210 black	254.80	7	bots	1,783.60	1	254.80	2	509.60	2	509.60	2	509.60
7	Folder tagboard(legal size	200.37	5	packs	1,001.85	2	400.74	1	200.37	1	200.37	1	200.37
8	Index tab,self adhesive,5 set assorted	50.84	7	box	355.88	2	101.68	1	50.84	2	101.68	2	101.68
9	Glue,all purpose,3000 grams	44.18	5	jars	220.90	2	88.36	1	44.18	1	44.18	1	44.18
10	Envelope,expanding,kraftboard	621.71	1	box	621.71	1	621.71		-		-		-
11	Rubber band,70mm min lay flat	93.31	1	box	93.31	1	93.31		-		-		-
12	Sign pen black	38.10	76	pcs.	2,895.60	20	762.00	20	762.00	20	762.00	16	609.60
13	Sign pen blue	38.10	14	pcs.	533.40	3	114.30	5	190.50	4	152.40	2	76.20
14	Stamp pad ink violet	24.63	1	bot	24.63	1	24.63		-		-		-
15	Paper clip,gem type 48mm,100 pcs	12.85	9	box	115.65	2	25.70	3	38.55	2	25.70	2	25.70
16	Tape dispenser table top	47.72	1	pc.	47.72	1	47.72		-		-		-
17	Flash drive 16 GB	194.48	4	pcs.	777.92	1	194.48	1	194.48	1	194.48	1	194.48
18	Clip,backfold 25mm,12 pcs	13.50	2	box	27.00	2	27.00		-		-		-
19	Battery size AA alkaline,2 pcs	17.42	7	packs	121.94	2	34.84	2	34.84	2	34.84	1	17.42
20	Battery size AAA alkaline, 2 pcs.	15.03	7	packs	105.21	2	30.06	2	30.06	2	30.06	1	15.03

21	Air freshner	83.20	7	can	582.40	1	83.20	1	83.20	2	166.40	3	249.60
22	Alcohol 70% ethyl,500ml	47.82	4	bots	191.28	1	47.82	1	47.82	1	47.82	1	47.82
23	Toilet tissue,12 rolls per pack	67.60	5	packs	338.00	1	67.60	1	67.60	1	67.60	2	135.20
24	Twine,plastic, one kilo per roll	49.92	2	rolls	99.84		-	1	49.92		-	1	49.92
25	Philippine National Flag	278.72	1	pc	278.72	1	278.72		-		-		-
26	Trash bag, plastic,transparent	139.88	2	rolls	279.76	2	279.76		-		-		-
	OTHER SUPPLIES AND MATERIALS		0		-		-		-		-		-
27	Aircondition	14,000.00	1	units	14,000.00		-		-	1	14,000.00		-
	SPAREPARTS/RESCUE EQUIPMENTS		0		-		-		-		-		-
28	Vehicle Parts	48,173.00	1		48,173.00		-		-	1	48,173.00		
TOTAL					81,680.42								

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

Prepared by:

MERLITO RULIDA

(Head of Department/Office)