

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office: <u>Municipal Budget Office</u>					Regular	Contingency	Total		Date Submitted: _____				
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	BALLPEN (BLACK)	330.00	1	BOX	330.00	1	330.00		-		-		-
2	BINDER CLIP 1.5 INCH	55.00	3	BOX	165.00	3	165.00		-		-		-
3	BOND PAPER A4 70GSM	280.00	50	REAM	14,000.00	50	14,000.00		-		-		-
4	BOND PAPER LONG 70GSM	308.00	25	REAM	7,700.00	25	7,700.00		-		-		-
5	CLIP BACKFOLD 25MM	20.00	4	BOX	80.00	4	80.00		-		-		-
6	CORRECTION TAPE	25.00	28	PIECE	700.00	28	700.00		-		-		-
7	DATA FILEBOX WITHOUT COVER 180MM	121.00	10	PIECE	1,210.00	10	1,210.00		-		-		-
8	ENVELOPE MAILING, 500PCS	420.00	1	BOX	420.00	1	420.00		-		-		-
9	ENVELOPE EXPANDING PLASTIC	40.00	10	PIECE	400.00	10	400.00		-		-		-
10	FOLDER LONG, 100PCS PER BUNDL	385.00	1	BUNDLE	385.00	1	385.00		-		-		-
11	GLUE WHITE, 250G	110.00	2	PIECE	220.00	2	220.00		-		-		-
12	HIGHLIGHTER PEN	44.00	12	PIECE	528.00	12	528.00		-		-		-
13	INK L3617 BLACK	825.00	5	BOTTLE	4,125.00	5	4,125.00		-		-		-
14	INK L3617 CYAN	825.00	4	BOTTLE	3,300.00	4	3,300.00		-		-		-
15	INK L3617 MAGENTA	825.00	4	BOTTLE	3,300.00	4	3,300.00		-		-		-
16	INK L3617 YELLOW	825.00	4	BOTTLE	3,300.00	4	3,300.00		-		-		-
17	INK 003 BLACK	400.00	40	BOTTLE	16,000.00	40	16,000.00		-		-		-
18	MAGAZINE FILE BOX WITH COVER	155.00	6	PIECE	930.00	6	930.00		-		-		-
19	OTG FLASHDRIVE 32GB	385.00	5	PIECE	1,925.00	5	1,925.00		-		-		-
20	PENCIL LEAD WITH ERASER	16.50	5	PIECE	82.50	5	82.50		-		-		-
21	PENCIL ERASER	3.85	6	PIECE	23.10	6	23.10		-		-		-
22	RECORD BOOK 300 LEAVES	190.00	3	BOOK	570.00	3	570.00		-		-		-
23	RULER	11.00	5	PIECE	55.00	5	55.00		-		-		-
24	SCISSORS	50.00	3	PIECE	150.00	3	150.00		-		-		-
25	SIGNPEN BLACK	55.00	15	PIECE	825.00	15	825.00		-		-		-
UBTOTAL					60,723.60		60,723.60		-		-		-

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

EVELYN J. BAGUIO

Municipal Budget Officer

