

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 1 of 3		
Department/ Office: MASSO					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	Calculator	429.00	5	unit	2,145.00	5	2,145.00		-		-		-
3	Clearbook	300.00	9	pc	2,700.00	9	2,700.00		-		-		-
4	Customized Stamp	660.00	2	pc	1,320.00	2	1,320.00		-		-		-
5	Data Filer Legal size,blue color	121.00	10	pc	1,210.00	10	1,210.00		-		-		-
6	Data Filer with cover	155.00	4	pc	620.00	4	620.00		-		-		-
7	Double sided tape #1	55.00	4	pc	220.00	4	220.00		-		-		-
8	Double sided tape #2	121.00	3	pc	363.00	3	363.00		-		-		-
9	Envelope expanding palstic	40.00	21	pc	840.00	21	840.00		-		-		-
10	Eraser,Pencil	3.85	22	pc	84.70	22	84.70		-		-		-
11	Flashdrive 8GB	275.00	1	pc	275.00	1	275.00		-		-		-
12	Folder long white	385.00	1	bundle	385.00	1	385.00		-		-		-
13	Folder L-type Legal	412.50	1	pc	412.50	1	412.50		-		-		-
14	Index card with prient (see sample)	1,100.00	1	box	1,100.00	1	1,100.00		-		-		-
15	Marker Permanent black	13.20	20	pc	264.00	20	264.00		-		-		-
16	Mouse pad	80.00	5	pc	400.00	5	400.00		-		-		-
17	Optical Mouse USB type	165.00	5	unit	825.00	5	825.00		-		-		-
18	Paper Multicopy 70GSM A4	200.00	32	ream	6,400.00	32	6,400.00		-		-		-
19	Paper Multicopy 70GSM A3	570.00	2	ream	1,140.00	2	1,140.00		-		-		-
20	Paper Multicopy 70GSM Legal	280.00	20	ream	5,600.00	20	5,600.00		-		-		-
21	Photopaper A4 210GSM	143.00	2	pack	286.00	2	286.00		-		-		-
22	Plotter board paper (36 inc)	1,518.00	1	pack	1,518.00	1	1,518.00		-		-		-
23	Pudding glue	200.00	2	bottle	400.00	2	400.00		-		-		-
<b>Subtotal</b>					28,838.20		28,838.20		-		-		-

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

**RONALD T. RAMAO, MPA, REA, REB**  
Acting Municipal Assessor

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2021**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 2 of 3		
Department/ Office: MASSO					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
24	Ruler	11.00	13	pc	143.00	13	143.00		-		-		-
25	Scotch tape #1	33.00	9	pc	297.00	9	297.00		-		-		-
26	Sign pen blue	55.00	10	pc	550.00	10	550.00		-		-		-
27	Stapler with remover	338.80	3	pc	1,016.40	3	1,016.40		-		-		-
28	Staplewire binder type	55.00	9	pc	495.00	9	495.00		-		-		-
29	Stapler, binder type	1,500.00	1	unit	1,500.00	1	1,500.00		-		-		-
30	Tape, masking 24mm	71.50	5	box	357.50	5	357.50		-		-		-
31	Tape, transparent 48mm	25.30	8	rms	202.40	8	202.40		-		-		-
32	Yellow pad paper	50.00	9	rms	450.00	9	450.00		-		-		-
33	Toner, Plotter (728 designjet)	10,000.00	2	set	20,000.00	2	20,000.00		-		-		-
34	Toner 85A (PC printer)	4,000.00	6	tube	24,000.00	6	24,000.00		-		-		-
35	External (1TB) 2.5 HDD	3,560.00	1	pc	3,560.00	1	3,560.00		-		-		-
36	Toner DSM615/DSM618	3,217.50	5	tube	16,087.50	5	16,087.50		-		-		-
37	Alcohol, 68%-70% scented Ethyl, 500	88.00	12	bottle	1,056.00	12	1,056.00		-		-		-
38	Alcohol, 500ml	81.40	12	bottle	976.80	12	976.80		-		-		-
39	Air freshener	350.00	4	can	1,400.00	4	1,400.00		-		-		-
40	Detergent bar	24.20	4	pc	96.80	4	96.80		-		-		-
41	Detergent powder	7.70	4	pouch	30.80	4	30.80		-		-		-
42	Furniture cleaner	412.00	5	can	2,060.00	5	2,060.00		-		-		-
43	Fork	150.00	1	dozen	150.00	1	150.00		-		-		-
44	Glass Cleaner, spray 500ml	429.00	2	pc	858.00	2	858.00		-		-		-
45	Knife	165.00	1	pc	165.00	1	165.00		-		-		-
46	Liquid Hand Soap	121.00	4	bottle	484.00	4	484.00		-		-		-
<b>Subtotal</b>					<b>75,936.20</b>		<b>75,936.20</b>		-		-		-

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

**RONALD T. RAMAO, MPA, REA, REB**

Acting Municipal Assessor

