

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 1 of 1		
Department/ Office: BAC					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	BOND PAPER A4 70GSM	280.00	19	REAM	5,320.00	19	5,320.00		-		-		-
2	BOND PAPER LONG 70GSM	308.00	20	REAM	6,160.00	20	6,160.00		-		-		-
3	CALCULATOR 14 DIGIT, TILT DISPLAY, SC	990.00	1	PIECE	990.00	1	990.00		-		-		-
4	CORRECTION TAPE	25.00	10	PIECE	250.00	10	250.00		-		-		-
5	EPSON INK 664 BLACK	418.00	15	BOTTLE	6,270.00	15	6,270.00		-		-		-
6	FASTENER PLASTIC	55.00	3	BOX	165.00	3	165.00		-		-		-
7	FOLDER LONG	385.00	1	BUNDLE	385.00	1	385.00		-		-		-
8	INK 003 BLACK	400.00	8	BOTTLE	3,200.00	8	3,200.00		-		-		-
9	PUNCHER	250.00	1	PIECE	250.00	1	250.00		-		-		-
10	STAPLEWIRE BINDER TYPE	55.00	4	BOX	220.00	4	220.00		-		-		-
11	TONER MP2701	3,800.00	4	TUBE	15,200.00	4	15,200.00		-		-		-
12	ALCOHOL 500ML	88.00	7	BOTTLE	616.00	7	616.00		-		-		-
13	AIR FRESHENER	110.00	2	BOTTLE	220.00	2	220.00		-		-		-
14	DISHWASHING LIQUID	107.80	3	BOTTLE	323.40	3	323.40		-		-		-
15	FURNITURE CLEANER	125.00	3	PIECE	375.00	3	375.00		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
TOTAL					39,944.40		39,944.40		-		-		-

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

BETHEL JANE C. MONZOLIN
BAC Secretary