

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount						Page 1 of 3		
Department/ Office: MEO					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, A3, 70GSM	570.00	63	REAM	35,910.00	63	35,910.00		-		-		-
2	BOND PAPER, A4, 70GSM	280.00	90	REAM	25,200.00	90	25,200.00		-		-		-
3	BOND PAPER, LONG, 70GSM	308.00	90	REAM	27,720.00	90	27,720.00		-		-		-
4	BOND PAPER, PLOTTER BOND PAPER (36" x 150") 2 I	1,518.00	3	ROLL	4,554.00	3	4,554.00		-		-		-
5	BALLPEN (BLUE/BLACK) BY BOX 50PCS	330.00	6	REAM	1,980.00	6	1,980.00		-		-		-
6	BINDER CLIP (BIG 2" OR 3")	27.50	15	PIECE	412.50	15	412.50		-		-		-
7	BINDER CLIP (BIG 1" OR 1.5")	55.00	9	PIECE	495.00	9	495.00		-		-		-
8	CALCULATOR, BUSINESS (12 DIGITS) DUAL P	990.00	3	PIECE	2,970.00	3	2,970.00		-		-		-
9	CALCULATOR, SCIENTIFIC (ES-991)	1,320.00	6	PIECE	7,920.00	6	7,920.00		-		-		-
10	CARBON PAPER, BLUE (LONG) 100 SHEETS	230.00	3	BOX	690.00	3	690.00		-		-		-
11	CLIP BOARD (LEGAL SIZE)	235.00	6	PIECE	1,410.00	6	1,410.00		-		-		-
12	COMPUTER INK 70ML (T6641 BLACK) EPSON	418.00	72	BOTTLE	30,096.00	72	30,096.00		-		-		-
13	COMPUTER INK 70ML (T6642 CYAN) EPSON	418.00	21	BOTTLE	8,778.00	21	8,778.00		-		-		-
14	COMPUTER INK 70ML (T6643 MAGENTA) EPSON	418.00	21	BOTTLE	8,778.00	21	8,778.00		-		-		-
15	COMPUTER INK 70ML (T6644 YELLOW) EPSON	418.00	21	BOTTLE	8,778.00	21	8,778.00		-		-		-
16	COMPUTER INK 70ML (003 BLACK) EPSON	400.00	75	BOTTLE	30,000.00	75	30,000.00		-		-		-
17	COMPUTER INK 70ML (003 CYAN) EPSON	400.00	21	BOTTLE	8,400.00	21	8,400.00		-		-		-
18	COMPUTER INK 70ML (003 MAGENTA) EPSON	400.00	21	BOTTLE	8,400.00	21	8,400.00		-		-		-
19	COMPUTER INK 70ML (003 YELLOW) EPSON	400.00	21	BOTTLE	8,400.00	21	8,400.00		-		-		-
20	COMPUTER INK CARTRIDGE (LC 3617) BROTHER (B,C,M,Y)	3,080.00	24	SET	73,920.00	24	73,920.00		-		-		-
21	INK CARTRIDGE, PLOTTER (HP 711) HP-(B,C,M,Y)	9,900.00	9	PACK	89,100.00	9	89,100.00		-		-		-
22	COMPUTER KEYBOARD	990.00	9	PIECE	8,910.00	9	8,910.00		-		-		-
SUBTOTAL					392,821.50		392,821.50		-		-		-

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

ROY N. NIONES, CE
Municipal Engineer

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
22	CORRECTION TAPE, 5 METERS, ROLLER TYPE	25.00	60	PIECE	1,500.00	60	1,500.00		-		-		-
23	DATA FILER BOX WITH COVER (180MM)	544.50	12	PIECE	6,534.00	12	6,534.00		-		-		-
24	DATA FILER WITH RING BINDER (LEGAL, BLUE)	196.43	15	PIECE	2,946.45	15	2,946.45		-		-		-
25	DISPLAY/CLEAR BOOK (LONG, 200 PAGES)	330.00	12	PIECE	3,960.00	12	3,960.00		-		-		-
26	ENGINEER FIELD BOOK	120.00	15	PIECE	1,800.00	15	1,800.00		-		-		-
27	ENVELOPE BROWN LEGAL (10PCS PER BUNDLE)	44.00	12	BUNDLE	528.00	12	528.00		-		-		-
28	ENVELOPE EXPANDING PLASTIC FOR LEGAL SIZE	40.00	6	PIECE	240.00	6	240.00		-		-		-
29	ENVELOPE(MAILING LONG, WHITE, 500PCS/BOX)	420.00	3	BOX	1,260.00	3	1,260.00		-		-		-
30	FASTENER METAL (HEAVY DUTY)	110.00	30	BOX	3,300.00	30	3,300.00		-		-		-
31	FILLING TRAY (STEEL 3 LAYER)	460.00	6	PIECE	2,760.00	6	2,760.00		-		-		-
32	FLASH DRIVE (USB 8GB)	275.00	12	PIECE	3,300.00	12	3,300.00		-		-		-
33	FLASH DRIVE, OTG (32GB)	385.00	6	PIECE	2,310.00	6	2,310.00		-		-		-
34	FOLDER LONG:14 PTS, (100PCS/BUNDLE)	385.00	15	BUNDLE	5,775.00	15	5,775.00		-		-		-
35	HIGHLIGHTER PEN	44.00	6	PIECE	264.00	6	264.00		-		-		-
36	INK REFILL(SIGNPEN, BLACK,.5)	22.00	72	PIECE	1,584.00	72	1,584.00		-		-		-
37	MARKING PEN (BLACK, BLUE)	66.00	6	PIECE	396.00	6	396.00		-		-		-
38	MOUSE, OPTICAL, USB TYPE	180.00	9	PIECE	1,620.00	9	1,620.00		-		-		-
39	MOUSE PAD	80.00	6	PIECE	480.00	6	480.00		-		-		-
40	NOTE PAD, STICK ON (3X3)	53.00	9	PADS	477.00	9	477.00		-		-		-
41	PAPER CLIP(BIG, MIXED COLOR, VINYL/PLASTIC COATED)	22.00	36	BOXES	792.00	36	792.00		-		-		-
42	PENCIL LEAD WITH ERASER	16.50	36	PIECE	594.00	36	594.00		-		-		-
43	PHOTOPAPER A4 (210GSM, 20PCS/PACK)	143.00	6	PACK	858.00	6	858.00		-		-		-
SUBTOTAL					43,278.45		43,278.45		-		-		-

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44	PUNCHER	250.00	3	PIECE	750.00	3	750.00	-	-	-	-	-	-
45	RECORD BOOK (150 LEAVES)	110.00	9	BOOK	990.00	9	990.00	-	-	-	-	-	-
46	SIGN PEN (REFILLABLE) LIQUID GEL INK, .5MM, BLACK/BL	55.00	60	PIECE	3,300.00	60	3,300.00	-	-	-	-	-	-
47	STAPLE WIRE #35	55.00	9	BOX	495.00	9	495.00	-	-	-	-	-	-
48	STAPLER WITH REMOVER #35	214.50	3	PIECE	643.50	3	643.50	-	-	-	-	-	-
49	STEEL MEASURING TAPE (6 METERS) (JAPAN	500.00	6	PIECE	3,000.00	6	3,000.00	-	-	-	-	-	-
50	MASKING TAPE #24MM	75.00	6	PIECE	450.00	6	450.00	-	-	-	-	-	-
51	PACKAGING TAPE #2	75.00	3	PIECE	225.00	3	225.00	-	-	-	-	-	-
52	SCOTCH TAPE 1"	33.00	12	PIECE	396.00	12	396.00	-	-	-	-	-	-
53	THUMB TACKS	15.00	3	BOX	45.00	3	45.00	-	-	-	-	-	-
54	BATTERY (TRIPLE A, HEAVY DUTY)	23.00	6	PAIR	138.00	6	138.00	-	-	-	-	-	-
55	CHAIR, MONOBLOC, BIEGE, W/ BACKREST W/O AR	600.00	15	PIECE	9,000.00	15	9,000.00	-	-	-	-	-	-
56	DISHWASHING LIQUID (200ML)	107.80	9	CAN	970.20	9	970.20	-	-	-	-	-	-
57	DISINFECTANT SPRAY 550 GRAMS	162.80	4	PIECE	651.20	4	651.20	-	-	-	-	-	-
58	DRINKING GLASS CLEAR	44.00	24	UNIT	1,056.00	24	1,056.00	-	-	-	-	-	-
59	FIRE EXTINGUISHER, DRY CHEMICAL	1,430.00	2	DOZEN	2,860.00	2	2,860.00	-	-	-	-	-	-
60	GLASS, WATER	300.00	2	BOTTLE	600.00	2	600.00	-	-	-	-	-	-
61	MESH BACK CHROME CHAIR W/ SWIVEL & AR	4,950.00	3	UNIT	14,850.00	3	14,850.00	-	-	-	-	-	-
62	RUBBING ALCOHOL, 70% ETHYL, 500ML	88.00	30	BOTTLE	2,640.00	30	2,640.00	-	-	-	-	-	-
63	Toner for MP2014D#842137 (Gestetner)	4,345.00	6	PIECE	26,070.00	6	26,070.00	-	-	-	-	-	-
					-		-	-	-	-	-	-	-
SUBTOTAL					69,129.90		69,129.90	-	-	-	-	-	-
GRANDTOTAL					505,229.85		505,229.85	-	-	-	-	-	-

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