

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 4				
Department/ Office: MTO					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	ADDING TAPE (57MMx70MM)	22.00	60	ROLL	1,320.00	60	1,320.00		-		-		-
2	BALLPEN - BLACK	330.00	3	BOX	990.00	3	990.00		-		-		-
3	BALLPEN - BLUE	330.00	3	BOX	990.00	3	990.00		-		-		-
4	BALLPEN - GREEN	8.20	15	PIECE	123.00	15	123.00		-		-		-
5	BALLPEN - RED	8.20	15	PIECE	123.00	15	123.00		-		-		-
6	BALLPEN - BROWN	8.20	15	PIECE	123.00	15	123.00		-		-		-
7	BROTHER INK BT6000C	385.00	1	TUBE	385.00	1	385.00		-		-		-
8	BROTHER INK BT6000M	385.00	1	TUBE	385.00	1	385.00		-		-		-
9	BROTHER INK BT6000Y	385.00	1	TUBE	385.00	1	385.00		-		-		-
10	BROTHER INK BT6000BK	385.00	2	TUBE	770.00	2	770.00		-		-		-
11	CARBON PAPER - BLUE	330.00	6	BOX	1,980.00	6	1,980.00		-		-		-
12	CORRECTION TAPE - FILM BASE 6 MM	25.00	60	PIECE	1,500.00	60	1,500.00		-		-		-
13	CASHIER CASHBOOK	1,600.00	3	PIECE	4,800.00	3	4,800.00		-		-		-
14	DATA FILER - 3 LAYER STEEL	460.00	3	PIECE	1,380.00	3	1,380.00		-		-		-
15	DATA FILER W/ COVER	155.00	12	PIECE	1,860.00	12	1,860.00		-		-		-
16	EPSON RIBBON - FX2175-II	303.00	15	PIECE	4,545.00	15	4,545.00		-		-		-
17	EPSON RIBBON - LQ310	330.00	21	PIECE	6,930.00	21	6,930.00		-		-		-
18	EPSON # 664 M	418.00	9	TUBE	3,762.00	9	3,762.00		-		-		-
19	EPSON # 664 Y	418.00	9	TUBE	3,762.00	9	3,762.00		-		-		-
20	EPSON # 664 C	418.00	9	TUBE	3,762.00	9	3,762.00		-		-		-
21	EPSON # 664 BLACK	418.00	20	TUBE	8,360.00	20	8,360.00		-		-		-
22	FASTENER - STEEL	110.00	30	BOX	3,300.00	30	3,300.00		-		-		-
23	FOLDER, FANCY - LEGAL	385.00	4	BUNDLE	1,540.00	4	1,540.00		-		-		-
SUBTOTAL					53,075.00		53,075.00		-		-		-

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

MARIA AHERMA L. BAYLOMO, CPA

Acting Municipal Treasurer

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Plan Control No. _____					Planned Amount				Page 2 of 4				
Department/ Office: MTO					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	BOARD PAPER - A4, 220GSM	44.00	60	PAD	2,640.00	60	2,640.00		-		-		-
25	MOISTENER	66.00	9	PCS	594.00	9	594.00		-		-		-
26	OPTICAL MOUSE USB TYPE	180.00	6	UNIT	1,080.00	6	1,080.00		-		-		-
27	OTG FLASHDRIVE 64GB	385.00	3	PIECE	1,155.00	3	1,155.00		-		-		-
28	BOND PAPER - LEGAL	308.00	40	REAM	12,320.00	40	12,320.00		-		-		-
29	BOND PAPER - A4	280.00	30	REAM	8,400.00	30	8,400.00		-		-		-
30	PAPER CLIP - BIG	22.00	50	BOX	1,100.00	50	1,100.00		-		-		-
31	PAPER CLIP - SMALL	15.00	50	BOX	750.00	50	750.00		-		-		-
32	PENTEL PEN BLACK	66.00	3	PIECE	198.00	3	198.00		-		-		-
33	RECORD BOOK 200 LEAVES	335.50	9	PIECE	3,019.50	9	3,019.50		-		-		-
34	SCOTCH TAPE #2	44.00	20	PIECE	880.00	20	880.00		-		-		-
35	CUSTOMIZED STAMP	660.00	5	PIECE	3,300.00	5	3,300.00		-		-		-
36	SIGN PEN BLACK	55.00	33	PIECE	1,815.00	33	1,815.00		-		-		-
37	SIGN PEN BLUE	55.00	30	PIECE	1,650.00	30	1,650.00		-		-		-
38	STICKER PAPER	165.00	25	PADS	4,125.00	25	4,125.00		-		-		-
39	STAPLE WIRE - #35 STANDARD	55.00	30	BOX	1,650.00	30	1,650.00		-		-		-
40	STAPLER WITH REMOVER	338.80	9	PIECE	3,049.20	9	3,049.20		-		-		-
41	SCISSORS - 65MM	49.50	6	PIECE	297.00	6	297.00		-		-		-
42	TRANSPARENT TAPE - 48MM	25.30	15	PIECE	379.50	15	379.50		-		-		-
43	TONER MP2501L	3135.00	3	TUBE	9,405.00	3	9,405.00		-		-		-
44	TREASURERS CASH BOOK - THIN	400.00	5	PIECE	2,000.00	5	2,000.00		-		-		-
45	ALCOHOL, 70% SCENTED ETHYL 500	88.00	60	BOTTLE	5,280.00	60	5,280.00		-		-		-
46	AA BATTERY	12.00	40	PIECE	480.00	40	480.00		-		-		-
SUBTOTAL					65,567.20		65,567.20		-		-		-

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	AAA BATTERY	12.00	14	PIECE	168.00	14	168.00		-		-		-
48	ACRILIC TABLE NAME SIGN	4,400.00	1	PIECE	4,400.00	1	4,400.00		-		-		-
49	BROOM, SOFT (TAMBO)	120.00	3	PIECE	360.00	3	360.00		-		-		-
50	CALCULATOR TILT DISPLAY 14 DIGIT	990.00	3	UNIT	2,970.00	3	2,970.00		-		-		-
51	DUST PAN, BIG HEAVY DUTY	264.00	3	PIECE	792.00	3	792.00		-		-		-
52	FURNITURE POLISH	125.00	6	TUBE	750.00	6	750.00		-		-		-
53	ELECTRICAL TAPE, YELLOW	33.00	6	ROLL	198.00	6	198.00		-		-		-
54	GLASS CLEANER (SPRAY 400ML)	492.00	3	BOTTLE	1,476.00	3	1,476.00		-		-		-
55	LED LINEAR TUBER 18WATTS FRO S	385.00	9	PIECE	3,465.00	9	3,465.00		-		-		-
56	MOP W/ HANDLE	205.33	3	PIECE	615.99	3	615.99		-		-		-
57	SELF INKING STAMP PAD NAME - SM	550.00	15	PIECE	8,250.00	15	8,250.00		-		-		-
58	COMPUTER KEYBOARD	990.00	3	PIECE	2,970.00	3	2,970.00		-		-		-
59	UPS 650VA	4,400.00	2	UNIT	8,800.00	2	8,800.00		-		-		-
60	PC CAMERA W/ SINGLE MIC	604.00	3	UNIT	1,812.00	3	1,812.00		-		-		-
61	SIGNAGE (TO MTO-OUTSIDE)	2,000.00	1	PIECE	2,000.00	1	2,000.00		-		-		-
62	SIGNAGE (INSIDE)	1,000.00	5	PIECE	5,000.00	5	5,000.00		-		-		-
63	GLUE GUN	165.00	1	PIECE	165.00	1	165.00		-		-		-
64	GLUE STICK BIG	10.00	12	PIECE	120.00	12	120.00		-		-		-
65	GLASS SPINNER/WIPER	330.00	2	PIECE	660.00	2	660.00		-		-		-
66	ALL-PURPOSE BOND	88.00	2	PIECE	176.00	2	176.00		-		-		-
67	DISINFECTANT SPRAY 400-500 GRAM	162.80	3	BOTTLE	488.40	3	488.40		-		-		-
68	GARBAGE CAN	187.00	4	PIECE	748.00	4	748.00		-		-		-
69	MICROFIBER DUSTER	220.00	3	PIECE	660.00	3	660.00		-		-		-
SUBTOTAL					47,044.39		47,044.39		-		-		-

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Department/ Office: MTO				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
70	BINDER WITH BOLTS 127MM, 153MM	316.80	6	SET	1,900.80	6	1,900.80		-		-		-
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SUBTOTAL					1,900.80		1,900.80		-		-		-
GRANDTOTAL					167,587.39		167,587.39		-		-		-

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