

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount								Page 1 of 5	
Department/ Office: Sanggunian Bayan Office					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	Ballpen (blue & red)	330.00	1	box	330.00	1	330.00		-		-		-	
3	Binder clip 1.5 - inch	55.00	4	box	220.00	4	220.00		-		-		-	
4	Binder clip (big 3")	27.50	3	box	82.50	3	82.50		-		-		-	
5	Calculator	429.00	1	unit	429.00	1	429.00		-		-		-	
6	Correction tape	25.00	3	pcs	75.00	3	75.00		-		-		-	
7	Double sided tape #1	55.00	2	roll	110.00	2	110.00		-		-		-	
8	Double sided tape #2	121.00	2	roll	242.00	2	242.00		-		-		-	
9	Scotch tape #1	33.00	5	roll	165.00	5	165.00		-		-		-	
10	Scotch tape #1	44.00	5	roll	220.00	5	220.00		-		-		-	
11	Masking tape 24mm	75.00	5	roll	375.00	5	375.00		-		-		-	
12	Transparent tape 48mm	25.30	5	roll	126.50	5	126.50		-		-		-	
13	Packaging tape	75.00	2	roll	150.00	2	150.00		-		-		-	
14	Tape dispenser	75.00	2	pcs	150.00	2	150.00		-		-		-	
15	Staple with remover	338.80	3	pcs	1,016.40	3	1,016.40		-		-		-	
16	Staplewire plier type	33.00	2	box	66.00	2	66.00		-		-		-	
17	Record book 500 leaves	165.00	7	pcs	1,155.00	7	1,155.00		-		-		-	
18	Puncher	250.00	2	pcs	500.00	2	500.00		-		-		-	
19	Pencil lead with eraser	16.50	5	pcs	82.50	5	82.50		-		-		-	
20	Clipboard Legal size	235.00	1	pcs	235.00	1	235.00		-		-		-	
21	Ink Epson T6641 black	418.00	15	pcs	6,270.00	15	6,270.00		-		-		-	
22	Ink Epson T6642 cyan	418.00	8	pcs	3,344.00	8	3,344.00		-		-		-	
23	Ink Epson T6643 magenta	418.00	8	pcs	3,344.00	8	3,344.00		-		-		-	
SUBTOTAL					19,017.90		19,017.90		-		-		-	

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

EXEL THERESE G. TALABA

Board Secretary II/OIC-Office of the Secretary

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 2 of 5				
Department/ Office: Sanggunian Bayan Office					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	Ink Epson T6643 yellow	418.00	8	pcs	3,344.00	8	3,344.00		-		-		-
25	Paper board white A4	44.00	10	pack	440.00	10	440.00		-		-		-
26	Paper board white long	55.00	10	pack	550.00	10	550.00		-		-		-
27	Photo paper 210 gsm	143.00	4	pack	572.00	4	572.00		-		-		-
28	Bond paper long 70 gsm (paper one)	308.00	47	ream	14,476.00	47	14,476.00		-		-		-
29	Bond paper A4 70 gsm (paper one)	280.00	15	ream	4,200.00	15	4,200.00		-		-		-
30	Toner MP 2555SP	5,475.00	1	tube	5,475.00	1	5,475.00		-		-		-
31	Mailing stamps (10.00)	16.50	70	pcs	1,155.00	70	1,155.00		-		-		-
32	Mailing stamps (5.00)	16.50	70	pcs	1,155.00	70	1,155.00		-		-		-
33	Moistener	66.00	2	pcs	132.00	2	132.00		-		-		-
34	Stenographer Notebook	20.00	24	pcs	480.00	24	480.00		-		-		-
35	Glue stick big	10.00	10	pcs	100.00	10	100.00		-		-		-
36	Glue white 250g	110.00	10	pcs	1,100.00	10	1,100.00		-		-		-
37	Highlighter pen (assorted)	44.00	6	pcs	264.00	6	264.00		-		-		-
38	Marking pen black	66.00	5	pcs	330.00	5	330.00		-		-		-
39	Pentel pen black	66.00	5	pcs	330.00	5	330.00		-		-		-
40	Flashdrive 8GB	275.00	5	pcs	1,375.00	5	1,375.00		-		-		-
41	Folder long white 100pcs per bundle	385.00	2	bundle	770.00	2	770.00		-		-		-
42	Legal size Kraft folder 100's	528.00	2	bundle	1,056.00	2	1,056.00		-		-		-
43	Filing tray (steel 3 layer)	460.00	5	pcs	2,300.00	5	2,300.00		-		-		-
44	Envelope brown legal 10pcs/bundle	44.00	50	bundle	2,200.00	50	2,200.00		-		-		-
45	Optical mouse USB type	180.00	2	pcs	360.00	2	360.00		-		-		-
46	Computer keyboard	990.00	2	pcs	1,980.00	2	1,980.00		-		-		-
SUBTOTAL					44,144.00		44,144.00		-		-		-

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Plan Control No. _____					Planned Amount				Page 3 of 5				
Department/ Office: Sanggunian Bayan Office					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
47	Customized stamp	660.00	1	pcs	660.00	1	660.00		-		-		-
48	Dater stamp	220.00	1	pcs	220.00	1	220.00		-		-		-
49	Data file box without cover 180mm	121.00	15	pcs	1,815.00	15	1,815.00		-		-		-
50	Magazine file box with cover	155.00	15	pcs	2,325.00	15	2,325.00		-		-		-
51	Scented paper long	110.00	8	pack	880.00	8	880.00		-		-		-
52	Sign pen black	55.00	26	pcs	1,430.00	26	1,430.00		-		-		-
53	External hard drive, 2TB	4500.00	1	unit	4,500.00	1	4,500.00		-		-		-
54	AA/AAA Battery Charger Heavy duty	550.00	1	pcs	550.00	1	550.00		-		-		-
55	AAA Rechargeable battery high Perf	550.00	4	pcs	2,200.00	4	2,200.00		-		-		-
56	AA Enelop Pro Rechargeable Battery 1.2v 2450mA	770.00	20	pcs	15,400.00	20	15,400.00		-		-		-
57	Gooseneck Microphone	2200.00	15	pcs	33,000.00	15	33,000.00		-		-		-
58	Digital Voice Recorder Memory 4GB (expandable)	8800.00	2	unit	17,600.00	2	17,600.00		-		-		-
59	Headphone	495.00	2	pc	990.00	2	990.00		-		-		-
60	UPS 650VA	4400.00	1	unit	4,400.00	1	4,400.00		-		-		-
61	Fire extinguisher, dry chemical	1430.00	2	unit	2,860.00	2	2,860.00		-		-		-
62	Fabric conditioner Liquid downy (24ml)	7.70	39	pcs	300.30	39	300.30		-		-		-
63	Disinfectant concentrated 350ml	495.00	8	pcs	3,960.00	8	3,960.00		-		-		-
64	Disinfectant bleaching solution	187.00	2	pcs	374.00	2	374.00		-		-		-
65	Dust pan, non-rigid plastic	52.80	4	pcs	211.20	4	211.20		-		-		-
66	Dipper, large size	41.80	4	pcs	167.20	4	167.20		-		-		-
67	Dishwashing liquid (200ml)	110.00	4	pcs	440.00	4	440.00		-		-		-
68	Dishwashing paste	55.00	4	pcs	220.00	4	220.00		-		-		-
69	Comfort room freshener	50.00	8	pcs	400.00	8	400.00		-		-		-
SUBTOTAL					94,902.70		94,902.70		-		-		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 4 of 5				
Department/ Office: Sanggunian Bayan Office					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	Detergent bar	24.20	4	pcs	96.80	4	96.80		-		-		-
71	Detergent powder	7.70	50	pouch	385.00	50	385.00		-		-		-
72	Disinfectant spray 400-550 grams	162.80	6	can	976.80	6	976.80		-		-		-
73	Disinfectant spray concentrate	1650.00	1	gallon	1,650.00	1	1,650.00		-		-		-
74	Zonrox (1 liter)	60.00	50	bot	3,000.00	50	3,000.00		-		-		-
75	Glass cleaner, spray 500ml	429.00	1	pcs	429.00	1	429.00		-		-		-
76	Glass spinner/wiper	330.00	2	pcs	660.00	2	660.00		-		-		-
77	Muriatic acid	385.00	1	gallon	385.00	1	385.00		-		-		-
78	Multi Purpose Bleach, 500ml	80.00	4	bot	320.00	4	320.00		-		-		-
79	All Purpose Bonnd (888)	88.00	6	pcs	528.00	6	528.00		-		-		-
80	Broom, soft (tambo)	120.00	5	pcs	600.00	5	600.00		-		-		-
81	White board 4x4 ft	2200.00	1	unit	2,200.00	1	2,200.00		-		-		-
82	Bath soap	22.00	5	pcs	110.00	5	110.00		-		-		-
83	Liquid Hand soap	121.00	10	pcs	1,210.00	10	1,210.00		-		-		-
84	Wipes (cloth for table)	20.00	10	pcs	200.00	10	200.00		-		-		-
85	Floor brush	55.00	1	pcs	55.00	1	55.00		-		-		-
86	Bolo (big)	550.00	1	pcs	550.00	1	550.00		-		-		-
87	Scrubbing Pad	44.00	5	pcs	220.00	5	220.00		-		-		-
88	Toilet bowl brush	120.00	4	pcs	480.00	4	480.00		-		-		-
89	Rubber doormat	176.00	4	pcs	704.00	4	704.00		-		-		-
90	Sponge	40.00	10	pcs	400.00	10	400.00		-		-		-
91	Mop with handle	330.00	2	pcs	660.00	2	660.00		-		-		-
92	Microfiber duster	220.00	2	pcs	440.00	2	440.00		-		-		-
SUBTOTAL					16,259.60		16,259.60		-		-		-

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