

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 4				
Department/ Office: MAO					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)	330.00	1	BOX	330.00	1	330.00		-		-		-
3	CANNON SCENTED PAPER	110.00	2	PACK	220.00	2	220.00		-		-		-
4	CLIP BACKFOLD 25MM	20.00	2	BOX	40.00	2	40.00		-		-		-
5	CLIPBOARD PLYWOOD TYPE	110.00	4	PIECE	440.00	4	440.00		-		-		-
6	CORRECTION TAPE	25.00	20	PIECE	500.00	20	500.00		-		-		-
7	DATA FILEBOX WITHOUT COVER 180	121.00	20	PIECE	2,420.00	20	2,420.00		-		-		-
8	DOUBLE SIDED TAPE #1	55.00	2	PIECE	110.00	2	110.00		-		-		-
9	ENVELOPE BROWN LEGAL	44.00	2	BUNDLE	88.00	2	88.00		-		-		-
10	ENVELOPE EXPANDING KRAFTBOAR	800.00	1	BUNDLE	800.00	1	800.00		-		-		-
11	EPSON INK 664 BLACK	418.00	11	BOTTLE	4,598.00	11	4,598.00		-		-		-
12	EPSON INK 664 CYAN	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
13	EPSON INK 664 MAGENTA	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
14	EPSON INK 664 YELLOW	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
15	FASTENER PLASTIC	55.00	2	BOX	110.00	2	110.00		-		-		-
16	FILLING TRAY (STEEL 3 LAYER)	460.00	3	PIECE	1,380.00	3	1,380.00		-		-		-
17	FILLING TRAY 2 LAYER	400.00	1	PIECE	400.00	1	400.00		-		-		-
18	FOLDER LONG	385.00	2	BUNDLE	770.00	2	770.00		-		-		-
19	GLUE GUN	165.00	1	PIECE	165.00	1	165.00		-		-		-
20	STICK GLUE	10.00	19	PIECE	190.00	19	190.00		-		-		-
21	GLUE WHITE	110.00	1	PIECE	110.00	1	110.00		-		-		-
22	HIGHLIGHTER PEN	44.00	2	PIECE	88.00	2	88.00		-		-		-
23	MARKING PEN BLACK	66.00	5	PIECE	330.00	5	330.00		-		-		-
<b>SUBTOTAL</b>					<b>15,927.00</b>		<b>15,927.00</b>		-		-		-

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

**ROQUE S. PEPITO, ABE,MPM**  
Supervising Agriculturist

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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	MARKING PEN BLUE	66.00	4	PIECE	264.00	4	264.00		-		-		-
25	MARKING PEN INK BALCK AND BLUE	50.00	1	PIECE	50.00	1	50.00		-		-		-
26	MOUSE PAD	80.00	4	PIECE	320.00	4	320.00		-		-		-
27	OPTICAL MOUSE USB TYPE	180.00	4	UNIT	720.00	4	720.00		-		-		-
28	OTG FLASH DRIVE 32GB CAP	385.00	4	PIECE	1,540.00	4	1,540.00		-		-		-
29	PAPER BOARD A4	44.00	4	PACK	176.00	4	176.00		-		-		-
30	PAPER BOARD LONG	55.00	4	PACK	220.00	4	220.00		-		-		-
31	BOND PAPER A4 70GSM (PAPER ONE	280.00	20	REAM	5,600.00	20	5,600.00		-		-		-
32	BOND PAPER LONG 70GSM (PAPER C	308.00	18	REAM	5,544.00	18	5,544.00		-		-		-
33	PENTEL PEN WHITEBOARD	66.00	4	PIECE	264.00	4	264.00		-		-		-
34	PUNCHER	250.00	1	PIECE	250.00	1	250.00		-		-		-
35	RECORD BOOK 200LEAVES	165.00	3	BOOK	495.00	3	495.00		-		-		-
36	RULER	11.00	1	PIECE	11.00	1	11.00		-		-		-
37	SCOTCH TAPE #1	33.00	3	PIECE	99.00	3	99.00		-		-		-
38	SCOTCH TAPE #2	44.00	4	PIECE	176.00	4	176.00		-		-		-
39	SIGN PEN BLACK	55.00	45	PIECE	2,475.00	45	2,475.00		-		-		-
40	SIGN PEN BLUE	55.00	45	PIECE	2,475.00	45	2,475.00		-		-		-
41	STAPLER WITH REMOVER	338.80	2	PIECE	677.60	2	677.60		-		-		-
42	TAPE, TRANSPARENT 24MM	11.00	5	PIECE	55.00	5	55.00		-		-		-
43	TAPE, TRANSPARENT 48MM	25.30	5	PIECE	126.50	5	126.50		-		-		-
44	THUMB TACKS	15.00	2	BOX	30.00	2	30.00		-		-		-
45	ALCOHOL, 68%-70% SCENTED ETHYL	88.00	25	BOTTLE	2,200.00	25	2,200.00		-		-		-
46	ANTI-BACTERIAL SOAP	22.00	15	PIECE	330.00	15	330.00		-		-		-
<b>SUBTOTAL</b>					<b>24,098.10</b>		<b>24,098.10</b>		-		-		-

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Department/ Office: MAO					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	BROOM, SOFT (TAMBO)	120.00	8	PIECE	960.00	8	960.00		-		-		-
48	CLEANER, TOILET BOWL AND URINA	90.00	10	BOTTLE	900.00	10	900.00		-		-		-
49	ZONROX (1 LITER)	60.00	8	BOTTLE	480.00	8	480.00		-		-		-
50	COMFORT ROOM FRESHENER	50.00	10	PIECE	500.00	10	500.00		-		-		-
51	DETERGENT BAR	24.20	10	PIECE	242.00	10	242.00		-		-		-
52	DETERGENT POWDER	7.70	21	POUCH	161.70	21	161.70		-		-		-
53	DISINFECTANT SPRAY 400-500GRAM	162.80	10	CAN	1,628.00	10	1,628.00		-		-		-
54	DISINFECTANT CONCENTRATED 350	495.00	4	BOTTLE	1,980.00	4	1,980.00		-		-		-
55	DUST PAN, BIG HEAVY DUTY	264.00	4	PIECE	1,056.00	4	1,056.00		-		-		-
56	DISHWASHING PASTE	55.00	8	BOTTLE	440.00	8	440.00		-		-		-
57	ELECTRICAL TAPE, YELLOW	33.00	5	ROLL	165.00	5	165.00		-		-		-
58	FIRE EXTINGUISHER, DRY CHEMICAL	1,430.00	1	UNIT	1,430.00	1	1,430.00		-		-		-
59	GLASS CLEANER, SPRAY 500ML	429.00	4	PIECE	1,716.00	4	1,716.00		-		-		-
60	GLASS, WATER	275.00	2	DOZEN	550.00	2	550.00		-		-		-
61	GLASS SPINNER/WIPER	330.00	2	PIECE	660.00	2	660.00		-		-		-
62	HEADPHONE	495.00	2	PIECE	990.00	2	990.00		-		-		-
63	GLOVES (DISPOSABLE)	121.00	4	BOX	484.00	4	484.00		-		-		-
64	GEANA EARTH CLOTH- NAVY BLUE	41.80	4	METER	167.20	4	167.20		-		-		-
65	HANDTOWEL, WHITE, MEDIUM	99.00	5	PIECE	495.00	5	495.00		-		-		-
66	KNAPSACK SPRAYER, PLASTIC, HD	1,200.00	1	PIECE	1,200.00	1	1,200.00		-		-		-
67	KNIFE	165.00	3	PIECE	495.00	3	495.00		-		-		-
68	LIQUID HAND SOAP	121.00	4	PIECE	484.00	4	484.00		-		-		-
69	MOP WITH HANDLE	330.00	8	PIECE	2,640.00	8	2,640.00		-		-		-
<b>SUBTOTAL</b>					<b>19,823.90</b>		<b>19,823.90</b>		-		-		-

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Plan Control No. _____					Planned Amount						Page 4 of 4		
Department/ Office: MAO					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	MOP HEAD	165.00	4	PIECE	660.00	4	660.00		-		-		-
71	MICROFIBER DUSTER	220.00	4	PIECE	880.00	4	880.00		-		-		-
72	DIGITAL VOICE RECORDER MEMORY 4GB	8,800.00	1	PIECE	8,800.00	1	8,800.00		-		-		-
73	PAIL (BIG)	495.00	3	PIECE	1,485.00	3	1,485.00		-		-		-
74	RAG, ALL COTTON, 32 PCS/KL/BUNDLE	82.50	3	BUNDLE	247.50	3	247.50		-		-		-
75	DOORMAT CLOTH	110.00	5	PIECE	550.00	5	550.00		-		-		-
76	RUBBER DOORMAT	176.00	5	PIECE	880.00	5	880.00		-		-		-
77	SPONGE	40.00	8	PIECE	320.00	8	320.00		-		-		-
78	TRASHBAG, BLACK	165.00	5	ROLL	825.00	5	825.00		-		-		-
79	WIPES (CLOTH FOR TABLE)	20.00	11	PIECE	220.00	11	220.00		-		-		-
80	FLOOR BRUSH	55.00	5	PIECE	275.00	5	275.00		-		-		-
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<b>SUBTOTAL</b>					15,142.50		15,142.50		-		-		-
<b>GRANDTOTAL</b>					74,991.50		74,991.50		-		-		-

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