

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 1 of 4			
Department/ Office: <u>Municipal Accounting Office</u>					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	2	box	660.00	2	660.00		-		-		-
2	Ballpen green	410.00	1	box	410.00	1	410.00		-		-		-
3	Bookbinder with extended bolts	660.00	8	set	5,280.00	8	5,280.00		-		-		-
4	Computer keyboard	990.00	3	unit	2,970.00	3	2,970.00		-		-		-
5	Computer continuous form 2 ply,280mmx241mm,white	1,045.00	25	ream	26,125.00	25	26,125.00		-		-		-
6	Correction tape	25.00	30	pc	750.00	30	750.00		-		-		-
7	Envelope brown legal	44.00	1	bundle	44.00	1	44.00		-		-		-
8	Eraser,pencil	3.85	20	pc	77.00	20	77.00		-		-		-
9	Fastener metal	110.00	5	box	550.00	5	550.00		-		-		-
10	Folder long	385.00	4	bundle	1,540.00	4	1,540.00		-		-		-
11	Ink Epson 004 black	400.00	3	btl	1,200.00	3	1,200.00		-		-		-
12	Ink Epson 004 cyan	400.00	1	btl	400.00	1	400.00		-		-		-
13	Ink Epson 004 magenta	400.00	1	btl	400.00	1	400.00		-		-		-
14	Ink Epson 004 yellow	400.00	1	btl	400.00	1	400.00		-		-		-
15	Ink cartridge 678 black	495.00	2	cart	990.00	2	990.00		-		-		-
16	Ink cartridge 678 colored	495.00	2	cart	990.00	2	990.00		-		-		-
17	Ink Epson ink 664 black	418.00	37	btl	15,466.00	37	15,466.00		-		-		-
18	Ink Epson ink 664 cyan	418.00	6	btl	2,508.00	6	2,508.00		-		-		-
19	Ink Epson ink 664 magenta	418.00	6	btl	2,508.00	6	2,508.00		-		-		-
20	Ink Epson ink 664 yellow	418.00	6	btl	2,508.00	6	2,508.00		-		-		-
21	Mouse pad	80.00	7	pc	560.00	7	560.00		-		-		-
22	Optical mouse USB type	180.00	3	unit	540.00	3	540.00		-		-		-
23	Paper multicopy 70 gsm A4	280.00	140	ream	39,200.00	140	39,200.00		-		-		-
SUBTOTAL					106,076.00		106,076.00		-		-		-

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

JULIETA D. ROLDAN,CPA
Municipal Accountant

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FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 2 of 4			
Department/ Office: Municipal Accounting 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	Paper multicopy 70 gsm Legal	308.00	80	ream	24,640.00	80	24,640.00		-		-		-
25	Pentel pen black	66.00	5	pc	330.00	5	330.00		-		-		-
26	Puncher	250.00	2	pc	500.00	2	500.00		-		-		-
27	Record book 150 leaves	110.00	5	book	550.00	5	550.00		-		-		-
28	Record book 200 leaves	165.00	5	book	825.00	5	825.00		-		-		-
29	Record book 500 leaves	165.00	10	book	1,650.00	10	1,650.00		-		-		-
30	Ribbon cartridge LX310	330.00	18	cart	5,940.00	18	5,940.00		-		-		-
31	Ring binder palstic 10mm	330.00	10	pc	3,300.00	10	3,300.00		-		-		-
32	Rubber band large	110.00	4	box	440.00	4	440.00		-		-		-
33	Ruler	11.00	5	pc	55.00	5	55.00		-		-		-
34	Sign pen black	55.00	45	pc	2,475.00	45	2,475.00		-		-		-
35	Sign pen blue	55.00	24	pc	1,320.00	24	1,320.00		-		-		-
36	Sign pen green	55.00	20	pc	1,100.00	20	1,100.00		-		-		-
37	Stapler with remover standard	214.50	5	pc	1,072.50	5	1,072.50		-		-		-
38	Staplewire binder type standard #35	55.00	30	box	1,650.00	30	1,650.00		-		-		-
39	Tape, transparent 24mm	11.00	25	pc	275.00	25	275.00		-		-		-
40	Tape, transparent 48mm	25.30	30	pc	759.00	30	759.00		-		-		-
41	Municipal Index card (payslip)	10.00	250	pc	2,500.00	250	2,500.00		-		-		-
42	Note pad,stick-on (2x3)	41.00	10	pad	410.00	10	410.00		-		-		-
43	Note pad,stick-on (3x4)	65.00	10	pad	650.00	10	650.00		-		-		-
44	External hard drive, 1TB	3,560.00	1	unit	3,560.00	1	3,560.00		-		-		-
45	Stamp pad, felt pad, min 60mmx100m	39.00	5	pc	195.00	5	195.00		-		-		-
46	Stamp pad ink,violet 50ml	35.00	7	btl	245.00	7	245.00		-		-		-
SUBTOTAL					54,441.50		54,441.50		-		-		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 3 of 4			
Department/ Office: <u>Municipal Accounting Office</u>					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	Yellow pad paper	30.00	5	pc	150.00	5	150.00		-		-		-
48	Paper board A4 white	44.00	8	pack	352.00	8	352.00		-		-		-
49	PVC clear Acetate	10.00	45	pc	450.00	45	450.00		-		-		-
50	Filing tray steel 2 layer	400.00	2	pc	800.00	2	800.00		-		-		-
51	Wireless mouse	200.00	2	pc	400.00	2	400.00		-		-		-
52	Scissors big, medium size, heavy duty	120.00	3	pc	360.00	3	360.00		-		-		-
53	CALCULATOR MEDIUM SIZE, 14 DIGITS	990.00	3	PIECE	2,970.00	3	2,970.00		-		-		-
54	RUBBER STAMP	429.00	5	PIECE	2,145.00	5	2,145.00		-		-		-
55	EXPANDABLE EXPANDED ENVELOPE	8.00	25	PIECE	200.00	25	200.00		-		-		-
56	LEAD MECHANICAL PENCIL, SUPER GR	55.00	5	PIECE	275.00	5	275.00		-		-		-
57	MECHANICAL PENCIL	88.00	5	PIECE	440.00	5	440.00		-		-		-
58	PHOTOPAPER	90.20	2	PACK	180.40	2	180.40		-		-		-
59	TAPE DISPENSER	75.00	2	PIECE	150.00	2	150.00		-		-		-
60	DATER STAMP	220.00	2	PIECE	440.00	2	440.00		-		-		-
61	ALCOHOL, 68%-70% SCENTED ETHYL,	88.00	20	BOTTLE	1,760.00	20	1,760.00		-		-		-
62	EXECUTIVE OFFICE CHAIR, HIGH BACKRES	4,950.00	5	UNIT	24,750.00	5	24,750.00		-		-		-
63	GLASS CLEANER, SPRAY 500ML	429.00	2	PIECE	858.00	2	858.00		-		-		-
64	PRINTER	5,500.00	1	PIECE	5,500.00	1	5,500.00		-		-		-
65	TRASH CAN BIG	220.00	1	PIECE	220.00	1	220.00		-		-		-
66	UPS 650VA	4,400.00	1	UNIT	4,400.00	1	4,400.00		-		-		-
67	EMERGENCY LIGHT RECHARGEABLE	800.00	1	PIECE	800.00	1	800.00		-		-		-
68	AIR FRESHENER 280ML/150G MIN	350.00	1	CAN	350.00	1	350.00		-		-		-
69	FURNITURE CLEANER, AEROSOL TYPE	412.00	1	CAN	412.00	1	412.00		-		-		-
SUBTOTAL					48,362.40		48,362.40		-		-		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 4 of 4			
Department/ Office: Municipal Accounting 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	STORAGE BOX, 58 LITERS	600.00	64	piece	38,400.00	64	38,400.00		-		-		-
71	TABLE TOP GLASS	7,000.00	1	piece	7,000.00	1	7,000.00		-		-		-
72	MICROFIBER DUSTER	220.00	1	can	220.00	1	220.00		-		-		-
73	GESTETNER TONER DSM615/DSM6	3,217.50	10	TUBE	32,175.00	10	32,175.00		-		-		-
74	KEYPAD MOBILE PHONE	1,000.00	1	piece	1,000.00	1	1,000.00		-		-		-
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SUBTOTAL					78,795.00		76,995.00		-		-		-
GRANDTOTAL					287,674.90		287,674.90		-		-		-

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