

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount					Page 1 of 3			
Department/ Office: MCR					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) 50 pcs/box	330.00	1	box	330.00	1	330.00		-		-		-
2	Ballpen (red)	8.24	25	pcs	206.00	25	206.00		-		-		-
3	Bond paper A4 70 gsm Paper One	280.00	11	reams	3,080.00	11	3,080.00		-		-		-
4	Bond paper long 70 gsm Paper One	308.00	6	reams	1,848.00	6	1,848.00		-		-		-
5	Bookbinder w/Extended Bolts	660.00	20	sets	13,200.00	20	13,200.00		-		-		-
6	Correction tape	25.00	50	pcs	1,250.00	50	1,250.00		-		-		-
7	Magazine File Box w/cover	155.00	20	box	3,100.00	20	3,100.00		-		-		-
8	Envelope brown legal	44.00	19	pcs	836.00	19	836.00		-		-		-
9	Envelope expanding kraftboard,100pcs.long/b	800.00	1	bundle	800.00	1	800.00		-		-		-
10	Flashdrive 8GB	275.00	4	pcs	1,100.00	4	1,100.00		-		-		-
11	Folder long 100pcs per bundle	385.00	1	bundle	385.00	1	385.00		-		-		-
12	Ink 003 black	400.00	10	btls	4,000.00	10	4,000.00		-		-		-
13	Ink 003 Cyan	400.00	4	btls	1,600.00	4	1,600.00		-		-		-
14	Ink 003 Magenta	400.00	4	btls	1,600.00	4	1,600.00		-		-		-
15	Ink 003 Yellow	400.00	4	btls	1,600.00	4	1,600.00		-		-		-
16	Ink T6641 (black)	418.00	12	btls	5,016.00	12	5,016.00		-		-		-
17	Ink T6642 (cyan)	418.00	5	btls	2,090.00	5	2,090.00		-		-		-
18	Ink T6643 (magenta)	418.00	5	btls	2,090.00	5	2,090.00		-		-		-
19	Ink T6643 (yellow)	418.00	5	btls	2,090.00	5	2,090.00		-		-		-
20	Pentel Pen (black)	66.00	8	pcs	528.00	8	528.00		-		-		-
21	Sign Pen black	55.00	30	pcs	1,650.00	30	1,650.00		-		-		-
22	Scotch Tape transparent 24mm	11.00	10	rolls	110.00	10	110.00		-		-		-
23	Pencil Eraser	3.85	12	pcs	46.20	12	46.20		-		-		-
SUBTOTAL					48,555.20		48,555.20		-		-		-

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

ANGELINA B. TORREGOZA,R.N.,MAEd
Municipal Registrar

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 2 of 3				
Department/ Office: MCR					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	Clip backfold 25mm	20.00	20	boxes	400.00	20	400.00		-		-		-
25	Carbon Paper black, 100 sheets	330.00	1	pack	330.00	1	330.00		-		-		-
26	Moistener	66.00	6	pcs	396.00	6	396.00		-		-		-
27	Paper clip 50mm, 100pcs/box	22.00	10	pcs	220.00	10	220.00		-		-		-
28	Paper clip 33mm, 100pcs/box	15.00	10	pcs	150.00	10	150.00		-		-		-
29	Staplewire binder type	55.00	10	boxes	550.00	10	550.00		-		-		-
30	Puncher	250.00	2	pcs	500.00	2	500.00		-		-		-
31	Toner MP2014AD	4345.00	3	tube	13,035.00	3	13,035.00		-		-		-
32	Stamp Pad ink (black)	50.00	20	btls	1,000.00	20	1,000.00		-		-		-
33	Stamp Pad small	150.00	5	pcs	750.00	5	750.00		-		-		-
34	Alcohol,68%-70%,Scented Ethyl 500ml	88.00	20	btls	1,760.00	20	1,760.00		-		-		-
35	Dishwashing Liquid (200ml)	110.00	5	btls	550.00	5	550.00		-		-		-
36	Sponge	40.00	5	pcs	200.00	5	200.00		-		-		-
37	Visitors chair	2,500.00	2	pcs	5,000.00	2	5,000.00		-		-		-
38	Stamp Pad Name	550.00	6	pcs	3,300.00	6	3,300.00		-		-		-
39	Disinfectant spray 550 grams	162.80	6	cans	976.80	6	976.80		-		-		-
40	Air Freshener 550 grams	165.00	10	tubes	1,650.00	10	1,650.00		-		-		-
41	Furniture Cleaner 550 grams	165.00	9	tubes	1,485.00	9	1,485.00		-		-		-
42	UPS 650VA	4,400.00	1	unit	4,400.00	1	4,400.00		-		-		-
43	UPS 1000VA	7500.00	1	unit	7,500.00	1	7,500.00		-		-		-
44	Multi-insect Killer 66ml	180.00	2	btls	360.00	2	360.00		-		-		-
45	Reg. Book Live Birth	600.00	10	units	6,000.00	10	6,000.00		-		-		-
46	Reg. Book Marriage	600.00	10	units	6,000.00	10	6,000.00		-		-		-
SUBTOTAL					56,512.80		56,512.80		-		-		-

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	Reg. Book Death	600.00	10	units	6,000.00	10	6,000.00		-		-		-
48	Portable typewriter	8000.00	1	unit	8,000.00	1	8,000.00		-		-		-
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SUBTOTAL					14,000.00	14,000.00			-		-		-
GRANDTOTAL					119,068.00	119,068.00			-		-		-

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