

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 6				
Department/ Office: MEMO					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	BOND PAPER (A4 SIZE)	280.00	17	REAM	4,760.00	17	4,760.00		-		-		-
2	BOND PAPER (LONG SIZE)	308.00	18	REAM	5,544.00	18	5,544.00		-		-		-
3	BALLPEN BLACK	330.00	5	BOX	1,650.00	5	1,650.00		-		-		-
4	INK (664 BLACK)	418.00	2	PIECE	836.00	2	836.00		-		-		-
5	INK (664 MAGENTA)	418.00	3	PIECE	1,254.00	3	1,254.00		-		-		-
6	INK (664 YELLOW)	418.00	2	PIECE	836.00	2	836.00		-		-		-
7	FOLDER WHITE LEGAL	385.00	2	PACK	770.00	2	770.00		-		-		-
8	NOTEPAD STICK ON 3X4	65.21	20	PAD	1,304.20	20	1,304.20		-		-		-
9	RECORD BOOK 300PAGES	190.00	3	PIECE	570.00	3	570.00		-		-		-
10	RECORD BOOK 500PAGES	165.00	3	PIECE	495.00	3	495.00		-		-		-
11	RULER 12"	11.00	2	PIECE	22.00	2	22.00		-		-		-
12	SIGN PEN (0.5) BLACK	55.00	25	PIECE	1,375.00	25	1,375.00		-		-		-
13	TONER (MP2014AD)	4,345.00	2	TUBE	8,690.00	2	8,690.00		-		-		-
14	CLEANING BLADE	880.00	1	PIECE	880.00	1	880.00		-		-		-
15	CORRETION TAPE	25.00	10	PIECE	250.00	10	250.00		-		-		-
16	DATER STAMP	220.00	3	PIECE	660.00	3	660.00		-		-		-
17	ENVELOPE EXPANDING KRAFTBOAR	800.00	1	PIECE	800.00	1	800.00		-		-		-
18	BINDER CLIP	55.00	3	BOX	165.00	3	165.00		-		-		-
19	PENCIL LEAD W/ ERASER	16.50	4	BOX	66.00	4	66.00		-		-		-
20	TAPE MASKING	75.00	4	ROLL	300.00	4	300.00		-		-		-
21	BALLPEN GREEN	410.00	1	BOX	410.00	1	410.00		-		-		-
22	STAPLER BIG WITH REMOVER	338.80	5	PIECE	1,694.00	5	1,694.00		-		-		-
23	STAMP PAD	38.45	6	PIECE	230.70	6	230.70		-		-		-
SUBTOTAL					33,561.90		33,561.90		-		-		-

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

ANTONIO M. ARCAYERA,CE.MGA
MGAD H1/MEMO Head

**ANNUAL PROCUREMENT PLAN
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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 2 of 6				
Department/ Office:MEMO					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	SCISSORS	44.62	6	PIECE	267.72	6	267.72		-		-		-
25	TWO LAYER FILE TRAY	440.00	1	PIECE	440.00	1	440.00		-		-		-
26	STAPLE WIRE #35	55.00	10	BOX	550.00	10	550.00		-		-		-
27	PAPER CLIP 30MM	15.00	8	PIECE	120.00	8	120.00		-		-		-
28	CALCULATOR TILT (14 DIGITS)	990.00	5	PIECE	4,950.00	5	4,950.00		-		-		-
29	HIGHLIGHTER PEN	44.00	28	PIECE	1,232.00	28	1,232.00		-		-		-
30	TAPE MASKING 24MM	75.00	6	PIECE	450.00	6	450.00		-		-		-
31	PAPER CLIP BIG, 50MM	22.00	7	BOX	154.00	7	154.00		-		-		-
32	NOTE PAD STICK ON 3X3	52.50	20	PAD	1,050.00	20	1,050.00		-		-		-
33	INK (664 CYAN)	418.00	2	PIECE	836.00	2	836.00		-		-		-
34	ENVELOPE EXPANDING PLASTIC	40.00	3	PIECE	120.00	3	120.00		-		-		-
35	COLUMNAR BOOK, 3 COLUMN	40.00	4	PIECE	160.00	4	160.00		-		-		-
36	ADHESIVE TAPE 2" PACKAGING	75.00	4	PIECE	300.00	4	300.00		-		-		-
37	PINS	11.00	5	BOX	55.00	5	55.00		-		-		-
38	RUBBER BAND, NO. 18	110.00	3	BOX	330.00	3	330.00		-		-		-
39	ENVELOPE MAILING, LONG	420.00	1	BOX	420.00	1	420.00		-		-		-
40	SCENTED ETYHL 500ML	88.00	140	PIECE	12,320.00	140	12,320.00		-		-		-
41	WIPES CLOTH FOR TABLE	20.00	30	PIECE	600.00	30	600.00		-		-		-
42	FIREWOOD	2,000.00	28	LOAD	56,000.00	28	56,000.00		-		-		-
43	SANDO BAG, MED, 50PCS/PACK	33.00	20	PACK	660.00	20	660.00		-		-		-
44	DISINFECTANT SPRAY	162.80	15	CAN	2,442.00	15	2,442.00		-		-		-
45	BASIN, MED, (STAINLESS)	275.00	8	PIECE	2,200.00	8	2,200.00		-		-		-
46	DUST PAN, NON-RIGID PLASTIC	52.80	7	PIECE	369.60	7	369.60		-		-		-
SUBTOTAL					86,026.32		86,026.32		-		-		-

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Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 3 of 6				
Department/ Office:MEMO					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	MOPHEAD, RAYON	165.00	44	PIECE	7,260.00	44	7,260.00		-		-		-
48	CLEANER, TOILET BOWL	90.00	12	BOTTLE	1,080.00	12	1,080.00		-		-		-
49	TOILET BOWL BRUSH	118.25	5	PIECE	591.25	5	591.25		-		-		-
50	FIRST AID KIT	850.00	5	PACK	4,250.00	5	4,250.00		-		-		-
51	SCOURING PAD, SYNTHETIC NYLON, 140X2	118.00	6	PACK	708.00	6	708.00		-		-		-
52	LEATHERETTE APRON, WHITE	330.00	10	PIECE	3,300.00	10	3,300.00		-		-		-
53	MEGA STORAGE BOX	1,200.00	5	PIECE	6,000.00	5	6,000.00		-		-		-
54	EMERGENCY LIGHT , RECHARGEABL	800.00	25	PIECE	20,000.00	25	20,000.00		-		-		-
55	PE COUPLING 1/2	110.00	4	PIECE	440.00	4	440.00		-		-		-
56	LED BULB, 15 WATTS	300.00	44	PIECE	13,200.00	44	13,200.00		-		-		-
57	OUTLET, 3 GANGS	140.00	12	PIECE	1,680.00	12	1,680.00		-		-		-
58	SWITCH	200.00	4	PIECE	800.00	4	800.00		-		-		-
59	RECEPTACLE	35.00	10	PIECE	350.00	10	350.00		-		-		-
60	BREAKER, 20 AMPERS	200.00	4	PIECE	800.00	4	800.00		-		-		-
61	JUNCTION BOX	40.00	24	PIECE	960.00	24	960.00		-		-		-
62	T8 LED TUBE LIGHTS	200.00	29	PIECE	5,800.00	29	5,800.00		-		-		-
63	PVC (1/2)	72.00	25	PIECE	1,800.00	25	1,800.00		-		-		-
64	SQUARE BOX	90.00	4	PIECE	360.00	4	360.00		-		-		-
65	UTILITY BOX	35.00	4	PIECE	140.00	4	140.00		-		-		-
66	TIE WIRE #16	70.00	3	METER	210.00	3	210.00		-		-		-
67	LIVESTOCK MARKER INK REFILL	88.00	16	BOTTLE	1,408.00	16	1,408.00		-		-		-
68	GLASS SPINER/WIPER	330.00	3	PIECE	990.00	3	990.00		-		-		-
69	TRASHCAN BIG WITH COVER	385.00	10	PIECE	3,850.00	10	3,850.00		-		-		-
SUBTOTAL					75,977.25		75,977.25		-		-		-

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Plan Control No. _____					Planned Amount				Page 4 of 6				
Department/ Office: MEMO					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	FABRIC CONDITIONER	7.70	480	PIECE	3,696.00	480	3,696.00		-		-		-
71	ALBATROS	60.00	25	PIECE	1,500.00	25	1,500.00		-		-		-
72	KNIFE	165.00	2	PIECE	330.00	2	330.00		-		-		-
73	GLOVES (RUBBER-KITCHEN USE)	150.00	10	PAIR	1,500.00	10	1,500.00		-		-		-
74	GLOVES (DISPOSABLE)	121.00	5	BOX	605.00	5	605.00		-		-		-
75	RUBBER BOOTS MEDIUM WHITE	1,600.00	12	PAIR	19,200.00	12	19,200.00		-		-		-
76	LONG BRUSH WITH HANLDE	250.00	20	PIECE	5,000.00	20	5,000.00		-		-		-
77	MASK (DISPOSABLE)	100.00	10	BOX	1,000.00	10	1,000.00		-		-		-
78	MOP HANDLE	205.33	30	PIECE	6,159.90	30	6,159.90		-		-		-
79	MURIATIC ACID	385.00	12	GALLON	4,620.00	12	4,620.00		-		-		-
80	MICROFIBER DUSTER	220.00	6	PIECE	1,320.00	6	1,320.00		-		-		-
81	BOLO (BIG)	550.00	1	PIECE	550.00	1	550.00		-		-		-
82	SHOVEL	500.00	2	PIECE	1,000.00	2	1,000.00		-		-		-
83	PAIL (MEDIUM)	250.00	14	PIECE	3,500.00	14	3,500.00		-		-		-
84	AIR FRESHENER	100.00	10	CAN	1,000.00	10	1,000.00		-		-		-
85	BOWL BRUSH	60.00	4	PIECE	240.00	4	240.00		-		-		-
86	BUKAG SMALL	300.00	8	PIECE	2,400.00	8	2,400.00		-		-		-
87	BOWL PUMP	60.00	10	PIECE	600.00	10	600.00		-		-		-
88	DETERGENT BAR	24.20	110	PIECE	2,662.00	110	2,662.00		-		-		-
89	DETERGENT POWDER	7.70	480	POUCH	3,696.00	480	3,696.00		-		-		-
90	DUST PAN, STAINLESS BIG	118.80	20	PIECE	2,376.00	20	2,376.00		-		-		-
91	SOFTBROOM	120.00	40	PIECE	4,800.00	40	4,800.00		-		-		-
92	STICK BROOM	28.00	90	PIECE	2,520.00	90	2,520.00		-		-		-
SUBTOTAL					70,274.90		70,274.90		-		-		-

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Plan Control No. _____					Planned Amount				Page 5 of 6				
Department/ Office:MEMO					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
93	CHLORINE, MTH 45 KILOS	5,800.00	30	DRUM	174,000.00	30	174,000.00		-		-		-
94	ZONROX	60.00	20	BOTTLE	1,200.00	20	1,200.00		-		-		-
95	DIPPER/ TABO-LARGE	41.80	20	PIECE	836.00	20	836.00		-		-		-
96	PLASTIC DRUM/BARREL	1,800.00	5	UNIT	9,000.00	5	9,000.00		-		-		-
97	RAG DOORMAT CLOTH	110.00	20	PIECE	2,200.00	20	2,200.00		-		-		-
98	WHEEL BARROW	3,520.00	2	UNIT	7,040.00	2	7,040.00		-		-		-
99	MULTI PURPOSE BLEACH	80.00	20	BOTTLE	1,600.00	20	1,600.00		-		-		-
100	GARDEN HOSE	30.00	15	METER	450.00	15	450.00		-		-		-
101	BASIN STAINLESS MEDIUM	275.00	5	PIECE	1,375.00	5	1,375.00		-		-		-
102	FIRE EXTINGUISHER, DRY CHEMICAL	1,430.00	3	UNIT	4,290.00	3	4,290.00		-		-		-
103	POLO SHIRT WITH LOGO (50 JOB OR	500.00	150	UNIT	75,000.00	150	75,000.00		-		-		-
104	POWER SPRAYER	4,500.00	1	UNIT	4,500.00	1	4,500.00		-		-		-
105	STEEL CABINET, 4 DRAWERS	14,900.00	4	UNIT	59,600.00	4	59,600.00		-		-		-
106	MONOBLOCK CHAIRS-RUBY	650.00	100	UNIT	65,000.00	100	65,000.00		-		-		-
107	PLASTIC TABLE FOLDABLE	2,800.00	10	UNIT	28,000.00	10	28,000.00		-		-		-
108	BEACH/ LOUNGE CHAIR	5,000.00	10	UNIT	50,000.00	10	50,000.00		-		-		-
109	GANG CHAIR (WAITING CHAIR)	14,000.00	20	UNIT	280,000.00	20	280,000.00		-		-		-
110	MULTI PURPOSE LADDER	10,800.00	1	UNIT	10,800.00	1	10,800.00		-		-		-
111	LAYNYARD, PERSONALIZED	66.00	68	PIECE	4,488.00	68	4,488.00		-		-		-
112	MEGAPHONE-HANDY WITH SIREN & WHIST	2,800.00	2	UNIT	5,600.00	2	5,600.00		-		-		-
113	PRINTER, 3IN1 (PRINTER,SCAN & PH	14,900.00	3	UNIT	44,700.00	3	44,700.00		-		-		-
114	HOT & COLD WATER DISPENSER	6,050.00	2	UNIT	12,100.00	2	12,100.00		-		-		-
115	CHAIR- CLIENT/VISITOR	2,000.00	15	UNIT	30,000.00	15	30,000.00		-		-		-
SUBTOTAL					871,779.00		871,779.00		-		-		-

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Department/ Office:MEMO						Regular	Contingency	Total		Date Submitted:			
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
116	CHAIR- EXECUTIVE	14,900.00	1	UNIT	14,900.00	1	14,900.00		-		-		-
117	CHAIR- OFFICE/SWIVEL	4,950.00	7	UNIT	34,650.00	7	34,650.00		-		-		-
118	OFFICE STAFF TABLE	5,000.00	7	UNIT	35,000.00	7	35,000.00		-		-		-
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SUBTOTAL					84,550.00		84,550.00		-		-		-
GRANDTOTAL					1,222,169.37		1,222,169.37		-		-		-

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