

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 1				
Department/ Office: BFP					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 LONG 70GSM (PAPER ONE)	308.00	10	REAM	3,080.00	10	3,080.00		-		-		-
2	BOND PAPER A4 70GSM (PAPER ONE)	280.00	4	REAM	1,120.00	4	1,120.00		-		-		-
3	DATER STAMP	220.00	2	PIECE	440.00	2	440.00		-		-		-
4	STAPLER WITH REMOVER	338.80	1	PIECE	338.80	1	338.80		-		-		-
5	EPSON INK 664 BLACK	418.00	8	BOTTLE	3,344.00	8	3,344.00		-		-		-
6	EPSON INK 664 CYAN	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
7	EPSON INK 664 MAGENTA	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
8	EPSON INK 664 YELLOW	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
9	CORRECTION TAPE	25.00	21	BOX	525.00	21	525.00		-		-		-
10	FASTENER METAL 50PCS	110.00	8	BUNDLE	880.00	8	880.00		-		-		-
11	BALLPEN BLACK	330.00	4	BOX	1,320.00	4	1,320.00		-		-		-
12	SIGNPEN BLACK, 0.5MM	55.00	26	PIECE	1,430.00	26	1,430.00		-		-		-
13	ALCOHOL 70% SCENTED ETHYL, 500	88.00	2	BOTTLE	176.00	2	176.00		-		-		-
14	BROOM, SOFT (TAMBO)	120.00	2	PIECE	240.00	2	240.00		-		-		-
15	GLASS SPINNER/WIPER	330.00	1	PIECE	330.00	1	330.00		-		-		-
16	GLASS CLEANER, SPRAY 500ML	429.00	1	ROLL	429.00	1	429.00		-		-		-
17	DUST PAN, BIG HEAVY DUTY	264.00	1	PIECE	264.00	1	264.00		-		-		-
18	DETERGENT BAR, 140 GRAMS	12.10	5	PIECE	60.50	5	60.50		-		-		-
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TOTAL					16,485.30		16,485.30		#REF!		#REF!		#REF!

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

SINSP MA. ANJELYN P. PORNIA

Municipal Fire Marshal