

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office:MPDO					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 70GSM (PAPER ONE	280.00	30	REAM	8,400.00	30	8,400.00		-		-		-
2	BOND PAPER LONG 70GSM (PAPER C	308.00	30	REAM	9,240.00	30	9,240.00		-		-		-
3	BOND PAPER A3	570.00	2	REAM	1,140.00	2	1,140.00		-		-		-
4	FOLDER LONG, WHITE /THICK	385.00	5	BUNDLE	1,925.00	5	1,925.00		-		-		-
5	BALLPEN BLACK	330.00	4	BOX	1,320.00	4	1,320.00		-		-		-
6	SIGNPEN BLUE	55.00	12	PIECE	660.00	12	660.00		-		-		-
7	SIGNPEN BLACK	55.00	12	PIECE	660.00	12	660.00		-		-		-
8	PACKAGING TAPE	33.00	12	ROLL	396.00	12	396.00		-		-		-
9	SCOTCH TAPE #2	44.00	12	ROLL	528.00	12	528.00		-		-		-
10	ENVELOPE MAILING LONG 500PCS	420.00	1	BOX	420.00	1	420.00		-		-		-
11	SCENTED PAPER LONG	110.00	12	PACK	1,320.00	12	1,320.00		-		-		-
12	ENVELOPE EXPANDING PLASTIC	40.00	12	PIECE	480.00	12	480.00		-		-		-
13	ENVELOPE BROWN LEGAL 10PCS/BU	4.40	500	PIECE	2,200.00	500	2,200.00		-		-		-
14	ENGINEER FIELD BOOK	120.00	12	PIECE	1,440.00	12	1,440.00		-		-		-
15	FASTENER METAL, 50PCS PER BOX	110.00	12	BOX	1,320.00	12	1,320.00		-		-		-
16	OTG FLASHDRIVE 64GB CAP	950.00	1	PIECE	950.00	1	950.00		-		-		-
17	HIGHLIGHTER PEN ASSORTED COLO	44.00	24	PIECE	1,056.00	24	1,056.00		-		-		-
18	MARKING PEN BLACK BROAD	66.00	12	PIECE	792.00	12	792.00		-		-		-
19	PAPER BOARD A4	44.00	12	PACK	528.00	12	528.00		-		-		-
20	DATA FILE W/OUT COVER 180MM	121.00	12	PIECE	1,452.00	12	1,452.00		-		-		-
21	STICKER PAPER	100.00	20	PACK	2,000.00	20	2,000.00		-		-		-
22	OPTICAL MOUSE USB TYPE	180.00	5	UNIT	900.00	5	900.00		-		-		-
23	RECORD BOOK 300LEAVES	190.00	10	BOOK	1,900.00	10	1,900.00		-		-		-
<b>SUBTOTAL</b>					41,027.00		41,027.00		-		-		-

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

**JOSE I. ILAR,CE;GE**

MPDC

