

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office:MPDO/CBMS					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	5	BOX	1,650.00	5	1,650.00		-		-		-
2	CALCULATOR	990.00	1	UNIT	990.00	1	990.00		-		-		-
3	CALCULATOR SCIENTIFIC	1,320.00	1	UNIT	1,320.00	1	1,320.00		-		-		-
4	COMPUTER KEYBOARD	990.00	2	UNIT	1,980.00	2	1,980.00		-		-		-
5	FILLING TRAY (STEEL 3 LAYERS)	460.00	2	PIECE	920.00	2	920.00		-		-		-
6	ENVELOPE EXPANDING PLASTIC	40.00	10	PIECE	400.00	10	400.00		-		-		-
7	ENVELOPE MAILING LONG (500PCS)	420.00	2	BOX	840.00	2	840.00		-		-		-
8	FASTENER PLASTIC COATED	55.00	3	BOX	165.00	3	165.00		-		-		-
9	MAGAZINE FILER BOX WITH COVER	155.00	10	PIECE	1,550.00	10	1,550.00		-		-		-
10	CORRECTION TAPE	25.00	30	PIECE	750.00	30	750.00		-		-		-
11	FOLDER LONG WHITE	385.00	3	BUNDLE	1,155.00	3	1,155.00		-		-		-
12	FOLDER WITH TAB LEGAL	355.00	1	BUNDLE	355.00	1	355.00		-		-		-
13	GLUE WHITE 250G	110.00	10	PIECE	1,100.00	10	1,100.00		-		-		-
14	STAPLER WITH REMOVER	338.80	6	PIECE	2,032.80	6	2,032.80		-		-		-
15	INK EPSON 003 BLACK	400.00	5	BOTTLE	2,000.00	5	2,000.00		-		-		-
16	INK EPSON 003 CYAN	400.00	2	BOTTLE	800.00	2	800.00		-		-		-
17	INK EPSON 003 MAGENTA	400.00	2	BOTTLE	800.00	2	800.00		-		-		-
18	INK EPSON 003 YELLOW	400.00	2	BOTTLE	800.00	2	800.00		-		-		-
19	ENGINEER FIELD BOOK	120.00	3	PIECE	360.00	3	360.00		-		-		-
20	OPTICAL MOUSE USB TYPE	180.00	2	UNIT	360.00	2	360.00		-		-		-
21	FLASHDRIVE 8GB	275.00	6	PIECE	1,650.00	6	1,650.00		-		-		-
22	OTG FLASHDRIVE 64GB CAP	950.00	3	PIECE	2,850.00	3	2,850.00		-		-		-
<b>SUBTOTAL</b>					<b>24,827.80</b>		<b>24,827.80</b>		-		-		-

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

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

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
23	PAPER BOARD LONG	55.00	6	PACK	330.00	6	330.00		-		-		-
24	PAPER BOARD A4 CREAM	44.00	10	PACK	440.00	10	440.00		-		-		-
25	SPECIALTY PAPER A4	55.00	6	PACK	330.00	6	330.00		-		-		-
26	BOND PAPER A4 70GSM	280.00	20	REAM	5,600.00	20	5,600.00		-		-		-
27	BOND PAPER LONG 70GSM	308.00	15	REAM	4,620.00	15	4,620.00		-		-		-
28	PHOTOPAPER 180GSM	90.20	10	PACK	902.00	10	902.00		-		-		-
29	SIGN PEN (BLACK)	55.00	12	PIECE	660.00	12	660.00		-		-		-
30	SIGN PEN (BLUE)	55.00	12	PIECE	660.00	12	660.00		-		-		-
31	TAPE MASKING 24MM	75.00	10	PIECE	750.00	10	750.00		-		-		-
32	PUNCHER	250.00	2	PIECE	500.00	2	500.00		-		-		-
33	ALCOHOL, 68%-70% SCENTED ETHYL	88.00	24	BOTTLE	2,112.00	24	2,112.00		-		-		-
34	DISINFECTANT SPRAY 400-500 GRAM	162.80	10	CAN	1,628.00	10	1,628.00		-		-		-
35	PRINTER, EPSON	8,500.00	1	PIECE	8,500.00	1	8,500.00		-		-		-
36	SOLID STATE DRIVE (SSD) FOR LAPTOP	5,000.00	1	UNIT	5,000.00	1	5,000.00		-		-		-
37	WASTE BASKET RIGID PLASTIC	33.00	6	PIECE	198.00	6	198.00		-		-		-
38	MEGA STORAGE BOX (120L)	1,200.00	1	PIECE	1,200.00	1	1,200.00		-		-		-
39	ELECTRICAL TAPE YELLOW	33.00	4	ROLL	132.00	4	132.00		-		-		-
40	BATTERY "AAA" ENERGIZER	55.00	10	PIECE	550.00	10	550.00		-		-		-
41	BATTERY "AA" ENERGIZER	55.00	12	PIECE	660.00	12	660.00		-		-		-
					-		-		-		-		-
					-		-		-		-		-
<b>SUBTOTAL</b>					<b>34,772.00</b>		<b>34,772.00</b>		-		-		-
<b>GRANDTOTAL</b>					<b>59,599.80</b>		<b>59,599.80</b>		-		-		-

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

MPDC