

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____			Planned Amount				Page 1 of 1						
Department/ Office: HRMO			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 70 gsm	308.00	50	ream	15,400.00	50	15,400.00		-		-		-
2	Bond paper A4 70 gsm	280.00	40	ream	11,200.00	40	11,200.00		-		-		-
3	Epson ink 664 black	418.00	30	bottle	12,540.00	30	12,540.00		-		-		-
4	Epson ink 664 cyan	418.00	1	bottle	418.00	1	418.00		-		-		-
5	Epson ink 664 magenta	418.00	1	bottle	418.00	1	418.00		-		-		-
6	Epson ink 664 yellow	418.00	3	bottle	1,254.00	3	1,254.00		-		-		-
7	Envelope brown legal	44.00	10	bundle	440.00	10	440.00		-		-		-
8	Pencil eraser	3.85	19	pc	73.15	19	73.15		-		-		-
9	Folder long	385.00	3	bundle	1,155.00	3	1,155.00		-		-		-
10	Flash drive 8GB	275.00	2	pc	550.00	2	550.00		-		-		-
11	Pentel Pen	66.00	3	pc	198.00	3	198.00		-		-		-
12	Record book 300 leaves	190.00	10	book	1,900.00	10	1,900.00		-		-		-
13	Scotch tape #1	33.00	6	roll	198.00	6	198.00		-		-		-
14	Ballpen (black/blue)	330.00	1	box	330.00	1	330.00		-		-		-
15	Sign pen black	55.00	15	pc	825.00	15	825.00		-		-		-
16	Correction tape	25.00	28	pc	700.00	28	700.00		-		-		-
17	Toner MP1900	3,300.00	3	tube	9,900.00	3	9,900.00		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
					-		-		-		-		-
TOTAL					57,499.15		57,499.15		-		-		-

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

GARY A. GALARRITA
HRMO III/HRMO-OIC