

**ANNUAL PROCUREMENT PLAN  
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 3				
Department/ Office: MSWDO					Regular	Contingency	Total		Date Submitted:				
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	BALLPEN BLACK	330.00	3	BOX	990.00	3	990.00		-		-		-
2	BALLPEN (BLACK/BLUE)	330.00	3	BOX	990.00	3	990.00		-		-		-
3	BALLPEN BLUE	330.00	3	BOX	990.00	3	990.00		-		-		-
4	BOND PAPER LEGAL 70GSM	308.00	30	REAM	9,240.00	30	9,240.00		-		-		-
5	BOND PAPER A4 70GSM	280.00	30	REAM	8,400.00	30	8,400.00		-		-		-
6	CARTOLINA ASSORTED COLOR	90.00	3	PACK	270.00	3	270.00		-		-		-
7	CLEARBOOK	300.00	6	PIECE	1,800.00	6	1,800.00		-		-		-
8	CORRECTION TAPE	25.00	24	PIECE	600.00	24	600.00		-		-		-
9	CUSTOMIZED STAMP	660.00	1	PIECE	660.00	1	660.00		-		-		-
10	DATA FILER LEGAL SIZE, BLUE COLO	121.00	5	PIECE	605.00	5	605.00		-		-		-
11	ENVELOPE BROWN LONG	4.40	158	PIECE	695.20	158	695.20		-		-		-
12	FASTENER PLASTIC	55.00	10	BOX	550.00	10	550.00		-		-		-
13	FILING TRAY 2 LAYER	400.00	1	PIECE	400.00	1	400.00		-		-		-
14	FOLDER TAGBOARD LEGAL	990.00	1	BUNDLE	990.00	1	990.00		-		-		-
15	GLUE JAR	77.00	2	JAR	154.00	2	154.00		-		-		-
16	GLUE WHITE	110.00	1	PIECE	110.00	1	110.00		-		-		-
17	MARKING PEN BLUE AND BLACK (BR	66.00	5	PIECE	330.00	5	330.00		-		-		-
18	MARKING PEN INK BLUE AND BLACK	50.00	3	PIECE	150.00	3	150.00		-		-		-
19	PAPER BOARD LONG CREAM, 185GS	55.00	24	PACK	1,320.00	24	1,320.00		-		-		-
20	SPECIALTY PAPER LONG 185GSM	60.00	10	PACK	600.00	10	600.00		-		-		-
21	SCOTCH TAPE #1	33.00	16	PIECE	528.00	16	528.00		-		-		-
22	SCOTCH TAPE #2	44.00	6	PIECE	264.00	6	264.00		-		-		-
23	STAPLER WITH REMOVER	338.80	4	PIECE	1,355.20	4	1,355.20		-		-		-
<b>SUBTOTAL</b>													
					31,991.40		31,991.40		-		-		-

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

**WENA B. PAGAYON,RSW**  
MGADH I

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.
24	STAPLEWIRE PLIER TYPE	33.00	12	BOX	396.00	12	396.00		-		-		-
25	UNIVERSAL INK BLACK	90.00	38	BOTTLE	3,420.00	38	3,420.00		-		-		-
26	UNIVERSAL INK CYAN	90.00	6	BOTTLE	540.00	6	540.00		-		-		-
27	UNIVERSAL INK MAGENTA	90.00	6	BOTTLE	540.00	6	540.00		-		-		-
28	UNIVERSAL INK YELLOW	90.00	6	BOTTLE	540.00	6	540.00		-		-		-
29	ALCOHOL, 68%-70% SCENTED ETHYL	88.00	12	BOTTLE	1,056.00	12	1,056.00		-		-		-
30	ANTI- BACTERIAL SOAP	22.00	20	PIECE	440.00	20	440.00		-		-		-
31	RICE COOKER, 10 CUPS	2,000.00	1	PIECE	2,000.00	1	2,000.00		-		-		-
32	ZONROX (1 LITER)	60.00	4	BOTTLE	240.00	4	240.00		-		-		-
33	CHLORINE POWDER (1 KG)	150.00	1	KG	150.00	1	150.00		-		-		-
34	COMFORT ROOM FRESHENER	50.00	6	PIECE	300.00	6	300.00		-		-		-
35	DETERGENT BAR	12.10	42	PIECE	508.20	42	508.20		-		-		-
36	DETERGENT POWDER	7.70	42	POUCH	323.40	42	323.40		-		-		-
37	COMPUTER KEYBOARD	990.00	1	PIECE	990.00	1	990.00		-		-		-
38	RUBBERIZED CELLOPHANE	5,000.00	1	ROLL	5,000.00	1	5,000.00		-		-		-
39	DUST PAN, BIG HEAVY DUTY	264.00	1	PIECE	264.00	1	264.00		-		-		-
40	DISHWASHING PASTE	55.00	24	BOTTLE	1,320.00	24	1,320.00		-		-		-
41	WINDOW CURTAINS	350.00	12	PIECE	4,200.00	12	4,200.00		-		-		-
42	PRINTER (ALL IN ONE)	13,500.00	1	PIECE	13,500.00	1	13,500.00		-		-		-
43	FLOWER VASE, CERAMIC LARGE	539.00	1	PIECE	539.00	1	539.00		-		-		-
44	GLASS CLEANER, SPRAY 500ML	429.00	2	PIECE	858.00	2	858.00		-		-		-
45	GLOVES (DISPOSABLE)	121.00	1	BOX	121.00	1	121.00		-		-		-
46	GARABAGE CAN WITH COVER	187.00	1	PIECE	187.00	1	187.00		-		-		-
<b>SUBTOTAL</b>					<b>37,432.60</b>		<b>37,432.60</b>		-		-		-

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**WENA B. PAGAYON,RSW**  
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Plan Control No. _____						Planned Amount						Page 3 of 3	
Department/ Office: MSWDO						Regular	Contingency	Total		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
							Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	KNIFE	165.00	1	PIECE	165.00	1	165.00		-		-		-
48	ESL BULB 55 WATTS	440.00	5	PIECE	2,200.00	5	2,200.00		-		-		-
49	TOILET BOWL BRUSH	120.00	2	PIECE	240.00	2	240.00		-		-		-
50	PAIL (BIG) WITH HANDLE	330.00	1	PIECE	330.00	1	330.00		-		-		-
51	RUGS (FLOOR)	82.50	3	PIECE	247.50	3	247.50		-		-		-
52	RUBBER DOORMAT	176.00	2	PIECE	352.00	2	352.00		-		-		-
53	SPONGE	40.00	12	PIECE	480.00	12	480.00		-		-		-
54	SANDO BAG, MED 50PCS/PACK	33.00	40	PACK	1,320.00	40	1,320.00		-		-		-
55	SANDO BAG, XL 50PCS/PACK	110.00	40	PACK	4,400.00	40	4,400.00		-		-		-
56	TOILET DEODORANT CAKE, DEODORIZER	49.50	6	PACK	297.00	6	297.00		-		-		-
57	TORANDO MOP	1,200.00	1	PIECE	1,200.00	1	1,200.00		-		-		-
58	VINEGAR	132.00	1	BOTTLE	132.00	1	132.00		-		-		-
59	PAPER CUTTER, HIGH QUALITY, A5, A4, B	1,206.00	1	PIECE	1,206.00	1	1,206.00		-		-		-
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<b>SUBTOTAL</b>					<b>12,569.50</b>		<b>12,569.50</b>		<b>-</b>		<b>-</b>		<b>-</b>
<b>GRANDTOTAL</b>					<b>81,993.50</b>		<b>82,257.50</b>		<b>-</b>		<b>-</b>		<b>-</b>

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