

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office: MSWD - ODAP					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	EPSON INK 664 BLACK	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
2	EPSON INK 664 CYAN	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
3	EPSON INK 664 MAGENTA	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
4	EPSON INK 664 YELLOW	418.00	2	BOTTLE	836.00	2	836.00		-		-		-
5	CERTIFICATE HOLDER A4 SIZE ASSO	11.00	31	PIECE	341.00	31	341.00		-		-		-
6	PAPER FASTENER PLASTIC COATED	55.00	6	BOX	330.00	6	330.00		-		-		-
7	DOUBLE SIDED TAPE #1	55.00	6	ROLL	330.00	6	330.00		-		-		-
8	BOND PAPER A4 70GSM	280.00	5	REAM	1,400.00	5	1,400.00		-		-		-
9	BOND PAPER LONG 70GSM	308.00	5	REAM	1,540.00	5	1,540.00		-		-		-
10	CLIP BACK FOLD ALL MEATAL 32MM	22.00	4	BOX	88.00	4	88.00		-		-		-
11	MAGAZINE FILE WITH COVER	155.00	3	PIECE	465.00	3	465.00		-		-		-
12	SCENTED PAPER LONG	110.00	8	PACK	880.00	8	880.00		-		-		-
13	PENTEL PEN WHITE BOARD	66.00	6	PIECE	396.00	6	396.00		-		-		-
14	TAPE DISPENSER	75.00	1	PIECE	75.00	1	75.00		-		-		-
15	FOLDER WITH TAB A4	355.00	1	BUNDLE	355.00	1	355.00		-		-		-
16	DATER STAMP	220.00	1	PIECE	220.00	1	220.00		-		-		-
17	MOUSE PAD	80.00	2	PIECE	160.00	2	160.00		-		-		-
18	COMPUTER KEYBOARD	990.00	1	UNIT	990.00	1	990.00		-		-		-
19	GLUE GUN	165.00	1	PIECE	165.00	1	165.00		-		-		-
20	GLUE STICK BIG	10.00	15	PIECE	150.00	15	150.00		-		-		-
21	FLOOR BRUSH	55.00	4	PIECE	220.00	4	220.00		-		-		-
22	TRASH CAN BIG	220.00	3	PIECE	660.00	3	660.00		-		-		-
23	ALCOHOL 68% TO 70% SCENTED ETH	88.00	12	BOTTLE	1,056.00	12	1,056.00		-		-		-
SUBTOTAL													
					13,165.00		13,165.00		-		-		-

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

WENA B. PAGAYON,RSW
MGADH I

