

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 3				
Department/ Office: MSWD - OSCA					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 & BLUE)	330.00	1	BOX	330.00	1	330.00		-		-		-
2	BOND PAPER A4 70GSM (PAPER ONE)	280.00	10	REAM	2,800.00	10	2,800.00		-		-		-
3	BOND PAPER LONG 70GSM (PAPER C)	308.00	8	REAM	2,464.00	8	2,464.00		-		-		-
4	BROWN ENVELOPE (LONG)	44.00	5	BUNDLE	220.00	5	220.00		-		-		-
5	DATA FILE BOX WITHOUT COVER, LC	121.00	3	PIECE	363.00	3	363.00		-		-		-
6	ENVELOPE EXPANDING, PLASTIC, LC	40.00	10	PIECE	400.00	10	400.00		-		-		-
7	FASTENER PLASTIC, (50PCS)	55.00	5	BOX	275.00	5	275.00		-		-		-
8	FASTENER METAL, (50PCS)	110.00	5	BOX	550.00	5	550.00		-		-		-
9	FOLDER WHITE (LONG)	385.00	1	BUNDLE	385.00	1	385.00		-		-		-
10	GLUE GUN	165.00	1	PIECE	165.00	1	165.00		-		-		-
11	GLUE STICK	10.00	10	PIECE	100.00	10	100.00		-		-		-
12	MAGAZINE FILE BOX WITH COVER, L	155.00	3	PIECE	465.00	3	465.00		-		-		-
13	MARKER, FLOURESCENT, 3 COLORS	85.00	3	SET	255.00	3	255.00		-		-		-
14	MIMEOGRAPHING PAPER, LEGAL	220.00	8	REAM	1,760.00	8	1,760.00		-		-		-
15	MOISTENER	66.00	5	PIECE	330.00	5	330.00		-		-		-
16	SPECIALTY PAPER (185 THICKNESS)	60.00	24	PACK	1,440.00	24	1,440.00		-		-		-
17	TAPE DISPENSEER	75.00	1	PIECE	75.00	1	75.00		-		-		-
18	WHITEWOVE PAPER SHORT	165.00	5	REAM	825.00	5	825.00		-		-		-
19	WHITEWOVE PAPER LONG	165.00	5	REAM	825.00	5	825.00		-		-		-
20	INK CART, EPSON C13T6664100 (T66	418.00	2	TUBE	836.00	2	836.00		-		-		-
21	INK CART, EPSON C13T6664100 (T66	418.00	2	TUBE	836.00	2	836.00		-		-		-
22	INK CART, EPSON C13T6664100 (T66	418.00	2	TUBE	836.00	2	836.00		-		-		-
23	INK CART, EPSON C13T6664100 (T66	418.00	2	TUBE	836.00	2	836.00		-		-		-
JBTOTAL					17,371.00		17,371.00		-		-		-

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

WENA B. PAGAYON,RSW
MGADH I

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Department/ Office: MSWD - OSCA					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
24	EPSON INK 003 - BLACK	400.00	2	TUBE	800.00	2	800.00		-		-		-
25	EPSON INK 003 - CYAN	400.00	2	TUBE	800.00	2	800.00		-		-		-
26	EPSON INK 003 - MAGENTA	400.00	2	TUBE	800.00	2	800.00		-		-		-
27	EPSON INK 003 - YELLOW	400.00	2	TUBE	800.00	2	800.00		-		-		-
28	UNIVERSAL INK- BLACK	90.00	5	TUBE	450.00	5	450.00		-		-		-
29	UNIVERSAL INK- CYAN	90.00	5	TUBE	450.00	5	450.00		-		-		-
30	UNIVERSAL INK- MAGENTA	90.00	5	TUBE	450.00	5	450.00		-		-		-
31	UNIVERSAL INK- YELLOW	90.00	5	TUBE	450.00	5	450.00		-		-		-
32	TAPE SCOTCH, 1 INCH	33.00	3	ROLL	99.00	3	99.00		-		-		-
33	ALCOHOL, 500ML	88.00	15	BOTTLE	1,320.00	15	1,320.00		-		-		-
34	BASIB (MEDIUM) STAINLESS	275.00	1	PIECE	275.00	1	275.00		-		-		-
35	BROOM, SOFT (TAMBO)	120.00	2	PIECE	240.00	2	240.00		-		-		-
36	COMFORT ROOM FRESHENER	50.00	10	PIECE	500.00	10	500.00		-		-		-
37	CHAIR MONOBLOC BEIGE WITH BACKREST	600.00	15	PIECE	9,000.00	15	9,000.00		-		-		-
38	DUST PAN, HEAVY DUTY	264.00	1	PIECE	264.00	1	264.00		-		-		-
39	ELECTRIC FAN, STAND TYPE PLASTIC	2,910.60	1	UNIT	2,910.60	1	2,910.60		-		-		-
40	EMERGENCY LIGHT RECHARGEABLE	800.00	1	PIECE	800.00	1	800.00		-		-		-
41	FIRE EXTINGUISHER, DRY CHEMICAL	1,430.00	2	PIECE	2,860.00	2	2,860.00		-		-		-
42	GOOSENECK MICROPHONE	2,200.00	1	PIECE	2,200.00	1	2,200.00		-		-		-
43	LIGHT BULB, LED 6 WATTS	180.00	3	PIECE	540.00	3	540.00		-		-		-
44	MICROFIBER, DUSTER	220.00	1	PIECE	220.00	1	220.00		-		-		-
45	PAIL SMALL W/ HANDLE	150.00	2	PIECE	300.00	2	300.00		-		-		-
46	TOILET BOWL BRUSH	118.25	1	PIECE	118.25	1	118.25		-		-		-
SUBTOTAL													
					26,646.85		26,646.85		-		-		-

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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	TOILET BOWL CLEANER	184.61	2	PIECE	369.22	2	369.22		-		-		-
48	TOILET FRESHENER	220.00	4	BOTTLE	880.00	4	880.00		-		-		-
49	TRASHBAG, BLACK	165.00	2	ROLL	330.00	2	330.00		-		-		-
50	UPS 650VA	4,400.00	1	UNIT	4,400.00	1	4,400.00		-		-		-
51	WATER DISPENSER, HOT AND COLD	6,050.00	1	PIECE	6,050.00	1	6,050.00		-		-		-
52	WINDOW CURTAIN	250.00	15	PIECE	3,750.00	15	3,750.00		-		-		-
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SUBTOTAL					15,779.22		15,779.22		-		-		-
GRANDTOTAL					59,797.07		59,797.07		-		-		-

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