

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 3				
Department/ Office: MENRO					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	PAPER MULTICOPY 70GSM A4	280.00	8	REAM	2,240.00	8	2,240.00		-		-		-
2	PAPER MULTICOPY 70GSM LONG	308.00	9	REAM	2,772.00	9	2,772.00		-		-		-
3	PENCIL LEAD WITH ERASER	16.50	10	PIECE	165.00	10	165.00		-		-		-
4	PHOTOPAPER A4 210GSM	143.00	5	PACK	715.00	5	715.00		-		-		-
5	DATA FILER LEGAL SIZE, BLUE COLO	121.00	10	PIECE	1,210.00	10	1,210.00		-		-		-
6	DOUBLE SIDED TAPE #1	55.00	3	PIECE	165.00	3	165.00		-		-		-
7	DOUBLE SIDED TAPE #2	121.00	5	PIECE	605.00	5	605.00		-		-		-
8	EPSON L210 BLACK	544.50	10	BOTTLE	5,445.00	10	5,445.00		-		-		-
9	BINDER CLIP (BIG 2' OR 3')	27.50	1	PACK	27.50	1	27.50		-		-		-
10	BINDER CLIP 1.5 INCH	55.00	1	PACK	55.00	1	55.00		-		-		-
11	CALCULATOR	990.00	2	UNIT	1,980.00	2	1,980.00		-		-		-
12	FASTENER METAL	110.00	3	BOX	330.00	3	330.00		-		-		-
13	FOLDER FANCY LEGAL	423.50	5	PACK	2,117.50	5	2,117.50		-		-		-
14	INK 003 BLACK	400.00	5	BOTTLE	2,000.00	5	2,000.00		-		-		-
15	FLASHDRIVE 8GB	275.00	2	PIECE	550.00	2	550.00		-		-		-
16	STAPLER WITH REMOVER	333.80	2	PIECE	667.60	2	667.60		-		-		-
17	PUSH PINS	11.00	100	PIECE	1,100.00	100	1,100.00		-		-		-
18	FIELD BOOK	132.00	4	PIECE	528.00	4	528.00		-		-		-
19	BLACK SIGN PEN	55.00	10	PIECE	550.00	10	550.00		-		-		-
20	SCISSORS	165.00	2	PIECE	330.00	2	330.00		-		-		-
21	TAPE DISPENSER	75.00	3	PIECE	225.00	3	225.00		-		-		-
22	NOTEBOOK STENO	20.00	150	PIECE	3,000.00	150	3,000.00		-		-		-
23	PAPER BOARD A4 CREAM	44.00	3	PACK	132.00	3	132.00		-		-		-
SUBTOTAL					26,909.60		26,909.60		-		-		-

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

ADJUTOR M. MORALDE,CE;EnP

OIC-MENRO

**ANNUAL PROCUREMENT PLAN
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Plan Control No. _____					Planned Amount				Page 2 of 3				
Department/ Office: MENRO					Regular	Contingency	Total		Date Submitted:				
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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	GLOSSY COATED BOND PAPER 75 G	432.00	2	REAM	864.00	2	864.00		-		-		-
25	BOND PAPER SIZE A3	570.00	2	REAM	1,140.00	2	1,140.00		-		-		-
26	YELLOW PAPER	55.00	4	PAD	220.00	4	220.00		-		-		-
27	BLACK BALLPEN	330.00	4	BOX	1,320.00	4	1,320.00		-		-		-
28	CORRECTION TAPE	25.00	10	PIECE	250.00	10	250.00		-		-		-
29	STAPLE WIRE #35	55.00	2	BOX	110.00	2	110.00		-		-		-
30	MAILING ENVELOPE	140.00	1	BUNDLE	140.00	1	140.00		-		-		-
31	PAPER CLIP 50MM, 100PCS/BOX	22.00	4	BOX	88.00	4	88.00		-		-		-
32	HIGHLIGHTER PEN	44.00	3	PIECE	132.00	3	132.00		-		-		-
33	RULER	11.00	3	PIECE	33.00	3	33.00		-		-		-
34	ORGANIZER NOTEBOOK	120.00	6	PIECE	720.00	6	720.00		-		-		-
35	ACETATE FILM PVC SHEETS (8.5 X 13	150.00	5	PACK	750.00	5	750.00		-		-		-
36	ACETATE FILM PVC SHEETS (8.5 X 11	120.00	5	PACK	600.00	5	600.00		-		-		-
37	CORK BOARD 4X4	850.00	2	PIECE	1,700.00	2	1,700.00		-		-		-
38	STICK BROOM	50.00	100	PIECE	5,000.00	100	5,000.00		-		-		-
39	DUST PAN (LARGE)	264.00	10	PIECE	2,640.00	10	2,640.00		-		-		-
40	RUBBER BOOTS (MALE)	220.00	36	PAIR	7,920.00	36	7,920.00		-		-		-
41	RUBBER BOOTS (FEMALE)	220.00	18	PAIR	3,960.00	18	3,960.00		-		-		-
42	GLOVES (RUBBER/CLOTH)	60.00	100	PAIR	6,000.00	100	6,000.00		-		-		-
43	T-SHIRT WITH LGU LOGO	300.00	80	PIECE	24,000.00	80	24,000.00		-		-		-
44	EMPTY SACKS	12.00	2000	PIECE	24,000.00	2000	24,000.00		-		-		-
45	PLASTIC TWINE	130.00	7	KILO	910.00	7	910.00		-		-		-
46	NYLON THREAD (GRASS CUTTER)	770.00	2	ROLL	1,540.00	2	1,540.00		-		-		-
SUBTOTAL					84,037.00		84,037.00		-		-		-

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
47	POLYETHYLANE BAG (4X6)	72.00	10	PACK	720.00	10	720.00		-				-
48	SOFT BROOMS	120.00	4	PIECE	480.00	4	480.00		-				-
49	FEATHER DUSTER	50.00	2	PIECE	100.00	2	100.00		-				-
50	RAG (CLOTH)	82.50	5	PIECE	412.50	5	412.50		-				-
51	HERBECIDE	750.00	5	LITER	3,750.00	5	3,750.00		-				-
52	ETHYL ALCOHOL 70% (500ML)	88.00	10	BOTTLE	880.00	10	880.00		-				-
53	DETERGENT POWDER	150.00	4	KILO	600.00	4	600.00		-				-
54	FLOOR BRUSH (WITH HANDLE)	55.00	2	PIECE	110.00	2	110.00		-				-
55	PAIL (LARGE)	495.00	2	PIECE	990.00	2	990.00		-				-
56	ZONROX 1 LITER	60.00	10	BOTTLE	600.00	10	600.00		-				-
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SUBTOTAL					8,642.50		8,642.50		-				-
GRANDTOTAL					119,589.10		119,589.10		-				-

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OIC-MENRO